

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Weds. September 08, 2021

1. 7:00 p.m. Regular Session (Station 17, Portable Conference/Training Room)
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	\$93,743.42
Consolidated Mitigation Fees	59,028.36
Plans/Inspections	21,037.50
Cell Tower Leases	6,523.47
Workers Comp. Reimbursements	5,037.72
Uniform Sales	72.00
Report Fees	50.00
TOTAL	<u>\$185,492.47</u>

- D. Approval of the August 2021 Expenditures: \$274,620.50

E. Personnel Items

<u>Separations:</u>	None
<u>Promotions:</u>	None
<u>Reassignments:</u>	None
<u>New Hires:</u>	Fire Chief Mark Duerr FF/PM Damon Meier FF/PM Jack Mascarinas FF/PM Bryan Doepel
<u>Interns/Volunteers:</u>	None

6. Special Presentation – Badge Pinning ceremony for Chief Duerr

7. Old Business:

- A. Station 18 New Truck Room Update: Staff recommends discussion on the progress made on the project. **PG#21**
- B. Employee Retention: Staff recommends discussion on current issues facing the District involving employee retention. **PG#22**
- C. Wesleyan Church Property at 4700 East Roseville Parkway: Staff recommends discussion and possible action to either pursue property purchase or recommend not to purchase. **PG#23**
- D. FY 2021/22 Final Budget Adoption: Staff recommends reviewing and adopting the final fiscal year 2021/22 budget. **PG#24**

8. New Business:

- A. Fiscal Year 2020/21 Draft Quarterly Budget Report: Staff recommends a short presentation on the status of the Draft 4th Quarter Fiscal Year 2020/21 unaudited final budget. **PG#34**
- B. Dry Financing Request: Staff seeks approval to submit a dry financing application to the Placer County Treasurer's Office. **PG#40**
- C. Cal PERS 2022-23 Contributions: Staff recommends reviewing and discussing the most recent Annual Valuation Reports received from CalPERS for the District's four retirement plans. **PG#43**

9. Information and Discussion:

- A. Covid-19 Update: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations. **PG#48**

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
August 11, 2021

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 11, 2021 at 7:00 p.m. by President, Gary Grenfell.

Present:

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

Absent:

none

Staff in Attendance:

Fire Chief, Karl Fowler
Division Chief, Jeff Ingolia
Battalion Chief, Matt Feeley
Battalion Chief, Kelly Moretti
Captain Paramedic, Matt VanVultinburg
Captain, Shawn Cline
Engineer Paramedic, Mike Long
Engineer, Edgar Olineka

Public Comment: None

Closed Session Report: President Grenfell reported that there was a closed session at 6:30 p.m. to discuss the proposed contract of employment for a successor Fire Chief. A roll call vote was unanimously voted to approve the contract by all seven board of directors. Director Ryland added that there will be a swearing in at the next meeting for Chief Mark Duerr. The board extended a welcome to Chief Duerr seated in the audience.

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

Rollcall:

Ayes: Musso, Johnson, Mullin, Grenfell, Gibson, Ryland, Bajtos
Absent: none

Noes: None Abstain: None
Carried

OLD BUSINESS

Station 18 New Truck Room Update: Staff recommends discussion on the proposed project and progress made to date. Chief Fowler began that at the last board meeting the board approved moving forward with a scaled back project to review the demo to the training house and building a wall at the south property end. Division Chief Ingolia has reported that PNP estimated the total cost will be between \$165-175,000 for those two items and the Town of Loomis has approved the permits. PNP

Construction is noting that work cannot begin for 4-6 weeks and should begin the beginning of October and completed thereafter in 4-6 weeks. Chief Fowler noted that the neighbors were happy with the design.

Fire Chief Recruitment Update: Staff recommends discussion and update for the Board of Directors on the progress of recruitment for the Fire Chief position. Chief Fowler explained that this has been a standing item for five months and would like to welcome the new Fire Chief, Mark Duerr, to the District. He continued that he will begin on August 16 and will work alongside Chief Fowler until his retirement on December 30.

Employee Retention: Staff recommends discussion on current issues facing the District involving employee retention. Chief Fowler began that the District recently hired three Engineer positions, one Apprentice Firefighter, and three Paramedic Firefighter positions that will begin on August 28th for a two week academy. He noted the importance of being fully staffed during the significant fire season. Next will be the Battalion Chief Assessment center to be scheduled in mid-September. He continued that the Deputy Chief Recruitment flyer has been circulated with a deadline of September 3rd.

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. Chief Fowler explained that the Board has continued to meet and discuss the possibilities for the new facility. The District has been looking for administrative space for 20 years and noted that it was in the Capital Facilities plan. The Placer County Treasurer met with Chief Fowler to discuss the options to finance the project and reported that there was issue to financing for the district due to the outside operating account the District holds with Wells Fargo. He continued that at this time he was assured the issue would not end the District's ability to utilize dry financing as has been done for over 20 years in the past with no issue. Chief Fowler continued that at this time he needs to fully brief the new Chief on the issue so it may be resolved. Although mitigation revenues could be used for the purchase, this would drastically impact the feasibility of other future projects. The Board noted that a Division 2 tax measure could be part of the financing discussion for the purchase although the purchase could have a negative impact on public perception. The Board suggested Div. Chief Ingolia discuss the timing with the property owners either asking for additional time or the possibility of contingency offers.

Fiscal Year 2021/22 Preliminary Budget Adoption: Staff recommends adoption of the preliminary Fiscal Year 2021/22 Budget. The Chief presented the preliminary budget adding that few changes have been made since last month's meeting. He noted that the Finance Committee had met and made some realignments to the sources for the Station 18 project. It was noted that the contracted increase to salaries of 3% effective January 1 is included as well as the increase in medical contributions to the employees. Significant cuts had to be made to service and operations. The current budget still staffs at a 3-0 level for all stations for the full fiscal year bringing salaries and wages to 88%. The current board adopted budgeted guidelines calls for 80.25%. The final budget will be presented in September.

NEW BUSINESS

None

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 Fowler noted that the current positivity rate in Placer County is 8% with 17.3 cases per 100,000. The District is still closely following the Cal OSHA requirements for workplace safety as changes are expected to come rapidly. Crews have been very vigilant with the increase in covid response calls as there have been no employee exposures on

response calls. It was noted that Battalion Chief Moretti will be taking over the EMS Division upon Chief Brooks retirement next month.

Correspondence: A monthly PARS statement both for the month of June and the fiscal year ending with \$284,000 in earnings reported. Engagement letter from the financial auditors to begin the audit in September. A letter from FASIS the workers compensation carrier noted a Safety/Control Risks audit will be completed.

Chief's Report:

- Station 18 cost estimates for cinder block wall and demolition of the old training house in progress
- Eagle Scout project at Station 18 is complete – a dedication ceremony was held on Sat. 6/19
- Three new Engineers hired and are doing well
- Apprentice Firefighter position online and doing well
- Paramedic Firefighters begin August 28th for two week then go on the line
- Battalion Chief written exam completed July 9th with tentative dates for assessment center TBD
- August 3 National Night Out with District participation went well
- July 29th meeting with Placer County regarding funding options attended by Chief Ingolia and Fowler
- SCI tax feasibility process moving forward with kick off meeting held on 8/10.
- River Fire response was excellent
- OES 4106 deployed to the Dixie Fire
- Pre-Construction meeting for the two new engines held with Golden State-March or April next year completion date
- CISM training conducted in July for District Personnel
- Overhead Assignment return and deployment for BC McMillin (Twin Rivers WA and McFarland CA)
- Multi Company training continues to be held throughout the month
- Engine Boss Training occurred for new Captains needing the training
- Fire extinguishers all serviced annually
- Pre-audit scheduled for 8/19
- New Fire Chief – Mark Duerr is set to begin 8/16

Functions: none

Board/Staff Comments: The Board welcomed Chief Duerr to the District.

Future Agenda Items: none

There being no further business to come before the Board, the meeting adjourned at 8:04 p.m. The next regular meeting will be held on Wednesday, September 08, 2021.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

Ranges:	From:	To:		From:	To:
Checkbook ID	First	Last	Number	First	Last
Description	First	Last	Date	8/5/2021	8/31/2021
User-Defined 1	First	Last	Type	Check	Check

Sorted By: Date
Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment Deposit
PLACER COUNTY	County Of Placer					\$1,356,684.88
24093	8/31/2021	CHK	AFLAC	No	PMCHK00000947	\$771.32
24094	8/31/2021	CHK	California Assn of Prefessio	No	PMCHK00000947	\$1,445.50
24095	8/31/2021	CHK	California Assn of Prefessio	No	PMCHK00000947	\$59.00
24096	8/31/2021	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00000947	\$1,017.10
24097	8/31/2021	CHK	P.E.R.S	No	PMCHK00000947	\$1,400.00
24098	8/31/2021	CHK	P.E.R.S	No	PMCHK00000947	\$102,840.25
24099	8/31/2021	CHK	PRINCIPAL MUTUAL	No	PMCHK00000947	\$7,444.16
24100	8/31/2021	CHK	Sacramento Area Fire Fighter	No	PMCHK00000947	\$1,878.49
24101	8/31/2021	CHK	Sacramento Area Fire Fighter	No	PMCHK00000947	\$1,878.49
24102	8/31/2021	CHK	SPFAOA	No	PMCHK00000947	\$100.00
24103	8/31/2021	CHK	SPFAOA	No	PMCHK00000947	\$100.00
24104	8/31/2021	CHK	TASC/ Total Admin Service	No	PMCHK00000947	\$5,019.75
24105	8/31/2021	CHK	TASC/ Total Admin Service	No	PMCHK00000947	\$5,019.75
24106	8/31/2021	CHK	Voya Financial Trust Co.	No	PMCHK00000947	\$15,160.05
24107	8/31/2021	CHK	Voya Financial Trust Co.	No	PMCHK00000947	\$15,160.05
15 Transaction(s)						\$159,293.91 \$0.00
WELLS FARGO OP	Wells Fargo Operating Account					\$53,396.40
26645	8/24/2021	CHK	Afforda-Test	No	PMCHK00000946	\$715.00
26646	8/24/2021	CHK	ACE HARDWARE	No	PMCHK00000946	\$84.58
26647	8/24/2021	CHK	AT & T / T-1 Lines	No	PMCHK00000946	\$1,199.13
26648	8/24/2021	CHK	ADVANTAGE GEAR	No	PMCHK00000946	\$3,738.78
26649	8/24/2021	CHK	Amerigas	No	PMCHK00000946	\$393.05
26650	8/24/2021	CHK	BURTONS FIRE APPARATUS	No	PMCHK00000946	\$1,848.83
26651	8/24/2021	CHK	BART INDUSTRIES	No	PMCHK00000946	\$707.36
26652	8/24/2021	CHK	Bob Murray & Associates	No	PMCHK00000946	\$176.77
26653	8/24/2021	CHK	Citrus Heights Saw & Mower	No	PMCHK00000946	\$1,260.58
26654	8/24/2021	CHK	CELL ENERGY	No	PMCHK00000946	\$994.96
26655	8/24/2021	CHK	CIT Technology Fin Serv. Inc	No	PMCHK00000946	\$1,178.67
26656	8/24/2021	CHK	Cordico Psychological Corp.	No	PMCHK00000946	\$1,600.00
26657	8/24/2021	CHK	DAWSON OIL	No	PMCHK00000946	\$984.88
26658	8/24/2021	CHK	De Lage Landen Financial Ser	No	PMCHK00000946	\$275.73
26659	8/24/2021	CHK	Derotic LLC	No	PMCHK00000946	\$1,431.75
26660	8/24/2021	CHK	Duncan, Tyler	No	PMCHK00000946	\$250.00
26661	8/24/2021	CHK	ETHAN WADE GRAPHICS	No	PMCHK00000946	\$520.72
26662	8/24/2021	CHK	FOLSOM LAKE FORD	No	PMCHK00000946	\$24.25
26663	8/24/2021	CHK	Foothill Fire and WIRE	No	PMCHK00000946	\$168.73
26664	8/24/2021	CHK	GRAINGER, W.W.	No	PMCHK00000946	\$158.64
26665	8/24/2021	CHK	Gold Country Water	No	PMCHK00000946	\$378.45
26666	8/24/2021	CHK	Hunt and Sons, Inc	No	PMCHK00000946	\$5,653.92
26667	8/24/2021	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00000946	\$496.35
26668	8/24/2021	CHK	INLAND BUSINESS SYSTEMS	No	PMCHK00000946	\$189.31
26669	8/24/2021	CHK	Interwest Consulting Group	No	PMCHK00000946	\$3,541.88
26670	8/24/2021	CHK	JRB Pest and Sanitation	No	PMCHK00000946	\$295.00
26671	8/24/2021	CHK	Kronos Inc	No	PMCHK00000946	\$3,095.78
26672	8/24/2021	CHK	LIFE ASSIST	No	PMCHK00000946	\$8,450.30
26673	8/24/2021	CHK	Lexipol, LLC	No	PMCHK00000946	\$9,773.00
26674	8/24/2021	CHK	Loomis Ace Hardware	No	PMCHK00000946	\$46.39
26675	8/24/2021	CHK	Lenhart, Dawn	No	PMCHK00000946	\$175.00

Checkbook ID	Description		User-Defined 1		Current Balance	
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
26676	8/24/2021	CHK	Mission Uniform Services	No	PMCHK00000946	\$137.55
26677	8/24/2021	CHK	Northwest Pump & Equipment C	No	PMCHK00000946	\$286.96
26678	8/24/2021	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000946	\$1,364.00
26679	8/24/2021	CHK	PG & E	No	PMCHK00000946	\$10,369.24
26680	8/24/2021	CHK	Placer County Water Agency	No	PMCHK00000946	\$78.69
26681	8/24/2021	CHK	Preferred Alliance Inc	No	PMCHK00000946	\$180.00
26682	8/24/2021	CHK	Quill Corporation	No	PMCHK00000946	\$888.98
26683	8/24/2021	CHK	RIVERVIEW INTERNATIONAL	No	PMCHK00000946	\$307.64
26684	8/24/2021	CHK	Recology Auburn Placer	No	PMCHK00000946	\$699.40
26685	8/24/2021	CHK	Sac Area Firefighters - Beha	No	PMCHK00000946	\$854.00
26686	8/24/2021	CHK	Silverado Avionics Inc.	No	PMCHK00000946	\$10,118.50
26687	8/24/2021	CHK	STERICYCLE INC	No	PMCHK00000946	\$275.63
26688	8/24/2021	CHK	STRYKER-Sales Corp	No	PMCHK00000946	\$8,036.64
26689	8/24/2021	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00000946	\$1,444.29
26690	8/24/2021	CHK	Sac Metro Fire	No	PMCHK00000946	\$12,000.00
26691	8/24/2021	CHK	Consolidated Communications	No	PMCHK00000946	\$2,367.79
26692	8/24/2021	CHK	SAMBA Holdings Inc	No	PMCHK00000946	\$55.43
26693	8/24/2021	CHK	Sprint	No	PMCHK00000946	\$118.58
26694	8/24/2021	CHK	Target Solutions Learning, L	No	PMCHK00000946	\$6,400.00
26695	8/24/2021	CHK	TIFCO INDUSTRIES	No	PMCHK00000946	\$393.28
26696	8/24/2021	CHK	TIAA Commercial Finance, Inc	No	PMCHK00000946	\$2,443.49
26697	8/24/2021	CHK	The Permanente Medical Group	No	PMCHK00000946	\$2,019.00
26698	8/24/2021	CHK	US Bank Corporate Payment Sy	No	PMCHK00000946	\$3,186.97
26699	8/24/2021	CHK	VOYAGER	No	PMCHK00000946	\$162.84
26700	8/24/2021	CHK	VALLEY POWER SYSTEM	No	PMCHK00000946	\$82.37
26701	8/24/2021	CHK	Verizon Wireless	No	PMCHK00000946	\$435.24
26702	8/24/2021	CHK	Vision Quest Information Sol	No	PMCHK00000946	\$99.00
26703	8/24/2021	CHK	Wattco	No	PMCHK00000946	\$713.29
59 Transaction(s)					\$115,326.59	\$0.00
74 Total Transaction(s)						

System: 8/31/2021 3:27:52 PM
User Date: 8/31/2021

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: kmedeiros

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Checkbook ID	PLACER COUNTY
Vendor Name	First	Last	Check Number	First
Check Date	8/5/2021	8/31/2021		

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A212	AFLAC	PLACER COUNTY	24093	8/31/2021	\$771.32
33594	009724	Monthly premium	\$771.32		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-1550-000	Agency Share Insurance	\$771.32	\$0.00
C273	California Assn of Prefessiona	PLACER COUNTY	24094	8/31/2021	\$1,445.50
33595	9/2021 LTD	9-2021 Safety LTD	\$1,445.50		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0215-000	Group Insurance Payable	\$29.50	\$0.00
	PURCH	0-000-0215-000	Group Insurance Payable	\$1,298.00	\$0.00
	PURCH	0-000-0215-000	Group Insurance Payable	\$88.50	\$0.00
	PURCH	0-000-0215-000	Group Insurance Payable	\$29.50	\$0.00
C273	California Assn of Prefessiona	PLACER COUNTY	24095	8/31/2021	\$59.00
33596	9/2021 NS LTD	9-2021 NSafety LTD	\$59.00		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24096	8/31/2021	\$1,017.10
33597	552188	9-2021 Vision premium	\$1,017.10		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-1550-000	Agency Share Insurance	\$1,017.10	\$0.00
P101	P.E.R.S	PLACER COUNTY	24097	8/31/2021	\$1,400.00
33598	16512215	GASB 68 Reports & Schedules	\$1,400.00		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$1,400.00	\$0.00
P101	P.E.R.S	PLACER COUNTY	24098	8/31/2021	\$102,840.25
33599	16528173	September 2021 premium	\$102,840.25		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0215-000	Group Insurance Payable	\$25,371.12	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$56,654.44	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$20,814.69	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24099	8/31/2021	\$7,444.16
33600	9-2021 DENTAL	September 2021 dental premiu	\$7,444.16		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-1550-000	Agency Share Insurance	\$7,444.16	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24100	8/31/2021	\$1,878.49
33601	PP04 UNION 2021	EE Union dues PP 4	\$1,878.49		
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0218-000	Union Dues Payable	\$1,878.49	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S043 33602	Sacramento Area Fire Fighters PP05 UNION 2021 Type Account PURCH 0-000-0218-000	PLACER COUNTY EE Union dues PP 5 Description Union Dues Payable	24101 \$1,878.49	8/31/2021 Debit \$1,878.49	\$1,878.49 Credit \$0.00
S233 33603	SPFAOA PP04 SPFAOA 2021 Type Account PURCH 0-000-0218-000	PLACER COUNTY SPFAOA dues PP 4 Description Union Dues Payable	24102 \$100.00	8/31/2021 Debit \$100.00	\$100.00 Credit \$0.00
S233 33608	SPFAOA PP05 SPFAOA 2021 Type Account PURCH 0-000-0218-000	PLACER COUNTY SPFAOA dues PP 5 Description Union Dues Payable	24103 \$100.00	8/31/2021 Debit \$100.00	\$100.00 Credit \$0.00
T160 33604	TASC/ Total Admin Service PP04 DC/MR 2021 Type Account PURCH 0-000-0216-000 PURCH 0-000-1550-000 PURCH 0-000-1550-000	PLACER COUNTY EE/ER DC/MR PP 4 Description Flexible Benefits Payable Agency Share Insurance Agency Share Insurance	24104 \$5,019.75	8/31/2021 Debit \$951.82 \$3,724.19 \$343.74	Credit \$0.00 \$0.00 \$0.00
T160 33605	TASC/ Total Admin Service PP05 DC/MR 2021 Type Account PURCH 0-000-0216-000 PURCH 0-000-1550-000 PURCH 0-000-1550-000	PLACER COUNTY EE/ER DC/MR PP 5 Description Flexible Benefits Payable Agency Share Insurance Agency Share Insurance	24105 \$5,019.75	8/31/2021 Debit \$951.82 \$3,724.19 \$343.74	Credit \$0.00 \$0.00 \$0.00
V125 33606	Voya Financial Trust Co. PP04 DEF COMP 2021 Type Account PURCH 0-000-0214-000 PURCH 0-000-0214-000	PLACER COUNTY EE/ER Def Comp PP 4 Description 457 Deferred Comp. Payable 457 Deferred Comp. Payable	24106 \$15,160.05	8/31/2021 Debit \$14,137.00 \$1,023.05	Credit \$0.00 \$0.00
V125 33607	Voya Financial Trust Co. PP05 DEF COMP 2021 Type Account PURCH 0-000-0214-000 PURCH 0-000-0214-000	PLACER COUNTY EE/ER Def Comp PP 5 Description 457 Deferred Comp. Payable 457 Deferred Comp. Payable	24107 \$15,160.05	8/31/2021 Debit \$14,137.00 \$1,023.05	Credit \$0.00 \$0.00
A120 33495	Afforda-Test 44962 Type Account PURCH 0-000-2124-003	WELLS FARGO OP Tank testing Description Station 19 Fuel	26645 \$358.00	8/24/2021 Debit \$358.00	Credit \$0.00
33496	44964 Type Account PURCH 0-000-2124-001	Tank testing Description Station 17 Fuel	\$357.00	Debit \$357.00	Credit \$0.00
A164 33484	ACE HARDWARE 025736 Type Account	WELLS FARGO OP Screwdriver, threadlocker Description	26646 \$17.14	8/24/2021 Debit	\$84.58 9 Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$17.14	\$0.00
33485	025849	Swamp cooler pump	\$37.53		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$37.53	\$0.00
33486	025919	Keys	\$29.91		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$29.91	\$0.00
A168	AT & T / T-1 Lines	WELLS FARGO OP	26647	8/24/2021	\$1,199.13
33498	072521	Monthly billing	\$1,199.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,199.13	\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP	26648	8/24/2021	\$3,738.78
33487	44759-1	Structure boots	\$589.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$589.82	\$0.00
33488	44944-1	Belt, pants, shirts, patches	\$674.33		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$674.33	\$0.00
33489	44945-1	Crossed bugles	\$17.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$17.05	\$0.00
33490	45329-1	Boots, belt, pants	\$634.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$634.76	\$0.00
33491	45398-1	Boots, belt	\$396.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$396.72	\$0.00
33492	45405-1	Belt, boots, pants, shirts	\$396.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$396.72	\$0.00
33493	45501-1	Structure boots	\$565.15		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$565.15	\$0.00
33494	45581-1	Shirts, pants, patches	\$464.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$464.23	\$0.00
A190	Amerigas	WELLS FARGO OP	26649	8/24/2021	\$383.05

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33497	3125509818	Propane for generatorr tank	\$393.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2021-000	Propane		\$393.05	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	26650	8/24/2021	\$1,848.83
33506	S53747	Pressure gauge	\$133.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$133.73	\$0.00
33507	S53887	Hannay hose reel motor	\$414.12		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-713	2012 Pierce International BR28		\$414.12	\$0.00
33508	S53953	FRC throttle	\$1,300.98		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-713	2012 Pierce International BR28		\$1,300.98	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	26651	8/24/2021	\$707.36
33499	323916	Intake hose	\$79.35		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$79.35	\$0.00
33500	325334	Ignition key tumbler	\$51.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-401	2002 Chevy		\$51.95	\$0.00
33501	327795	Ait filters, oil filters	\$295.39		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$295.39	\$0.00
33502	328022	Fuel line	\$14.96		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$14.96	\$0.00
33503	328165	Exhaust tubing	\$37.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$37.48	\$0.00
33504	328325	Water pump	\$228.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$228.23	\$0.00
B188	Bob Murray & Associates	WELLS FARGO OP	26652	8/24/2021	\$176.77
33505	9139	Chief recruitment	\$176.77		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$176.77	\$0.00
C123	Citrus Heights Saw & Mower	WELLS FARGO OP	26653	8/24/2021	\$1,260.58
33512	547861	Small engine fuel	\$258.57		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$258.57	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33513	569948	Small engine fuel, oil mix	\$1,002.01		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$1,002.01	\$0.00
C204	CELL ENERGY	WELLS FARGO OP	26654	8/24/2021	\$994.96
33509	9410011519	Group 31 batteries	\$878.06		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$878.06	\$0.00
33510	9410011537	Group 65 batteries	\$116.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$116.90	\$0.00
C251	CIT Technology Fin Serv. Inc	WELLS FARGO OP	26655	8/24/2021	\$1,178.67
33511	38183861	Copier lease 1	\$1,178.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$1,178.67	\$0.00
C277	Cordico Psychological Corp.	WELLS FARGO OP	26656	8/24/2021	\$1,600.00
33516	5076	Psych evaluations	\$1,600.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$1,600.00	\$0.00
D101	DAWSON OIL	WELLS FARGO OP	26657	8/24/2021	\$984.88
33517	496836	Monthly billing	\$984.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$984.88	\$0.00
D144	De Lage Landen Financial Servi	WELLS FARGO OP	26658	8/24/2021	\$275.73
33518	73251253	Copier lease 2	\$275.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$275.73	\$0.00
D149	Derotic LLC	WELLS FARGO OP	26659	8/24/2021	\$1,431.75
33519	HQ-1823	Hose bed for hard suction	\$1,431.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380		\$1,431.75	\$0.00
D159	Duncan, Tyler	WELLS FARGO OP	26660	8/24/2021	\$250.00
33520	33520	Paramedic license	\$250.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
E115	ETHAN WADE GRAPHICS	WELLS FARGO OP	26661	8/24/2021	\$520.72
33521	52485	T-shirts	\$520.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$520.72	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP	26662	8/24/2021	\$24.25

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33522	709732	Tail light socket	\$24.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-016	LFPD Ford Expedition		\$24.25	\$0.00
F200	Foothill Fire and WIRE	WELLS FARGO OP	26663	8/24/2021	\$168.73
33523	49777	Annual alarm inspection	\$168.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$168.73	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP	26664	8/24/2021	\$158.64
33525	9964203252	Pressure gauge	\$103.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$103.19	\$0.00
33526	9967336794	V-belt for swamp cooler	\$11.18		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$11.18	\$0.00
33527	9016206410	Charge air cooler hose	\$44.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$44.27	\$0.00
G158	Gold Country Water	WELLS FARGO OP	26665	8/24/2021	\$378.45
33524	33524	Monthly billing	\$378.45		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$378.45	\$0.00
H130	Hunt and Sons, Inc	WELLS FARGO OP	26666	8/24/2021	\$5,653.92
33531	71979	Monthly billing	\$3,162.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$3,162.63	\$0.00
33532	71982	Monthly billing	\$1,832.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,832.95	\$0.00
33533	77016	Oil	\$658.34		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$658.34	\$0.00
H141	HARRIS INDUSTRIAL GASES	WELLS FARGO OP	26667	8/24/2021	\$496.35
33528	01850140	Cylinder rental	\$264.65		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$264.65	\$0.00
33529	01850172	Cylinder rental	\$177.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$177.85	\$0.00
33530	01850275	Cylinder rental	\$53.85		
	Type Account	Description		Debit	Credit

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Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00
I121	INLAND BUSINESS SYSTEMS	WELLS FARGO OP	26668	8/24/2021	\$189.31
33534	IN2082955	Excess copies	\$189.31		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$189.31	\$0.00
I134	Interwest Consulting Group	WELLS FARGO OP	26669	8/24/2021	\$3,541.88
33535	71137	July services	\$3,541.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$3,541.88	\$0.00
J128	JRB Pest and Sanitation	WELLS FARGO OP	26670	8/24/2021	\$295.00
33536	52951	Monthly billing	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$85.00	\$0.00
33537	52987	Monthly billing	\$125.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$125.00	\$0.00
33538	52990	Monthly billing	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$85.00	\$0.00
K132	Kronos Inc	WELLS FARGO OP	26671	8/24/2021	\$3,095.78
33539	11796415	Telestaff	\$3,095.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$3,095.78	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	26672	8/24/2021	\$8,450.30
33542	1118588	Amiodarone	\$35.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$35.75	\$0.00
33543	1120254	Various supplies	\$1,922.32		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,922.32	\$0.00
33544	1121968	Various supplies	\$1,455.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,455.85	\$0.00
33545	1122242	Albuterol	\$18.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$18.69	\$0.00
33546	1123191	QuikClot dressing, gauze	\$814.56		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$814.56	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33547	1125597	Various supplies	\$4,203.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$4,203.13	\$0.00
L141	Lexipol, LLC	WELLS FARGO OP 26673		8/24/2021	\$9,773.00
33541	INVLEX3349	Annual fire policy manual	\$9,773.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$9,773.00	\$0.00
L149	Loomis Ace Hardware	WELLS FARGO OP 26674		8/24/2021	\$46.39
33548	001127/1	Ant bait, axe handle	\$30.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$30.72	\$0.00
33549	001129/1	Frog tape, spray paint	\$15.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$15.67	\$0.00
L151	Lenhart, Dawn	WELLS FARGO OP 26675		8/24/2021	\$175.00
33540	33540	Parking permit refund	\$175.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-8193-011	Fees For Service & Cost Recovery Ch		\$175.00	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP 26676		8/24/2021	\$137.55
33550	515043711	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
33551	515088063	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
33552	515127688	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
33553	515171850	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
33554	515217171	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
N146	Northwest Pump & Equipment Co	WELLS FARGO OP 26677		8/24/2021	\$286.96
33557	3231191-00	Coax fuel hose	\$286.96		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$286.96	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	26678	8/24/2021	\$1,364.00
33555	81858	IT consulting	\$520.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$520.00	\$0.00
33556	81951	Software subscriptions	\$844.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$844.00	\$0.00
P111	PG & E	WELLS FARGO OP	26679	8/24/2021	\$10,369.24
33590	33590	Monthly billing	\$10,369.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$3,550.00	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$2,544.39	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$1,030.41	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$67.35	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,599.12	\$0.00
	PURCH 0-000-2027-028	Station 28		\$1,534.88	\$0.00
	PURCH 0-000-2027-029	Station 29		\$43.09	\$0.00
P125	Placer County Water Agency	WELLS FARGO OP	26680	8/24/2021	\$78.69
33591	35591	Monthly billing	\$78.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-001	Water - Station #17		\$78.69	\$0.00
P218	Preferred Alliance Inc	WELLS FARGO OP	26681	8/24/2021	\$180.00
33592	0168996-IN	Non-random tests	\$180.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$180.00	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	26682	8/24/2021	\$888.98
33558	18341298	Printer toner	\$185.53		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$185.53	\$0.00
33559	18376387	File folders	\$359.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$359.23	\$0.00
33560	18376592	Printer toner	\$344.22		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$344.22	\$0.00
R115	RIVERVIEW INTERNATIONAL	WELLS FARGO OP	26683	8/24/2021	\$307.64
33566	65228	Intake charge tube	\$307.64		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-713	2012 Pierce International BR28		\$307.64	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	26684	8/24/2021	\$699.40
33561	66173857	Monthly billing - Stn 15	\$34.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.19	\$0.00

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Voucher Number	Invoice Number	Original Voucher Amount			
33562	66175076	Monthly billing - Stn 16	\$34.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.19	\$0.00
33563	66173535	Monthly billing - Stn 17	\$562.64		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$562.64	\$0.00
33564	66188467	Monthly billing - Stn 19	\$34.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.19	\$0.00
33565	66188459	Monthly billing - Stn 20	\$34.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.19	\$0.00
S050	Sac Area Firefighters - Behavi	WELLS FARGO OP	26685	8/24/2021	\$854.00
33567	FY 21/22	Annual peer support	\$854.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$854.00	\$0.00
S102	Silverado Avionics Inc.	WELLS FARGO OP	26686	8/24/2021	\$10,118.50
33574	2193	Radio equipment	\$10,118.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4510-030	2021 Ford Expedition (012 Replaceme		\$10,118.50	\$0.00
S145	STERICYCLE INC	WELLS FARGO OP	26687	8/24/2021	\$275.63
33576	3005673454	Monthly billing	\$275.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$275.63	\$0.00
S155	STRYKER-Sales Corp	WELLS FARGO OP	26688	8/24/2021	\$8,036.64
33577	3443480 M	EMS preventative maintenance	\$7,774.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$7,774.95	\$0.00
33578	3468185 M	Gurneys	\$261.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$261.69	\$0.00
S163	SACRAMENTO TRUCK CENTER	WELLS FARGO OP	26689	8/24/2021	\$1,444.29
33569	F009968263:01	EGR pipe. gaskets	\$686.02		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-710	2006 Freightliner/Hi-Tech BR19		\$25.17	\$0.00
33571	F009973693:01	Shifter assy	\$956.46		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-713	2012 Pierce International BR28		\$956.46	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33572	F009976651:01	Transfer pump	\$462.66		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2	\$462.66	\$0.00	
S178	Sac Metro Fire	WELLS FARGO OP 26690	8/24/2021	\$12,000.00	
33568	187006	Bulldozer & helicopter use	\$12,000.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$12,000.00	\$0.00	
S282	Consolidated Communications In	WELLS FARGO OP 26691	8/24/2021	\$2,367.79	
33514	33514	Monthly billing	\$154.26		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$154.26	\$0.00	
33515	33515	Monthly billing	\$2,213.53		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-001	6900 Eureka Road	\$1,623.98	\$0.00	
	PURCH 0-000-2037-003	7070 Auburn Folsom Road	\$200.86	\$0.00	
	PURCH 0-000-2037-005	3505 Auburn Folsom Road	\$43.23	\$0.00	
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway	\$177.73	\$0.00	
	PURCH 0-000-2037-016	Station 16 Olive Ranch	\$167.73	\$0.00	
S286	SAMBA Holdings Inc	WELLS FARGO OP 26692	8/24/2021	\$55.43	
33573	INV00676132	Driver monitoring	\$55.43		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2023-000	Employee Physicals & Wellness	\$55.43	\$0.00	
S298	Sprint	WELLS FARGO OP 26693	8/24/2021	\$118.58	
33575	467197811-165	Monthly billing	\$118.58		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$118.58	\$0.00	
T107	Target Solutions Learning, LLC	WELLS FARGO OP 26694	8/24/2021	\$6,400.00	
33579	INV25549	TargetSolutions membership	\$6,400.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2040-000	Education/Training	\$6,400.00	\$0.00	
T117	TIFCO INDUSTRIES	WELLS FARGO OP 26695	8/24/2021	\$393.28	
33581	71675637	Various hardware	\$244.93		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$244.93	\$0.00	
33582	71679734	Various hardware	\$148.35		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$148.35	\$0.00	
T144	TIAA Commercial Finance, Inc	WELLS FARGO OP 26696	8/24/2021	\$2,443.49	
33580	8329430	DocuWare	\$2,443.49		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$2,443.49	\$0.00	
T147	The Permanente Medical Group I	WELLS FARGO OP 26697	8/24/2021	\$2,019.00	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33593	33593	Physicals	\$2,019.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$2,019.00	\$0.00	
U109	US Bank Corporate Payment Syst	WELLS FARGO OP 26698	8/24/2021	\$3,186.97	
33583	33583	Monthly billing	\$3,186.97		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-001	6900 Eureka Road	\$107.26	\$0.00	
	PURCH 0-000-2037-003	7070 Auburn Folsom Road	\$110.72	\$0.00	
	PURCH 0-000-2037-005	3505 Auburn Folsom Road	\$122.23	\$0.00	
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway	\$215.80	\$0.00	
	PURCH 0-000-2037-016	Station 16 Olive Ranch	\$107.46	\$0.00	
	PURCH 0-000-2037-028	Station 28	\$255.57	\$0.00	
	PURCH 0-000-2039-001	Admin. Conference & Seminars	\$317.98	\$0.00	
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies	\$91.10	\$0.00	
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies	\$468.17	\$0.00	
	PURCH 0-000-2122-001	Software Support	\$50.36	\$0.00	
	PURCH 0-000-2123-004	Safety Supplies	\$60.02	\$0.00	
	PURCH 0-000-2131-000	Postage/Shipping	\$23.78	\$0.00	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$58.57	\$0.00	
	PURCH 0-000-2221-000	Radio Repair	\$733.93	\$0.00	
	PURCH 0-000-2222-301	Truck 17 100' Aerial	\$26.80	\$0.00	
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III	\$160.00	\$0.00	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$31.67	\$0.00	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$74.23	\$0.00	
	PURCH 0-000-4469-005	Mobile/Portable Radios	\$171.32	\$0.00	
V102	VOYAGER	WELLS FARGO OP 26699	8/24/2021	\$162.84	
33588	8691495672130	Monthly billing	\$162.84		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-000	Fuel & Oil	\$162.84	\$0.00	
V103	VALLEY POWER SYSTEM	WELLS FARGO OP 26700	8/24/2021	\$82.37	
33584	071221	Detroit power cool coolant	\$82.37		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$82.37	\$0.00	
V114	Verizon Wireless	WELLS FARGO OP 26701	8/24/2021	\$435.24	
33585	9885248853	Monthly billing	\$55.14		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$55.14	\$0.00	
33586	9885248892	Monthly billing	\$380.10		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$380.10	\$0.00	
V124	Vision Quest Information Solut	WELLS FARGO OP 26702	8/24/2021	\$99.00	
33587	92881	Annual web hosting	\$99.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$99.00	\$0.00	
W154	Wattco	WELLS FARGO OP 26703	8/24/2021	\$713.29	
33589	57771	Cencom saphire	\$713.29		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4510-030	2021 Ford Expedition (012 Replaceme	\$713.29	\$0.00	

System: 8/31/2021 3:27:52 PM
User Date: 8/31/2021

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 13
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount

Voucher Number	Invoice Number	Original Voucher Amount			

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 8TH, 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:

- Lionakis has produced drawings for the Town specific to the wall construction and training house demolition so that specific permits can be issued for both items.
Estimated Cost - \$11,800.00
- PNP estimate for phase 1 of this project – wall construction and structure demolition:
 - Wall Construction - \$86,532.00
 - House/Garage Demolition - \$86,532.00
 - Surveying, Grading, General Conditions, Mobilization and Bond Costs - \$37,000 to \$52,000
- The Town of Loomis requires a stormwater runoff protection plan. The District engaged a consultant to prepare the plan with a not-to-exceed cost of \$3,500. The plan should be completed in the next few days.
- Total Cost Estimate - \$160,000 to \$180,000

The District has received permits from the Town to build the wall and demolish the old training house. Once the stormwater runoff plan is complete, the District will contract with PNP to schedule the work. Start date in four to six weeks.

Impact: Costs associated with the wall construction and demolition of the old building.

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire Protection District

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 8TH, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Employee Retention:

Action Requested: The Chief recommends discussion on current issues facing the District involving employee retention.

Background: The South Placer Fire District has experienced vacancies at almost every rank for many 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 the continued day-to-day operations.

- All line positions have been filled with the three newest paramedic firefighters completing their second and final week of training. These members will begin shift work on September 11.
- BC Testing is underway to create a list for anticipated vacancies.
- The District circulated a job announcement for the vacant Deputy Chief that closed on September 3. Applications are being reviewed, and the testing process will begin soon.

Impact: Increased awareness of retention issues at all ranks. Continue to find ways to reduce vacant positions and create a succession plan for anticipated retirements.

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire Protection District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 8TH, 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 property purchase or recommend not to purchase.

Background: District staff received direction from the Board to continue gathering information on this potential acquisition. It is the opinion of the Fire Chief that now is not a good time to pursue the purchase of the property. While it is a great location and would be a great admin building, the District does not have a capital improvement plan (CIP) to support purchasing a new building until 23/24. If the District intends to purchase a new admin building, my recommendation is to include this priority in the CIP and allocate funds proportionate to this priority.

Impact: Informational. Future property acquisition for administrative offices or other District uses.

Attachments: None.

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY SEPTEMBER 8, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2021/22 Final Budget Adoption:

Action Requested: Staff recommends discussion and adoption of the FY 2021/22 Final Budget.

Background: The preliminary budget was adopted in June. The District's final budget is required to be adopted before October 1st of each year. This proposed final budget includes the final tax revenue projections received from the Placer County Auditors Office.

Notable observations:

1. Estimated \$14,154,032 revenues.
2. Salaries and Benefits are estimated to be 88.85% of the budget.
3. \$1,501,966 from Capital Reserve Accounts, \$135,660 Capital Expenditures General Budget, and \$345,162 out of the Mitigation Accounts.
4. Projected 1% property tax revenue has been increased by 4.54% from the FY 2020/21 budgeted amount.
5. Note: Station 18 Truckroom Project Build and Type 1 Engine are in the budget, but will need separate Board Action beyond approval of the Final Budget to initiate the projects.

Impact: Estimated \$15.65 million spending plan.

Attachments: Proposed Final Budget.

Mark Duerr
Fire Chief
South Placer Fire District

		Estimated Revenues 2021-22		Other Sources		
		General Revenue	\$13,374,982			
		Mitigation Revenue	\$424,050			
		CFAA Revenue	\$355,000			
		LFPD Facilities Reserve Account		\$1,501,966		
		Total	\$14,154,032			
		Estimated Expenditures 2021-22				
		Operational Expenditures (salaries, operations, fixed assets)	\$13,317,927			
		LFPD Facilities Expenditures Reserve Account-St.18		\$1,501,966		
		Capital Expenditures- Capital Facilities General Budget	\$135,660			
		Mitigation Expenditures	\$345,162			
		CFAA Expenditures	\$355,000			
		Total	\$14,153,748	\$0		



Account Number			2020/21 Budget Amount	2020/21 YTD *thru 6/30/21	2021/22 Budget	Percent Change
	General Revenues					
6000-000-001	Secured Property Tax General		\$7,993,884	\$7,965,402	\$8,357,006	4.54%
0-000-6000-002	Unitary & Op Non-Unitary		\$157,171	\$157,172	\$166,590	5.99%
0-000-6000-003	Current Unsecured Property Tax		\$180,587	\$190,063	\$176,158	-2.45%
0-000-6000-004	Delinquent Secured Property Taxes		-\$25	-\$489	-\$26	5.00%
0-000-6000-005	Delinquent Unsecured Property Tax		\$2,250	\$1,277	\$2,363	5.00%
0-000-6000-006	Current Supplemental Property Tax		\$110,000	\$227,301	\$143,319	30.29%
0-000-6000-008	Delinquent Supplemental Property Tax		\$214	\$218	\$225	5.00%
0-000-6001-000	SPFD Special Tax		\$1,177,600	\$1,187,130	\$1,199,045	1.82%
0-000-6002-000	Loomis Fire Protection & Response Assessment		\$1,024,380	\$1,022,929	\$1,047,827	2.29%
0-000-6106-000	Railroad Unitary Tax		\$4,842	\$4,842	\$5,428	12.10%
0-000-6950-000	Interest-County		\$67,275	\$8,722	\$70,639	5.00%
0-000-6957-000	Sect. 5151 Interest Refunded		-\$333	\$0	-\$350	5.00%
0-000-7000-000	HOPTERS Intergovernmental Revenue		\$55,763	\$55,246	\$53,379	-4.28%
0-000-8192-000	Ambulance Services		\$1,700,000	\$1,389,955	\$1,700,000	0.00%
0-000-8193-001	Uniform Reimbursement		\$2,070	\$504	\$2,070	0.00%
0-000-8193-009	Other Staffing Reimbursements		\$1,035	\$425	\$1,035	0.00%
0-000-8193-010	Other Miscellaneous		\$82,800	\$121,443	\$120,800	45.89%
0-000-8193-011	Fees For Service & Cost Recovery Charges		\$134,550	\$181,647	\$180,500	34.15%
0-000-8193-014	4850 Reimbursements		\$25,975	\$67,126	\$25,975	0.00%
0-000-8193-015	Cellular Tower Lease		\$95,000	\$96,539	\$95,000	0.00%
0-000-8193-016	MVA Fees		\$0	\$0	\$0	
0-000-8193-018	Local/State/Federal Grants		\$28,000	\$0	\$28,000	0.00%
0-000-8300-000	Federal Grant Revenue (SAFER)		\$50,000	\$95,497	\$0	
0-000-8372-000	Automotive Fund Mat & Services		\$0	\$0	\$0	
		Total General Revenue	\$12,893,038	\$12,772,949	\$13,374,982	3.60%
0-000-8264-001	SPFD Mitigation Interest		\$1,000	\$89	\$0	-100.00%
0-000-8264-006	Loomis Mitigation Interest		\$1,000	\$399	\$450	-55.00%
0-000-8267-000	Consolidated Mitigation Fee Revenue		\$420,000	\$346,393	\$420,000	0.00%
0-000-8264-007	Consolidated Mitigation Interest		\$6,000	\$1,860	\$3,600	-40.00%
		Total Mitigation Revenue	\$428,000	\$348,741	\$424,050	-0.92%
0-000-8300-000	CFAA Revenues (Strike Teams)					
		Total CFAA Revenue	\$355,000	\$453,444	\$355,000	
		Total Budget With Mitigation Fees & CFAA Revenues	\$13,676,038	\$13,575,134	\$14,154,032	3.38%
		Other sources - LFPD Facilities Reserve Account			\$1,501,966	

OPERATIONAL EXPENDITURES							
Account				2020/21 Budget	2020/21 YTD	2021/22 Budget	Percent
Number				Amount			Change
Personnel Salaries and Benefits							
1018:43:00		Salaries & Wages		\$5,555,017	\$5,345,780	\$6,104,821	9.90%
1004		Sellback/Admin. & FF's		\$200,000	\$196,035	\$200,000	0.00%
1005		Intern FF/Board/App FF/PT		\$15,000	\$25,825	\$15,000	0.00%
1006		Callback/Overtime-Firefighter		\$1,050,000	\$1,779,618	\$1,050,000	0.00%
1007		Comp For Absence/Illness		\$20,000	\$80,239	\$20,000	0.00%
1008		Out of Grade Pay		\$2,000	\$1,409	\$2,000	0.00%
1015		Other Payroll		\$9,000	\$3,880	\$9,000	0.00%
1016		Volunteer Length of Service Award		\$1,000	\$1,000	\$1,000	0.00%
1300		PERS Retirement		\$869,318	\$905,635	\$943,147	8.49%
1302		PERS Lump Sum Payment		\$649,000	\$643,926	\$852,918	31.42%
1305		Employer 457 Def. Comp. Match		\$25,000	\$27,610	\$25,000	0.00%
1301		Employment Taxes (FICA/Medicare/SUI)		\$105,000	\$113,212	\$120,013	14.30%
1315		Workmans Comp. Insurance		\$535,349	\$569,393	\$686,814	28.29%
1550		Agency Share Insurance		\$1,220,773	\$1,056,550	\$1,301,358	6.60%
1551		OPEB Contribution		\$40,000	\$40,000	\$40,000	0.00%
1552		COP Debt Service		\$365,610	\$365,610	\$371,298	1.56%
2010		Labor Legal		\$45,000	\$9,183	\$30,000	-33.33%
2017		Uniform Allowance/Cell Phone		\$66,000	\$8,504	\$66,000	0.00%
2019		Employees Assistance Program		\$6,500	\$6,275	\$6,000	-7.69%
		Total Salaries/Benefits		\$10,779,567	\$11,179,684	\$11,844,369	9.88%
8197		CFAA Expenditures (Strike Teams) Estimates					
8197-001		Personnel Overtime		\$300,000	\$442,529	\$300,000	0.00%
8197-002		Administration Costs		\$25,000		\$25,000	
8197-003		Apparatus		\$20,000		\$20,000	
8197-004		FICA & FASIS Reimbursement		\$10,000		\$10,000	
		Total CFAA Expenditures		\$355,000	\$442,529	\$355,000	0.00%
		Total Salaries and Benefits including CFAA Est.		\$11,134,567	\$11,622,213	\$12,199,369	
		1 Fire Chief			3 Shift Battalion Chiefs		1 Volunteer Firefighters
		1 /Personnel/Operations - Deputy Chief			15 Captains		0 Intern Firefighters
		1 Fire Marshal/Division Chief			7 Paramedic Engineers		
		0 EMS/Safety Officer			8 Engineers		
		1 Training Chief			18 Paramedic Firefighters		1 Volunteer Positions
		1 Business Manager			3 Apprentice Firefighters		
		1 Prevention Specialist/Admin. Assistant			1 Apprentice Mechanic		
		1 Journeyman Mechanic					
		1 District Secretary-Full Time					

Service & Operations			2020/21 Budget	2020/21 YTD	2021/22 Budget	
2020		Audit	\$10,500	\$10,500	\$14,200	35.24%
2021		Propane	\$3,500	\$1,880	\$3,000	-14.29%
2023		Employee Physicals/DL/Wellness	\$20,000	\$7,844	\$12,000	-40.00%
2024		Paramedic Cert. EMT/CPR Classes	\$6,000	\$6,986	\$6,000	0.00%
2025		Ambulance Billing Service	\$115,000	\$122,841	\$115,000	0.00%
2026		Garbage	\$9,000	\$9,499	\$9,500	5.56%
2027		Gas & Electric	\$74,000	\$84,687	\$80,000	8.11%
2028		Insurance (FAIRA)	\$60,213	\$60,213	\$103,033	71.11%
2030		Memberships/Subscriptions	\$10,000	\$12,349	\$10,000	0.00%
2032		News Publications & Ads	\$1,000	\$3,152	\$1,000	0.00%
2035		Sewer	\$6,300	\$6,713	\$6,300	0.00%
2037		Telephone	\$63,000	\$75,857	\$63,000	0.00%
2038		Training Supplies	\$11,000	\$5,878	\$7,000	-36.36%
2039		Business/Conference	\$7,266	\$1,209	\$4,000	-44.95%
2040		Education/Training	\$44,000	\$31,787	\$20,000	-54.55%
2041		Water	\$12,000	\$14,633	\$14,000	16.67%
2042		Laundry	\$1,700	\$1,627	\$1,700	0.00%
2043-000		Legal/Consulting Fees	\$95,000	\$103,114	\$90,000	-5.26%
2043-001		Prevention Consulting Fees	\$42,000	\$56,130	\$42,000	0.00%
2044		Petty Cash Fund	\$250	\$0	\$250	0.00%
2045		Pre-Employment Testing/Background Inv.	\$14,000	\$14,982	\$14,000	0.00%
2046		Medical Waste Disposal	\$4,400	\$3,495	\$4,000	-9.09%
2047		Phsio Control Contract	\$16,000	\$15,869	\$18,000	12.50%
2050		County Charges (Tax Collection/LAFCO/Refunds)	\$180,000	\$184,412	\$180,000	0.00%
2051		Elections	\$30,000	\$34,626	\$30,000	0.00%
2052		Public Education	\$2,000	\$0	\$2,000	0.00%
2053		Food/Drink-Incident Supplies	\$12,000	\$10,608	\$10,000	-16.67%
2055		Safety Awards	\$6,332	\$2,497	\$2,000	-68.41%
2056		Fire RMS User Maintenance	\$10,000	\$4,234	\$18,000	80.00%
2120		Cleaning/Maintenance Supplies	\$12,000	\$15,252	\$12,000	0.00%
2121		Copy Machine Contract/Maint.	\$16,000	\$18,458	\$16,000	0.00%
2122		Computer Service & Maint.	\$42,939	\$30,230	\$40,000	-6.84%
2123		Fire Prevention Supplies	\$4,000	\$220	\$8,000	100.00%
2124		Fuel & Oil	\$70,000	\$72,709	\$64,000	-8.57%
2127		Medical Supplies	\$110,000	\$119,515	\$105,000	-4.55%
2128		Miscellaneous Supplies	\$885	\$259	\$885	0.00%
2129		Office Supplies	\$12,000	\$8,525	\$8,000	-33.33%
2130		Oxygen	\$5,000	\$7,368	\$5,000	0.00%
2131		Postage/Shipping	\$2,000	\$1,562	\$2,000	0.00%
2132		Storage	\$2,000	\$0	\$2,000	0.00%
2133		Uniform Supplies	\$13,000	\$12,630	\$13,000	0.00%
2135		Misc. Firefighting Equip/Supplies	\$40,000	\$36,748	\$22,000	-45.00%

Service & Operations Cont.					
2221	Radio Repair	\$10,000	\$8,673	\$8,000	-20.00%
2222	Automotive Repairs/Supplies	\$110,000	\$134,742	\$109,000	-0.91%
2225	Facilities Maintenance	\$93,000	\$85,595	\$80,000	-13.98%
2226	SCBA Maintenance	\$6,000	\$6,067	\$7,260	21.00%
2228	Turnout Clothing Maint.	\$5,000	\$0	\$5,000	0.00%
2229	Extinguisher Service/Repair	\$900	\$1,161	\$1,200	33.33%
2523	Outside Services	\$1,200	\$926	\$1,200	0.00%
8510 + 4521	Bad Debt Expense	\$50,000	\$0	\$50,000	0.00%
Total Service & Operations		\$1,472,385	\$1,448,262	\$1,439,528	-2.23%

Fixed Assets		2020/21 Budget	2020/21 YTD	2021/22 Budget
4456	Facilities	\$17,050	\$6,618	
	Stainless Steel Protection for Counter			\$500
	Insulation for Exterior Fire Sprinklers			\$150
	Gas Hedge Trimmer			\$250
	Fans Sleeping Weight Rooms			\$3,000
	Roll Around Tool Box with Tools			\$1,250
	Gas Hedge Trimmer			\$250
	Dolly/Wheelbarrow			\$300
	Hedge Trimmer			\$250
	Door Lock Repairs			\$2,500
	1 Free Motion Dual Cable Exercise Machine			\$4,500
	Chiefs Office Chairs/Conference Table/Prevention Chair			\$1,200
				\$0
4462	Firefighting Equipment	\$9,133	\$328	
	4-sticks Outback HD 1.5" Rubber lined hose 89%			\$707
	20-various sized red head tail gaskets 89%			\$80
	20-various sized red head expansion rings 89%			\$116
	10-sticks 3" Key Eco10 soft suction hoses 89%			\$1,451
	5-LDH Eco10 soft suction hoses 89%			\$1,500
				\$0
4464	EMS Equipment	\$2,500	\$0	
	Airway/Pedi Bags 89 %			\$3,210
4465	Office, Telephone & Computer Equipment	\$10,992	\$10,702	
	Workstataion/Laptop Upgrades-89%			\$2,225
	MDC/Vehicle Computers T17 -89%			\$1,335
4469	VHF Radio, & Communications	\$8,900	\$3,832	
				\$2,000
4470	Shop Equipment			
	Battery Load Tester			\$1,000
4472	Training/Operations Equipment	\$10,680	\$1,357	\$1,880
4475	Rescue Equipment	\$5,000	\$0	
				\$1,576
4476	Apparatus Up-Grades	\$1,500	\$0	
	Prevention Trailer Awning			\$2,800
Total Fixed Assets		\$65,755	\$22,837	\$34,030

Capital Expenditures						
	Capital Expenditures Reserves		2020/21 Budget	2020/21 YTD	2021/22 Budget	
?	LFD Facilities Reserve Account		\$1,501,966	\$7,829		
		Station 18 Schematic Design and Truckroom Build			\$1,501,966	
		Total Capital Expenditures Reserve Account	\$1,501,966	\$7,829	\$1,501,966	
	Capital Expenditures General Budget		2020/21 Budget	2020/21 YTD	2021/22 Budget	
4510	Appartatus					
		Type 1 Engine	\$358,000	\$357,474		
		2021 Ford Expedition (012 Replacement) 89%	\$73,000	\$46,690	\$15,000	
4511	Major Equipment		\$15,880	\$9,232		
		Turnouts 89%	\$89,000	\$55,157	\$62,300	
4512	Capital Facilities Projects		\$77,030	\$11,700		
		Sink Hole Repair Station 18	\$5,000	\$0	\$26,500	
		St 20 Led bulb conversion	\$2,740	\$2,740		
		Drainage Work - Rear of Property			\$5,000	
		Patio Roof Repair			\$3,000	
		Landscaping by Portables			\$5,160	
		Mulch			\$3,500	
		Remove Old Mulch			\$1,500	
		Grass Repair Replacement			\$6,000	
		Relocate Ice Machine			\$1,200	
		Dry Rot Repair			\$6,000	
		Electrical- TV Move			\$500	
		Total Capital Expenditures General Budget	\$620,650	\$482,993	\$135,660	
	Total Capital Expenditures Reserves and General Budget		\$2,122,616	\$490,822	\$1,637,626	

Mitigation Expenditures					
	SPFD MITIGATION ACCOUNT EXPENDITURES		2020/21 Budget	2020/21 YTD	2021/22 Budget
				\$75,361	
4520		New Type 1 Engine	27,437	\$27,963	\$0
		Holmatro Spider Pump Reserve Eng 20%	2,000	\$2,000	\$0
		Holmatro Cross Ram T17 20%	400	\$308	\$0
		SPFD Mitigation Expenditures	\$29,837	\$30,271	\$0
	LFPD MITIGATION ACCOUNT EXPENDITURES				
			2020/21 Budget	2020/21 YTD	2021/22 Budget
			\$101,011	\$8,529	
		Station 18 Truck Room Remodel			\$101,011
		LFD Mitigation Expenditures			\$101,011
			2020/21 Budget	2020/21 YTD	2021/22 Budget
	CONSOLIDATED MITIGATION EXPENDITURES				
4523-001		Rescue Task Force Response	\$21,430	\$18,400	
		Front/Read/Side Level III Frag Coating			\$354
4523-002		Fire Investigations			
		Investigation Team Equipment	\$7,991	\$4,875	\$12,000
4523-003		Firefighting Equipment	\$50,157	\$47,462	
		3-Hard Suction Extensions (TFT 6"F-6"M) New			\$900
		3-Red Head 1 1/2 X 1 1/2 Gated Wye New			\$900
		3-Red Head 2 1/2 X 1 1/2 Gated Wye New			\$1,050
		3-Red Head 5" Storz-4 1/2" Male Threaded New			\$600
		2-Craftsman Toolsets for toolboxes New			\$500
		2-Red Head 6" -4 1/2" DF Threaded New			\$500
		4-USDA Forestry Service 1 1/2" to 1" NSPH New			\$150
		1-Aluminum 5"Storz - 2 1/2" Gated Wye New			\$550
		10-TFT 1/2" 50 gpm SB tips-low flow			\$1,300
		3-TFT 15/16" replacement SB tips for reserve			\$390
		24-key FDNY spec 1.75" attack hose			\$4,000
		8-Elkhart XD 150 gpm at 50 PSI comb nozzles			\$6,912
		5-Elkhart XD 2.5" shut offs for blitz line			\$3,240
		30 sticks-Snaptite1.5" Wayjax SJ hose			\$3,628
		4-sticks Outback HD 1.5" Rubber lined hose 11%			\$87
		20-various sized red head tail gaskets 11%			\$10
		20-various sized red head expansion rings 11%			\$14
		10-sticks 3" Key Eco10 soft suction hoses 11%			\$179
		5-LDH Eco10 soft suction hoses 11%			\$185
		Prevention			
		Plans Cabinet New			\$1,200
4523-004		Shop	\$3,600	\$570	
		OTC 6522 Smoke Machine New			\$1,000
		Under Lift Jack New			\$1,000
		CONVAULT 2000 Gallon New			\$0
		Transmission Jack New			\$2,000

		IT		\$1,359	\$726		
4523-015			Workstataion/Laptop Upgrades-11%			\$275	
4523-016			MDC/Vehicle Computers T17 - 11%			\$165	
4523-017		Radios		\$26,100	\$18,237		
		Facilities					
		Station 17				\$28,000	
			Generator				
		Station 15				\$16,000	
			Generator				
4523-010		Turnouts					
			Firefighting PPE 11%	\$11,000	\$11,370	\$7,700	
		Apparatus		\$220			
4523-011			PNC Equipment Finance	\$314,000	\$314,000	\$146,158	
			2021 Ford Expedition (012 Replacement) 11%			\$2,817	
4523-		EMS					
			Airway/Pedi Bags 11 %			\$385	
			Consolidated Mitigation Expenditures			\$244,151	
			Total Mitigation Expenditures	\$435,857	\$415,640	\$345,162	

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 8, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

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

Action Requested: Staff recommends a short presentation on the status of the Draft 4th Quarter FY 2020/21 unaudited final budget.

Background: Staff assembles a budget overview every quarter for information and discussion. This is a draft unaudited report of the 20/21 budget. The last deposit of the District's revenues for 20/21 has been received by the District. Changes to the final numbers will be due to the District's auditor's findings regarding bad debt expense and any other relative findings that will be shown in the annual audit of the District's budget.

Impact: Informational

Attachments: Budget overview sheet, June 30, 2021, Draft Profit and Loss Statement.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2020/21 4th Quarter Budget Report (July - June)

Revenue	4th Quarter	Budgeted	Percentage
General Revenue	\$12,772,949	\$12,893,038	99.1 %
SPFD Mitigation Revenue	\$89	\$1,000	8.9 %
Loomis Mitigation Revenue	\$399	\$1,000	39.9 %
Consolidated Mitigation Revenue	\$348,253	\$426,000	81.7 %
CFAA Staffing Reimbursements	\$453,444	\$355,000	127.7 %
Total Revenue	\$13,575,134	\$13,676,038	99.3 %

Expenditures	4th Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2 - 1) 26 PP's	\$11,179,684	\$10,779,567	103.7 %
CFAA Expenditures	\$442,529	\$355,000	124.7 %
Service and Operations	\$1,448,262	\$1,472,385	98.4 %
Fixed Assets	\$22,837	\$65,755	34.7 %
Capital Expenditures	\$490,822	\$2,122,616	23.1 %
SPFD Mitigation Expenditures	\$30,271	\$29,837	101.5 %
LFPD Mitigation Expenditures	\$8,529	\$101,011	8.4 %
Consolidated Mitigation Expenditures	\$415,640	\$435,857	95.4 %
Total Expenditures	\$14,038,574	\$15,362,028	91.4 %

Report Prepared By Kathy Medeiros August 2021

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Wednesday, June 30, 2021

	YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES				
Secured Property Tax General	\$7,965,402	\$7,993,884	\$28,482	0.36%
Unitary & Op Non-Unitary	157,172	157,171	(1)	(0.00%)
Current Unsecured Property Tax	190,063	180,587	(9,476)	(5.25%)
Delinquent Secured Property Taxes	(489)	(25)	464	(1,857.00%)
Delinquent Unsecured Property Tax	1,277	2,250	973	43.24%
Current Supplemental Property Tax	227,301	110,000	(117,301)	(106.64%)
Delinquent Supplemental Property Tax	218	214	(4)	(1.85%)
SPFD Special Tax	1,187,130	1,177,600	(9,530)	(0.81%)
Loomis Fire Protection & Response Assessment	1,022,929	1,024,380	1,451	0.14%
Railroad Unitary Tax	4,842	4,842	0	(0.00%)
Interest-County	8,722	67,275	58,553	87.03%
Sect. 5151 Interest Refunded	0	(333)	(333)	100.00%
HOPTERS Intergovernmental Revenue	55,246	55,763	517	0.93%
Ambulance Services	1,389,955	1,700,000	310,045	18.24%
Uniform Reimbursement	504	2,070	1,566	75.64%
Other Staffing Reimbursements	425	1,035	610	58.97%
Other Miscellaneous	121,443	82,800	(38,643)	(46.67%)
Fees For Service & Cost Recovery Charges	181,647	134,550	(47,097)	(35.00%)
4850 Reimbursements	67,126	25,975	(41,151)	(158.43%)
Cellular Tower Lease	96,539	95,000	(1,539)	(1.62%)
Local/State/Federal Grants	0	28,000	28,000	100.00%
CFAA Revenues	453,444	355,000	(98,444)	(27.73%)
SPFD Mitigation Interest	89	1,000	911	91.15%
Loomis Mitigation Interest	399	1,000	601	60.05%
Consolidated Mitigation Fee Revenue	346,393	420,000	73,607	17.53%
Consolidated Mitigation Interest	1,860	6,000	4,140	69.00%
Federal Grant Revenue (SAFER)	95,497	50,000	(45,497)	(90.99%)
TOTAL REVENUES	13,575,134	13,676,038	100,905	0.74%
OPERATING EXPENSES				
SALARIES/BENEFITS				
Salaries & Wages	5,345,780	5,555,017	209,237	3.77%
Sellback/Admin. & FF's	196,035	200,000	3,965	1.98%
Intern FF/Board/App FF/PT	25,825	15,000	(10,825)	(72.17%)
Callback/Overtime-Firefighter	1,779,618	1,050,000	(729,618)	(69.49%)
Comp For Absence/Illness	80,239	20,000	(60,239)	(301.19%)
Out of Grade Pay	1,409	2,000	591	29.54%
Other Payroll	3,880	9,000	5,120	56.89%
Volunteer Length of Service Award	1,000	1,000	0	0.00%
PERS Retirement	905,635	869,318	(36,317)	(4.18%)
PERS Lump Sum Payment	643,926	649,000	5,074	0.78%
Employer 457 Def. Comp. Match	27,610	25,000	(2,610)	(10.44%)
Employment Taxes (FICA/Medicare/SUI)	113,212	105,000	(8,212)	(7.82%)
Workmans Comp. Insurance	569,393	535,349	(34,044)	(6.36%)
Agency Share Insurance	1,056,550	1,220,773	164,223	13.45%
OPEB Contribution	40,000	40,000	0	0.00%
COP Debt Service	365,610	365,610	0	0.00%
Labor Legal	9,183	45,000	35,817	79.59%
Uniform Allowance/Cell Phone	8,504	66,000	57,496	87.12%
Employees Assistance Program	6,275	6,500	225	3.47%
CFAA Expenditures	442,529	355,000	(87,529)	(24.66%)
TOTAL SALARIES/BENEFITS/CFAA	11,622,213	11,134,567	(487,646)	(4.38%)
SERVICE & OPERATIONS				
Audit	10,500	10,500	0	0.00%
Propane	1,880	3,500	1,620	46.29%
Employee Physicals/DL/Wellness	7,844	20,000	12,156	60.78%
ParamedicCert.EMT/CPR Classes	6,986	6,000	(986)	(16.43%)

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Wednesday, June 30, 2021

	YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Ambulance Billing Service	122,841	115,000	(7,841)	(6.82%)
Garbage	9,499	9,000	(499)	(5.55%)
Gas & Electric	84,687	74,000	(10,687)	(14.44%)
Insurance (FAIRA)	60,213	60,213	0	0.00%
Memberships/Subscriptions	12,349	10,000	(2,349)	(23.49%)
News Publications & Ads	3,152	1,000	(2,152)	(215.17%)
Sewer	6,713	6,300	(413)	(6.55%)
Telephone	75,857	63,000	(12,857)	(20.41%)
Training Supplies	5,878	11,000	5,122	46.57%
Business/Conference	1,209	7,266	6,057	83.36%
Education/Training	31,787	44,000	12,213	27.76%
Water	14,633	12,000	(2,633)	(21.94%)
Laundry	1,627	1,700	73	4.30%
Legal/Consulting Fees	103,114	95,000	(8,114)	(8.54%)
Prevention Consulting Fees	56,130	42,000	(14,130)	(33.64%)
Petty Cash Fund	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	14,982	14,000	(982)	(7.01%)
Medical Waste Disposal	3,495	4,400	905	20.56%
Phsio Control Contract	15,869	16,000	131	0.82%
County Charges (Tax Collection/LAFCO/Refunds)	184,412	180,000	(4,412)	(2.45%)
Elections	34,626	30,000	(4,626)	(15.42%)
Public Education	0	2,000	2,000	100.00%
Food/Drink-Incident Supplies	10,608	12,000	1,392	11.60%
Safety Awards	2,497	6,332	3,835	60.57%
Fire RMS User Maintenance	4,234	10,000	5,766	57.66%
Cleaning/Maintenance Supplies	15,252	12,000	(3,252)	(27.10%)
Copy Machine Contract/Maint.	18,458	16,000	(2,458)	(15.36%)
Computer Service & Maint.	30,230	42,939	12,709	29.60%
Fire Prevention Supplies	220	4,000	3,780	94.49%
Fuel & Oil	72,709	70,000	(2,709)	(3.87%)
Medical Supplies	119,515	110,000	(9,515)	(8.65%)
Miscellaneous Supplies	259	885	627	70.79%
Office Supplies/Computer	8,525	12,000	3,475	28.96%
Oxygen	7,368	5,000	(2,368)	(47.37%)
Postage/Shipping	1,562	2,000	438	21.90%
Storage	0	2,000	2,000	100.00%
Uniform Supplies	12,630	13,000	370	2.85%
Misc. Firefighting Equip/Supplies	36,748	40,000	3,252	8.13%
Radio Repair	8,673	10,000	1,327	13.27%
Automotive Repairs/Supplies	134,742	110,000	(24,742)	(22.49%)
Facilities Maintenance	85,595	93,000	7,405	7.96%
SCBA Maintenance	6,067	6,000	(67)	(1.11%)
Turnout Clothing Maint.	0	5,000	5,000	100.00%
Extinguisher Service/Repair	1,161	900	(261)	(29.01%)
Outside Services	926	1,200	274	22.86%
Bad Debt Expense	0	50,000	50,000	100.00%
TOTAL SERVICE & OPERATIONS	1,448,262	1,472,385	24,124	1.64%
FIXED ASSETS				
Facilities,	6,618	17,050	10,432	61.19%
Firefighting Equipment	328	9,133	8,805	96.41%
EMS Equipment	0	2,500	2,500	100.00%
Office & Communication Equipment	10,702	10,992	290	2.64%
Radio & Communications	3,832	8,900	5,068	56.95%
Training/Operations Equipment	1,357	10,680	9,323	87.30%
Rescue Equipment	0	5,000	5,000	100.00%
Aparatus Upgrades	0	1,500	1,500	100.00%
TOTAL FIXED ASSETS	22,837	65,755	42,919	65.27%
CAPITAL EXPENDITURES				
Type 1 Engine	357,474	358,000	526	0.15%

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Wednesday, June 30, 2021

	YTD	BUDGET	----- REMAINING ----- VARIANCE	%
2021 Ford Expedition (012 Replacement)	46,690	73,000	26,310	36.04%
Structure PPE/Gear	55,157	89,000	33,843	38.03%
Holmatro Spide Pump Res. Engine 80%	8,000	8,000	0	0.00%
Holmatro Cross Ram T17 80%	1,232	1,600	368	23.02%
Holmatro Cross Ram E18 89%	0	1,780	1,780	100.00%
Station Tones Radio Upgrades	0	4,500	4,500	100.00%
Station 18 Schematic Design/Truckroom Build	7,829	1,501,966	1,494,137	99.48%
St. 17 Generator	0	28,000	28,000	100.00%
St. 15 Generator	0	16,000	16,000	100.00%
St. 18 Sink Hole Repair	0	5,000	5,000	100.00%
St. 20 Ice Machine Relocated/Hot Water Heater	0	1,000	1,000	100.00%
St. 20 LED Bulb Conversion	2,740	2,740	0	0.00%
St. 20 Dry Rot Repair	0	4,000	4,000	100.00%
St. 19 App. Exhaust Tube Replace	0	4,000	4,000	100.00%
St. 15 Root Vent- Ice Machine Room	0	3,500	3,500	100.00%
St. 15 Sod Repair Replacement	0	8,000	8,000	100.00%
Repair/Replace Electric Door Locks	0	2,230	2,230	100.00%
St. 17 Electric Door Locks	11,700	6,700	(5,000)	(74.63%)
St. 16 Landscape Project	0	3,600	3,600	100.00%
TOTAL CAPITAL EXPENDITURES	490,822	2,122,616	1,631,794	76.88%
SPFD MITIGATION EXPENDITURES				
Type 1 Engine	27,963	27,437	(526)	(1.92%)
Holmatro Spider Pump Res. Engine 20%	2,000	2,000	0	0.00%
Holmatro Cross Ram T17 20%	308	400	92	23.02%
TOTAL SPFD MITIGATION EXPENDITURES	30,271	29,837	(434)	(1.45%)
LFPD MITIGATION EXPENDITURES				
Station 18 Schematic Design/Build	8,529	101,011	92,483	91.56%
TOTAL LFPD MITIGATION EXPENDITURES	8,529	101,011	92,483	91.56%
CONSOLIDATED MITIGATION EXPENDITURES				
Front/Rear/Side Level III Frag Coating	6,652	7,600	948	12.47%
Grey Plate Carrier	3,200	3,200	0	0.00%
Fire ID Velcro Patch	229	230	1	0.40%
5.11 UCR Sling Pack	236	750	514	68.54%
Patient Quick Drag Litter	65	150	85	56.71%
Ballistic Helmet	8,018	9,500	1,482	15.60%
Investigation Team Equipment	4,875	7,991	3,116	39.00%
Key 3" Hose-All Apparatus	26,558	26,748	190	0.71%
Brute Expander Hose Coupler and Supplies	6,000	6,000	0	0.00%
28' Ladder E17	0	2,429	2,429	100.00%
Key 2.5" Hose for all Engines	14,904	14,980	76	0.51%
Brake Press	570	600	30	5.02%
Laptop - Apparatus Software Capable	0	3,000	3,000	100.00%
Workstation/Laptop Upgrades 11%	308	809	501	61.97%
MDC/Vehicle Computers T17 11%	418	550	132	23.92%
BK P150 CMD II Portable Radios	18,127	25,000	6,873	27.49%
Radio Equipment 11%	110	1,100	990	90.01%
Holmatro Cross Ram E18 11%	0	220	220	100.00%
Firefighter PPE	11,370	11,000	(370)	(3.36%)
Type 1 Engine	314,000	314,000	0	0.00%
TOTAL CONSOLIDATED MITIGATION EXPENDITURES	415,640	435,857	20,218	4.64%
TOTAL OPERATING EXPENSES	14,038,574	15,362,028	1,323,459	8.62%
EXCESS OF REVENUE/EXPENDITURES	(463,440)	(1,685,990)	(1,222,554)	72.51%
BEGINNING FUND BALANCE	4,543,900	4,543,900	0	(0.00%)
ENDING FUND BALANCE	4,080,460	2,857,910	(1,222,554)	(42.78%)

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Wednesday, June 30, 2021

	YTD	BUDGET	----- REMAINING ----- VARIANCE	%
COMPONENTS OF FUND BALANCE				
Ending FB Mitigation Reserve	0	(2,458)	(2,458)	100.00%
Ending FB Loomis Mit. Reserve	0	(566)	(566)	100.00%
Ending FB Consolidated Mit. Reserve	0	424,285	424,285	100.00%
Ending FB Unassigned	0	1,422,828	1,422,828	100.00%
Ending FB Res for Imprest Cash	0	250	250	100.00%
Ending FB Designated for F/A Acq	0	46,873	46,873	100.00%
Ending FB Facilities	0	272,487	272,487	100.00%
Ending FB Unassigned Major Equipment	0	89,598	89,598	100.00%
Ending FB Contingent Reserve	0	410,000	410,000	100.00%
Ending FB Loomis Contingent	0	4,457	4,457	100.00%
Ending FB Loomis Equipment Replacement	0	34,029	34,029	100.00%
Ending FB Loomis Apparatus Replacement	0	96,832	96,832	100.00%
Ending FB Loomis LT Facility Maintenance	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: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY SEPTEMBER 8TH, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Dry Financing Request:

Action Requested: Staff seeks approval to dry finance if needed from the Placer County Treasurer's Office. Action on resolution and authorization for the District to submit the dry financing application requested.

Background: Each year the District utilizes its reserve accounts to fund expenditures from July through December, when the first property tax installment is collected. It is very likely that the District will not request funding due to the District's reserve balances. This is precautionary in case of an active end to the fire season or other unforeseen circumstance.

Staff recommends approval of the resolution authorizing the dry financing request for up to \$2,000,000.

Impact: 1.25% - 1.75% interest on the amount borrowed.

Attachments: Dry Financing Resolution and Application.

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT

RESOLUTION NO. 1-2021/22

Dry Financing Requests

WHEREAS, in some fiscal budget years, expenditures from July through December are projected to exceed the District's reserve accounts;

WHEREAS, from time to time, the South Placer Fire District requires Dry Financing from Placer County;

WHEREAS, it is required by Placer County to complete and submit the County of Placer Temporary Borrowing of Treasury Funds for Dry Financing Application;

NOW THEREFORE BE IT RESOLVED, by this Governing Board District that:

1. The Fire Chief is authorized to make application to Placer County requesting Dry Financing for Fiscal Budget Year 2021/22 in the amount not to exceed \$2,000,000.00
 - a. See "Attachment A" for the Placer Temporary Borrowing of Treasury Funds for Dry Financing Application.

PASSED AND ADOPTED this 8th day of September 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary of the Board

COUNTY OF PLACER
Temporary Borrowing of Treasury Funds for Dry Period Financing
Application

(Pursuant to Resolution #96-22, Adopted Feb. 6, 1996)

Instructions:

1. Complete the following Sections in the spaces provided.
2. Sign the Declarations Section.
3. Attach copy of applicable FY proposed budget for Estimated Revenues.
4. Submit Application to the County Treasurer at least 30 days in advance of the need for funds.

APPLICANT INFORMATION

Department/District Name	<u>South Placer Fire District</u>
Fund/SubFund Numbers & Name	<u>531 District Fund, 430 South Placer Fire</u>
Contact Name	<u>Mark Duerr</u>
Contact Title	<u>Fire Chief</u>
Phone Number	<u>(916) 791-8464</u>
Mailing Address	<u>6900 Eureka Rd Granite Bay, CA</u>

BORROWING INFORMATION

Dry period financing is not available prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.

Fiscal Year	<u>2021/22</u>	
Estimated Maximum Amount	<u>2000000</u>	
Amount Required (Est.)	Date Required (Est.)	Date of Repayment (Est.)
<u>2000000</u>	<u>10/1/2021</u>	<u>12/20/2021</u>

DECLARATIONS

The undersigned hereby declares that he/she is an authorized representative of the above listed fund(s), that he/she has reviewed the Placer County Treasurer's Dry Period Financing (Borrowing) Policy, Resolution No. 96-22, and will comply with all requirements contained therein.

In addition, the undersigned declares that all funds within the district or other political subdivision are in the custody and paid out solely through the Placer County Treasurer's Office.

Applicant Signature _____

FOR TREASURER USE ONLY

Maximum Borrowing Limit (85% of anticipated revenue/taxes) \$ _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY SEPTEMBER 8TH, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: California Public Employee Retirement System (Cal PERS) 2022-23 Contribution Rate Increases and Employer Payment of Unfunded Liability Increases.

Action Requested: Staff recommends review and discussion on the most recent Annual Valuation Reports received from CalPERS for the District's four retirement plans.

Background: The Fire District received the updated actuarial valuation of our four pension plans. For 2021/2022, the lump sum prepayment of the District's Unfunded Accrued Liability (UAL) payment was \$852,918 across all retirement plans. The lump sum payment for the 2022/2023 UAL covering all plans has increased to \$1,037,554.

Reduction in the discount rate, and current and past poor performance of CalPERS investments, has set the 2022/23 UAL payment at the stated payment of \$1,037,554 across all plans. This is an increase of \$184,636 in the UAL payment for next budget year.

Impact: Increased cost of Employee Benefits, informational.

Attachments: Front page of the Annual Valuation Reports for the Cal PERS June 30th, 2020 actuaries including Safety Plan, Miscellaneous Plan, Miscellaneous PEPRA, and Safety PEPRA Plan Annual Valuation Reports. ***The full Annual Evaluation Reports can be found online at <https://www.southplacerfire.org/board-documents/> as an addendum to the Board Meeting Packet***

Mark Duerr
Fire Chief
South Placer Fire District

July 2021

Safety Plan of the South Placer Fire District
(CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2020

Dear Employer,

Attached to this letter, you will find the June 30, 2020 actuarial valuation report of your CalPERS pension plan. Provided in this report is the determination of the minimum required employer contributions for fiscal year 2022-23. In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2020.

Section 2 can be found on the CalPERS website (calpers.ca.gov). From the home page, go to *"Forms & Publications"* and select *"View All"*. **In the search box, enter "Risk Pool" and from the results list download the** Safety Risk Pool Actuarial Valuation Report for June 30, 2020.

Your June 30, 2020 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution rates as needed. This valuation is based on an investment return assumption of 7.0% which was adopted by the board in December 2016. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017.

Required Contribution

The exhibit below displays the minimum employer contributions for fiscal year 2022-23 along with estimates of the required contributions for fiscal year 2023-24. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2022-23	21.84%	\$949,644
<i>Projected Results</i>		
2023-24	21.8%	\$1,050,000

July 2021

Miscellaneous Plan of the South Placer Fire District
(CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2020

Dear Employer,

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Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2022-23	15.25%	\$76,636
<i>Projected Results</i>		
2023-24	15.3%	\$83,000

July 2021

PEPRA Miscellaneous Plan of the South Placer Fire District
(CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2020

Dear Employer,

Attached to this letter, you will find the June 30, 2020 actuarial valuation report of your CalPERS pension plan. Provided in this report is the determination of the minimum required employer contributions for fiscal year 2022-23. In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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Required Contribution

The exhibit below displays the minimum employer contributions and the Employee PEPRA Rate for fiscal year 2022-23 along with estimates of the required contributions for fiscal year 2023-24. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Employee Rate
2022-23	7.47%	\$2,819	6.75%
<i>Projected Results</i>			
2023-24	7.5%	\$3,100	TBD

July 2021

PEPRA Safety Fire Plan of the South Placer Fire District
(CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2020

Dear Employer,

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Required Contribution

The exhibit below displays the minimum employer contributions and the Employee PEPRA Rate for fiscal year 2022-23 along with estimates of the required contributions for fiscal year 2023-24. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Employee Rate
2022-23	12.78%	\$8,455	13.00%
<i>Projected Results</i>			
2023-24	12.8%	\$11,000	TBD

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 8TH, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Covid-19 Update:

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

Background: The pandemic is still ongoing. Cases are on the increase due to the Delta variant. Countywide numbers as of Thursday 9/2/2021 @ 1700:

Total Cases	30,902	New Cases	157 (0.5% increase)
Deaths	330	New Deaths	5 (1.5% Increase)
ICU Bed patients	59	ICU Beds Available	9

In conjunction with the State and Countywide increase in cases, the District has begun to experience staffing issues related to the virus. Staff is working diligently to prevent the spread. We have reinstituted a mask policy to reduce spread and exposure. We are working on becoming compliant with the March 29th law 2021 COVID-19 Supplemental Paid Sick Leave (SPSL) which requires the District to fund 80 hours (or a shift equivalent) of new leave to all employees used for sick leave related to COVID. This is above and beyond current leave earnings and is an unfunded mandate by the state. We will continue to look for a replacement revenue source to offset these expenses, but nothing is currently available.

Impact: Continued Operation

Attachments: Most Current South Placer Fire District Covid-19 Response Plan, SPFD Directives Bulletin #2021-5, COVID-19 Prevention Program plan updates, and District Notice *California Supplemental Paid Sick Leave*.

Mark Duerr
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.

Effective 8/20/2021

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 #2021-5**, 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.**
- 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.cdph.ca/Programs/CID/DCDC/Pages/ncov/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 #2021-5 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 (unless the district demonstrates that the case is not work related) 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 unless the district demonstrates that the case is not work related.

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 with the exceptions of station's 17 front public area and the training room.

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 #2021-5

TO: ALL PERSONNEL
FROM: MARK DUERR, FIRE CHIEF
SUBJECT: REVISED COVID-19 DIRECTIVES
DATE ISSUED: AUGUST 20, 2021
DATE SUPERSEDED: JUNE 23, 2021

Supersedes District Bulletin #2021-4

The Districts Administration has closely monitored all facets of the COVID-19 Pandemic. Due to the recent dramatic increase in cases of COVID-19 in our community and recently released CDC Guidelines about the Delta variant, we will be reimplementing mask mandates in the fire stations for all employees, regardless of vaccination status.

I understand this is a highly charged issue; however, our responsibility is to keep the public safe, provide uninterrupted service, and ensure your health and safety while doing so. We are the first and last line of community service for much of our community, and as such, it is with an abundance of caution that I make this decision. Having consulted with administrative staff and the labor leadership, we feel that this is in the best interest of our community and our employees. This was not an easy decision and will be met with concern, as it should be, but know that it will be reevaluated weekly or as new information becomes available.

Due to the Cal OSHA regulations, the directives were revised on June 17, 2021; the district has updated the SPFD COVID-19 Plan and the SPFD COVID-19 Prevention Program. The SPFD COVID-19 Prevention Program is a guide to compliance under Cal OSHA workplace practices regarding COVID -19. This program 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 meet all the outlined requirements. By 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 immediately, we will follow the updated directives to ensure continued compliance with the Cal OSHA COVID-19 Workplace Practices Section 3205 Emergency Action and, more importantly, to protect our employees and the service we provide:

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

1. **All Stations are on lock-down** from outside visitors except for the public area inside the front of Station 17 and the training room during SPFD Board meetings. *No public, including family members, allowed in the living areas of fire stations.* Visitors inside the Station 17 public area and the training room must wear a mask when required by orders from the CDPH. No public classes or tours unless approved by the Fire Chief or his designee.
2. **Calling in Sick** – If calling in sick with flu-like symptoms, call in sick to the on-duty Battalion Chief. This will expedite the activation of the COVID-19 Plan and contact tracing within the district. **For all other sick leave issues follow the standard call-in procedures.**
3. **Administrative Staff** – Front Office is open to the public in the public entrance to the front office at Station 17.
4. **All personnel:** wear a face cover while indoors or in a vehicle. This includes while working within the fire station, traveling in fire apparatus, and in 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 required while using an SCBA.
 - While eating or drinking indoors, social distancing of six feet will be maintained.
 - While exercising alone in a well-ventilated room. Exercise equipment must be cleaned between employees before and after use.
 - While isolated in a room by yourself.
 - While outdoors
 - While traveling in a vehicle alone.
 - While sleeping in a bed.
 - For additional information, refer to Section 3205.
 - **A face covering will be worn as soon as feasible after following a mask-wearing exception outlined above or in Section 3205.**

<https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-apprvdtxt.pdf>
5. **Training and interactions with other stations.** – allowed
6. **District Board Meetings** – open meetings allowed
7. **On Duty out in public** -. Face coverings while in public is mandatory for all employees when indoors or in a vehicle with others.
8. **Board of Directors** – Are allowed to enter fire stations with the same constraints as any other district personnel.

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 Borne 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 continuously. We will continue to take proactive measures necessary to maintain a healthy workforce and our essential services to serve the public.

South Placer Fire District COVID-19 Prevention Program 8-20-2021



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

Date: 6-21-2021

SCOPE

This policy applies to all employees with the following exceptions:

- a. Work locations with one employee who does not have contact with other persons
- b. Employees working from home
- c. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
- d. Employees teleworking from a location of the employee's choice that is not under the control of South Placer Fire District

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.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units. or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air

Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

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

Face Coverings

For all employees, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth. **Face coverings can be obtained by contacting your supervisor.**

1. **Personnel** are to wear a face cover while at work indoors and in vehicles. This includes while working within the fire station, traveling in fire apparatus, and in the public. When employees are required to wear face coverings under this section 3205 or sections 3205.1 through 3205.4, the following exceptions apply:
 - 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.**

2. Any employee not wearing a face covering, pursuant to the exceptions listed in items above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons.
3. When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

Engineering Controls

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.
- We will reduce outside air in the event of a "Unhealthy" Air Quality Index rating from National Weather Service.
- We will ensure that the ventilation systems are maintained and adjusted as recommended by an HVAC expert.
- If possible, we will increase filtration efficiency to the highest level compatible with the existing ventilation system by consulting with an HVAC expert.

Cleaning and Disinfecting

The following cleaning and disinfection measures for frequently touched surfaces have been implemented

- **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.
- Conference rooms are also disinfected after each use by employees.
- Employees have been instructed to clean their workspace each day, especially high contact areas such as keyboard, mouse, phones, headsets, door handles, light switches, and desktops.

- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- The EMS Supply Coordinator and all department heads conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds
- 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

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.
- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Making sure the custodial staff are properly trained and wear appropriate personal protective equipment.
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and, therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas, so any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.

- Disinfecting last after other activities (including emptying trash, removing visible soil, and vacuuming) are complete, so any potentially contaminated dirt or dust do not re-contaminate already disinfected surfaces.

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.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

We provide and ensure use of eye protection 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.

Additional measures will be utilized as required by state and local health departments.

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated

INVESTIGATING AND RESPONDING TO COVID-19 CASES

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

Unvaccinated employees who had potential COVID-19 exposure* in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

*COVID exposure definition (Appendix G): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection)

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.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after their first positive test.

- 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. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- 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.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- 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. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

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

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, 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.
- 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.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

It is our policy to:

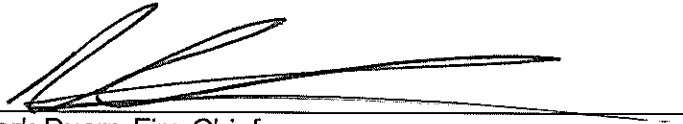
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- 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.
- Persons who have a close contact may return to work as follows:
 - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
 - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- 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 COVID-19 test result from a specimen collected after Day 5.
 - Health care workers who did not develop COVID-19 symptoms.
 - Emergency response workers who did not develop COVID-19 symptoms; and
 - Social services workers who did not develop COVID-19 symptoms and work face-to-face with clients in the child welfare system or in assisted living facilities.

If an order to isolate, quarantine, or exclude 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 shall be in accordance with the return-to-work period is listed in the return-to-work criteria in this program.

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a stylized, elongated shape.

Mark Duerr, Fire Chief

8-20-2021

Date

Appendix A: Definitions

Close Contact	<p>Being within six 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 definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
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> <ol style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205 (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
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 or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. 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> <ol style="list-style-type: none"> (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 (2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.

Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</p> <p>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</p> <p>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
Fully Vaccinated	The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
High-Risk Exposure Period	<p>The following time period:</p> <p>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved</p> <p>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</p>
Respirator	A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.

Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.
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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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Add any additional controls your workplace is using			
Administrative			
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			
PPE (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):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had a close contact with a COVID-19 case 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

Appendix H: COVID Vaccination Self- Attestation Statement

South Placer Fire District

I, _____, attest that I have:

- ☐ Have been fully vaccinated for COVID-19 (attach proof of vaccination)
- ☐ Have not been fully vaccinated for COVID-19
- ☐ Choose not to disclose my vaccination status

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, that Cal/OSHA requires that I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- South Placer Fire District will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- South Placer Fire District will provide a respirator if I request one and that it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Signature of Employee

Date

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 within an exposed workgroup and they visited the workplace during the high-risk exposure period at any time during 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 make COVID-19 testing available at no cost to all employees within the exposed group 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, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms; and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - Testing shall be made available to all employees in the exposed group and then 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 make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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.

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 mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

This section will need to be added to your CPP should your workplace experience 20 or more employee 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 fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We will continue to comply with Section 3205.1 and Additional Consideration #1, except that COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

We will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

We will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

**SOUTH PLACER FIRE DISTRICT
DEPARTMENTAL NOTICE**

TO: ALL PERSONNEL
FROM: FIRE CHIEF – MARK DUERR
SUBJECT: CALIFORNIA SUPPLEMENTAL PAID SICK LEAVE

DATE: AUGUST 31, 2021

It has come to my attention the district has been inaccurately accounting for sick leave related to COVID. In March of 2021, the governor enacted a law, *2021 COVID-19 Supplemental Paid Sick Leave (SPSL)*, granting 80 hours of sick leave (or the shift equivalent of two weeks, limited to the state allowable maximum of \$511/day or \$5,110 in total) to all employees who are unable to work for one of the following reasons:

- **Caring for Yourself:** The covered employee is subject to a quarantine or isolation period related to COVID-19 (see note below), or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- **Caring for a Family Member:** The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (see note below) or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.

Note: The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and prevention, or a local health officer with jurisdiction over the workplace.

This leave is in addition and outside of any existing leaves you currently earn and will be tabulated in Telestaff for the span of the law – January 1 through September 30, 2021. For those of you who have been put off on Admin Leave, we are working on calculating any time owed to you and providing appropriate credits as needed. Those members that were off on sick leave that was attributed to COVID-19, we will reinstate your hours into the relevant bank. If you were off on sick leave related to one of the above reasons but did not identify it

as COVID-related, send an email with documentation to Chief Moretti, Kathy Medeiros, and myself. We will review the information and let you know the outcome.

I appreciate your patience during this time. We have some work to do, so it may be a few weeks before you see the credits in your Telestaff account. If you do not observe the correct hours in your bank after October 1, 2021, please contact me directly.

From now until the end of the program (September 30, 2021), when calling in sick related to COVID, please let the BC know that you will be using your SPSL hours.

Finally, the state mandate flyer is attached. Please post this in the stations for future reference.

2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave *if the employee is unable to work or telework for any of the following reasons:*

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

Paid Leave for Covered Employees

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
 - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
 - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
 - Regular rate of pay for the workweek in which leave is taken
 - State minimum wage
 - Local minimum wage
 - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



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