

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Weds. January 11th, 2023

1. **6:00 p.m. Closed Session (Station 17, Portable Conference/Training Room)**

- A. Labor Negotiations (Gov Code 54957.6) – Provide an update on contract negotiations
- B. Employee evaluation (Gov Code (54957) – Annual Chief evaluation

2. **7:00 p.m. Regular Session (Station 17, Portable Conference/Training Room)**

3. **Flag Salute**

4. **Public Comment**

5. **Closed Session**

At any time during the regular session, the legislative body may adjourn to a 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 a closed session to consider liability claims, threats to public services or facilities, public employee appointment, public employment, public employee performance evaluation, or public employee discipline/dismissal/release.

6. **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	\$175,851.13
Consolidated Mitigation Fees	\$60,836.82
Plans/Inspections	\$21,799.00
Cell Tower Leases	\$2,098.81
Report Fees	\$250.00
Staffing Reimbursements	\$83.72
TOTAL	<u>\$260,919.48</u>

- D. Approval of the January 2023 Expenditures: \$408,154.75

- E. Personnel Items
 - Separations: None
 - Promotions: None
 - Reassignments: None
 - New Hires: None
 - Interns/Volunteers: None

7. **Special Presentation:** None

8. Old Business:

- A. **Employee Retention:** Staff recommends discussion on current issues facing the District involving employee retention. PG#20
- B. **District-Wide Photovoltaic Solar Electric Project:** Staff recommends an update on the District-wide solar project and discussion on securing NEM 2 status on possible future projects to include approval to enter an additional contract with DC Solar. PG#21

9. New Business:

- A. **2022 Annual Fire Inspection Resolution:** Staff recommends accepting the Resolution documenting the number of reportable annual occupancy inspections completed in 2022 as per Senate Bill 1205. PG#23
- B. **Authorization to Enter into Agreement with Specialized Legal Counsel:** Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Other Post Employment Benefits (OPEB). PG#30
- C. **Board Certification of the South Placer Fire Administrative Officers Association Decertification and Formal Recognition Election of Sacramento Area Firefighters Local 522 – Battalion Chiefs Unit:** Chief recommends that the Board formally certify the Formal Recognition Election results and recognize Sacramento Area Firefighters, Local 522 – Battalion Chiefs Unit as the exclusive bargaining representative for the bargaining unit consisting of Battalion Chiefs. PG#41
- D. **Request for Proposals (RFP) for a Standards of Cover Study:** Staff recommends discussion and approval of an RFP for a Standards of Cover Study. PG#45

10. Information and Discussion:

- A. **District Operational Update:** Staff recommends discussion about District operations after recent changes

11. Correspondence

PG#68

12. Chief's Report

13. Functions

14. Board/Staff Comments

15. Future Agenda Items

16. Adjournment

Upcoming Meetings

Special Meeting for Board training – January 24, 2023
Next Regular Board Meeting – February 8, 2023

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
December 14, 2022

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 14, 2022, at 7:00 p.m. by Vice President, Dan Bajtos.

Present:

Dan Bajtos, Vice President
Tracy Randall, Director
Mike Johnson, Director
Terri Ryland, Director
Ken Musso, Director
Chris Gibson, Director

Absent:

Gary Grenfell, President

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Division Chief, James Magnuson
Battalion Chief, Matt VanVollinburg
Captain, Tracey Kincheloe
Captain, Sean Fuller
Engineer Paramedic, Pat Patterson
Engineer Paramedic, Kenneth Kaiser
Firefighter Paramedic, Kevin Cooney

Public Comment: None

Closed Session Report: Vice President Bajtos reported that there had been a closed session meeting prior to the regular meeting with nothing to report out at this time.

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

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

SPECIAL PRESENTATION

Board of Directors Oath of office: The Chief recommends a special presentation to administer the oath of office for newly appointed and elected Directors. Placer County Supervisor Suzanne Jones stepped forward to read the oath to Directors Gibson, Ryland, and Randall.

OLD BUSINESS

Employee Retention: Staff recommends discussion on current issues facing the District involving employee retention. Chief Duerr reported that the District has no vacancies at any rank at this time but will continue to monitor the situation.

District Wide Photovoltaic Solar Electric Project: Staff recommends discussion and direction on the Request for Qualifications (RFQ) for District-wide solar. The District operates out of four stations and a maintenance shop that operate on electricity. A third party was contracted to submit the RFP and administer the process. The RFQ has had two responses. Of the two responses, one met all the qualifications and was asked to provide a proposal, DC Solar. Dave Clouse with DC Solar gave a short presentation for their proposal for the work along with the third-party consultants, John Kauffman of MEA. He continued that the project has a lifetime warranty with maintenance and cleaning once per year included. A total of 129.5 kilowatts of electricity will be produced for a total cost of \$358,000. Year 7 will be the break-even point for the entire project, although it may be sooner with the current 6% energy cost escalation rate. Current annual utility costs are \$57,688, while post-solar costs in the 1st year will be \$5,763 saving \$51,924. It was noted that there is new proposed legislation, NEM 3.0 that will have negative effects for solar projects by decreasing solar sell back values. Should the District engage now with DC Solar the project would be grandfathered in once the work, plans and first 5% payment are initiated. Currently, many other solar projects are also trying to meet this deadline. The District does not qualify for any rebates or discounts of any kind. The average return on investment is 7 years but that could be reduced to 6.5 with additional panels at Station 20. Chief Duerr noted that the Board could revisit the item in January but may not be able to install the system and may encounter supply chain issues with the panels. Director Gibson made a motion to approve Chief Duerr to move forward and authorize the solar electric project. Director Ryland made a second to the motion.

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

Resolution for Dedicated Service to South Placer Fire District: Staff recommends adopting the resolution recognizing Sean Mullin for his outstanding service to the Fire District and the community. Director Mullin served the District for ten years and was instrumental in the consolidation of Loomis and South Placer and representing the District at many events. He represented the public well through keen financial acumen and a willingness to ensure public safety was paramount. Director Ryland made a motion to approve and adopt Resolution for Dedicated Service to Director Sean Mullin, Resolution No. 13-2022/23. Director Gibson made a second to the motion

Roll Call:

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

NEW BUSINESS

Fiscal Year 2021/22 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2021/22 third-party audit. Chief Duerr began that overall, for the fiscal year the District deficit was -\$93,000. Last fiscal year the District lost -\$656,000. Fuel costs exceeded budget estimates by \$40,000. Director Ryland made a motion to approve and adopt the Fiscal Year 2021/22 audit reports. Director Gibson made a second to the motion

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

South Placer Fire District Special Tax Reports 2021/22: Staff recommends review and approval of the Fiscal Year 2021/22 Fire Suppression and Protection Special Tax Reports for the South Placer Fire District-Former Loomis Fire District (Division 1) and the South Placer Fire District (Division 2). The District's special tax administrator, SCI Consulting Group, prepared the reports for the two Divisions of the District. For Division 1, the special tax revenues were \$497,311. For Division 2, the special tax

revenues were \$707,862. Director Ryland made a motion to approve the South Placer Fire District Special Tax Reports 2021/22 for Divisions 1 and 2. Director Musso made a second to the motion.

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

Board of Director Officers and Committees 2023: Staff recommends board officer position elections and committee appointments for 2023. Director Bajtos nominated Director Ryland for President. Director Gibson made a 2nd to the nomination.

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

Director Ryland nominated Director Gibson for Vice President.

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

Director Musso volunteered for the clerk position.

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

President	Terri Ryland
Vice President	Chris Gibson
Clerk	Ken Musso

Board members present discussed continuing in their committee positions. Director Randall agreed to join the Personnel Committee and the Finance Committee. Director Bajtos also joined the Finance Committee. Director Johnson volunteered to become the alternate for the FAIRA Committee.

Personnel Committee	Chris Gibson, Tracy Randall, and Ken Musso
Finance Committee	Terri Ryland, Tracy Randall, Dan Bajtos
Facilities Committee	Mike Johnson & Dan Bajtos
FAIRA	Ken Musso (primary) & Mike Johnson (alternate)

2023 Board Meeting Schedule: Staff recommends review of the proposed 2023 Board meeting Schedule. Chief Duerr noted that an earlier meeting time has been suggested by staff and the public. Director Gibson noted the suggestion and agreed to return with a time frame that would work with his schedule. Director Randall inquired whether live streaming future meetings was possible. Chief Duerr agreed to research the issue and return with cost estimates to the Board. Director Ryland made a motion to approve the 2023 Board meeting Schedule. Director Gibson made a second to the motion.

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

2022/23 Long Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: Staff recommends reviewing and approving the 2022/23 revised plans. Chief Duerr gave a presentation on the highlights of the revised plans. All these plans are included in the Fire Fee Annual Reports. Upgrades include funds for facilities such as solar at the stations and apparatus purchases such as the new type 1 engine payments.

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

INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began that the call volume is up from last month at 361. Year over year up 70 calls for the month of November. He noted that call volume is up ahead from two years ago, over

4000 calls for the District for the first time. Medic 16 is the busiest unit with Engine 17 and Engine 16 thereafter. Average response times within 6-7 minutes, which are good. Travel times are between 4-5 minutes.

Correspondence: One PARS financial statement for October.

Chief's Report:

- Firefighters Appreciation Dinner was well attended. Great ideas for next year.
- Looking at summer picnic ideas
- Customer Service is excellent at Santa By The Lake crews provided service to an incident.
- Hand-Tevy almost ready to implement. New training still needed with two more people
- 8 new monitors on order-here in March
- Water tender ordered – 322 days out
- Fire Prevention department – Total Permits down from last year, new starts down from last year. Fees down, square feet down, building is down
- Overtime generated by sick leave and vacations
- Volunteer overtime down, only 96 mandatory hours. Overall overtime is down.

Functions: Santa by the Lake Thursday, Friday and then Saturday in Loomis. Eric Sanchez Toy Drive at Paul Martins 1-4 December 17th

Board/Staff Comments: None

Future Agenda Items: Cost estimate for live broadcast meetings, Director Gibson to reply regarding future meeting start times

There being no further business to come before the Board, the meeting adjourned at 8:14 p.m. The next regular meeting will be held on Wednesday, January 11th, 2022.

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	Last
Description	First	Last	Date	12/6/2022
User-Defined 1	First	Last	Type	Check

Sorted By: Date
Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance		
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin Payment Deposit
PLACER COUNTY	County Of Placer				(\$2,032,503.78)
24356	12/29/2022	CHK	AFLAC	No	PMCHK00001005 \$1,071.66
24357	12/29/2022	CHK	California Assn of Prefessio	No	PMCHK00001005 \$59.00
24358	12/29/2022	CHK	California Assn of Prefessio	No	PMCHK00001005 \$1,386.50
24359	12/29/2022	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001005 \$955.14
24360	12/29/2022	CHK	P.E.R.S	No	PMCHK00001005 \$112,434.73
24361	12/29/2022	CHK	PRINCIPAL MUTUAL	No	PMCHK00001005 \$7,582.21
24362	12/29/2022	CHK	PNC Equipment Finance	No	PMCHK00001005 \$146,158.41
24363	12/29/2022	CHK	Sacramento Area Fire Fighter	No	PMCHK00001005 \$2,224.74
24364	12/29/2022	CHK	Sacramento Area Fire Fighter	No	PMCHK00001005 \$2,224.74
24365	12/29/2022	CHK	SPFAOA	No	PMCHK00001005 \$75.00
24366	12/29/2022	CHK	SPFAOA	No	PMCHK00001005 \$75.00
24367	12/29/2022	CHK	TASC/ Total Admin Service	No	PMCHK00001005 \$4,797.26
24368	12/29/2022	CHK	TASC/ Total Admin Service	No	PMCHK00001005 \$479.70
24369	12/29/2022	CHK	TASC/ Total Admin Service	No	PMCHK00001005 \$4,802.00
24370	12/29/2022	CHK	TASC/ Total Admin Service	No	PMCHK00001005 \$234.78
24371	12/29/2022	CHK	Voya Financial Trust Co.	No	PMCHK00001005 \$15,338.72
24372	12/29/2022	CHK	Voya Financial Trust Co.	No	PMCHK00001005 \$16,588.19
17 Transaction(s)					----- \$316,487.78 \$0.00
WELLS FARGO OP	Wells Fargo Operating Account				\$96,796.14
27661	12/15/2022	CHK	AUBURN TIRE SERVICE	No	PMCHK00001003 \$85.67
27662	12/15/2022	CHK	BART INDUSTRIES	No	PMCHK00001003 \$93.50
27663	12/15/2022	CHK	Buathier, Justin	No	PMCHK00001003 \$86.00
27664	12/15/2022	CHK	Brookcrest By Culligan Water	No	PMCHK00001003 \$94.55
27665	12/15/2022	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00001003 \$41.41
27666	12/15/2022	CHK	FOLSOM LAKE FORD	No	PMCHK00001003 \$174.59
27667	12/15/2022	CHK	Forrest, Lakota	No	PMCHK00001003 \$250.00
27668	12/15/2022	CHK	Fire Plan Review, Inc.	No	PMCHK00001003 \$3,332.50
27669	12/15/2022	CHK	GOLD COUNTRY MEDIA	No	PMCHK00001003 \$389.06
27670	12/15/2022	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001003 \$633.24
27671	12/15/2022	CHK	JRB Pest and Sanitation	No	PMCHK00001003 \$295.00
27672	12/15/2022	CHK	Kingsley Bogard, LLP	No	PMCHK00001003 \$3,479.98
27673	12/15/2022	CHK	LIFE ASSIST	No	PMCHK00001003 \$4,638.97
27674	12/15/2022	CHK	Landers, Matthew	No	PMCHK00001003 \$375.00
27675	12/15/2022	CHK	Mission Uniform Services	No	PMCHK00001003 \$110.04
27676	12/15/2022	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001003 \$682.50
27677	12/15/2022	CHK	Placer County Water Agency	No	PMCHK00001003 \$450.33
27678	12/15/2022	CHK	PITNEY BOWES GLOBAL FINANCIA	No	PMCHK00001003 \$168.66
27679	12/15/2022	CHK	Quill Corporation	No	PMCHK00001003 \$75.05
27680	12/15/2022	CHK	Recology Auburn Placer	No	PMCHK00001003 \$688.68
27681	12/15/2022	CHK	South Placer Municipal Utili	No	PMCHK00001003 \$280.80
27682	12/15/2022	CHK	SAMBA Holdings Inc	No	PMCHK00001003 \$75.77
27683	12/15/2022	CHK	US Bank Corporate Payment Sy	No	PMCHK00001003 \$4,671.96
27684	12/15/2022	CHK	Verizon Wireless	No	PMCHK00001003 \$56.71
27685	12/28/2022	CHK	AUBURN TIRE SERVICE	No	PMCHK00001004 \$1,308.98
27686	12/28/2022	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001004 \$2,416.04
27687	12/28/2022	CHK	BART INDUSTRIES	No	PMCHK00001004 \$75.31
27688	12/28/2022	CHK	Blue Shield	No	PMCHK00001004 \$206.90
27689	12/28/2022	CHK	Benz Air Engineering Co, Inc	No	PMCHK00001004 \$2,057.54

Checkbook ID	Description		User-Defined 1		Current Balance	
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
27690	12/28/2022	CHK	Bean, Carol	No PMCHK00001004	\$39.51	
27691	12/28/2022	CHK	Cline, Shawn	No PMCHK00001004	\$250.00	
27692	12/28/2022	CHK	CalPERS	No PMCHK00001004	\$20.85	
27693	12/28/2022	CHK	Casey, Josephine	No PMCHK00001004	\$288.35	
27694	12/28/2022	CHK	Employee Benefits Law Group	No PMCHK00001004	\$2,500.00	
27695	12/28/2022	CHK	Foothill Fire and WIRE	No PMCHK00001004	\$1,330.50	
27696	12/28/2022	CHK	GRAINGER, W.W.	No PMCHK00001004	\$40.24	
27697	12/28/2022	CHK	Hunt and Sons, Inc	No PMCHK00001004	\$4,520.97	
27698	12/28/2022	CHK	Interwest Consulting Group I	No PMCHK00001004	\$15,660.00	
27699	12/28/2022	CHK	ImageTrend, Inc	No PMCHK00001004	\$2,060.00	
27700	12/28/2022	CHK	Julian, Susan	No PMCHK00001004	\$200.00	
27701	12/28/2022	CHK	Kaiser Foundation Health Pla	No PMCHK00001004	\$2,992.04	
27702	12/28/2022	CHK	LIFE ASSIST	No PMCHK00001004	\$4,743.01	
27703	12/28/2022	CHK	Municipal Emergency Services	No PMCHK00001004	\$3,306.69	
27704	12/28/2022	CHK	NETWORK DESIGN ASSOC	No PMCHK00001004	\$1,604.00	
27705	12/28/2022	CHK	PG & E	No PMCHK00001004	\$6,893.03	
27706	12/28/2022	CHK	Pitney Bowes, Inc	No PMCHK00001004	\$182.30	
27707	12/28/2022	CHK	Steel in the Air, Inc	No PMCHK00001004	\$2,500.00	
27708	12/28/2022	CHK	Silverado Avionics Inc.	No PMCHK00001004	\$289.30	
27709	12/28/2022	CHK	STERICYCLE INC	No PMCHK00001004	\$289.41	
27710	12/28/2022	CHK	Consolidated Communications	No PMCHK00001004	\$2,425.98	
27711	12/28/2022	CHK	TIFCO INDUSTRIES	No PMCHK00001004	\$282.68	
27712	12/28/2022	CHK	Teleflex	No PMCHK00001004	\$3,566.06	
27713	12/28/2022	CHK	T-Mobile	No PMCHK00001004	\$343.84	
27714	12/28/2022	CHK	WITTMAN ENTERPRISES, LLC	No PMCHK00001004	\$7,643.47	
27715	12/28/2022	CHK	West Coast Frame	No PMCHK00001004	\$400.00	
55	Transaction(s)				\$91,666.97	\$0.00
72	Total Transaction(s)					

System: 12/29/2022 11:29:19 AM
User Date: 12/29/2022

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	12/6/2022	12/29/2022		WELLS FARGO OP Last

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A212	AFLAC	PLACER COUNTY	24356	12/29/2022	\$1,071.66
35620	134185	December premium	\$1,071.66		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$1,071.66	\$0.00	
C273	California Assn of Prefessiona	PLACER COUNTY	24357	12/29/2022	\$59.00
35568	01-2023 NS LTD 01-2023 NSafety LTD	\$59.00			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00	
C273	California Assn of Prefessiona	PLACER COUNTY	24358	12/29/2022	\$1,386.50
35621	01-2023 LTD 1-2023 Safety LTD	\$1,386.50			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$1,386.50	\$0.00	
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24359	12/29/2022	\$955.14
35622	692809 1-2023 vision premium	\$955.14			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$955.14	\$0.00	
P101	P.E.R.S	PLACER COUNTY	24360	12/29/2022	\$112,434.73
35623	17030078 January 2023 premium	\$112,434.73			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$26,740.52	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$62,136.32	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$23,557.89	\$0.00	
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24361	12/29/2022	\$7,582.21
35569	01-2023 DENTAL January dental premium	\$7,582.21			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$7,582.21	\$0.00	
P219	PNC Equipment Finance	PLACER COUNTY	24362	12/29/2022	\$146,158.41
35570	1595039 Type 1 Engine, 2nd Payment	\$146,158.41			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4523-021	Type 1 Engine	\$146,158.41	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24363	12/29/2022	\$2,224.74
35571	PP13 UNION 2022 EE Union dues PP 13	\$2,224.74			
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0218-000	Union Dues Payable	\$2,224.74	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24364	12/29/2022	\$2,224.74
35624	PP14 UNION 2022 EE Union dues PP 14	\$2,224.74			
	Type Account	Description	Debit	Credit	

System: 12/29/2022 11:29:19 AM
User Date: 12/29/2022

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-0218-000	Union Dues Payable		\$2,224.74	\$0.00
S233	SPFAOA	PLACER COUNTY	24365	12/29/2022	\$75.00
35572	PP13 SPFAOA 2022	SPFAOA dues PP 13	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233	SPFAOA	PLACER COUNTY	24366	12/29/2022	\$75.00
35625	PP14 SPFAOA 2022	SPFAOA dues PP 14	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24367	12/29/2022	\$4,797.26
35573	PP13 DC/MR 2022	EE/ER DC/MR PP 13	\$4,797.26		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$869.51	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,553.84	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$373.91	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24368	12/29/2022	\$479.70
35574	IN2577090	1/1-31/23 Admin & Renewal fe	\$479.70		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$234.78	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$244.92	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24369	12/29/2022	\$4,802.00
35626	PP14 DC/MR 2022	EE/ER DC/MR PP 14	\$4,802.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$870.05	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,558.04	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$373.91	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24370	12/29/2022	\$234.78
35627	IN2607841	2/1/23-2/28/23 Admin fees	\$234.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$234.78	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24371	12/29/2022	\$15,338.72
35575	PP13 DEF COMP 2022	EE/ER Def Comp PP 13	\$15,338.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$14,323.20	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$1,015.52	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24372	12/29/2022	\$16,588.19
35628	PP14 DEF COMP 2022	EE/ER Def Comp PP 14	\$16,588.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$15,572.67	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$1,015.52	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	27661	12/15/2022	\$85.67
35520	134601	Tire repair and disposal	\$85.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-209	2006 Ford F-550 Shop Truck		\$85.67	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B147 35521	BART INDUSTRIES 6091-464361	WELLS FARGO OP Windshield wipers	27662 \$93.50	12/15/2022	\$93.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$93.50	\$0.00
B186 35523	Buathier, Justin 35523	WELLS FARGO OP EMT recertification	27663 \$86.00	12/15/2022	\$86.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$86.00	\$0.00
B194 35522	Brookcrest By Culligan Water 35522	WELLS FARGO OP Monthly billing	27664 \$94.55	12/15/2022	\$94.55
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$94.55	\$0.00
C115 35524	CAPITAL CLUTCH & BRAKE 1747546	WELLS FARGO OP Brake hose	27665 \$41.41	12/15/2022	\$41.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$41.41	\$0.00
F109 35526	FOLSOM LAKE FORD 741204	WELLS FARGO OP Hood struts	27666 \$131.59	12/15/2022	\$174.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$131.59	\$0.00
35527	741273	Windshield washer reservoir	\$43.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$43.00	\$0.00
F152 35528	Forrest, Lakota 35528	WELLS FARGO OP Paramedic recertification	27667 \$250.00	12/15/2022	\$250.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
F173 35525	Fire Plan Review, Inc. 1029	WELLS FARGO OP Monthly billing	27668 \$3,332.50	12/15/2022	\$3,332.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$3,332.50	\$0.00
G167 35529	GOLD COUNTRY MEDIA 157317	WELLS FARGO OP Monthly billing	27669 \$188.86	12/15/2022	\$389.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2032-000	News Publications & Ads		\$188.86	\$0.00
35530	157318	Monthly billing	\$188.86		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2032-000	News Publications & Ads		\$188.86	\$0.00
35531	163813	Legal notices finance charge	\$11.34		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2032-000	News Publications & Ads		\$11.34	\$0.00
H141	HARRIS INDUSTRIAL GASES	WELLS FARGO OP	27670	12/15/2022	\$633.24
35532	0001893181 Argon		\$87.49		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$87.49	\$0.00
35533	0001894815	Cylinder lease	\$53.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$53.00	\$0.00
35534	0001894963	Cylinder rental	\$256.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$256.25	\$0.00
35535	0001894995	Cylinder rental	\$184.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$184.25	\$0.00
35536	0001895112	Cylinder rental	\$52.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$52.25	\$0.00
J128	JRB Pest and Sanitation	WELLS FARGO OP	27671	12/15/2022	\$295.00
35537	61809 Bi-monthly billing, Sta 18		\$125.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$125.00	\$0.00
35538	61811	Monthly billing, Sta 17	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$85.00	\$0.00
35539	61812	Monthly billing, Sta 20	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$85.00	\$0.00
K127	Kingsley Bogard, LLP	WELLS FARGO OP	27672	12/15/2022	\$3,479.98
35540	27192 October services		\$3,479.98		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$2,047.50	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,432.48	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	27673	12/15/2022	\$4,638.97
35542	1272519 AirFlow BVM		\$125.59		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$125.59	\$0.00
35543	1272889	Various medical supplies	\$1,779.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,779.80	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
35544	1274941	Various medical supplies	\$2,733.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,733.58	\$0.00
L153	Landers, Matthew	WELLS FARGO OP	27674	12/15/2022	\$375.00
35541	35541	Driver Operator 1B class fee	\$375.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$375.00	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	27675	12/15/2022	\$110.04
35545	518105467	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
35546	518148960	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
35547	518194727	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
35548	518239282	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	27676	12/15/2022	\$682.50
35549	86357	IT services	\$65.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$65.00	\$0.00
35550	86488	IT services	\$617.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$617.50	\$0.00
P125	Placer County Water Agency	WELLS FARGO OP	27677	12/15/2022	\$450.33
35552	35552	Monthly billing, Sta 18	\$44.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$44.50	\$0.00
35553	35553	Monthly billing, Sta 18	\$71.41		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$71.41	\$0.00
35554	35554	Monthly billing, Sta 18	\$42.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$42.74	\$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			
35555	35555	Monthly billing, Sta 19	\$230.01		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$230.01	\$0.00
35556	35556	Monthly billing. Sta 20	\$61.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$61.67	\$0.00
P178	PITNEY BOWES GLOBAL FINANCIAL	WELLS FARGO OP 27678		12/15/2022	\$168.66
35551	3105812514	Qtrly billing - meter lease	\$168.66		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2131-000	Postage/Shipping		\$168.66	\$0.00
Q004	Quill Corporation	WELLS FARGO OP 27679		12/15/2022	\$75.05
35557	29222392	Copier paper	\$75.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$75.05	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP 27680		12/15/2022	\$688.68
35558	69702645	Monthly billing, Sta 15	\$25.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$25.88	\$0.00
35559	69703742	Monthly billing, Sta 16	\$34.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.51	\$0.00
35560	69702348	Monthly billing, Sta 17	\$567.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$567.90	\$0.00
35561	69717023	Monthly billing, Sta 19	\$25.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$25.88	\$0.00
35562	69717015	Monthly billing, Sta 20	\$34.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$34.51	\$0.00
S019	South Placer Municipal Utility	WELLS FARGO OP 27681		12/15/2022	\$280.80
35564	35564	Qtrly billing, Sta 18	\$172.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2035-000	Sewer		\$172.80	\$0.00
35565	35565	Qtrly billing, Sta 18	\$108.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2035-000	Sewer		\$108.00	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP 27682		12/15/2022	\$75.77
35563	INV01006394	Driver monitoring	\$75.77		
	Type Account	Description		Debit	Credit

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$75.77	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	27683	12/15/2022	\$4,671.96
35566	35566 Nov billing - 2nd payment		\$4,671.96		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$27.10	\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$241.37	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$27.00	\$0.00
	PURCH 0-000-2123-000	Fire Prevention Supplies & Educatio		\$350.00	\$0.00
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$1,344.00	\$0.00
	PURCH 0-000-2221-000	Radio Repair		\$1,289.53	\$0.00
	PURCH 0-000-2222-829	2022 Pierce Freightlines		\$352.35	\$0.00
	PURCH 0-000-2222-830	2022 Pierce Freightlines		\$352.35	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$688.26	\$0.00
V114	Verizon Wireless	WELLS FARGO OP	27684	12/15/2022	\$56.71
35567	9921839605 Monthly billing		\$56.71		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$56.71	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	27685	12/28/2022	\$1,308.98
35576	134963 Tires		\$1,308.98		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$1,308.98	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	27686	12/28/2022	\$2,416.04
35580	S58797 Foam motor driver		\$1,796.08		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$1,796.08	\$0.00
35581	S59041 Foam pro parts		\$283.70		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$283.70	\$0.00
35582	S59074 Ladder brackets		\$336.26		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$336.26	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	27687	12/28/2022	\$75.31
35577	6091-468148 Air & oil filters		\$75.31		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III		\$75.31	\$0.00
B158	Blue Shield	WELLS FARGO OP	27688	12/28/2022	\$206.90
35615	138729 Ambulance refund		\$206.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$206.90	\$0.00
B178	Benz Air Engineering Co, Inc	WELLS FARGO OP	27689	12/28/2022	\$2,057.54
35578	AWF110322-3 Auto start system for Eng 16		\$1,635.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$1,635.04	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
35579	AWF121622	Nederman hose repair, Sta 18	\$422.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$422.50	\$0.00
B203	Bean, Carol	WELLS FARGO OP 27690		12/28/2022	\$39.51
35614	672976	Ambulance refund	\$39.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$39.51	\$0.00
C268	Cline, Shawn	WELLS FARGO OP 27691		12/28/2022	\$250.00
35583	35583	Paramedic recertification	\$250.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
C284	CalPERS	WELLS FARGO OP 27692		12/28/2022	\$20.85
35616	75278	Ambulance refund	\$20.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$20.85	\$0.00
C285	Casey, Josephine	WELLS FARGO OP 27693		12/28/2022	\$288.35
35617	75278	Ambulance refund	\$288.35		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$288.35	\$0.00
E133	Employee Benefits Law Group	WELLS FARGO OP 27694		12/28/2022	\$2,500.00
35586	35586	Legal retainer	\$2,500.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$2,500.00	\$0.00
F200	Foothill Fire and WIRE	WELLS FARGO OP 27695		12/28/2022	\$1,330.50
35587	55244	Qtrly billing, fire alarm	\$1,330.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$295.50	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$237.00	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$183.00	\$0.00
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$255.00	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$237.00	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$123.00	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP 27696		12/28/2022	\$40.24
35588	9528100267	Door hardware	\$40.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-506	2012 F-350 Ambulance		\$40.24	\$0.00
H130	Hunt and Sons, Inc	WELLS FARGO OP 27697		12/28/2022	\$4,520.97
35589	895224	Gasoline, diesel	\$2,873.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,873.25	\$0.00
35590	895225	Gasoline, diesel	\$1,647.72		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,647.72	\$0.00
I134	Interwest Consulting Group Inc	WELLS FARGO OP	27698	12/28/2022	\$15,660.00
35592	79390	Plan review services	\$4,291.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$4,291.25	\$0.00
35593	79983	Plan review services	\$6,971.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$6,971.25	\$0.00
35594	80862	Plan review services	\$2,832.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$2,832.50	\$0.00
35595	83851	Plan review services	\$1,565.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$1,565.00	\$0.00
I137	ImageTrend, Inc	WELLS FARGO OP	27699	12/28/2022	\$2,060.00
35591	139394	Hospital Hub	\$2,060.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,060.00	\$0.00
J141	Julian, Susan	WELLS FARGO OP	27700	12/28/2022	\$200.00
35618	234707	Ambulance refund	\$200.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$200.00	\$0.00
K130	Kaiser Foundation Health Plan	WELLS FARGO OP	27701	12/28/2022	\$2,992.04
35619	482284	Ambulance refund	\$2,992.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$2,992.04	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	27702	12/28/2022	\$4,743.01
35596	1278296	Various medical supplies	\$3,309.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$3,309.67	\$0.00
35597	1278711	Electrodes, activated charco	\$120.66		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$120.66	\$0.00
35598	1279295	Activated charcoal	\$398.65		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$398.65	\$0.00
35599	1279296	Various medical supplies	\$914.03		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$914.03	\$0.00

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Voucher Number	Invoice Number	Original Voucher Amount			
M167 35600	Municipal Emergency Services (IN1805495	WELLS FARGO OP	27703	12/28/2022	\$3,306.69
	Flow testing		\$3,306.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$3,306.69	\$0.00
N226 35601	NETWORK DESIGN ASSOC 96572	WELLS FARGO OP	27704	12/28/2022	\$1,604.00
	Website IT consulting		\$32.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$32.50	\$0.00
35602	86705	MS 365, Exchange, SentinelOn	\$954.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$954.00	\$0.00
35603	86749	Monthly & website IT work	\$617.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$617.50	\$0.00
P111 35604	PG & E 35604	WELLS FARGO OP	27705	12/28/2022	\$6,893.03
	Monthly billing		\$6,893.03		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$2,498.28	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,207.60	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$529.19	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$78.15	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,707.26	\$0.00
	PURCH 0-000-2027-028	Station 28		\$838.09	\$0.00
	PURCH 0-000-2027-029	Station 29		\$34.46	\$0.00
P215 35605	Pitney Bowes, Inc 1022085942	WELLS FARGO OP	27706	12/28/2022	\$182.30
	Postage meter ink		\$182.30		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2131-000	Postage/Shipping		\$182.30	\$0.00
S056 35607	Steel in the Air, Inc 5383	WELLS FARGO OP	27707	12/28/2022	\$2,500.00
	Cell tower lease consulting		\$2,500.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,500.00	\$0.00
S102 35606	Silverado Avionics Inc. 2316	WELLS FARGO OP	27708	12/28/2022	\$289.30
	Microphone		\$289.30		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4469-000	Radio & Communications		\$289.30	\$0.00
S145 35608	STERICYCLE INC 3006288367	WELLS FARGO OP	27709	12/28/2022	\$289.41
	Monthly billing		\$289.41		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$289.41	\$0.00
S282	Consolidated Communications In	WELLS FARGO OP	27710	12/28/2022	\$2,425.98

System: 12/29/2022 11:29:19 AM
 User Date: 12/29/2022

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 11
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
35584	35584	Monthly billing	\$130.16		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$130.16	\$0.00	
35585	35585	Monthly billing	\$2,295.82		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-001	6900 Eureka Road	\$1,706.27	\$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	
T117	TIFCO INDUSTRIES	WELLS FARGO OP 27711	12/28/2022	\$282.68	
35610	71820771	Washers, screws, nuts, etc	\$282.68		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$282.68	\$0.00	
T145	Teleflex	WELLS FARGO OP 27712	12/28/2022	\$3,566.06	
35609	9506343228	EZ IO needle sets	\$3,566.06		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$3,566.06	\$0.00	
T150	T-Mobile	WELLS FARGO OP 27713	12/28/2022	\$343.84	
35611	35611	Monthly billing	\$343.84		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$343.84	\$0.00	
W121	WITTMAN ENTERPRISES, LLC	WELLS FARGO OP 27714	12/28/2022	\$7,643.47	
35613	2211046	November services	\$7,643.47		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2025-000	Ambulance Billing Services	\$7,643.47	\$0.00	
W129	West Coast Frame	WELLS FARGO OP 27715	12/28/2022	\$400.00	
35612	63611	Pump test	\$400.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierece Engine 18	\$400.00	\$0.00	

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 11TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Employee Retention

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

Background: The South Placer Fire District has experienced vacancies at every rank for many reasons, including competition with other agencies, retirements, and competitive wages. The District continues to recruit, test, and hire personnel on an as-needed basis. With the direction approved by the Board at the August 17 Special Meeting, the District has redeployed staff to maximize effective responses within the District.

- **Apprentice** – No vacant positions.
- **Firefighter** – No vacant positions.
- **Engineer** - No vacant positions.
- **Captain** – No vacant position.
- **Battalion Chief** – No vacant positions.

Impact: Increased awareness of retention issues at all ranks.

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, JANUARY 11TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: District-wide Photovoltaic Solar Electric Project :

Action Requested: Staff recommends an update on the District-wide solar project and a discussion on securing NEM 2 status on possible future projects to include approval to enter an additional contract with DC Solar.

Background – The District has begun the process of installing photovoltaic solar panels on its four (4) operating stations. The initial step is to enter into a contract with the contractor, DC Solar, who was selected as a result of a “request for Proposal” process. DC Solar provided contracts for installation, and the District has reviewed them and submitted an addendum to protect them. By the time of this meeting, it is likely the District will be in contract and progressing through the construction process.

Additioanllay, it has come to the District’s attention there is the possibility for securing NEM 2 approval for the future addition of solar for Stations 15 and 19. To obtain approval under NEM 2 for a future project, the District would need an approved authorization form, a completed interconnection agreement, and to create an engineered electrical line diagram that PG&E approves prior to the deadline on 4/13/23. With submittal and approval by PG&E prior to the deadline of April 13,2023, the District would secure NEM 2 for these two future projects for up to three (3) years into the future. The quote for the work to be completed by DC Solar is \$7,902.

Impact: Upfront costs to secure energy efficiency into the future.

Attachments: Future project contract.

Mark Duerr
Fire Chief
South Placer Fire Protection District

DC Solar ELECTRIC INC.

Phone 530-786-7070

S.C.L 953430 C-10, B

Project 1:

South Placer Fire District Station 15

4650 East Roseville Pkwy

Granite Bay, CA 95746

Project :

South Placer Fire District Station 19

7070 Auburn Folsom Rd

Granite Bay, CA 95746

Scope of Work:

- Design and Size Solar PV System including development of electrical components required by PG&E (Modules and Inverters).
- Design Engineered Solar PV Single Line Diagram.
- Complete PG&E Customer Authorization Form.
- Complete PG&E Interconnection Application for NEM 2.0 Approval.
- Pay PG&E Interconnection Submittal Fee's for NEM 2.0 Approval.
- Provide confirmation of submittal and acceptance of application from PG&E for NEM 2.0 Approval.

Contract Includes:

All documents, labor, fees and submittal to PG&E for NEM 2.0 approval.

All Scope of work items included for both South Placer Fire District Station 15 located at 4650 East Roseville Pkwy, Granite Bay, CA 95746, and Station 19 located at 7070 Auburn Folsom Rd, Granite Bay, CA 95746.

Contract Price:

\$7,902.00

Date of Contract:

Customer Signature: _____ Date: _____

Signature of Contractor/DC Solar: _____ Date: _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 11TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: 2022 Annual Fire Inspection Resolution:

Action Requested: Staff recommends acceptance of the Resolution documenting the number of reportable annual occupancy inspections completed in 2022 as per Senate Bill 1205.

Background: On September 27, 2018, Senate Bill 1205 became effective and added a new section to the California Health and Safety Code requiring every fire department and fire district in the state to report the number of annual occupancy inspections that were conducted in the private and public schools, hotels, motels, lodging houses, and apartment complexes.

Led by the Northern California Fire Prevention Officers Association, the attached resolution was created to standardize the reporting of these inspections and communicate how safe every jurisdiction's schools and multi-family dwelling units are with regard to fire safety.

Impact: Documentation of the required reportable annual inspections by resolution.

Attachments: SB 1205, and Resolution No. 14-2022/23

Mark Duerr
Fire Chief
South Placer Fire District

Senate Bill No. 1205

CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with Secretary of State September 27, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

DIGEST KEY

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS
FOLLOWS:

SECTION 1.

Section 13146.4 is added to the Health and Safety Code, to read:

13146.4.

(a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2.

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with

RESOLUTION NO. 14-2022/2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER FIRE DISTRICT REPRESENTING THE COMMUNITIES OF GRANITE BAY, TOWN OF LOOMIS, UNINCORPORATED LOOMIS, AND PORTIONS OF NEWCASTLE, CALIFORNIA ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SOUTH PLACER FIRE DISTRICT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the South Placer Fire District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the South Placer Fire District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of Directors of the South Placer Fire District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the South Placer Fire District's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that said Board of Directors expressly acknowledges the measure of

compliance of the South Placer Fire District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the South Placer Fire District, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies; for the purposes of this resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the South Placer Fire District, there lie **26** Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the South Placer Fire District completed the annual inspection of **26** Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies; for the purposes of this resolution, are those occupancies containing sleeping units, and include hotels, motels, and apartments with 3 or more units. Within the South Placer Fire District, there lie **7** Group R occupancies, buildings, structures and/or facilities.

During calendar year 2022, the South Placer Fire District completed the annual inspection of **7** Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

Additional items of note regarding this compliance rate can be found in the

accompanying staff report for this resolution.

SOUTH PLACER FIRE DISTRICT
STATE OF CALIFORNIA
COUNTY OF PLACER
GRANITE BAY AND LOOMIS

I, Terri Ryland, President of the South Placer Fire District Board of Directors, certify that the foregoing resolution was adopted by the Board of Directors for the South Placer Fire District, at a regular meeting held on the 11th day of January, 2023.

AYES: Director(s): _____

NOES: Director(s): _____

ABSTAIN: Director(s): _____

ABSENT: Director(s): _____

Terri Ryland, Fire District Board President

ATTEST:

Kathy Medeiros, Board Secretary

Attachments:

• Exhibit "1" — Staff Report

Exhibit 1:

2022 Occupancy Inspection Staff Report for SB1205 Compliance:
South Placer Fire District

Group E Occupancies: Including public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade.

Total number in District for the 2022 calendar year – **26**

Total number of inspections for this occupancy type – **26**

Completion Rate – **100%**

Group R Occupancies: Including Hotels, Motels and Apartments

Total number in District for the 2022 calendar year – **7**

Total number of inspections for this occupancy type – **7**

Completion Rate – **100%**

Annual Occupancy Inspections 2022: Including A, B, E, H, M, R, S, and U, occupancies

483 total

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 11TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **Authorization to Enter into an Agreement with Specialized Legal Counsel:**

Action Requested: Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Other Post Employment Benefits (OPEB)

Background: The District is working to stabilize long-term financial obligations through a comprehensive review of all expenditures. One area of concern is the District's unfunded liability in long-term health care for retirees through OPEB. OPEB is a highly specialized and regulated topic, and since the District does not employ an expert in this field, Staff recommends entering into a contract for these services.

Impact: Stabilizing District budget and long-term obligations. Financially, the District will provide a retainer of \$2,500 and then pay hourly for services with an expected cost of approximately \$5,000. Restructuring OPEB should result in long-term savings for the District by establishing a funded program for the long-term stability of the benefit.

Attachments: Engagement letter

Mark Duerr
Fire Chief
South Placer Fire District

December 16, 2022

Via E-Mail

Chief Mark Duerr
South Placer Fire Protection District
6900 Eureka Road
Granite Bay, CA 95746

Re: Engagement / Fee Agreement

Dear Chief Duerr:

We are pleased to represent South Placer Fire Protection District (you) regarding post-employment benefits and related taxation matters and such other employee benefit matters as you may request. The purpose of this letter is to set forth, in writing, the basis on which we provide and bill for legal services. If you have any questions about our fee policies, the details of a particular bill, or the progress of the matter, please do not hesitate to let us know.

This Fee Agreement will not take effect, and we will have no obligation to provide legal services, until you return a signed copy of this Fee Agreement with the initial retainer deposit discussed below. If this Fee Agreement does not become effective, for any reason, you will still be obligated to pay us the reasonable value of any services that we have performed for you (see Hourly Fees below).

Scope Of Legal Services

You are engaging Employee Benefits Law Group PC (us/we) to represent you with regard to the matter described above, and to render other legal services as you may specifically request, either verbally or in writing. Our representation is limited to those matters for which you have specifically requested legal advice. Unless we make a different agreement in writing, this Fee Agreement will govern all future services that we may perform for you.

Our Duties

We will provide those legal services reasonably required to represent you consistent with the scope of our engagement. Although we expect that the undersigned attorney will have the primary responsibility for your representation, other attorneys and pension consultants may participate in rendering services as

we consider appropriate. We will keep you informed of progress and will respond promptly to your inquiries.

Your Duties

You agree to keep us informed regarding all matters that are the subject of this Fee Agreement and to share with us all of the information in your possession which will help us perform our work for you. You agree to cooperate with us and to participate in all proceedings related to your representation by us. You agree to pay our fees and other charges promptly as provided below.

Retainer Deposit

We require a retainer deposit from you in the amount of \$2,500. From time to time, as circumstances warrant in our judgment, we may ask you to replenish or increase your retainer deposit. You agree to make such additional deposits as and when requested.

We will deposit all such retainer deposits in our trust account. No interest will be earned on such amounts. You authorize us to use such amounts to reimburse our firm for out-of-pocket expenses expended on your behalf, and to pay our fees and other charges that you incur when and as billed by us. At the conclusion of our representation, any sums remaining in our trust account credited to your account, after the payment of all amounts due to us from you, will be promptly returned to you.

Hourly Fees

Fees are based primarily on (i) the time spent by attorneys and pension consultants, and other personnel on your behalf, including travel time, and (ii) the hourly rate in effect at the time when the work is performed. Time is recorded in increments of tenths of an hour with a minimum of two-tenths (0.2) of an hour for the first telephone call or other service rendered during any day.

The current hourly rates of our attorneys range from \$300 to \$795 per hour. We will determine those tasks that would ordinarily be performed by one of our attorneys and which can be performed by non-attorney members of our staff who have the skills and competence required for those tasks. We will bill you for the staff member's time at the lower hourly rate. The current hourly rates for our certified pension consultant staff range from \$395 to \$425 per hour.

These rates are subject to change from time to time. Our rates are clearly stated on each billing statement, and we will gladly provide you with our current hourly

rates of our entire staff upon your request. We will notify you in advance of fee changes if it would exceed ten percent (10%).

Costs And Other Charges

We may incur various costs and expenses in performing legal services for you. You agree to pay costs and expenses in addition to the hourly fees, either by reimbursing us or by paying the provider of the service directly. Costs and expenses may include filing fees, court reporter fees, travel expenses, expert witness fees, consultant fees, investigator fees, other lawyers' fees, photocopying charges, priority mail and delivery charges, messenger charges, long distance telephone charges, and charges for on-line computer research. We may ask you to advance any of such disbursements and you agree to do so promptly.

Billings, Payments And Collection

We will send you a monthly statement for fees and costs incurred. Each statement is payable upon receipt. If an amount has been outstanding for more than thirty (30) days from the statement date, you agree to pay a carrying charge equal to one and twenty-five hundredths percent (1.25%) of such amount, per month, that begins to accrue on the thirty-first (31st) day.

We suspend our work on client matters where there are accounts receivable from a client that are outstanding beyond sixty (60) days. If your account is past due beyond sixty (60) days, we will contact you to discuss our level of service to confirm that your expectations are being met, and if necessary, how we can better work together. We will then move forward together to ensure that work is satisfactorily resumed and your account is brought current.

If you wish, you may request a current bill from us on a schedule different from our regular billing schedule. Under California law, you may make such a request once every thirty (30) days and we must comply within ten (10) days.

In the event that your account becomes severely past due and we pursue collection efforts ourselves, refer your account to a collection agent or to another law firm for collection, or assign your account to another, you will be charged reasonable attorneys' fees and costs and litigation-related expenses of collection, including, but not limited to, reasonable attorneys' fees and costs and litigation-related expenses incurred in any fee arbitration proceeding pursuant to the State Bar Act. You agree that any suit or proceeding necessary for collection of your account may be brought in Sacramento, California, regardless of your location, and you agree to accept service of a summons and complaint via notice and acknowledgment.

Estimates

Unless we agree to a specific fixed fee or not-to-exceed quote for a specific project, we may not be able to provide you a guaranty or make any representations as to the exact amount which you will incur for fees and costs in matters that we handle for you. The amount of time necessary to handle any given matter depends on the complexity of the issues involved and, to a large degree, on the posture and actions of other parties. Because of such inherent uncertainties, you understand that although we may give you good faith estimates from time to time, they are no more than that – merely estimates – and are not binding unless we have specifically agreed in writing to a maximum fee.

No Warranty Of Favorable Outcome

We make no warranty or representation concerning the successful representation of your interests or the outcome of the representation. Except as otherwise stated in writing, our comments about the outcome of your matter are expressions of belief only and do not constitute legal opinions.

Errors And Omissions Insurance

California law requires that we inform you that we maintain errors and omissions insurance coverage applicable to the services to be rendered.

Termination

You have the right to terminate our representation at any time by written notice to us. We have the same right, subject to an obligation to give you reasonable notice in order to allow you the opportunity to arrange alternative representation.

File Retention And Destruction

We will maintain a file in either written form, electronic form, or both, at our discretion, that includes copies of correspondence, documents and other items related to your representation by us. However, we will not retain any of your original documents that you provide to us. If you provide any of your original documents to us, we will return them to you promptly after we have made copies of those original documents to the extent that we have determined that we need them in order to represent you.

We will retain our file with respect to your representation for a period of five (5) years after the conclusion of our representation (retention period). After the expiration of the retention period, we will destroy our file (both written and

electronic) unless you notify us, in writing, prior to the end of the retention period, that you want to take possession of our file. If you notify us by then, we will provide our file to you in accordance with and to the extent required by the California State Bar Rules of Professional Conduct. We will not contact you again or remind you about the destruction of our file prior to the expiration of the retention period or prior to the actual destruction of our file. We destroy all files in a way that protects the attorney-client privilege and keeps client information confidential.

No Fiduciary Status

You understand and agree that we will not be acting in the capacity of a fiduciary, under ERISA or other applicable employee benefits statutes, with respect to any employee benefit plan related to our representation. Under no circumstances will this representation constitute or involve the exercise by us of any discretion, authority or control over the administration of any such plan, or the investment or disposition of any plan assets. All such discretion, authority and control rests solely with the plan fiduciaries.

Joint And Several Obligations

If more than one person or entity is signing this Fee Agreement as our client, each person or entity agrees to be separately responsible for the full amount of the fees and expenses due to us under the terms of this Fee Agreement. Each person or entity, as a signatory to this Fee Agreement, agrees to be jointly and severally liable for all of his, her, or its obligations under this Fee Agreement.

Enclosure(s)

This letter may be accompanied by one or more enclosures that explain certain aspects of your engagement of our firm. Please familiarize yourself with the enclosure(s). By signing this Fee Agreement, you are indicating that you have read, understood and agree to the contents of the enclosure(s).

Entire Agreement

This Fee Agreement is the entire agreement between you and our firm, and supersedes all prior or contemporaneous negotiations, correspondence, understandings, and agreements between us, regarding the subject matter of this Fee Agreement.

Signatures

If this Fee Agreement is acceptable to you, please print two copies of this Fee Agreement, and return one signed copy to us via e-mail or mail to our Sacramento

office at 11231 Gold Express Drive, Suite 108, Gold River, CA 95670 with a check in the amount of \$2,500 made payable to the Employee Benefits Law Group PC Client Trust Account.

Very truly yours,

Employee Benefits Law Group PC

By: 
James C. Paul
jcp@employeebenefitslawgroup.com
San Diego Office

JCP/ca
Enclosures
ZZZ500.100
25D8849

The undersigned understands and agrees to the terms of its representation as set forth in this Fee Agreement and the undersigned is authorized to enter into this Fee Agreement on behalf of the client.

Dated: _____.

South Placer Fire Protection District

By: _____

Title: _____

We are currently sending all of our invoices to our clients via e-mail and allowing clients to make payments electronically. For electronic payment through Automated Clearing House (ACH) directly from your bank, please use the information below. **Please note wire transfers and credit cards are not being accepted at this time – only ACH payments or checks.**

Bank of Marin
11220 Gold Express Drive, Suite 401
Gold River, CA 95670
Employee Benefits Law Group Operating Account
Operating Account number 26828647
Bank Routing number 121141877
916-231-6224

Please let us know if you will be utilizing the ACH payment option.

Yes **No**

EMPLOYEE BENEFITS LAW GROUP PC

CONFLICTS OF INTEREST

Our clients typically engage the services of our law firm for purposes of assisting them with a matter involving an employee benefit plan or plans. Frequently, these plans have been established or maintained by our clients with the assistance of a third party consultant or third party administrator. Our law firm has also represented a number of such third parties in the past and we continue to represent some of them even now.

Such representations usually do not involve our clients' plans. However, if they do, then our representation of the plan sponsor raises the potential for a conflict of interest issue under Rule 1.7 of the California State Bar Rules of Professional Conduct and we obtain specific waivers from each client (i.e., the plan sponsor and the third party). These waivers provide (i) that each party recognizes that the other is (or was) a client of the law firm, (ii) that our law firm cannot represent both parties with respect to the matter giving rise to the potential conflict without the informed written consent of each party in accordance with the Rules of Professional Conduct, (iii) what the nature of the conflict or potential conflict is, (iv) that any then seemingly amicable state of affairs between the two parties does not guarantee against or preclude the possibility that disagreements may arise in the future between them with respect to the subject matter of our representation of the sponsoring employer, and (v) that in the event that the subject matter of the representation becomes adversarial in nature between them, or in the event that actual conflicts arise regarding the issues which cannot be resolved on an amicable basis, then our law firm would cease its representation of both parties with respect to the issues. In that event, each party would have to engage other counsel in order to represent its interests with respect to the issues.

Even where there is no actual conflict of interest under the California State Bar Rules of Professional Conduct and no potential for such a conflict of interest, our law firm has also made the business decision regarding pursuing claims against third party consultants and administrators. We have determined that our practice should focus on assisting plan sponsors in establishing and maintaining employee benefit plans, to include representing them before governmental agencies. We have also decided that our practice will generally not involve the pursuit of claims against third party consultants and administrators. Such matters can be adequately handled by competent litigation counsel to whom we would be happy to provide copies of any documents in our possession that belong to the sponsoring employer. However, we would generally not provide technical assistance to the litigation counsel or expert witness services to them unless (i) our engagement by the sponsoring employer contemplated such legal services, (ii) we specifically determined that there would be no conflict of interest in taking on such an engagement, and (iii) we made the business decision that the law firm would be willing to pursue the third party involved.

Before signing the accompanying engagement letter, you should make certain that you understand our position as set forth in this enclosure to the engagement letter. By signing the engagement letter, you are indicating that you have read, understood and agree to the contents of this enclosure and that you still wish to engage the services of our law firm.

EMPLOYEE BENEFITS LAW GROUP PC

PAYMENT OF LEGAL FEES OUT OF PLAN ASSETS

Clients often ask us whether our fees can be paid out of the assets of the employee benefit plan involved in the representation. The answer depends upon (i) whether the subject matter of our representation is a proper expense of the plan under ERISA standards, and (ii) whether the plan documents permit the payment of such expenses out of plan assets. Generally, in order to avoid the ERISA issues, we discourage the payment of our fees from plan assets. However, if a client wishes to pay some or all of our fees out of plan assets, then we encourage the client to discuss this issue with us and for us to agree in advance before accepting fees paid out of plan assets.

ERISA permits the payment of expenses out of plan assets if, and only if, the expenses are (i) reasonable in amount, (ii) necessary (i.e., appropriate or helpful to the plan in carrying out the purposes for which the plan is maintained), and (iii) authorized in the plan documents. As is often the case in this area, little guidance exists as to what expenses are payable by the plan. However, we have set forth some general guidelines below.

It is clear that a plan may not pay the fees that should be borne by the employer as the sponsor of the plan or the settlor of the trust, such as the fees associated with the establishment or design of the plan, or the fees associated with the decision to terminate the plan. However, once a decision has been made to terminate the plan, some or all of the fees associated with the termination process itself may be paid out of plan assets.

It seems reasonable that fees associated with the custody and management of assets, and record keeping, reporting and disclosure may be paid by the plan. It also seems reasonable that the fees associated with participant loans and participant-directed individual account transactions may not only be paid by the plan, but may be charged to the account of the participant involved if authorized by the plan documents. Fees associated with qualified domestic relations orders (divorce) and the involvement of a plan in a participant's bankruptcy proceeding may also be paid by the plan.

The fees associated with benefit claims, Internal Revenue Service audits and Department of Labor investigations may or may not be appropriate for payment out of plan assets depending upon the circumstances involved, particularly the sponsoring employer's or trustees' involvement in the situation and the issues raised.

We want to reiterate that these are general guidelines only. Specific situations should be discussed with us and the plan documents must be reviewed before any payments are made out of plan assets. The final decision regarding the payment of legal fees out of plan assets rests with the plan's fiduciaries. If the fiduciaries pay legal fees out of plan assets and the fees should not have been paid out of plan assets, a prohibited transaction has occurred and the fiduciary must make the plan whole and may be subject to a 15% excise tax or risk the income tax qualified status of the plan. Therefore, we discourage the payment of legal fees from plan assets.

EMPLOYEE BENEFITS LAW GROUP PC

ATTORNEY-CLIENT PRIVILEGE – WHO IS OUR CLIENT?

The purpose of this memorandum is to provide our clients with a general discussion of the unique aspects of the attorney-client privilege in matters involving employee benefit plans. The law generally recognizes that communications between an attorney and the attorney's client are privileged and cannot be discovered by third parties. In addition, the attorney's "work product" is entitled to protection.

Our firm's relationships with our clients are governed by these rules. However, in the field of employee benefits law, an issue can arise as to the identity of the client because some individuals or entities serve in different capacities with respect to an employee benefit plan at different times. For example, an employer may be acting either in its non-fiduciary capacity as the plan sponsor or in its fiduciary capacity as the administrator of the plan. Which hat is the employer wearing when we provide our advice? This distinction becomes important because employees are involved as the beneficiaries of the plan and, under the "fiduciary exception" to the attorney-client privilege, these employees could be treated as our clients.

Why? Briefly, because the courts have interpreted trust law, even under ERISA, to provide that where an attorney advises a fiduciary regarding the administration of the trust (or the plan), the real client served by the attorney is not the fiduciary – the clients are the beneficiaries of the trust (i.e., the plan participants and their beneficiaries). Therefore, if an attorney advises the employer about plan administration issues, the participants may be able to gain access to the advice given. (We say "may" because there are, as is typically the case, exceptions that might apply.) On the other hand, if the attorney advises the employer about the decision to terminate the plan (not a fiduciary function), the fiduciary exception should not apply and the participants should not be able to gain access to the advice given. However, there are cases which state that if an attorney represents the employer in both its fiduciary and nonfiduciary capacities, the privilege may be lost altogether.

We know that advising an employer regarding its benefit plans can often involve requests for legal advice to the employer in both its fiduciary and nonfiduciary capacities. It is possible to obtain separate counsel to help insulate nonfiduciary legal advice from fiduciary legal advice. However, obtaining separate counsel is often not practical or cost-effective. Therefore, each client must weigh its need to preserve the attorney-client privilege (in the case of an adverse suit or claim) against its need for comprehensive and flexible legal advice regarding both its fiduciary and nonfiduciary issues.

It is also worth noting that a client can also lose the protection that this privilege offers if the client "waives" it. For example, disclosing privileged information to a third party (such as the client's CPA or third-party administrator) waives the attorney-client privilege.

These comments on the attorney-client privilege in connection with employee benefit plan matters are only very general guidelines. Specific situations should be discussed with us. We may need to take additional steps in order to clarify the identity of "our client" for your information and protection.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 11, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Board Certification of the South Placer Fire Administrative Officers Association Decertification and Formal Recognition Election of Sacramento Area Firefighters Local 522 – Battalion Chiefs Unit

Action Requested: Chief recommends that the Board formally certify the Formal Recognition Election results and recognize Sacramento Area Firefighters, Local 522 – Battalion Chiefs Unit as the exclusive bargaining representative for the bargaining unit consisting of Battalion Chiefs.

Background: The District received a petition for decertification of the South Placer Fire Administrative Officers Association and formal recognition of Sacramento Area Firefighters Local 522 – Battalion Chiefs Unit. The petitions were complete and verified, and the Chief announced a notice of election for December 28th, 2022. The Chief held the secret ballot election and attests that the majority of the Bargaining Unit Members voted for Sacramento Area Firefighters, Local 522 – Battalion Chiefs Unit as their Exclusive Bargaining Representative. In addition, the formal recognition rights of the South Placer Fire Administrative Officers Association were revoked, and the Chief, per the Employer-Employee Recognition Resolution of the South Placer Fire District, decertified South Placer Fire Administrative Officers Association.

Impact: Change in a bargaining unit exclusive representation

Attachments: Results of Decertification Vote and Formal Recognition Vote; Bargaining Unit Formal Recognition Resolution No. 15-2022/23.

Mark Duerr
Fire Chief
South Placer Fire District



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
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Board of Directors

Gregary Grenfell
Chris Gibson D.C.
Terri Ryland
Tracy Randall
Michael Johnson
Ken Musso
Dan Bajtos

Fire Chief

Mark Duerr

Providing Exceptional Service to Our Community

Election for Decertification

An election was conducted on December 28, 2022 to vote on the decertification of South Placer Fire Administrative Officers Association (SPFAOA).

Three ballots were cast. The results were verified by Deputy Chief Matt Feeley (agency representative) Battalion Chief Kelly Moretti (labor representative) and witnessed by Division Chief James Magnuson.

The results are as follows:

3-0 in favor to decertify South Placer Fire Administrative Officers Association (SPFAOA).

3-0 in favor to be recognized by International Association of Fire Fighters (IAFF) Local 522- Battalion Chiefs Unit.

Signed:

Deputy Chief Feeley

Battalion Chief Kelly Moretti

Witness

SOUTH PLACER FIRE PROTECTION DISTRICT
Resolution No. 15-2022/2023

**Formal Recognition of Sacramento Area Fire Fighters, Local 522 as Exclusive Bargaining Representative
for the South Placer Fire Protection District Battalion Chiefs Bargaining Unit**

WHEREAS, on November 4, 2022, Sacramento Area Fire Fighters Local 522 (hereafter “Local 522”) filed a Petition for Decertification of Representation simultaneously with a Petition for Modification of an Established Bargaining Unit with the South Placer Fire Protection District in accordance with Sections 11 of the Resolution of the South Placer Fire Protection District Establishing Rules and Regulations for the Administration of Employer-Employee Relations Between the District and its Employees (hereafter “ERR”). In this Petition Local 522 sought to decertify the existing exclusive representative for the District’s Battalion Chiefs and modify the existing Fire Firefighters bargaining unit currently represented by Local 522 to now include Battalion Chiefs with non-management level fire fighting staff.

WHEREAS, on November 17, 2022, following discussions between legal counsel for Local 522 and legal counsel for the District, Local 522 agreed to modify the Petition by Dismissing its request to modify the existing Fire Fighters unit and instead seek recognition as exclusive representative for a separate Battalion Chiefs bargaining unit.

WHEREAS, on November 28, 2022, Fire Chief Mark Duerr, issued appropriate Notice to all employees within the SPFAOA bargaining unit advising that the Petition was sufficient and represented at least thirty percent of unit members within SPFAOA, as required under the ERR. The Notice further advised all such unit members that, pursuant to Section 11, subsection E. of the ERR, a consolidated election for Decertification of L3809 and Recognition of L522 would be held in due course; and

WHEREAS, on November 28, 2022, formal notice of the Decertification and Recognition combined election to be held on December 28, 2022, was sent to all interested parties as required under the ERR; and

WHEREAS, no objection was received prior to the date of the election to the joint Petition for Decertification and Recognition, nor to the holding of the election in accordance with the notices described herein; and

WHEREAS, on election was completed on December 28, 2022, at which, based on the vote of a majority all unit members eligible to vote in the election, and consistent with all relevant provisions of the ERR, sufficient votes were lodged to decertify SPFAOA, and recognize Local 522 as the exclusive bargaining representative for the South Placer Fire Battalion Chiefs bargaining unit; and

WHEREAS, to the date of this Resolution, no complaint has been received challenging the procedures, conduct, or results of the election described herein; and

WHEREAS, the Board finds no lawful reason, as set forth in Section 9, subsection G. of the ERR, or otherwise, to refuse to certify the winner of the election as the recognized employee organization of the unit.

NOW THEREFORE, the results of the election described herein are hereby certified, and Sacramento Area Firefighters, Local 522 is hereby recognized as the exclusive bargaining unit for the South Placer Fire Battalion Chiefs bargaining unit. Accordingly, L522 shall represent all such bargaining unit members in their employment relations with South Placer Fire Protection District, to the full extent set forth by Section 3, subsection O. of the ERR (“Scope of Representation”).

On a motion by Director _____, seconded by Director _____, the foregoing resolution was passed and adopted by the South Placer Fire Protection District at a duly noticed meeting thereof this 11th day of January 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Signed after adoption:

President of the Board

Attest:

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 11, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Request for Proposals (RFP) for a Standards of Cover Study

Action Requested: Staff recommends discussion and approval of an RFP for a Standards of Cover Study.

Background: A Standards of Cover is a document that identifies the hazards and risks in the community. It documents the Fire Department's current capabilities and limitations against internationally recognized consensus standards. The main points of the documents include total response times, Effective Response Force capabilities, response time goals related to population density, travel time capability mapping, historical demand mapping, and future recommendations. This valuable document shows our current capabilities and helps plan for future department service needs and capabilities. It will begin to answer questions like:

- Does the District have enough resources for the demand level?
- Are the resources optimally located in the District?
- How does the District compare to its peers utilizing internationally recognized standards?
- Is the District able to effectively communicate its value to the community?

The last time an SoC was completed was in 2008, and it was completed internally. Since then, many changes have occurred in the community, the fire service, and the District. The community has grown, and the demand, frequency, and types of calls have changed, as evidenced by the record number of calls (over 4,000) in 2022. Additionally, fire service performance measurement has evolved into a more data-centric model that directly compares workload versus outcomes. Finally, the District has changed as well. It began with an increase in staffing through a SAFER grant and has since evolved into a completely new deployment model. It is time for the District to reassess the delivery of service and the community's needs.

Staff recommends utilizing a third-party entity to perform an SoC as the District lacks the labor resources and technological expertise to perform this task internally.

Using a third party will also provide an unbiased assessment of the data without preconceived notions of staffing, staff locations, or service delivery. This will be an opportunity to truly assess the District's services delivery and identify ways to improve service to the community.

Impact: Operations – complete assessment of service delivery; Financial - \$20 to 50k

Attachments: Draft RFP

Mark Duerr

Fire Chief

South Placer Fire District



South Placer Fire District
REQUEST FOR PROPOSALS (RFP)
FOR
Standards of Cover
(RFP 23-001)

Release Date: XXX, January XX, 2023

Proposal Deadline: XXX, February XX , 2023 by 5:00 PM

Proposals must be received via email at the email address below by the deadline.

Katherine Medeiros, Business Manager
Email: kmediros@southplacerfire.org
Phone: 916-759-

South Placer Fire District
6900 Eureka Road
Granite Bay, CA 95764

PLEASE READ: *Ukraine/Russia-Related Sanctions Compliance. Consultant/Proposer is aware of the requirements of California Executive Order N-6-22 ("Ukraine/Russia-Related Sanctions"), which obligates consultants/proposers to comply with existing economic sanctions imposed by the U.S. government in*

response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The Services may be subject to compliance monitoring by the District. It shall be the consultants/proposers sole responsibility to comply with all applicable economic sanctions.

SECTION 1 – PURPOSE

The South Placer Fire District (District) is accepting proposals from qualified vendors to research, write, and produce a Standards of Cover (SOC) analysis consistent with the guidelines set forth by the Center for Public Safety Excellence and in accordance with the specifications, terms, and conditions shown in this Request for Proposal (RFP). The analysis should formulate recommendations for appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices. Prospective respondents are advised to read this information and carefully review the Reference Material (Attachment A) before submitting a proposal.

Proposers providing the best professional services proposal to address the RFP scope of work will be invited to interview. Thereafter, negotiations will proceed with the top-ranked Proposer.

SECTION 2 – SOUTH PLACER FIRE DISTRICT

The South Placer Fire District is located in the foothills of California, providing all risk. The community is known as a bedroom community in the Sacramento region and is predominantly composed of single-family homes and a few areas of light commercial development. The Loomis Basin has a strong relationship with agriculture and is home to many family-run orchards and small ranches.

The District services approximately 55 square miles and a population of approximately 45,000 from four (4) fire stations staffing four advanced life support (ALS) fire engines and two ALS transporting ambulances. SPFD responded to over 4000 incidents in 2022, with more than 75% of those calls medical in nature.

The District provides exceptional service to our community and is dedicated to enhancing the quality of life in the community by protecting lives, property, and

the environment through emergency medical services, fire suppression, and fire prevention.

SECTION 3 – SCOPE OF WORK

The Proposer shall conduct a Standards of Cover (SOC) analysis to formulate recommendations for appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices, including recognized National Fire Protection Association (NFPA) standards, any federal and state mandates relative to emergency services, and Districts soon to be established performance benchmarks. The study shall also be consistent with the Center for Public Safety Excellence (CPSE)'s recommendations. The Standards of Cover shall also include analysis and recommendations for the future improvement of services to the community. All methodology used in the Standards of Cover analysis of the District will follow the methodology described in the "Quality Improvement for the Fire and Emergency Services" based on the 10th edition of the Commission on Fire Accreditation International model.

The Department is seeking a Standards of Cover which effectively meets these four goals:

1. Simplicity – clear and concise.
2. Understandability – readable and easy to understand.
3. Usability – adaptable and implementable.
4. Accountability – provide findings and recommendations to measure implantation success.

The Proposer shall have knowledge of industry-accepted best practices and procedures, including but not limited to, National Fire Protection Association (NFPA) guidelines, Insurance Services Office (ISO), Committee on Fire Accreditation International (CFAI) guidelines, Center for Public Safety Excellence (CPSE) guidelines, CAL-OSHA, International Association of Fire Fighters (IAFF), International Association of Fire Chiefs (IAFC) and other best practices in the Fire Service.

The final Standards of Cover analysis report shall include:

1. A summary of the method of analysis.
2. A summary review of the strengths of the District and opportunities for improvement and change.

3. All response and service level data shall be reported for a minimum of the last three (3) years.
4. Response and Community Risk data shall be displayed in a GIS format to the extent possible.
5. An explanation of proposed changes and recommendations for their implementation.
6. Inclusion of supporting data and rationale for all recommendations.
7. Supporting statistics and other visual data to fully illustrate the current situation and Proposer recommendations.
8. An analysis of the efficiency of the current deployment model and analysis of a recommendation for future optimized service delivery.
9. An analysis of the department's ability to respond to larger or more significant emergencies.
10. The specific components are described below.

The Standards of Cover analysis report shall include the following components:

1. **A general summary of the community served.**
 - a. History, formation, and general description of the South Placer Fire District.
 - b. Service areas for the District's fire and emergency medical service response area (population and demographics).
 - c. Current organizational design.
 - d. Operating budget, funding, fees, taxation, and financial resources.
 - e. Description of the current service delivery infrastructure.
2. **Analysis and summary of the services provided.**
 - a. Review and evaluate calls for service demographics from a historical and current perspective.
 - b. Review and evaluate operational staffing levels and distribution of resources.
 - c. Review and evaluate administration and support staffing levels, including analyzing the District's hierarchy, workload distribution, deployment, and management practices weighed against contemporary organization principles and business processes.

- d. Review the District's performance goals, objectives, and measures.

3. Examine the effectiveness of the inter-jurisdictional response.

The area served by the District is adjacent to partner agency providers. Today, those partnerships are established through automatic and mutual benefit agreements. The study shall evaluate the effectiveness and benefits of emergency services, including services provided by the department and by its partners.

4. Analysis and summary of the Community Risk. Conduct an analysis of community fire protection risks, growth projections, and land uses and interprets their impact on emergency service planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economic value, building footprint densities, occupancy data, and demographic information should be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography and type.

Use local planning/zoning data combined with available Geographic Information System (GIS) data to evaluate the physical risks of the community including:

- a. Overall geospatial characteristics including political and growth boundaries, construction, and infrastructure limitations.
- b. Topography, including response barriers, elevation extremes, and open space/interface.
- c. Transportation network including roads, rail lines, and waterways.
- d. Evaluation of physical assets protected.

An interpretation of available census and community development data must be provided indicating:

- a. Population history
- b. Census-based population and demographic information
- c. Community planning-based population information
- d. Transient population and demographic information
- e. Population density
- f. Community land use regulations
- g. Occupancy types by land use designation
- h. Hazardous substances and processes

- i. Non-structural risk categorization

Evaluate the District's current workload and relate that analysis to the previously described community risk.

Prepare a demand study that analyzes and geographically displays current service demands by incident type and temporal variation.

Prepare an analysis that will include a matrix showing the community's common and predictable risk types identifying staffing and resource needs. The matrix shall be developed with attention to:

- a. Risk-specific staffing levels to meet the critical tasking analysis for the identified risks.
- b. Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks.
- c. Time standards that will provide for the effective initiation of critical tasks and functions.
- d. Summary of currently available resources in matrix format.

5. **Review of historical system performance.** Review and make observations regarding all areas involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- a. Distribution Study
 - i. Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems (GIS) software, with identification of service gaps and, redundancies in initial unit arrival.
- b. Concentration Study
 - i. Analysis of response time capability to achieve full effective response force.
 - ii. Analysis of company and staff distribution as related to effective response force assembly.
- c. Reliability Study
 - i. Analysis of current workload, including unit hour utilization of individual companies.
 - ii. Review of actual or estimated failure rates of individual companies.

- iii. Analysis of call concurrency and impact on effective response force assembly (resource drawdown).
 - d. Capacity Study
 - i. A study of the maximum emergency service capability of the department resources inclusive of auto aid and mutual aid resources.
 - e. Live Traffic Performance Study
 - i. Analysis of actual and historical system reflex time performance, analyzed by individual components including but not limited to call processing time, turnout time, travel time, total response time, and effective response force.
 - f. Historical Study
 - i. Review and analysis of the history of call locations, including but not limited to skilled nursing facilities, clinics, residences, and commercial properties.
6. **Performance objectives and measures.** An appropriate set of goals and objectives must be developed for the District specific to the nature and type of risks identified as common and predictable to the community. The goals and objectives shall be developed with respect to the following:
- a. Distribution - Initial attack (first due) resources for risk-specific intervention.
 - b. Concentration - Effective response force assembly or the initial resources necessary to stop the escalation of the emergency for each risk type.
7. **Overview of compliance methodology.** Work with the District's management team to develop a methodology that will allow the District to continually measure future performance. This methodology shall include, but not necessarily be limited to:
- a. Records Management Systems (RMS) usage policies.
 - b. Assignment of oversight responsibilities.
 - c. Schedule of assessments.
 - d. Review requirements.
 - e. Department-adopted metrics.

8. **Evaluation, conclusions, and recommendations to policymakers.** Develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum levels of service identified in the previous components at the most efficient cost. Recommendations shall be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

Develop one or more long-range options for resource deployment that will improve the District's level of service for the identified performance objectives and targets. This should include but is not necessarily limited to, specific recommendations regarding:

- a. Any relocation or elimination of existing facilities.
- b. General locations of future necessary fire stations.
- c. Selection and deployment of apparatus by type.
- d. Service delivery recommendations, including deployment of operational staffing

Evaluate and present in graphical and descriptive format for the deployment option(s):

- a. Degree of benefit to be gained through its implementation:
 - i. The extent to which it achieves established performance targets.
 - ii. Potential negative consequences.

9. **Development Timeline.** The Proposer shall include a recommended schedule to meet with key personnel of the District to obtain an understanding of existing operations and expectations, data analysis, and review preliminary and final results. Meetings can be conducted via a virtual meeting platform.

10. **Deliverables.** The Proposer shall prepare a draft report, a final report, and a presentation to be delivered by the Proposer to District personnel and elected officials.

- a. Draft Report due for Review: January XX, 2023
 - i. The Proposer will develop and produce a draft version of the written report for review by District personnel. Feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of

the draft report prior to finalization. Review of the draft may be performed through a virtual meeting platform.

b. Final Report due for Review: February XX, 2023

- i. The Proposer will complete any necessary revisions of the draft and provide both hard copy (2) format and computerized format.

c. Presentation at District's Board Meeting: March XX, 2023

- i. The Proposer shall prepare and deliver a presentation to personnel and elected officials, including the following:
 1. A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
 2. Supportive audio-visual presentation.
 3. Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
 4. Opportunity for questions and answers, as needed.
 5. All presentation materials, files, graphics, and written material will be provided to the District for review before the presentation(s) and at the conclusion of the presentation.

SECTION 4 – RFP OVERVIEW

RFP Timeline

The District will endeavor to administer the proposal process in accordance with the terms and dates outlined below (Table 1); however, the District reserves the right to modify the terms, activities, timeline, or any other aspect of the process at any time, as it deems necessary.

RFP Coordinator

All communications concerning this RFP must be submitted via email to the RFP Coordinator identified below. The RFP Coordinator will be the sole point of contact for this RFP.

Deputy Chief Matt Feeley
South Placer Fire District
6900 Eureka Road, Granite Bay, CA 95764
Email: mfeeley@southplacerefire.org

Phone: 916-

Table 1 – RFP Timeline

MILESTONE	DUE DATE / TIME
Release of Request for Proposal	January XX, 2023
Deadline for Submission of Written Questions	February XX, 2023
District Issues Response to Written Questions	February 1, 2023
Deadline for Proposal Submission	February XX, 2023 by 12:00 pm
District Evaluation of Proposals	February XX, 2023
Notification of Finalist(s)	March XX, 2023
Interviews of Finalist(s) (if necessary)*	March XX , 2023
Contract Starts	March 2023

** It is recommended for Proposer to reserve dates to ensure availability*

RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP in its sole discretion. If an amendment is issued, the District shall provide notice of the amendment to all Proposers. In addition, the District shall post the amendment on its website at <http://www.southplacerville.org>. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments thereto.

RFP Questions

Specific questions concerning the RFP should be submitted via e-mail to the RFP Coordinator prior to the “Deadline for Questions.” Proposer questions should clearly identify the relevant section of the RFP, and page number(s) related to the question being asked. The questions submitted, and the District’s responses shall be posted on the District’s website at <http://www.southplacerville.org>.

Proposal Submittal

Proposals must be submitted no later than the date/time listed in Table 1. Proposals received after this time and date will not be considered. Proposers must submit an electronic copy (a single .pdf file containing all submitted material) to the RFP Coordinator: **Matt Feeley**, Deputy Chief, (Email: mfeeley@southplacerville.org).

SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the District by simplifying the review process and providing standards for the comparison of submissions.

Proposals submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. The District encourages concise and cost-efficient proposals. Proposals should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

Proposal Format and Content

Proposals should be prepared on standard 8 1/2" x 11" paper. All proposal pages should be numbered. Failure to follow this specified format, to label the responses correctly, or to address all of the subsections may, at the District's sole discretion, result in the rejection of the proposal.

Proposals must contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Matt Feeley

South Placer Fire District
6900 Eureka Road
Granite Bay, CA 95764

The letter shall include the following:

- a. Proposer's legal name and corporate structure.
- b. Proposer's primary contact information, including name, address, phone, website, and email.
- c. Identification of use of subcontractors and scope of work to be performed by subcontractors.
- d. Identification of any pending litigation against the Proposer.
- e. Disclosure of any bankruptcy or insolvency proceedings in the last ten (10) years.

- f. Statement indicating the proposal will remain valid for at least 120 days.
- g. Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

2. Qualifications, Experience, and References

Describe the Proposer's capability for actually undertaking and performing the work. This section shall include the following:

- a. Any professional licenses and certificates held by the Proposer.
- b. List types and locations of similar work performed by the Proposer in the last five (5) years that best characterizes the quality and past performance.
- c. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.
- d. A recent sample of work for a Standards of Cover assessment.

3. Work Plan

The work plan must state the Proposer's ability to meet each specification as outlined in this document. The work plan should address the items of work as described in this RFP. The plan should be simple, easy to read and follow, and address and satisfy the objectives and specifications as listed in the Scope of Work in this RFP. The work plan shall demonstrate Proposer has sufficient skills and knowledge to perform the Scope of Work in this RFP.

4. Pricing

The District seeks a clear and comprehensive understanding of all costs associated with the RFP. This section should include the cost for requested services outlined in the Scope of Work. Proposers shall clearly describe and outline fees for the services to be provided for each task of the project. Upon completion of each task, the Proposer will notify the District and request payment for the products and services by submitting an invoice and a brief description of work performed during the billing period. Upon receipt of the invoice, the District will review in a timely manner the products and services noted, verify completion, and authorize payment.

5. Commitment to Diversity, Equity, and Inclusion

The District has a commitment to conduct business with entities that follow sustainable practices and provide safe and healthy workplaces for the individuals employed. In addition, the District is committed to ensuring that diversity, inclusiveness, and equity are integral parts of day-to-day management, work, and service delivery. Within this section, the Proposer will state and provide a detailed narrative about any diversity or inclusiveness programs the Proposer has implemented, as well as any environmentally sustainable practices.

6. Optional Supplemental Information

This section may include graphs, charts, photos, resumes, and any other relevant information in support of the Proposer's solution.

7. Disclosures

A statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest. The Proposer should identify any professional or personal financial or other interest which could be a possible conflict of interest in performing the services of the RFP. This includes any activities or relationships of the Proposer that might create a conflict of interest for the Proposer or the District, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the District to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

8. Agreements and Warranties

Provide all standard contracts, including licensing, annual maintenance, and installation support services agreements typically used, included or required by the proposed solution, to be provided by Proposer and the associated costs, if any, to the District.

9. Professional Services Contract Alterations

Attached to the RFP (**Attachment B**) is a copy of the District's standard Professional Services Agreement ("Contract"). The District's standard Contract may be modified, in the District's sole discretion, to address the specific provisions of this RFP and Proposers should note that this RFP any specifications or other requirements specific to this RFP shall be included in the Contract and Contract's exhibits following an award of the Contract.

Please review the Contract carefully and note in your proposal any exceptions or alterations to the Contract. **Alterations or changes to the Contract that are not in the Proposer's response will not be allowed after the selection of the Proposer.** This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the District can compare all respondents on an equal basis. However, the District reserves the right, in its sole discretion, to accept or reject any and all proposed changes to the District's standard Contract.

SECTION 6 – PROPOSAL EVALUATION

The District will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFP received by the proposal due date and time specified in this request.

Review and Evaluation

A team will review and evaluate all submitted proposals. During the evaluation process, the team may request additional information or clarification from Proposers responding to this RFP.

Evaluation and determination of the best value to the District will be based on, but not limited to:

1. Firms Qualifications, Experience, and References: Experience in performing work of a closely similar nature and size; experience working with public agencies, including law/emergency personnel; strength, stability, experience, and technical competence of the company; input from references.
2. Qualifications and Experience of Personnel and Staffing: Qualifications and experience of proposed personnel for requested services.
3. Work Plan: Depth of understanding of District's requirements; overall quality and logic of work plan.
4. Quality and Responsiveness of the Proposal: Completeness of response in accordance with the RFP instructions.
5. Rates and Fees: Reasonableness and competitiveness of the rates and fees proposed; the overall value of the proposed work plan given the proposed contract pricing; how well the proposed price matches what the firm promises to deliver.

6. Further Evaluation: After evaluating all proposals, the District may evaluate the top firms further. Such evaluations or interviews will be arranged in advance.

SECTION 7 – GENERAL TERMS AND CONDITIONS

Collusion

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or encouraged any other person to refrain from submitting a response; and that the Proposer has not in any manner colluded to secure any improper advantage over any other person submitting a response.

Gratuities

No person will offer, give, or agree to give any District employee or its representatives any gratuity, discount, or offer of employment in connection with the award of contract by the District. No District employee or representative will solicit, demand, accept, or agree to accept from any other person a gratuity, discount, or offer of employment in connection with a District contract.

Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments and submit comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”) in writing to the District no later than the deadline established in this RFP. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any alleged defect with the RFP will be considered waived and invalid unless the Proposer brings the alleged defect to the attention of the District, in writing, by the deadline as established in this RFP.

Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits

of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's Proposers. Accordingly, upon request, all Proposers entering into contracts with the District will be required to show proof of such nondiscrimination and to post notices of nondiscrimination in conspicuous places, available to all employees and applicants.

Proposal Preparation Costs

The District will not pay any costs associated with the preparation, submittal, or presentation of any proposal made in response to this RFP.

Proposal Withdrawal

To withdraw a proposal, the Proposer must submit a written notice of intent to withdraw, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

Incorrect Proposal Information

If the District determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information that the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive and will be rejected.

Assignment and Subcontracting

The Proposer may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, will be the prime Proposer and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Proposer. The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

Right to Refuse Personnel

The District reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the Proposer or approved subcontractors. The District reserves the right to interview and approve all Proposer staff members at District's sole discretion. Proposer's staff may be subject to the District's background and drug testing processes at any time.

Proposal of Additional Services

If Proposer offers services in addition to those required by and described in this RFP, those additional services may be added to the contract before contract signing at the District's sole discretion.

Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary business and professional licenses. The District may require any or all Proposers to submit evidence of proper licensure.

Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant of the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the District in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

Contract Negotiations

After a review of the proposals and completion of the demonstration and proof of concept, the District intends to enter into contract negotiations with the selected Proposer(s). These negotiations could include all aspects of services and fees.

Execution of Contract

If the selected Proposer(s) does not execute a contract with the District within fifteen (15) business days after notification of selection, the District may give notice to that Proposer of the District's intent to select from the remaining Proposers or to call for new proposals, whichever the District deems appropriate.

Right of Rejection

The District reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety at any time.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with this RFP's terms and applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counter-offer, and the proposal may be rejected.

The District reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the District's best interest. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure a full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after initial evaluation of the Proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall submit such clarifications in writing to the District.

Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the

completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act (Government Code Sections 6250-6270 and 6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Proprietary Information

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the District for honoring such a designation. The failure to so label any information that is released by the District will constitute a complete waiver of all claims for damages caused by any release of the information.

Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected and the rights and obligations of the District and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

Proposal Amendment

The District will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

ATTACHMENT A – REFERENCE MATERIALS

The following link is a reference document relevant to the Standards of Cover.

- Fire Department Standards of Cover – 2008
 - o [Standards of Coverage](#)
 - o [Fire Station Location Study](#)
 - o [Staffing and Deployment Plan](#)

DRAFT

ATTACHMENT B – AGREEMENT

The following is a copy of the District's standard Professional Services Agreement ("Contract")

DRAFT

SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust ProgramAccount Report for the Period
11/1/2022 to 11/30/2022Mark Duerr
Fire Chief
South Placer Fire Protection District
6900 Eureka Rd.
Granite Bay, CA 95746*Account Summary*

Source	Beginning Balance as of 11/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2022
OPEB	\$1,331,536.22	\$0.00	\$60,028.56	\$656.69	\$0.00	\$0.00	\$1,390,908.09
Totals	\$1,331,536.22	\$0.00	\$60,028.56	\$656.69	\$0.00	\$0.00	\$1,390,908.09

Investment Selection

Source	
OPEB	Moderate HighMark PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	4.51%	0.70%	-10.69%	3.28%	4.38%	5.78%	5/31/2012

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees