

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, May 10th, 2023

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

2. **Flag Salute**

3. **Public Comment**

Persons who wish to speak to the Board regarding an item not on tonight's agenda or wish to ask the Board to pull an item from the Consent Calendar may do so now. Please submit the Public Comment form to the Board Secretary before the commencement of the Board Meeting. When called upon, please come to the podium, state your name and address, and limit your remarks to three (3) minutes. Please be aware that the California Government Code prohibits the Board from taking any immediate action on an item that does not appear on the agenda unless the item meets stringent statutory requirements. However, your concerns can be referred to the Staff for review and reported back to the Board at a later date. Comments on agenda items, including items pulled from the Consent Calendar, will be allowed at this time or when the Board considers them.

4. **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.

5. **Consent Agenda (Single Motion Needed)**

All matters listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be a separate discussion of these items if 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	\$158,283.48
Consolidated Mitigation Fees	\$252,129.48
Plans/Inspections	\$30,524.00
Cell Tower Leases	\$11,674.58
MVA Fire Recovery	\$1,277.64
TOTAL	<u>\$453,889.18</u>

- D. Approval of the May 2023 Expenditures: \$756,156.07

- E. Personnel Items
 - Separations: Two members
 - Promotions: Tyler Duncan, Engineer/PM and Kyle Benoit, FF/PM
 - Reassignments: None
 - New Hires: None
 - Interns/Volunteers: None

6. **Special Presentation:** Badge pinning, Captain Mike Long

7. **Old Business:**

- A. **District-Wide Photovoltaic Solar Electric Project:** Staff recommends an update on the District-wide solar project. PG#21
- B. **Investment Guideline Document Approval:** Staff recommends discussion and approval of the South Placer Fire District Other Post-Employment Benefits Trust Investment Guideline Document. PG#22

8. **New Business:**

- A. **Discussion and Adoption of a Resolution to Expand the District's Section 115 PARS Trust to Include Pension Obligation Participation:** Staff recommends discussing and adopting a resolution to amend the existing PARS Section 115 to include funding for both OPEB and pension obligations. PG#31
- B. **South Placer Fire District Fee Schedule Revision:** Chief recommends first reading and discussion of the 2023 Ordinance and Fee Schedule. PG#47
- C. **Resolution of Intention to Continue Assessments for Fiscal Year 2023-2024:** Staff recommends discussion and adoption of Resolution No. 17-2023/24 Preliminarily Approving Engineer's Report and Providing the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment. PG#61
- D. **FY 2022/2023 3rd Quarter Budget Report:** The Chief recommends a short presentation on the FY 2022/23 budget status. PG#100
- E. **South Placer Fire District Policy Updates:** Staff recommends review and discussion of the proposed policy updates. PG#105

9. **Information and Discussion:**

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

10. **Correspondence**

PG#130

- 11. Chief's Report**
- 12. Labor Report**
- 13. Functions**
- 14. Board/Staff Comments**
- 15. Future Agenda Items**
- 16. Adjournment**

**Next Board Meeting:
June 14th, 2023 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
April 12, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, April 12, 2023, at 6:05 p.m. by President, Terri Ryland.

Present:

Terri Ryland, President
Chris Gibson, Vice President
Ken Musso, Clerk
Gary Grenfell, Director
Dan Bajtos, Director
Tracy Randall, Director (arrived at 6:52 p.m.)

Absent:

Mike Johnson, Director

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Division Chief, James Magnuson
Battalion Chief Paramedic, Brian Midtlyng
Captain Paramedic, Donny Gray
Captain, Joshua Green
Captain, Justin Buathier
Engineer Paramedic, Pat Patterson

Public Comment: None

Closed Session Report: None

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

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

OLD BUSINESS

District Wide Photovoltaic Solar Electric Project: Staff recommends an update on the District-wide solar project. Chief Duerr began that the NEM agreements are complete for two stations. The District has approved the fire plans which are now in process for county review and approval- then construction can begin. The project is moving forward as expected.

NEW BUSINESS

Adoption of the Amended and Restated Joint Powers Agreement (JPA) of Fire Risk Management Services (formerly Fire Agencies Self Insurances Systems (FASIS)): Staff recommends adopting a resolution approving the consolidation of Fire Services Self Insurance Systems (FASIS) and Fire District of California Employment Benefits Association (FDAC EBA). Chief Duerr explained that

FAIS and FDAC EBA are merging to become Fire Risk Management Services- combining the District's workers compensation carrier with employment benefits. Effective July 1, 2023, the two entities will form FRMS. To approve this consolidation, the Board must approve and adopt the resolution approving participation in the JPA. Director Gibson made a motion to approve Resolution No. 16-2022/23 authorizing participation in the JPA of Fire Risk Management Services. Director Bajtos made a second to the motion.

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

Contract Approval Authority for Multi-Year Financial Audit Agreement: Staff recommends a discussion and contract approval authority to enter into a multi-year auditor agreement. Chief Duerr explained that our current third-party auditor, Robert W. Johnson group, has submitted a multi-year contract with minimal increases of 2-3% for the next three years. Chief Duerr recommended the board move forward with the contract to retain our current auditor's services for the future. Director Gibson made a motion to approve the multi-year contract with Robert W. Johnson Accountancy Corporation. Director Bajtos made a second to the motion.

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

Procurement of an In-Service Reserve Ambulance (ISRAM): Staff recommends discussion and purchase approval for a new ambulance deployment model to include apparatus. Chief Duerr began that the District has provided ambulance services since 1962, one of only three fire agencies in the county with the right to do so. EMS is experiencing increase in call volume of 60-70%, with 80-90% of the calls EMS related. With the increase in waiting times at local emergency rooms, the District is short an ambulance for a portion of this time. The request is to put an in-service and reserve (ISRAM) program that would only respond in District to critical calls when neither of the two in service ambulances are available. The ISRAM will be housed at one of the District stations and respond along with an engine company when a critical call is received without a District ambulance available. The cost will be \$450,000 and will be funded 100% with mitigation funds as this is a new service to the community. The expenditure would not happen until the 23/24 budget cycle. Chief Duerr explained that mitigation revenues in the fund have exceeded expectations this year with the growth in the community. Director Gibson made a motion to approve the procurement of an in-service reserve ambulance. Director Bajtos made a second to the motion.

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

INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began that call volume is up for March over last year and call volume overall is trending up for the year. Call volume is up for the District with 70% for rescues/medical, service calls and good intent 15%. Medic 16 and Engine 17 are the busiest units. Station 18 with the most call volume. Four fires in the District: one vehicle fire, riding mower, two mutual aid house fires. Call responses at 90th percentile with improved turn out and travel times. Total calls for March was 170. EMS 103 total responses with 98% compliance.

Correspondence: One PARS financial statement for February and the PARS Trust Financial Statement as of June 30, 2022.

Chief's Report:

- Vehicle fire
- Crews at Easter Egg Hunt
- Safer Grant submitted
- Telecommunicators Appreciation Week
- Apprentice Mechanic in backgrounds
- Apprentice Firefighter interviews on 4/20 to fill open positions
- Engineer Promotional test tomorrow
- Rocklin live fire training this weekend
- Working on Annual Report - expect at next meeting
- Placer County has free computer devices for over 60-year-old residents from grant
- Fire Prevention department: Total permits down in March, square footage down, fee revenue down, new starts down compared to February
- Overtime: 41% generated by sick leave, 21% vacations, 17% open positions
- Overtime hours up due to vacancies and using sick leave
- Leave usage year over year: vacation used more in 2022 than 2023. Total Overtime is down from last year.

Labor Report: Engineer Pat Patterson introduced himself to the Board as the new labor representative for SAFF 522, noted the recent loss of personnel of 11% and reported that many more are testing with other agencies. He continued that SPFD is losing more personnel than other agencies. He noted his focus is to best deliver services to the public and keep the best employees to deliver that service.

Functions: June 24th Open House at Station 18 from 11 am – 1 pm sponsored by Stryker. South Placer Firefighter Appreciation Dinner Friday 9/22/2023 at the Blue Goose.

Board/Staff Comments: Director Bajtos noted that he would like to reach out to State Parks to build a stronger relationship for the District.

Committee Reports:

Director Musso reported that he attended the FAIRA board meeting in March. He remarked that they discussed additional insurance options such as compliant website insurance. He recommended the District obtain that coverage with FAIRA as well as Cyber Liability benefits which are both offered at no charge to the District as FAIRA members. He noted that May 8th was a FAIRA special board meeting that he would need to utilize the District's training room to attend via teleconferencing.

Future Agenda Items: Director Grenfell requested additional discussion on the impacts of the Station 15 and Station 19 closures. Chief Duerr replied that the master plan would fully discuss these decisions, but he would give a summary report soon.

There being no further business to come before the Board, the meeting adjourned at 6:56 p.m. The next regular meeting will be held on Wednesday, May 10th, 2023.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges:	From:	To:		From:	To:
Checkbook ID	First	Last	Number	First	Last
Description	First	Last	Date	4/5/2023	5/2/2023
User-Defined 1	First	Last	Type	Check	Check

Sorted By: Date
Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID		Description		User-Defined 1		Current Balance	
Number		Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
PLACER COUNTY		County Of Placer				\$489,440.08	
24422		5/2/2023	CHK	AFLAC	No PMCHK00001018	\$714.44	
24423		5/2/2023	CHK	Bank Of New York Mellon Trus	No PMCHK00001018	\$270,685.00	
24424		5/2/2023	CHK	California Assn of Prefessio	No PMCHK00001018	\$59.00	
24425		5/2/2023	CHK	California Assn of Prefessio	No PMCHK00001018	\$1,298.00	
24426		5/2/2023	CHK	Department of Health Care Se	No PMCHK00001018	\$14,594.58	
24427		5/2/2023	CHK	NGLIC C/O Superior Vision Se	No PMCHK00001018	\$877.89	
24428		5/2/2023	CHK	P.E.R.S	No PMCHK00001018	\$103,770.13	
24429		5/2/2023	CHK	PRINCIPAL MUTUAL	No PMCHK00001018	\$7,021.36	
24430		5/2/2023	CHK	Sacramento Area Fire Fighter	No PMCHK00001018	\$2,119.65	
24431		5/2/2023	CHK	Sacramento Area Fire Fighter	No PMCHK00001018	\$2,119.65	
24432		5/2/2023	CHK	SPFAOA	No PMCHK00001018	\$75.00	
24433		5/2/2023	CHK	SPFAOA	No PMCHK00001018	\$75.00	
24434		5/2/2023	CHK	TASC/ Total Admin Service	No PMCHK00001018	\$4,905.21	
24435		5/2/2023	CHK	TASC/ Total Admin Service	No PMCHK00001018	\$4,905.21	
24436		5/2/2023	CHK	TASC/ Total Admin Service	No PMCHK00001018	\$234.78	
24437		5/2/2023	CHK	Voya Financial Trust Co.	No PMCHK00001018	\$16,325.31	
24438		5/2/2023	CHK	Voya Financial Trust Co.	No PMCHK00001018	\$17,223.90	
17 Transaction(s)						\$447,004.11	\$0.00
WELLS FARGO OP		Wells Fargo Operating Account				\$129,922.29	
27906		4/24/2023	CHK	AUBURN TIRE SERVICE	No PMCHK00001017	\$2,636.58	
27907		4/24/2023	CHK	BURTONS FIRE APPARATUS	No PMCHK00001017	\$677.74	
27908		4/24/2023	CHK	BART INDUSTRIES	No PMCHK00001017	\$1,884.53	
27909		4/24/2023	CHK	Benz Air Engineering Co, Inc	No PMCHK00001017	\$516.96	
27910		4/24/2023	CHK	Brookcrest By Culligan Water	No PMCHK00001017	\$153.80	
27911		4/24/2023	CHK	DC Solar Electric Inc.	No PMCHK00001017	\$194,634.00	
27912		4/24/2023	CHK	FOLSOM LAKE FORD	No PMCHK00001017	\$125.42	
27913		4/24/2023	CHK	Fuller, Sean	No PMCHK00001017	\$86.00	
27914		4/24/2023	CHK	GRAINGER, W.W.	No PMCHK00001017	\$213.63	
27915		4/24/2023	CHK	Gym Doctor	No PMCHK00001017	\$333.33	
27916		4/24/2023	CHK	G & T Truck Repair	No PMCHK00001017	\$8,440.68	
27917		4/24/2023	CHK	Golden State Emergency Vehic	No PMCHK00001017	\$194.06	
27918		4/24/2023	CHK	Hunt and Sons, Inc	No PMCHK00001017	\$3,549.59	
27919		4/24/2023	CHK	HARRIS INDUSTRIAL GASES	No PMCHK00001017	\$521.15	
27920		4/24/2023	CHK	JRB Pest and Sanitation	No PMCHK00001017	\$310.00	
27921		4/24/2023	CHK	Kaiser, Kenneth	Yes PMCHK00001017	\$250.00	
27922		4/24/2023	CHK	LIFE ASSIST	No PMCHK00001017	\$4,490.53	
27923		4/24/2023	CHK	Mission Uniform Services	No PMCHK00001017	\$176.41	
27924		4/24/2023	CHK	NETWORK DESIGN ASSOC	No PMCHK00001017	\$1,860.50	
27925		4/24/2023	CHK	PLACER CO. DEPT. OF PUBLIC W	No PMCHK00001017	\$5,589.73	
27926		4/24/2023	CHK	Placer County Water Agency	No PMCHK00001017	\$445.81	
27927		4/24/2023	CHK	Quill Corporation	No PMCHK00001017	\$88.99	
27928		4/24/2023	CHK	RIVERVIEW INTERNATIONAL	No PMCHK00001017	\$307.03	
27929		4/24/2023	CHK	Recology Auburn Placer	No PMCHK00001017	\$869.72	
27930		4/24/2023	CHK	Romans Upholstery	No PMCHK00001017	\$120.00	
27931		4/24/2023	CHK	STERICYCLE INC	No PMCHK00001017	\$303.88	
27932		4/24/2023	CHK	SPEAR, WAYNE	No PMCHK00001017	\$250.00	
27933		4/24/2023	CHK	Consolidated Communications	No PMCHK00001017	\$2,403.32	
27934		4/24/2023	CHK	SAMBA Holdings Inc	No PMCHK00001017	\$86.77	

Checkbook ID	Description		User-Defined 1		Current Balance	
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
27935	4/24/2023	CHK	US Bank Corporate Payment Sy No	PMCHK00001017	\$1,354.16	
27936	4/24/2023	CHK	Verizon Wireless No	PMCHK00001017	\$66.28	
27937	4/24/2023	CHK	West Coast Frame No	PMCHK00001017	\$36,016.69	
27938	4/24/2023	CHK	WFCA: Daily Dispatch No	PMCHK00001017	\$280.00	
27939	4/24/2023	CHK	Xerox Financial Services No	PMCHK00001017	\$2,522.83	
27940	5/2/2023	CHK	Adventist No	PMCHK00001019	\$2,007.67	
27941	5/2/2023	CHK	Backflow Technologies, Inc. No	PMCHK00001019	\$539.70	
27942	5/2/2023	CHK	Brookcrest By Culligan Water No	PMCHK00001019	\$156.30	
27943	5/2/2023	CHK	CUMMINS Pacific, LLC No	PMCHK00001019	\$1,088.87	
27944	5/2/2023	CHK	Ehlman, Dale No	PMCHK00001019	\$122.52	
27945	5/2/2023	CHK	Fire Plan Review, Inc. No	PMCHK00001019	\$1,627.50	
27946	5/2/2023	CHK	Flood, Patrick No	PMCHK00001019	\$107.76	
27947	5/2/2023	CHK	Gold Mountain California New No	PMCHK00001019	\$657.64	
27948	5/2/2023	CHK	Interwest Consulting Group I No	PMCHK00001019	\$4,755.00	
27949	5/2/2023	CHK	Kaiser Foundation Health Pla No	PMCHK00001019	\$288.35	
27950	5/2/2023	CHK	LIFE ASSIST No	PMCHK00001019	\$1,973.81	
27951	5/2/2023	CHK	Lowe, Paul No	PMCHK00001019	\$110.65	
27952	5/2/2023	CHK	Noridian Healthcare Solution No	PMCHK00001019	\$465.06	
27953	5/2/2023	CHK	PG & E No	PMCHK00001019	\$5,819.76	
27954	5/2/2023	CHK	PLACER CO. DEPT. OF PUBLIC W No	PMCHK00001019	\$240.00	
27955	5/2/2023	CHK	Sierra-Sacramento Valley EMS No	PMCHK00001019	\$2,002.00	
27956	5/2/2023	CHK	SIGNS ON TIME No	PMCHK00001019	\$189.64	
27957	5/2/2023	CHK	TIFCO INDUSTRIES No	PMCHK00001019	\$351.90	
27958	5/2/2023	CHK	T-Mobile No	PMCHK00001019	\$348.31	
27959	5/2/2023	CHK	US Bank Corporate Payment Sy No	PMCHK00001019	\$11,795.24	
27960	5/2/2023	CHK	Williams, Gina No	PMCHK00001019	\$221.33	
27961	5/2/2023	CHK	Xerox Financial Services No	PMCHK00001019	\$2,522.83	
56 Transaction(s)					\$309,151.96	\$0.00
73 Total Transaction(s)						

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

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	4/5/2023	5/2/2023		

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	24422	5/2/2023	\$714.44
36055	539534	April premium	\$714.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$714.44	\$0.00
B174	Bank Of New York Mellon Trust	PLACER COUNTY	24423	5/2/2023	\$270,685.00
36056	36056	COP Bond	\$270,685.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1552-001	COP Debt Service- Principal		\$155,000.00	\$0.00
	PURCH 0-000-1552-002	COP Debt Service - Interest		\$115,685.00	\$0.00
C273	California Assn of Prefessiona	PLACER COUNTY	24424	5/2/2023	\$59.00
36057	05-2023 NS	5-2023 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	24425	5/2/2023	\$1,298.00
36058	05-2023 LTD	5-2023 Safety LTD	\$1,298.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$59.00	\$0.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,239.00	\$0.00
D148	Department of Health Care Serv	PLACER COUNTY	24426	5/2/2023	\$14,594.58
36059	GEM0523D3LX	2022/23 Qtr 4 QAF fee	\$14,594.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$14,594.58	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24427	5/2/2023	\$877.89
36060	725610	5-2023 vision premium	\$877.89		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$877.89	\$0.00
P101	P.E.R.S	PLACER COUNTY	24428	5/2/2023	\$103,770.13
36061	17145743	May 2023 premium	\$103,770.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$22,406.06	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$18,492.43	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$57,806.18	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$5,065.46	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24429	5/2/2023	\$7,021.36
36062	05-2023 DENTAL	May 2023 dental premium	\$7,021.36		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,021.36	\$0.00

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 2
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S043 36063	Sacramento Area Fire Fighters PP21 UNION 2023 Type Account PURCH 0-000-0218-000	PLACER COUNTY EE Union dues PP 21 Description Union Dues Payable	24430 \$2,119.65	5/2/2023 Debit \$2,119.65	\$2,119.65 Credit \$0.00
S043 36064	Sacramento Area Fire Fighters PP22 UNION 2023 Type Account PURCH 0-000-0218-000	PLACER COUNTY EE Union dues PP 22 Description Union Dues Payable	24431 \$2,119.65	5/2/2023 Debit \$2,119.65	\$2,119.65 Credit \$0.00
S233 36065	SPFAOA PP21 SPFAOA 2023 Type Account PURCH 0-000-0218-000	PLACER COUNTY SPFAOA dues PP 21 Description Union Dues Payable	24432 \$75.00	5/2/2023 Debit \$75.00	\$75.00 Credit \$0.00
S233 36066	SPFAOA PP22 SPFAOA 2023 Type Account PURCH 0-000-0218-000	PLACER COUNTY SPFAOA dues PP 22 Description Union Dues Payable	24433 \$75.00	5/2/2023 Debit \$75.00	\$75.00 Credit \$0.00
T160 36067	TASC/ Total Admin Service PP21 DC/MR 2023 Type Account PURCH 0-000-0216-000 PURCH 0-000-1550-000 PURCH 0-000-1550-000	PLACER COUNTY EE/ER DC/MR PP 21 Description Flexible Benefits Payable Agency Share Insurance Agency Share Insurance	24434 \$4,905.21	5/2/2023 Debit \$965.33 \$3,581.98 \$357.90	\$4,905.21 Credit \$0.00 \$0.00 \$0.00
T160 36068	TASC/ Total Admin Service PP22 DC/MR 2023 Type Account PURCH 0-000-0216-000 PURCH 0-000-1550-000 PURCH 0-000-1550-000	PLACER COUNTY EE/ER DC/MR PP 22 Description Flexible Benefits Payable Agency Share Insurance Agency Share Insurance	24435 \$4,905.21	5/2/2023 Debit \$965.33 \$3,581.98 \$357.90	\$4,905.21 Credit \$0.00 \$0.00 \$0.00
T160 36069	TASC/ Total Admin Service IN2725664 Type Account PURCH 0-000-0215-000	PLACER COUNTY 6/1/23-6/30/23 Admin fees Description Group Insurance Payable	24436 \$234.78	5/2/2023 Debit \$234.78	\$234.78 Credit \$0.00
V125 36070	Voya Financial Trust Co. PP21 DEF COMP 2023 Type Account PURCH 0-000-0214-000 PURCH 0-000-0214-000	PLACER COUNTY EE/ER Def Comp PP 21 Description 457 Deferred Comp. Payable 457 Deferred Comp. Payable	24437 \$16,325.31	5/2/2023 Debit \$15,309.79 \$1,015.52	\$16,325.31 Credit \$0.00 \$0.00
V125 36071	Voya Financial Trust Co. PP22 DEF COMP 2023 Type Account PURCH 0-000-0214-000 PURCH 0-000-0214-000	PLACER COUNTY EE/ER Def Comp PP 22 Description 457 Deferred Comp. Payable 457 Deferred Comp. Payable	24438 \$17,223.90	5/2/2023 Debit \$16,208.38 \$1,015.52	\$17,223.90 Credit \$0.00 \$0.00

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 3
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	27906	4/24/2023	\$2,636.58
35984	136326	Front tires	\$2,421.97		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierece Engine 18	\$2,421.97	\$0.00	
35985	136652	Flat repair	\$214.61		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III	\$214.61	\$0.00	
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	27907	4/24/2023	\$677.74
35990	S59393	Pac bracket to mount tools	\$43.10		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierece Engine 18	\$43.10	\$0.00	
35991	S60149	Foam pro hose	\$118.01		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin	\$118.01	\$0.00	
35992	S60180	Pac brackets to mount tools	\$193.29		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierece Engine 18	\$193.29	\$0.00	
35993	S60158	Pac mounts	\$323.34		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierece Engine 18	\$323.34	\$0.00	
B147	BART INDUSTRIES	WELLS FARGO OP	27908	4/24/2023	\$1,884.53
35986	6091-494728	Batteries	\$1,476.86		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$1,476.86	\$0.00	
35987	6091-496393	Oil filters	\$407.67		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$407.67	\$0.00	
B178	Benz Air Engineering Co, Inc	WELLS FARGO OP	27909	4/24/2023	\$516.96
35988	AWF230116	Repair to damaged unit	\$516.96		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$516.96	\$0.00	
B194	Brookcrest By Culligan Water	WELLS FARGO OP	27910	4/24/2023	\$153.80
35989	35989	Monthly billing	\$153.80		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies	\$153.80	\$0.00	
D161	DC Solar Electric Inc.	WELLS FARGO OP	27911	4/24/2023	\$194,634.00
35996	2023-101447	Solar equipment, Sta 16	\$52,138.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4512-049	Solar Project	\$52,138.50	\$0.00	

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 4
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
35997	2023-101451	Solar equipment, Sta 17	\$73,248.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-049	Solar Project		\$73,248.50	\$0.00
35998	2023-101455	Solar equipment, Sta 18	\$34,284.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-049	Solar Project		\$34,284.50	\$0.00
35999	2023-101459	Solar equipment, Sta 20	\$34,962.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-049	Solar Project		\$34,962.50	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP	27912	4/24/2023	\$125.42
36000	749772	Blinker sockets	\$39.60		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	2016 Ford BC Vehicle		\$39.60	\$0.00
36001	749854	Blinker switch	\$85.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	2016 Ford BC Vehicle		\$85.82	\$0.00
F163	Fuller, Sean	WELLS FARGO OP	27913	4/24/2023	\$86.00
36002	36002	EMT recertification	\$86.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$86.00	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP	27914	4/24/2023	\$213.63
36005	9651403876	Band saw blades	\$162.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$162.58	\$0.00
36006	9653550161	Compressor pulley	\$20.55		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$20.55	\$0.00
36007	9653550179	Compressor parts	\$16.60		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$16.60	\$0.00
36008	9654784710	Compressor parts	\$13.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$13.90	\$0.00
G156	Gym Doctor	WELLS FARGO OP	27915	4/24/2023	\$333.33
36009	00141303	Semi-annual maintenance	\$333.33		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$83.34	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$83.33	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$83.33	\$0.00

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 5
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$83.33	\$0.00
G164 36003	G & T Truck Repair 23957	WELLS FARGO OP Cylinder head replacement	27916 \$8,440.68	4/24/2023	\$8,440.68
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$8,440.68	\$0.00
G204 36004	Golden State Emergency Vehicle CI038825	WELLS FARGO OP Outrigger sensors	27917 \$194.06	4/24/2023	\$194.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$194.06	\$0.00
H130 36013	Hunt and Sons, Inc 43130	WELLS FARGO OP Monthly billing	27918 \$2,204.37	4/24/2023	\$3,549.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,204.37	\$0.00
36014	43132	Monthly billing	\$1,345.22		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,345.22	\$0.00
H141 36010	HARRIS INDUSTRIAL GASES 0001906406	WELLS FARGO OP Cylinder rental	27919 \$277.05	4/24/2023	\$521.15
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
36011	0001906436	Cylinder rental	\$190.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$190.25	\$0.00
36012	0001906552	Cylinder rental	\$53.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00
J128 36015	JRB Pest and Sanitation 64721	WELLS FARGO OP Monthly billing	27920 \$90.00	4/24/2023	\$310.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00
36016	64741	Monthly billing	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
36017	64755	Monthly billing	\$130.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00
K137 36018	Kaiser, Kenneth 36018	WELLS FARGO OP Paramedic recertification	27921 \$250.00	4/24/2023	\$250.00
	Type Account	Description		Debit	Credit

System: 5/2/2023 3:22:45 PM
 User Date: 5/2/2023

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 6
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	27922	4/24/2023	\$4,490.53
36019	1307204	Disposable blankets	\$335.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$335.69	\$0.00
36020	1310503	Medication	\$435.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$435.75	\$0.00
36021	1310973	Various supplies	\$3,081.09		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$3,081.09	\$0.00
36022	1311200	Medication	\$638.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$638.00	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	27923	4/24/2023	\$176.41
36023	518835223	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
36024	518879321	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
36025	518922165	Weekly billing	\$56.21		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$56.21	\$0.00
36026	518964427	Weekly billing	\$30.97		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.97	\$0.00
36027	519006884	Weekly billing	\$34.21		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$34.21	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	27924	4/24/2023	\$1,860.50
36028	87650	IT services	\$260.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$260.00	\$0.00
36029	87704	IT services	\$260.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$260.00	\$0.00

System: 5/2/2023 3:22:45 PM
 User Date: 5/2/2023

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 7
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36030	87758	IT services	\$520.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$520.00	\$0.00	
36031	87839	Monthly software subscriptio	\$820.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2056-000	Software Subscriptions	\$820.50	\$0.00	
P118	PLACER CO. DEPT. OF PUBLIC WKS	WELLS FARGO OP	27925	4/24/2023	\$5,589.73
36032	36032	Sewer services FY 22/23	\$5,589.73		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$1,814.74	\$0.00	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$2,311.20	\$0.00	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$749.38	\$0.00	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$714.41	\$0.00	
P125	Placer County Water Agency	WELLS FARGO OP	27926	4/24/2023	\$445.81
36033	36033	Monthly billing	\$40.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-028	Water - Station #28	\$40.40	\$0.00	
36034	36034	Monthly billing	\$64.16		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-028	Water - Station #28	\$64.16	\$0.00	
36035	36035	Monthly billing	\$40.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-028	Water - Station #28	\$40.40	\$0.00	
36036	36036	Monthly billing	\$221.66		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-003	Water - Station #19	\$221.66	\$0.00	
36037	36037	Monthly billing	\$79.19		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-005	Water - Station #20	\$79.19	\$0.00	
Q004	Quill Corporation	WELLS FARGO OP	27927	4/24/2023	\$88.99
36038	31792433	Copier paper	\$70.79		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2129-000	Office Supplies/Computer	\$70.79	\$0.00	
36039	31796033	Self-inking stamp	\$18.20		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2129-000	Office Supplies/Computer	\$18.20	\$0.00	
R115	RIVERVIEW INTERNATIONAL	WELLS FARGO OP	27928	4/24/2023	\$307.03
36044	123699	Window tracks & motor	\$307.03		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-713	2012 Pierce International BR28	\$307.03	\$0.00	

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 8
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
R129	Recology Auburn Placer	WELLS FARGO OP	27929	4/24/2023	\$869.72
36040	70553706	Monthly billing, Sta 20	\$34.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$34.51	\$0.00	
36041	70442801	Monthly billing, Sta 17	\$567.90		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$567.90	\$0.00	
36042	70444187	Monthly billing, Sta 16	\$34.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$34.51	\$0.00	
36043	70442603	Monthly billing, Sta 18	\$232.80		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$232.80	\$0.00	
R169	Romans Upholstery	WELLS FARGO OP	27930	4/24/2023	\$120.00
36045	36045	Split hose bed cover	\$120.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierce Engine 18	\$120.00	\$0.00	
S145	STERICYCLE INC	WELLS FARGO OP	27931	4/24/2023	\$303.88
36048	3006438803	Monthly billing	\$303.88		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2046-000	Medical Waste Disposal	\$303.88	\$0.00	
S175	SPEAR, WAYNE	WELLS FARGO OP	27932	4/24/2023	\$250.00
36047	36047	Paramedic recertification	\$250.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$250.00	\$0.00	
S282	Consolidated Communications In	WELLS FARGO OP	27933	4/24/2023	\$2,403.32
35994	35994	Monthly billing	\$128.87		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$128.87	\$0.00	
35995	35995	Monthly billing	\$2,274.45		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-001	6900 Eureka Road	\$1,684.90	\$0.00	
	PURCH 0-000-2037-003	7070 Auburn Folsom Road	\$200.86	\$0.00	
	PURCH 0-000-2037-005	3505 Auburn Folsom Road	\$43.23	\$0.00	
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway	\$177.73	\$0.00	
	PURCH 0-000-2037-016	Station 16 Olive Ranch	\$167.73	\$0.00	
S286	SAMBA Holdings Inc	WELLS FARGO OP	27934	4/24/2023	\$86.77
36046	INV01082843	Driver monitoring	\$86.77		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2030-000	Memberships/Subscriptions	\$86.77	\$0.00	

System: 5/2/2023 3:22:45 PM
 User Date: 5/2/2023

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 9
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
U109 36049	US Bank Corporate Payment Syst 36049	WELLS FARGO OP	27935	4/24/2023	\$1,354.16
	March billing, 2nd payment		\$1,354.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$539.81	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$304.05	\$0.00
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$510.30	\$0.00
V114 36050	Verizon Wireless 9931411944	WELLS FARGO OP	27936	4/24/2023	\$66.28
	Monthly billing		\$66.28		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$66.28	\$0.00
W129 36051	West Coast Frame 64141	WELLS FARGO OP	27937	4/24/2023	\$36,016.69
	Repair "old Eng 18"		\$35,666.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$35,666.69	\$0.00
36052	64261	Pump test	\$350.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$350.00	\$0.00
W191 36053	WFOA: Daily Dispatch 003628	WELLS FARGO OP	27938	4/24/2023	\$280.00
	PM/FF employment ad		\$280.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$280.00	\$0.00
X001 36054	Xerox Financial Services 4044449	WELLS FARGO OP	27939	4/24/2023	\$2,522.83
	Copier & DocuWare lease		\$2,522.83		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,522.83	\$0.00
A238 36072	Adventist 294247-2	WELLS FARGO OP	27940	5/2/2023	\$2,007.67
	Ambulance refund		\$2,007.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$2,007.67	\$0.00
B101 36073	Backflow Technologies, Inc. 23-24750	WELLS FARGO OP	27941	5/2/2023	\$539.70
	Backflow device tests		\$539.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$359.80	\$0.00
36074	23-24751	Backflow device tests	\$89.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$89.95	\$0.00
36075	23-24752	Backflow device tests	\$89.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$89.95	\$0.00

System: 5/2/2023 3:22:45 PM
User Date: 5/2/2023

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 10
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B194 36076	Brookcrest By Culligan Water 36076 Type Account PURCH 0-000-2053-000	WELLS FARGO OP Monthly billing Description Food/Drink-Incident Supplies	27942 \$156.30	5/2/2023 Debit \$156.30	\$156.30 Credit \$0.00
C233 36077	CUMMINS Pacific, LLC Y5-85473 Type Account PURCH 0-000-2222-000	WELLS FARGO OP Coolant Description Automotive Repairs/Supplies	27943 \$1,088.87	5/2/2023 Debit \$1,088.87	\$1,088.87 Credit \$0.00
E135 36078	Ehlman, Dale 665423 Type Account PURCH 0-000-2025-000	WELLS FARGO OP Ambulance refund Description Ambulance Billing Services	27944 \$122.52	5/2/2023 Debit \$122.52	\$122.52 Credit \$0.00
F173 36079	Fire Plan Review, Inc. 1071 Type Account PURCH 0-000-2043-001	WELLS FARGO OP April services Description Prevention Consulting Fees	27945 \$1,627.50	5/2/2023 Debit \$1,627.50	\$1,627.50 Credit \$0.00
F174 36080	Flood, Patrick 679966 Type Account PURCH 0-000-2025-000	WELLS FARGO OP Ambulance refund Description Ambulance Billing Services	27946 \$107.76	5/2/2023 Debit \$107.76	\$107.76 Credit \$0.00
G176 36081	Gold Mountain California News 171927 Type Account PURCH 0-000-2032-000	WELLS FARGO OP Legal notice, prevention fee Description News Publications & Ads	27947 \$657.64	5/2/2023 Debit \$657.64	\$657.64 Credit \$0.00
I134 36082	Interwest Consulting Group Inc 86903 Type Account PURCH 0-000-2043-001	WELLS FARGO OP Services 2/21-3/31/23 Description Prevention Consulting Fees	27948 \$4,755.00	5/2/2023 Debit \$4,755.00	\$4,755.00 Credit \$0.00
K130 36083	Kaiser Foundation Health Plan 234675 Type Account PURCH 0-000-2025-000	WELLS FARGO OP Ambulance refund Description Ambulance Billing Services	27949 \$288.35	5/2/2023 Debit \$288.35	\$288.35 Credit \$0.00
L107 36084	LIFE ASSIST 1312395 Type Account PURCH 0-000-2127-000	WELLS FARGO OP Various medical supplies Description Medical Supplies	27950 \$1,147.68	5/2/2023 Debit \$1,147.68	\$1,973.81 Credit \$0.00
36085	1313898 Type Account PURCH 0-000-2127-000	Various medical supplies Description Medical Supplies	\$800.39	Debit \$800.39	Credit \$0.00
36086	1314004 Type Account	Hot pack Description	\$25.74	Debit	Credit

System: 5/2/2023 3:22:45 PM
 User Date: 5/2/2023

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 11
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2127-000	Medical Supplies		\$25.74	\$0.00
L154 36088	Lowe, Paul 779775-2	WELLS FARGO OP Ambulance refund	27951 \$110.65	5/2/2023	\$110.65
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$110.65	\$0.00
N148 36087	Noridian Healthcare Solutions 87708	WELLS FARGO OP Ambulance refund	27952 \$465.06	5/2/2023	\$465.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$465.06	\$0.00
P111 36089	PG & E 36089	WELLS FARGO OP Monthly billing	27953 \$5,819.76	5/2/2023	\$5,819.76
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$2,072.07	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$922.48	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$530.11	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$39.73	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,456.23	\$0.00
	PURCH 0-000-2027-028	Station 28		\$766.44	\$0.00
	PURCH 0-000-2027-029	Station 29		\$32.70	\$0.00
P118 36090	PLACER CO. DEPT. OF PUBLIC WKS CI 23403	WELLS FARGO OP Traffic signal maintenance	27954 \$240.00	5/2/2023	\$240.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$240.00	\$0.00
S131 36092	Sierra-Sacramento Valley EMS 2023-45	WELLS FARGO OP EOA contract fee, FY 22/23	27955 \$2,002.00	5/2/2023	\$2,002.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,002.00	\$0.00
S146 36091	SIGNS ON TIME 68591	WELLS FARGO OP Decals	27956 \$189.64	5/2/2023	\$189.64
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$189.64	\$0.00
T117 36093	TIFCO INDUSTRIES 71861907	WELLS FARGO OP Various hardware	27957 \$351.90	5/2/2023	\$351.90
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$351.90	\$0.00
T150 36094	T-Mobile 36094	WELLS FARGO OP Monthly billing	27958 \$348.31	5/2/2023	\$348.31
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$348.31	\$0.00
U109 36095	US Bank Corporate Payment Syst 36095	WELLS FARGO OP Monthly billing	27959 \$11,795.24	5/2/2023	\$11,795.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2038-000	Training Supplies		\$311.01	\$0.00

System: 5/2/2023 3:22:45 PM
 User Date: 5/2/2023

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 12
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2040-000	Education/Training		\$244.54	\$0.00
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$37.95	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$54.97	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$807.18	\$0.00
	PURCH 0-000-2122-000	Computer Service & Maint.		\$383.11	\$0.00
	PURCH 0-000-2127-000	Medical Supplies		\$482.48	\$0.00
	PURCH 0-000-2128-000	Miscellaneous Supplies		\$53.47	\$0.00
	PURCH 0-000-2129-000	Office Supplies/Computer		\$9.64	\$0.00
	PURCH 0-000-2131-000	Postage/Shipping		\$22.54	\$0.00
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$255.35	\$0.00
	PURCH 0-000-2222-210	Polaris 700 Ranger 6x6		\$55.05	\$0.00
	PURCH 0-000-2222-605	1998 Ford Grass		\$167.06	\$0.00
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$136.74	\$0.00
	PURCH 0-000-2222-828	2018 Pierce Engine 18		\$95.44	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$924.20	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$126.52	\$0.00
	PURCH 0-000-2225-011	6900 Eureka Road (Shop)		\$360.00	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$30.01	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$2,438.02	\$0.00
	PURCH 0-000-4512-047	Recliners		\$400.00	\$0.00
	PURCH 0-000-4523-057	Station 16 Opening		\$4,399.96	\$0.00
W187	Williams, Gina	WELLS FARGO OP	27960	5/2/2023	\$221.33
36096	821102	Ambulance refund	\$221.33		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$221.33	\$0.00
X001	Xerox Financial Services	WELLS FARGO OP	27961	5/2/2023	\$2,522.83
36097	4180315	Copier & Docuware lease	\$2,522.83		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,522.83	\$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, MAY 10TH, 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.

Background – The District received word that all stations have been accepted and approved under the NEM 2.0 billing requirements. Additionally, all plans have been submitted and approved at the County and District, and construction should begin shortly.

Impact: Informational update

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, MAY 10TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Investment Guideline Document Approval :

Action Requested: Staff recommends discussion and approval of the South Placer Fire District Other Post-Employment Benefits Trust Investment Guideline Document.

Background – The District maintains Other Post Employment Benefits (OPEB) IRS Section 115 irrevocable trust account through Public Agency Retirement Services (vendor). Highmark Capital (vendor) manages asset allocations for the account within the Plan. Highmark has provided an investment Guideline document that:

- Facilitates the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirms the Plan's investment goals and objectives and management policies applicable to the investment portfolio identified below and obtained from the Plan Sponsor;
- Provides a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short- and long-term needs that is consistent with the account's investment objectives, liquidity considerations, and risk tolerance;
- Identifies any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- It helps maintain a long-term perspective when market volatility is caused by short-term market movements.

The current asset allocation is identified as a moderate risk with the following allocations:

- Cash – 5%
- Fixed Income – 45%

- Equity – 50%

Staff recommends review and approval of the investment guidelines document as presented.

Impact: Confirming investment guidelines for District

Attachments: Investment guideline document

Mark Duerr

Fire Chief

South Placer Fire Protection District



Investment Guidelines Document

South Placer Fire Protection District

Other Post-Employment Benefits Trust

November 2022

DRAFT

Investment Guidelines Document

Scope and Purpose

The purpose of this Investment Guidelines Document is to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies applicable to the investment portfolio identified below and obtained from the Plan Sponsor;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short- and long-term needs that is consistent with the account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

Key Plan Sponsor Account Information as of November 2022

Plan Sponsor:	South Placer Fire Protection District
Governance:	Board of Directors for South Placer Fire Protection District
Plan Name ("Plan"):	South Placer Fire Protection District Retiree Healthcare Plan
Trustee:	US Bank Contact: Susan Hughes, 949-224-7209 susan.hughes@usbank.com
Type of Account:	GASB 45/Other Post-Employment Benefits Trust
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser Contact: Andrew Brown, CFA, 415-705-7605 Andrew.Brown@highmarkcapital.com

Investment Authority: Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

Investment Objectives and Constraints

The goal of the Plan's investment program is to provide a reasonable level of growth which, will result in sufficient assets to pay the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon: Long-term horizon

Anticipated Cash Flows: Historically cash flows for the OPEB Plan have been very modest.

Target Rate of Return: 6.15% annual target

Investment Objective: The primary objective is to maximize total Plan return, subject to the risk and quality constraints set forth herein. The investment objective the Plan Sponsor has selected is the Moderate Objective, which has a dual goal to seek moderate growth of income and principal.

Risk Tolerance: Moderate
The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation: The asset allocation ranges for this objective are listed below:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	40%-60%	40%-60%
Policy: 5%	Policy: 45%	Policy: 50%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with your objectives.

Security Guidelines:

Equities

With the exception of limitations and constraints described above, Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	40%-60%
<i>Equity Style</i>	<i>Range</i>
Domestic Large Cap Equity	15%-45%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-15%

Fixed Income

In the fixed income portion of the account, Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	40%-60%
<i>Fixed Income Style</i>	<i>Range</i>
Long-term bonds (maturities >7 years)	0%-25%
Intermediate-term bonds (maturities 3-7 years)	25%-60%
Short-Term bonds (maturities <3 years)	0%-25%
High Yield bonds	0%-10%

Performance Benchmarks:

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

26.50%	S&P 500 Index
5.00%	Russell Mid Cap Index
7.50%	Russell 2000 Index
3.25%	MSCI Emerging Market Index
6.00%	MSCI EAFE Index
1.75%	Wilshire REIT Index
33.50%	Bloomberg US Aggregate Bond Index
10.00%	ICE BofA 1-3 Year US Corp/Gov't Index
1.50%	ICE BofA High Yield Master II Index
5.00%	FTSE 1Mth T-Bill Index

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg US Aggregate Bond Index
High Yield	ICE BofA High Yield Master II Index

Security Selection

Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations:

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

Duties and Responsibilities**Responsibilities of Plan Sponsor**

The **Plan Administrator for South Placer Fire Protection District** is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Responsibilities of Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Responsibilities of Investment Manager

The Investment Manager is responsible for:

- Assisting the **Plan Administrator** with the development and maintenance of this Investment Policy Guideline document annually.
- Meeting with the **Plan Administrator** annually to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
- Researching and monitoring investment advisers and investment vehicles.
- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.

- Periodically reviewing the suitability of the investments, being available to meet with the committee at least once each year, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the committee if changes occur in personnel that are responsible for portfolio management or research.

Acknowledgement and Acceptance

I/We being the Plan Sponsor with responsibility for the account(s) held on behalf of the Plan Sponsor specified below, designate Investment Manager as having the investment discretion and management responsibility indicated in relation to all assets of the Plan or specified Account. If such designation is set forth in the Plan/trust, I/We hereby confirm such designation as Investment Manager.

I have read the Investment Guidelines Document, and confirm the accuracy of it, including the terms and conditions under which the assets in this account are to be held, managed, and disposed of by Investment Manager. This Investment Guidelines Document supersedes all previous versions of an Investment Guidelines Document or investment objective instructions that may have been executed for this account.

 Plan Sponsor: South Placer Fire Protection District

Date: _____

 Investment Manager: Andrew Brown, CFA, Senior Portfolio Manager, (415) 705-7605

Date: _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, MAY 10TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Discussion and Adoption of a Resolution to Expand the District's Section 115 PARS Trust to Include Pension Obligation Participation:

Action Requested: Staff recommends discussing and adopting a resolution to amend the existing PARS Section 115 to include funding for both OPEB and pension obligations.

Background: The District maintains an IRS Section 115 trust to pay Other Post Employment Benefits (OPEB) with Public Employees' Retirement Services (PARS). This account has existed for over a decade and is funded to pay for retiree health benefits. With the approval of the new labor contracts, all employees are now contributing to OPEB, establishing a long-term funding mechanism for this benefit that did not previously exist.

With Board approval and adoption of this resolution, the Trust will expand to include the option to fund both the current OPEB option and pension obligations. The additional account option will allow the District to place money in the Trust that can be used to fund pension obligations. There is no requirement to place money in the account, nor is there a cost to the District until funds are placed in the Trust, at which point there is a structured fee based on assets under management. Those fees can be seen in the attachments.

Staff recommends adopting the resolution as a way to expand options for the future funding of long-term obligations.

Impact: Financial

Attachments: Resolution 18-2022/23; Agreement for Administrative Services; Trust favorable Private Letter Ruling; Trust-Investment Management Fee Schedule sample.

Mark Duerr
Fire Chief
South Placer Fire Protection District

RESOLUTION NO. 18-2022/23

RESOLUTION OF THE GOVERNING BOARD
OF THE SOUTH PLACER FIRE DISTRICT
APPROVING THE ADOPTION OF THE
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)

WHEREAS, the South Placer Fire District (the "District") is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the pre-funding of its retiree health benefits and other post-employment benefits other than pension benefits ("OPEB"); and

WHEREAS, the District desires to set aside funds for the purpose of pre-funding its CalPERS pension obligation that will be held in trust for the exclusive purpose of making future contributions of the District's required pension contributions and any employer contributions in excess of such required contributions at the discretion of the District; and

WHEREAS, PARS has made available the Public Agencies Post-Employment Benefits Trust (the "Program") for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the District's plans, policies and/or applicable collective bargaining agreements; and

WHEREAS, the District is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS, the District can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS, the District's adoption and operation of the Program has no effect on any current or former employee's entitlement to post-employment benefits; and

WHEREAS, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS, the District's funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS, the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of the District hereby adopts the Public Agencies Post-Employment Benefits Trust, effective May 10, 2023; and
2. The Governing Board of the District hereby appoints the Fire Chief, or his/her successor or his/her designee as the District's Plan Administrator for the Program; and
3. The District's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program; and
4. The Governing Board of the District, in accordance with Section 3.3 of the Public Agencies Post-Retirement Health Care Plan Trust adopted effective January 1, 2012, hereby authorizes the withdrawal from said trust and

directs the transfer of assets held in said trust to the OPEB Account established in the name of the District under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF PLACER

_____, the Secretary of the Governing Board of the South Placer Fire District, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the _____ and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2023.

Secretary of the Governing Board

AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement ("Agreement") is made this ____ day of _____, 2023, between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services and PARS (hereinafter "PARS") and the [Agency Name] ("Agency").

WHEREAS, the Agency has adopted the PARS Public Agencies Post-Employment Benefits Trust for the purpose of pre-funding pension obligations and/or Other Post-Employment Benefits ("OPEB") obligations ("Plan") and is desirous of retaining PARS as Trust Administrator to the Trust, to provide administrative services.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as "Exhibit 1A" ("Services") in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as "Exhibit 1B".
3. **Payment Terms.** Payment for the Services will be remitted directly from Plan assets unless the Agency chooses to make payment directly to PARS. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month. If payment is not received from the Agency within sixty (60) days of the invoice delivery date, payment plus accrued interest will be remitted directly from Plan assets, unless PARS has previously received written communication disputing the subject invoice that is signed by a duly authorized representative of the Agency.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS' standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with a detailed description of the services, terms, and applicable rates for such services. Such services, terms, and applicable rates shall be agreed upon in writing and executed by both parties.
5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency providing PARS the information specified in the exhibit attached hereto as "Exhibit 1C" ("Data"). It shall be the responsibility of the Agency to certify the accuracy, content, and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the

Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for nonperformance of Services to the extent such nonperformance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.

6. **Records.** Throughout the duration of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of Agency access to all records and material relating to calculation of PARS' fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
7. **Confidentiality.** Without the Agency's consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency, subject to applicable law, and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
8. **Independent Contractor.** PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees, or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries, and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation, and similar matters.
9. **Indemnification.** PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors, and employees, from any claim, loss, demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of, to the extent, PARS' or Agency's, as the case may be, negligent acts, errors or omissions with respect to the performance of their respective duties hereunder.
10. **Compliance with Applicable Law.** The Agency shall observe and comply with federal, state, and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state, and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding Plan administrative services provided under this Agreement.

11. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
12. **Force Majeure.** When a party's nonperformance hereunder was beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that its performance is prevented by such cause. Such cause shall include, but not be limited to: any incidence of fire, flood, acts of God or unanticipated communicable disease, acts of terrorism or war commandeering of material, products, plants or facilities by the federal, state or local government, a material act or omission by the other party or any law, ordinance, rule, guidance or recommendation by the federal, state or local government, or any agency thereof, which becomes effective after the date of this Agreement that delays or renders impractical either party's performance under the Agreement.
13. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
14. **Designees.** The Plan Administrator of the Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Body of the Agency, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
15. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
- (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660; Attention: President
 - (B) To Agency: [Agency]; [Agency Address]; Attention: [Plan Administrator Title]
- Notices shall be deemed given on the date received by the addressee.
16. **Term of Agreement.** This Agreement shall remain in effect for the period beginning _____, 2023 and ending _____, 2026 ("Term"). This Agreement may be terminated at any time by giving thirty (30) days written notice to the other party of the intent to terminate. Absent a thirty (30) day written notice to the other party of the intent to terminate, this Agreement will continue unchanged for successive twelve-month periods following the Term.
17. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.

18. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement. In the event a conflict arises between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions, and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.
19. **Attorneys Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement the prevailing party herein shall be entitled to receive its reasonable attorney's fees.
20. **Counterparts.** This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
21. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
22. **Effective Date.** This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.

AGENCY:

BY: _____
Plan Administrator Name

TITLE: _____

DATE: _____

PARS:

BY: _____
Tod Hammeras

TITLE: Chief Financial Officer _____

DATE: _____

EXHIBIT 1A
SERVICES

PARS will provide the following services for the [Agency Name] Public Agencies Post-Employment Benefits Trust:

1. Plan Installation Services:

- (A) Meeting with appropriate Agency personnel to discuss plan provisions, implementation timelines, actuarial valuation process, funding strategies, benefit communication strategies, data reporting, and submission requirements for contributions/reimbursements/distributions;
- (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
- (C) Providing the documentation needed to establish the Plan to be reviewed and approved by Agency legal counsel. Resulting final Plan documentation must be approved by the Agency prior to the commencement of PARS Plan Administration Services outlined in Exhibit 1A, paragraph 2 below.

2. Plan Administration Services:

- (A) Monitoring the receipt of Plan contributions made by the Agency to the trustee of the PARS Public Agencies Post-Employment Benefits Trust ("Trustee"), based upon information received from the Agency and the Trustee;
- (B) Performing periodic accounting of Plan assets, reimbursements/distributions, and investment activity, based upon information received from the Agency and/or Trustee;
- (C) Coordinating the processing of distribution payments pursuant to authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
- (D) Coordinating actions with the Trustee as directed by the Plan Administrator within the scope of this Agreement;
- (E) Preparing and submitting a monthly report of Plan activity to the Agency, unless directed by the Agency otherwise;
- (F) Preparing and submitting an annual report of Plan activity to the Agency;
- (G) Facilitating actuarial valuation updates and funding modifications for compliance with the applicable GASB pronouncements and/or statements, if prefunding OPEB obligations;
- (H) Coordinating periodic audits of the Trust;
- (I) Monitoring Plan and Trust compliance with federal and state laws.

3. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.

EXHIBIT 1B
FEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit 1A based upon the following schedule:

An annual asset fee shall be paid from Plan assets based on the following schedule:

<u>For Plan Assets from:</u>			<u>Annual Rate:</u>
\$1	to	\$10,000,000	0.25%
\$10,000,001	to	\$15,000,000	0.20%
\$15,000,001	to	\$50,000,000	0.15%
\$50,000,001	and	above	0.10%

Annual rates are prorated and paid monthly. The annual asset fee shall be calculated by the following formula [Annual rate divided by 12 (months of the year) multiplied by the Plan asset balance at the end of the month]. Trustee and Investment Management Fees are not included.

EXHIBIT 1C
DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information. Agency is solely responsible for ensuring that all information and documentation provided to PARS is true, correct, and authorized:

1. Executed Legal Documents:
 - (A) Certified Resolution
 - (B) Adoption Agreement to the Public Agencies Post-Employment Benefits Trust
 - (C) Trustee Investment Forms
2. Contribution – completed Contribution Transmittal Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
 - (A) Agency name
 - (B) Contribution amount
 - (C) Contribution date
 - (D) Contribution method (Check, ACH, Wire)
3. Distribution – completed Payment Reimbursement/Distribution Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
 - (A) Agency name
 - (B) Payment reimbursement/distribution amount
 - (C) Applicable statement date
 - (D) Copy of applicable premium, claim, statement, warrant, and/or administrative expense evidencing payment
 - (E) Signed certification of reimbursement/distribution from the Plan Administrator (or authorized Designee)
4. Other information pertinent to the Services as reasonably requested by PARS and Actuarial Provider.

Internal Revenue Service

Department of the Treasury
Washington, DC 20224

Index Number: 115.00-00

Third Party Communication: None
Date of Communication: Not Applicable

U.S. Bank National Association
c/o Susan Hughes, Vice President
3121 Michelson Drive (Suite 300)
Irvine, CA 92612

Person To Contact:
Robin J. Ehrenberg, ID No. 1000219292
Telephone Number:
(202) 317-5800
Refer Reply To:
CC:TEGE:EOEG:EO3
PLR-146796-14
Date: June 5, 2015

Legend

Trust	=	Public Agencies Post-Employment Benefits Trust
Trust Agreement	=	Public Agencies Post-Employment Benefits Trust Agreement
Trustee	=	U.S. Bank National Association

Dear Ms. Hughes:

This letter responds to a letter from your authorized representative dated December 22, 2014, requesting rulings that (1) the Trust's income is excludable from gross income under section 115 of the Internal Revenue Code (IRC) and (2) the Trust is not required to file annual federal income tax returns under IRC section 6012(a)(4). The Trust represents the facts as follows:

FACTS

The Trust is a multiple employer trust established to enable public-agency employers to fund post-retirement employee benefits. Each participating employer must be a public agency that is a state, political subdivision of a state, or an entity the income of which is excludable from gross income under IRC section 115. The employer's governing body must authorize in writing the adoption of the Trust and the employer must execute the adoption agreement, which approves the Trust's administrator and provides that the agency adopts and agrees to be bound by the Trust Agreement. In the adoption agreement, the employer elects to fund obligations to provide benefits under a post-employment health care plan and contribute to a defined-benefit pension plan maintained by the employer that is qualified under IRC section 401(a). The employer may elect to fund either or both obligations.

The Trust Agreement provides that assets are held by the Trust for the exclusive purpose of funding participating employers' benefit obligations and defraying the reasonable expenses of the Trust. The Trust's assets may not be used for any other purpose. Each employer's contributions to the Trust, together with any allocable investment earnings and losses, are held in a separate account for that employer. Assets allocated to satisfy an employer's health and welfare benefit obligation or the employer's pension obligation may only be used for purposes of satisfying that particular obligation. The assets held in an employer's account are not available to pay any obligations incurred by any other employer.

The employers appoint the Trustee and the Trust's administrator and may remove the Trustee or the administrator by a two-thirds vote of all employers. The employers may amend the Trust Agreement with the approval of two-thirds of all employers then participating in the Trust. The employers may terminate the Trust by unanimous agreement of all employers.

Upon termination of the Trust, any assets remaining in an employer's account, after satisfaction of benefit and the Trust's obligations are returned to the employer to the extent permitted by law and consistent with the requirements of IRC section 115.

LAW AND ANALYSIS

Issue 1 - IRC section 115(1)

IRC section 115(1) provides that gross income does not include income derived from any public utility or the exercise of any essential governmental function and accruing to a state or any political subdivision thereof.

Rev. Rul. 77-261, 1977-2 C.B. 45, holds that income generated by an investment fund that is established by a state to hold revenues in excess of the amounts needed to meet current expenses is excludable from gross income under IRC section 115(1), because such investment constitutes an essential governmental function. The ruling explains that the statutory exclusion is intended to extend not to the income of a state or municipality resulting from its own participation in activities, but rather to the income of an entity engaged in the operation of a public utility or the performance of some governmental function that accrues to either a state or political subdivision of a state. The ruling points out that it may be assumed that Congress did not desire in any way to restrict a state's participation in enterprises that might be useful in carrying out projects that are desirable from the standpoint of a state government and that are within the ambit of a sovereign to conduct.

Rev. Rul. 90-74, 1990-2 C.B. 34, holds that the income of an organization formed, funded, and operated by political subdivisions to pool various risks (e.g., casualty, public liability, workers' compensation, and employees' health) is excludable from gross income under IRC section 115(1), because the organization is performing an essential governmental function. The revenue ruling states that the income of such an organization is excludable from gross income so long as private interests do not participate in the organization or benefit more than incidentally from the organization. The benefit to the employees of the insurance coverage obtained by the member political subdivisions was deemed incidental to the public benefit.

Through the Trust, participating public agency employers fund health and welfare and pension obligations for retired employees. Each of the Trust's participating employers is required to be a state, political subdivision of a state or an entity the income of which is excludable from gross income under IRC section 115. Providing health, welfare and pension benefits to current and former employees constitutes the performance of an essential government function within the meaning of IRC section 115(1). See Rev. Rul. 90-74 and Rev. Rul. 77-261.

The Trust's income accrues to its participating employers, all of which are political subdivisions of a state or entities the income of which is excludable from gross income under IRC section 115. No private interests will participate in, or benefit from, the operation of Trust, other than as providers of goods or services. The benefit to employees is incidental to the public benefit. See Rev. Rul. 90-74.

In no event, including dissolution, will the Trust's assets be distributed or revert to any entity that is not a state, a political subdivision of a state, or entity the income of which is excludable from its gross income by application of IRC section 115(1).

Issue 2- IRC section 6012(a)(4)

Section 301.7701-1(b) of the Procedure and Administration Regulations (Regulations) provides that the classification of organizations that are recognized as separate entities is determined under sections 301.7701-2, 301.7701-3, and 301.7701-4, unless a provision of the IRC provides for special treatment of that organization.

Section 301.7701-4(a) of the Regulations provides that, in general, an arrangement will be treated as if it can be shown that the purpose of the arrangement is to vest in trustees responsibility for the protection and conservation of property for beneficiaries who cannot share in the discharge of this responsibility and, therefore, are not associates in a joint enterprise for the conduct of business for profit.

The Trust enables public-agency employers to set aside funds to be used to satisfy each employer's separate pension and health and welfare benefit obligations. The

Trustee is charged with the responsibility of the protection and conservation of the Trust property for the benefit of the beneficiaries of the Trust. The beneficiaries of the Trust cannot share in the discharge of the Trustee's responsibility for the protection and conservation of property and, therefore, are not associates in a joint enterprise for the conduct of business for profit. IRC section 6012(a)(4) provides that every trust having for the taxable year any taxable income or having gross income of \$600 or more, regardless of the amount of taxable income, shall make returns with respect to income taxes under Subtitle A.

Based solely on the facts and representations submitted by the Trust, we conclude that:

1. Because the income of the Trust derives from the exercise of an essential governmental function and will accrue to a state or a political subdivision thereof, the Trust's income is excludable from gross income under IRC section 115(1).
2. The Trust is classified as a trust within the meaning of IRC section 7701(a) and section 301.7701-4(a) of the Regulations. Because Trust's income is excludable from gross income under IRC section 115, the Trust is not required by IRC section 6012(a)(4) to file an annual income tax return.

Except as expressly provided herein, no opinion is expressed or implied concerning the tax consequences of any aspect of any transaction or item discussed or referenced in this letter. This ruling concerns only the federal tax treatment of the Trust's income and may not be cited or relied upon by any taxpayer, including the Trust, employers participating in the Trust, and any recipients of benefits paid under the terms of the Trust, as to any matter relating to the taxation of accident or health contributions or benefits.

This ruling is directed only to the taxpayer who requested it. IRC section 6110(k)(3) provides that it may not be used or cited as precedent.

In accordance with the Power of Attorney on file with this office, a copy of this letter is being sent to your authorized representative.

A copy of this letter must be attached to any income tax return to which it is relevant. Alternatively, taxpayers filing their returns electronically may satisfy this requirement by attaching a statement to their return that provides the date and control number of the letter ruling.

The rulings contained in this letter are based upon information and representations submitted by the taxpayer and accompanied by a penalty of perjury statement executed by an appropriate party. While this office has not verified any of the material submitted in support of the request for rulings, it is subject to verification on examination.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Griffin', with a stylized flourish at the end.

Kenneth M. Griffin
Branch Chief, Exempt Organizations Branch 3
(Tax Exempt and Government Entities)

cc: Marcus Wu
Pillsbury Winthrop Shaw Pittman LLP
12255 El Camino Real, Suite 300
San Diego, CA 92130-4088

Paul Marmolejo
Director, Office of Federal, State and Local Governments
SE:T:GE:FSL

This document is entered into by client and U.S. Bank National Association ("U.S. Bank"), as trustee.

Discretionary Trustee Fees

Discretionary Trustee Fees are based on the Investment Strategy you select. Following is a list of the Discretionary Trustee Fees applicable to each Investment Strategy:

- **Liquidity – First American U.S. Treasury Money Market** – Fund level fees only (see prospectus)
- **Liquidity – First American Prime Obligation Fund Class Z** – Fund level fees only (see prospectus)
- **Diversified Portfolios (Conservative, Moderately Conservative, Moderate, Balanced, Capital Appreciation, Custom)**

Per Annum Charges*

.35% on the first	\$5,000,000
.25% on the next	\$5,000,000
.20% on the next	\$5,000,000
.15% on the next	\$35,000,000
.10% on all over	\$50,000,000

*Waived for plan assets invested in First American Funds.

Other Fees

First American Funds (see prospectus)

Payment of Fees

- Market values used for fee calculations on fee invoices may differ slightly from market values on client statements due to posting of accruals, late pricing of securities and/or other timing issues.
- Fees are calculated and charged to the account monthly. If account cannot be charged after 30 days, fees not paid will be subject to a late charge of 1% per month on the unpaid balance.
- Changes to this Fee Schedule may be made at any time by U.S. Bank upon a sixty (60) days notice.

Acknowledged and Approved

Public Agencies Post-Employment Benefits Trust	
Name of Plan/Trust	Name of Employer
Print Name of Authorized Signer for Employer	Title of Authorized Signer for Employer
Signature of Authorized Signer for Employer	Date

U.S. Bank and its representatives do not provide tax or legal advice. Each client's tax and financial situation is unique. Clients should consult their tax and/or legal advisor for advice and information concerning their particular situation.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, MAY 10, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Fee Schedule Revision:

Action Requested: Chief recommends first reading and discussion of the 2023 Ordinance and Fee Schedule.

Background: The user fee schedule and Ordinance were implemented in September 2001. Fee increases have been approved as needed since 2001. The last fee schedule revision was in 2020. Related charges, inspection categories, and salaries have increased since 2020. The increase is needed to keep up with the cost of prevention/code enforcement responsibilities. The fee schedule is user-driven and covers the cost to provide plan review, inspections, permits, multiple false alarm responses, and other cost recovery services.

Impact: The Fire District collected \$201,546 in fees for service through nine months of this year's budget.

Attachments: Current fee schedule; draft proposed fee schedules; fee comparison; Ordinance No. 2-2022/2023; and Ordinance 3-2019/2020.

Mark Duerr
Fire Chief
South Placer Fire District

South Placer Fire District Fee Schedule

Section "A" – Permits to Operate

1. Battery System / Underground Propane Tank	\$350.00
2. Candles / Open flame in assembly area's	\$350.00
3. Carnivals, circus, fairs, & large public events	\$350.00
4. Combustible material storage (inc. high)	\$350.00
5. Compressed Gases	\$350.00
6. Cryogenics	\$350.00
7. Explosives or blasting agents	\$525.00
8. Special burn permits	\$350.00
9. Fireworks – Public Display – Includes high level, low level and ground devices. <ul style="list-style-type: none"> • 200 or less devices \$700.00 • 201 or more devices \$875.00 	
10. Fireworks – Special Pyrotechnic Affects (effects used in Motion pictures, television, theatrical & group entertainment.)	\$700.00
11. Temporary membrane structures / tents <ul style="list-style-type: none"> • Under 3000 sq. ft. \$350.00 • Over 3000 sq. ft. \$525.00 	
12. Tire storage	\$350.00

Section "B" – Fire / Life Safety Inspections

1. Pre-inspection visit for residential care or child day care facility (H&S Code section 13235) <ul style="list-style-type: none"> • Facilities with 25 or fewer persons \$175.00 • Facilities with 26 or more persons \$175.00 	
2. Special inspection request not otherwise specified in this fee schedule. <ul style="list-style-type: none"> - 1 hour minimum 	\$175.00/hour
3. Notice of Violation due to non-compliance. (per each inspection)	\$350.00

Section "C" – Commercial /Residential Plan Review

1. Minimum intake fee (not shown elsewhere)	\$175.00
2. Design & site plan review / consultation Conference (required for Will Serve Letter)	\$175.00/hour
3. Residential and Commercial Variance request	\$350.00
4. Fire Alarm system: <ul style="list-style-type: none"> • New installation \$1400.00 min. • Upgrade \$700.00 min. <p>(plus \$2.00 per initiating device)</p>	
5. Halon or other specialty fire suppression system.	\$1050.00
6. Hood and duct fire suppression system	\$875.00
7. Compressed system gas: <ul style="list-style-type: none"> • Hazardous Materials \$700.00 • Medical gas \$700.00 	
8. Smoke management system (actual fees based upon the number of reviews needed)	\$1400.00 min.
9. Spray booths (includes fire protection system)	\$875.00 min.
10. Fire pump	\$1,400.00 min.
11. Fire Sprinkler System – New Installation: <ul style="list-style-type: none"> • 1-99 heads \$1050.00 • 100 – 199 heads \$1225.00 • 200 or more plus \$.50 per head \$1400.00 	
12. Fire Sprinkler System – Tenant Improvement: <ul style="list-style-type: none"> • 1-50 heads \$437.50 • 51 or more plus \$.50 per head \$700.00 	
13. Civil Improvements <ul style="list-style-type: none"> • 1 to 3 hydrants \$1,400.00 • 4 or more hydrants \$2,100.00 min. 	

Item 13 includes review of submitted plans, consultation, comments, review of initial re-submitted for approval, underground piping inspection, roadways hydrostatic test, underground piping flush and initial fire flow test.

14. Building Review/Tenant Improvement Review:

• 1 – 4,999 square feet	\$350.00
• 5,000 – 49,999 square feet	\$700.00
• 50,000 – plus square feet	\$1,400.00 min.

Item 14 includes review of submitted plans, consultation, comments, review of initial re-submission for approval, and initial site inspections.

15. Site Plan Review	\$175.00
16. Re-inspection due to changes to approved plans without approval, hydrostatic test failure, incomplete work and additional requests for inspections. <ul style="list-style-type: none"> - 1 hour minimum 	\$175.00
17. Subdivision / lot splits <ul style="list-style-type: none"> • 1 – 4 lots \$700.00 • 5 – 24 lots \$1050.00 • 25 or more lots \$1,400.00 min. 	
18. Administrative charge for resubmittals upon 2 nd or subsequent revision / submittals.	\$350.00
19. Technical report / alternate material or method request <ul style="list-style-type: none"> - 2 hour minimum 	\$350.00/hour
20. Fire flow / hydrant test	\$350.00
21. Expedited Plan Review	\$350.00

Section "D" – Miscellaneous

1. Copies of fire reports (victim or allied agency request – NO CHARGE)	\$50.00
2. Audio or video tape reproduction – per tape	\$75.00
3. Photograph reproduction – jpeg files on CD	\$75.00
4. Environmental hazard research <ul style="list-style-type: none"> - 1 hour minimum plus field hours 	\$175.00 min.
5. Incident Cost Recovery <ul style="list-style-type: none"> - 1 hour minimum 	Actual Response Cost
6. False Alarm cost recovery – A fee will be charge for the third false alarm at the same location with any 180-day period; or anytime a false alarm is generated by an individual working on a fire alarm or fire sprinkler system.	\$350.00
7. Standby personnel – per hour (1 ½ time rate) <ul style="list-style-type: none"> - 1 hour minimum 	Actual Response Cost
8. Illegal burn response <ul style="list-style-type: none"> - 1 hour minimum 	Actual Response Cost
9. Special projects not otherwise specified elsewhere in this fee schedule.	\$175.00 minimum
10. "Service provider Contract"	Per contact agreement

South Placer Fire Protection District

Fee Schedule 2023/2024	
Section A – Permits to Operate	
Battery Systems	\$350.00
Underground Propane Tanks	\$350.00
Candles/Open Flames in Assembly Occupancies	\$350.00
Carnivals, Circus, Fairs and Large Public Events	\$350.00
Combustible Materials Storage (including high-pile storage)	\$350.00
Compressed Gas - use/storage	\$350.00
Cryogenics	\$350.00
Explosives or Blasting Agents	\$525.00
Special Burn Permits	\$350.00
Fireworks – includes high & low level and ground devices	
- 200 or less device	\$700.00
- 201 or more devices	\$875.00
Fireworks – special pyrotechnic affects (movie/tv/theatre)	\$700.00
Temporary Membrane Structures	
- Under 3000 sq ft	\$350.00
- 3001 – 6000 sq ft	\$525.00
- Over 6000 sq ft	\$700.00
Tire Storage	\$350.00
Section B – Fire and Life Safety Inspections	
Pre-Inspection – Residential Elderly Care & Child Day Care	\$175.00
Notice of violation due to non-compliance	\$350.00 per occurrence
Special Inspection Request not specified in these fees – 1hr min.	\$175.00 per hour
W.U.I. Defensible Space Inspection	\$525.00

Fee Schedule 2023/2024	
Section C – Commercial/Residential Plan Review	
Minimum Intake Fee (not shown elsewhere)	\$175.00
Design & Site Plan Review/Consultation Conference - Required for Will Serve Letter	\$175.00 per hour
Residential and Commercial Variance Request/Review	\$350.00
Fire Alarm - New Installation - Upgrade	\$1400.00 minimum \$700.00 minimum + \$2 per device
Halon or other specialty fire suppression system	\$1050.00
Hood and Duct Fire Suppression System	\$1225.00
Compressed gas system	\$700.00
Smoke Management System	Actual cost at \$175 per hour rate
Spray Booths (includes Fire Protection System)	\$1400.00
Fire Pump	\$2625.00
Fire Sprinkler System (new) - 1 to 99 sprinklers - 100 to 199 sprinklers - 200 or more sprinklers	\$2100.00 \$2625.00 \$3500.00 + \$.50 per sprinkler
Fire Sprinkler System (tenant improvement) - 1 to 50 sprinklers - 51 or more sprinklers	\$700.00 \$1400.00 + \$.50 per sprinkler
Civil Improvements - Includes: plan review, consultation if applicable, comments, review of re-submittal, underground piping inspection, hydro test, and flush - 1 to 3 Fire Hydrants - 4 or more Fire Hydrants	\$1400.00 \$2100.00 minimum
Building and/or Tennant Improvement Review – Includes: plan review, consultation, comment review, and initial site inspection. - 1 to 4999 sq ft - 5000 to 49,999 sq ft - 50,000 sq ft or more	\$875.00 \$1400.00 \$1925.00
Site plan review	\$175.00
Re-Inspection Fee (1 hour minimum)	\$175.00 per hour
Subdivision Lot Splits - 1 to 4 lots - 5 to 24 lots - 25 or more lots	\$700.00 \$1050.00 \$1400.00 minimum

Fee Schedule 2023/2024	
Administrative charge for resubmittals upon 2nd or subsequent revision/submittal	\$350.00
Technical Report/Alternative Methods or Materials request	\$350.00 per hour/2 hr. minimum
Fire Flow/Hydrant Test	\$350.00
Expedite Plan Review (subject to availability)	\$700.00
As-Built Plan Submittal	\$350.00
Radio Amplification System	Actual Cost at \$175 per hour rate
Photovoltaic System	\$350.00
Residential Generator	\$350.00
Underground Gas Line – Residential	\$350.00
Foundation Only – early build for subdivisions	\$175.00 per address requested
Residential Bridge – Single Family Dwelling	\$350.00
Plan re-stamp/sign	\$175.00
Section D – Miscellaneous	
Copy of Fire Report (victim or allied agency – no charge)	\$50.00
Environmental Hazard Research (1 hour minimum + field hours)	\$175.00 per hour
Incident Cost Recovery (1 hour minimum)	Actual Response Cost
False Alarm Cost Recovery (fee charged for 3rd false alarm in 180 days at the same location or anytime an individual is working on a Fire Alarm or Sprinkler System).	\$350.00
Standby Personnel (per hour at 1 ½ time rate - minimum 1 hour)	Actual Response Cost
Illegal Burn Pile Response (1 hour minimum)	Actual Response Cost
Special Projects not specified in this Fee Schedule	\$175.00 minimum
Pass Through Fee – hourly plan review rate for the actual time spent over and above the collected fees	\$175.00 per hour minimum
Failure to prepare – Contractor no-show	\$262.50 (hourly rate x 1.5 hours)
After hours inspection	\$700.00

Revised 3/23

FEE SCHEDULE CHANGES 2023

Existing Fees:

Hood/Duct Suppression System	Currently \$875	Proposed \$1225	RSVL = \$1240
Smoke Management System	Currently \$1400	Proposed Actual Cost	RSVL = \$4246
Spray Booths	Currently \$875	Proposed \$1400	RSVL = \$1418
Fire Pump	Currently \$1400	Proposed \$2625	RSVL = \$2654
Sprinkler 1-99 heads	Currently \$1050	Proposed \$2100	RSVL = \$2126
Sprinkler 100-199 heads	Currently \$1225	Proposed \$2625	RSVL = \$2654
Sprinkler 200 or more +			
\$.50 per sprinkler	Currently \$1400	Proposed \$3500	RSVL = \$700
Sprinkler T.I. 1-50 heads	Currently \$437.50	Proposed \$700	RSVL = \$700
Sprinkler T.I. 51 or more +	Currently \$700	Proposed \$1400	RSVL = \$1400
Building Plans 1-4999 sq ft	Currently \$350	Proposed \$875	Metro = \$856
Building 5,000-49,999 sq ft	Currently \$700	Proposed \$1400	Metro = \$1351
Building Plans 50,000 + sq ft	Currently \$1400	Proposed \$1925	Metro= \$1351+

New Fees:

Failure to Prepare/no show	\$262.50 (1.5hrs @\$175 per hour)		
After Hours Inspection	\$700		
Tents 6000+ sq ft	\$700		
As Built Plan submittal	Currently \$175	Proposed \$350	
Radio Amplification System	Actual Cost		
Pass Through Fees	Hourly rate (\$175) for the actual time over and above collected fees		
Solar Plans	Currently \$175	Proposed \$350	
Generator	Currently \$175	Proposed \$350	
Gas Line Install	Currently \$175	Proposed \$350	
Expedited Plan Review	Currently \$350	Proposed \$700	
WUI Inspections		Proposed \$525	
Foundations early build – subdivisions		Proposed \$175 per address requested	
Residential Bridge – single family home		Proposed \$350	
Plan re-stamp/sign		Proposed \$175	

ORDINANCE NO. 2-2022/2023

ORDINANCE OF THE SOUTH PLACER FIRE PROTECTION DISTRICT REVISING THE DISTRICT'S SCHEDULE OF FEES AND CHARGES FOR CERTAIN SERVICES INCLUDING INSPECTIONS AND PROCESSING OF APPLICATIONS FOR AND ISSUANCE OF PERMITS AND PROVIDING MEASURES FOR COLLECTIONS AND PAYMENT FOR SUCH SERVICES

- WHEREAS, SOUTH PLACER FIRE PROTECTION DISTRICT is a fire protection district duly organized and existing under the laws of the State of California, including California Fire Protection District Law of 1997 (California Health and Safety Code Sections 13800 and following), and
- WHEREAS, pursuant to said Health and Safety Code, the District provides various fire protection services and related activities, including without limitation inspection services and the processing of applications for and issuance of various permits and related activities; and
- WHEREAS, there was a previously established in 2020 a schedule of fees and charges for the above-referenced services, among others, with said schedule of fees and charges has been followed and imposed thereafter by this district, and
- WHEREAS, California Health and Safety Code Section 13916 authorizes the District to charge a fee to cover the costs of any of the services provided by the District and the cost of enforcing any regulations for which the fee is charged, and
- WHEREAS, the District has undertaken and completed a current analysis of the cost and expenses incurred and necessary to provide, carry on, conduct, and perform the above-referenced services and related activities and has found that the revenues pursuant to the existing schedule are not sufficient to meet such costs and expenses and that it is necessary to revise the schedule of such fees and charges – accordingly and increase the same so as to generate sufficient revenue to meet the costs reasonably necessary and estimated to be incurred by the District in providing such services;
- WHEREAS, the Board of Directors has determined that the fees and charges as revised hereunder are regulatory in nature and not property-related fees and charges as referred to in California Constitution Sections XIIIc and XIIId (former Proposition 218),

NOW, THEREFORE, THE BOARD OF DIRECTORS OF SOUTH PLACER FIRE PROTECTION DISTRICT, ORDAIN as follows:

SECTION 1. DEFINITIONS

For the purpose of this Ordinance, the following terms shall have the following respective meanings unless the context indicates otherwise.

DISTRICT – shall mean South Placer Fire Protection District.

BOARD – shall mean the Board of Directors of this District.

FIRE PREVENTION BUREAU – shall mean and comprise those individuals duly appointed from time to time by the Board and constituting the Fire Prevention Bureau of this District.

INSPECTION FEES – shall mean the schedule of fees and charges established hereunder by this Ordinance for the various respective services and related activities referred to in said schedule as approved and any revisions to the schedule.

PERMIT APPLICATION PROCESSING FEES – shall mean the schedule of fees and charges established by this Ordinance for the services rendered in providing and processing applications for and the issuance of

various types of permits thereafter and related activities in accordance with the schedule set forth as approved and any revisions to such schedule.

SECTION 2. GENERAL POLICIES.

LEGISLATIVE INTENT AND FINDING. The Board of Directors deems it necessary and in the best interests of the District to provide fire prevention safety services and activities that various other activities are instrumental in providing such services, including without limitation, inspection activities and the processing of an application for and issuance of various types of permits. That a current analysis of the costs and expenses being incurred by the District providing such services has indicated, that the current schedule of fees and charges for such services and the revenue generated hereunder is inadequate to meet the costs necessarily incurred by the District in order to provide such service and conduct such activities and that pursuant to the foregoing, therefore, it is necessary that the schedule of fees and services hereunder be revised accordingly and in an amount sufficient to generate revenues to meet the estimated financial needs of the District providing such services and performing such activities.

All fees for specified services and activities, the subject of the schedule, shall be calculated by the FIRE PREVENTION BUREAU OF THE DISTRICT. The hourly rate will be reviewed and analyzed each year and can be changed if approved.

When required, no permit or approval shall be issued until such facility, process or activity is brought into compliance with the applicable codes and the required service fee or charge is paid in full.

SECTION 3. REVISED SCHEDULE OF FEES AND CHARGES ESTABLISHED.

Pursuant to the foregoing provisions of this ORDINANCE, the BOARD OF DIRECTORS does hereby establish the Revised Schedule of Fees and Charges as shown in Exhibit "#1" attached hereto and by this reference incorporated herein as if set forth in full.

SECTION 4. BILLING FOR AND PAYMENT FOR FEES AND CHARGES.

Concurrently with the Application or performance of the Service referred to, which shall first occur, an itemized bill shall be prepared by the District and presented to the applicant or requested. Bills for fees and charges shall be deemed rendered when delivered personally to the applicant or persons served or when sent by mail to such person at the last address known to the DISTRICT.

DUE DATE AND DELINQUENCY. Bills for fees or charges for services rendered pursuant to the schedule shall be due and payable as of the date rendered and shall become delinquent on the 30th day thereafter.

SECTION 5. SEVERABILITY CLAUSE

If any section, subsection, paragraph, sentence clause of this Ordinance or any part is for any reason held to be invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or any part thereof.

SECTION 6. EFFECTIVE DATE

This ordinance, including the revised schedule of fees and charges established hereunder, shall become effective no sooner than 30 days after its enactment and within 15 days thereafter shall be posted and published within the District as required by law.

The rates and charges established pursuant to this shall become applicable within the current fiscal year commencing **July 15th, 2023** and remain in effect thereafter.

SECTION 7. REVISIONS AND REVOCATIONS

There is reserved to this Board of Directors the right in their discretion at any time and from time to time to amend, modify or revoke in whole or in part any part, portion, or provision of this ordinance as may be permitted or provided by law.

PASSED AND ADOPTED pursuant to hearing and at a regular meeting of the Board of Directors of the SOUTH PLACER FIRE PROTECTION DISTRICT duly called and held in the DISTRICT on June 14th, 2023, by the following:

Ayes:

Noes:

Absent:

South Placer Fire Protection District

Board President

Attest:

Board Clerk

EXHIBIT #1

ORDINANCE NO. 3-2019/2020

**ORDINANCE OF THE SOUTH PLACER FIRE PROTECTION DISTRICT REVISING THE DISTRICT'S
SCHEDULE OF FEES AND CHARGES FOR CERTAIN SERVICES INCLUDING INSPECTIONS AND
PROCESSING OF APPLICATION FOR AND ISSUANCE OF PERMITS AND PROVIDING MEASURES FOR
COLLECTIONS AND PAYMENT FOR SUCH SERVICES**

- WHEREAS, SOUTH PLACER FIRE PROTECTION DISTRICT is a fire protection district duly organized and existing under the laws of the State of California, including California Fire Protection District Law of 1997 (California Health and Safety Code Sections 13800 and following), and
- WHEREAS, pursuant to said Health and Safety Code, the District provides various fire protection services and related activities, including without limitation inspection services and the processing of applications for and issuance of various permits and related activities; and
- WHEREAS, there was a previously established in 2012 a schedule of fees and charges for the above referenced services, among others, with said schedule of fees and charges has been followed and imposed thereafter by this district; and
- WHEREAS, California Health and Safety Code Section 13916 authorizes the District to charge a fee to cover the costs of any of the services provided by the District and the cost of enforcing any regulations for which the fee is charged; and
- WHEREAS, the District has undertaken and completed a current analysis of the cost and expenses incurred and necessary to provide, carry on, conduct and perform the above referenced services and related activities and has found that the revenues pursuant to the existing schedule are not sufficient to meet such costs and expenses and that it is necessary to revise the schedule of such fees and charges – accordingly and increase the same so as to generate sufficient revenue to meet the costs reasonably necessary and estimated to be incurred by the District in providing such services;
- WHEREAS, the Board of Directors has determined that the fees and charges as revised hereunder are regulatory in nature and not property-related fees and charges as referred to in California Constitution Sections XIIIc and XIIId (former Proposition 218),

NOW, THEREFORE, THE BOARD OF DIRECTORS OF SOUTH PLACER FIRE PROTECTION DISTRICT, ORDAIN as follows:

SECTION 1. DEFINITIONS

For the purpose of this Ordinance, the following terms shall have the following respective meanings unless the context indicates otherwise.

DISTRICT – shall mean South Placer Fire Protection District.

BOARD – shall mean the Board of Directors of this District.

FIRE PREVENTION BUREAU – shall mean and comprise those individuals duly appointed from time to time by the Board and constituting the Fire Prevention Bureau of this District.

INSPECTION FEES – shall mean the schedule of fees and charges established hereunder by this Ordinance for the various respective services and related activities referred to in said schedule as approved and any revisions to the schedule.

PERMIT APPLICATION PROCESSING FEES – shall mean the schedule of fees and charges established by this Ordinance for the services rendered in providing and processing applications for and the issuance of

various types of permits thereafter and related activities in accordance with the schedule set forth as approved and any revisions to such schedule.

SECTION 2. GENERAL POLICIES.

LEGISLATIVE INTENT AND FINDING. The Board of Directors deem it necessary and in the best interests of the District in the providing of fire prevention safety services and activities that various other activities are instrumental in providing such services, including without limitation, inspection activities and the processing of application for and issuance of various types of permits. That a current analysis of the costs and expenses being incurred by the District providing such services has indicated, that the current schedule of fees and charges for such services and the revenue generated hereunder is inadequate to meet the costs necessarily incurred by the District in order to provide such service and conduct such activities and that pursuant to the foregoing, therefore, it is necessary that the schedule of fees and services hereunder be revised accordingly and in an amount sufficient to generate revenues to meet the estimated financial needs of the District providing such services and performing such activities.

All fees for specified services and activities, the subject of the schedule, shall be calculated by the FIRE PREVENTION BUREAU OF THE DISTRICT. The hourly rate will be reviewed and analyzed each year and can be changed if approved.

When required, no permit or approval shall be issued until such facility, process or activity is brought into compliance with the applicable codes and the required service fee or charge is paid in full.

SECTION 3. REVISED SCHEDULE OF FEES AND CHARGES ESTABLISHED.

Pursuant to the foregoing provisions of this ORDINANCE, the BOARD OF DIRECTORS does hereby establish the Revised Schedule of Fees and Charges as shown in Exhibit "#1" attached hereto and by this reference incorporated herein as if set forth in full.

SECTION 4. BILLING FOR AND PAYMENT FOR FEES AND CHARGES.

Concurrently with the Application or performance of the Service referred to, which shall first occur, an itemized bill shall be prepared by the District and presented to the applicant or requested. Bills for fees and charges shall be deemed rendered when delivered personally to the applicant or persons served or when sent by mail to such person at the last address known to the DISTRICT.

DUE DATE AND DELINQUENCY. Bills for fees or charges for services rendered pursuant to the schedule shall be due and payable as of the date rendered and shall be come delinquent on the 30th day thereafter.

SECTION 5. SEVERABILITY CLAUSE

If any section, subsection, paragraph, sentence clause of this Ordinance or any part is for any reason held to be invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or any part thereof.

SECTION 6. EFFECTIVE DATE

This ordinance, including the revised schedule of fees and charges established hereunder shall become effective no sooner than 30 days after its enactment and within 15 days thereafter shall be posted and published within the District as required by law.

The rates and charges established pursuant to this shall become applicable within the current fiscal year commencing June 15th, 2020 and remain in effect thereafter.

SECTION 7. REVISIONS AND REVOCATIONS

There is reserved to this Board of Directors the right in their discretion at any time and from time to time to amend, modify or revoke in whole or in part any part, portion or provision of this ordinance as may be permitted or provided by law.

PASSED AND ADOPTED pursuant to hearing and at a regular meeting of the Board of Directors of the SOUTH PLACER FIRE PROTECTION DISTRICT duly called and held in the DISTRICT on May 13th, 2020 by the following:

Ayes: 6 Gibson, Grenfell, Harris, Millward, Ryland, Kelley
Noes: 0
Absent: 1, Mullin

South Placer Fire Protection District


Board President

Attest:


Board Clerk
Vice President of the Board

EXHIBIT #1

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, MAY 10TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Resolution of Intention to Continue Assessments for Fiscal Year 2023-2024

Action Requested: Staff recommends discussion and adoption of Resolution No. 17-2022/23 Preliminarily Approving Engineer's Report and Providing the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment.

Background: In 2008, property owners in the former Loomis Fire District approved a Benefit Assessment by 68.76% of the weighted ballots. Each year an Engineer's report is prepared, and the assessment is adjusted by the change in the Cost Price Index (CPI), not to exceed 4%. This year the CPI adjustment is 4.00%. The maximum authorized increase levied in the fiscal year 2023/24 is 4%. This equates to an increase of \$10.02 per single-family equivalent benefit unit. Resolution No. 17-2022/23 preliminarily approves the Engineer's Report and the CPI adjustment and sets a public hearing date for final approval at the June Board meeting. Staff recommends approval.

Impact: The proposed assessment rate for the fiscal year 2023/24 is \$ 260.50 per single-family equivalent unit, generating an estimated \$1,147,242 in revenue for the Fire District. The assessment accounts for approximately 50% of the Fire District's total revenue to support operations within the Loomis Emergency Response Services Assessment District.

Attachments: Engineer's Report and Resolution No. 17-2022/23

Mark Duerr
Fire Chief
South Placer Fire District

FY 2023-24

ENGINEER'S REPORT

South Placer Fire Protection District

Fire Protection and Emergency Response Services
(Former Loomis Fire Protection District)

June 2023

Final Report

See Addendum for Engineer's Report,
pages 62-96 of the Board Packet

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300
www.sci-cg.com

RESOLUTION NO. 17-2022/2023

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

A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR THE FISCAL YEAR 2023-24, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE SOUTH PLACER FIRE PROTECTION DISTRICT, FIRE PROTECTION, AND EMERGENCY RESPONSE SERVICES ASSESSMENT

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

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

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

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

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

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

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

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

WHEREAS, the Assessment District was authorized by an assessment ballot proceeding conducted in 2008 and approved by 68.76% of the weighted ballots returned by property owners, and such

assessments were levied in the fiscal year 2008-09 by the Board of Directors of the former Loomis Fire Protection District by Resolution No. 1-2008 passed on January 3, 2008;

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

SECTION 1. SCI Consulting Group, the Engineer of Work, has prepared an engineer's report in accordance with Article XIID of the California Constitution. The Report has been made, filed with the secretary of the board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

SECTION 2. It is the intention of this Board to continue and to collect assessments for the Fire Protection and Emergency Response Services Assessment for fiscal year 2023-24. Within the Assessment District, the proposed projects and services are generally described as including, but not limited to, obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of paid and personnel performing said fire suppression, protection and emergency services; community fire prevention education and fire inspection.(the "Services").

SECTION 3. The estimated fiscal year 2023-24 cost of providing the Services is \$1,147,242. This cost results in a proposed assessment rate of TWO HUNDRED SIXTY DOLLARS AND FIFTY CENTS (\$260.50) per single-family equivalent benefit unit for the fiscal year 2023-24. The Assessments include a provision for an annual increase equal to the change in the San Francisco Bay Area Consumer Price Index ("CPI"), not to exceed 4% (four percent) per year without a further vote or balloting process. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The change in the CPI in 2021 was 4.88% and the Unused CPI carried forward from the previous fiscal year is 0.25%. The maximum authorized increase that may be levied in the fiscal year 2023-24 is 4.00%. Therefore, the maximum authorized assessment rate for fiscal year 2023-24 is \$260.50 per single-family equivalent benefit unit. The assessment rate proposed to be levied for the fiscal year 2023-24 is \$260.50, which is the same as the maximum authorized rate.

SECTION 4. Notice is hereby given that on June 7, 2023, at the hour of seven (7:00) p.m. at the Fire Station, located at 6900 Eureka Rd, Granite Bay, the Board will hold a public hearing to consider the ordering of the Services and the levy of the assessments for fiscal year 2023-24.

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

PASSED and ADOPTED by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on May 10, 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Terri Ryland, President, Board of Directors
South Placer Fire Protection District

ATTEST:

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, MAY 10TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **FY 2022/2023 3rd Quarter Budget Report:**

Action Requested: The Chief recommends a short presentation on the FY 2022/23 budget status.

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

Impact: Informational

Attachments: 3rd Quarter Budget overview sheet; March 2023 Profit and Loss Statement.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2022/23 3rd Quarter Budget Report (July - March)

Revenue	3rd Quarter	Budgeted	Percentage
General Revenue	\$8,481,228	\$14,993,997	56.6 %
Consolidated Mitigation Revenue	\$482,857	\$562,000	85.9 %
CFAA Staffing Reimbursements	\$181,204	\$180,000	100.7 %
Total Revenue	\$9,145,289	\$15,735,997	58.1 %

Expenditures	3rd Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2 -21) 20 PP's	\$8,631,354	\$12,371,461	69.8 %
CFAA Expenditures	\$155,785	\$180,000	86.5 %
Service and Operations	\$1,291,408	\$1,780,793	72.5 %
Fixed Assets	\$31,386	\$80,743	38.9 %
Capital Expenditures	\$57,645	\$849,000	6.8 %
Consolidated Mitigation Expenditures	\$352,112	\$474,000	74.3 %
Total Expenditures	\$10,519,690	\$15,735,997	66.9 %

Report Prepared By Kathy Medeiros April 2023

South Placer Fire District
Profit & Loss Statement
For the Nine Months Ending Friday, March 31, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	0-000-6000-001	\$4,968,240	\$9,100,000	\$4,131,760	45.40%
Unitary & Op Non-Unitary	0-000-6000-002	102,212	178,711	76,499	42.81%
Current Unsecured Property Tax	0-000-6000-003	190,580	235,000	44,420	18.90%
Delinquent Secured Property Taxes	0-000-6000-004	765	800	35	4.39%
Delinquent Unsecured Property Tax	0-000-6000-005	1,681	2,481	800	32.25%
Current Supplemental Property Tax	0-000-6000-006	154,968	275,000	120,032	43.65%
Delinquent Supplemental Property Tax	0-000-6000-008	672	550	(122)	(22.25%)
SPFD Special Tax	0-000-6001-000	386,161	702,238	316,077	45.01%
Loomis Special Tax	0-000-6001-001	288,136	523,881	235,745	45.00%
Loomis Fire Protection & Response Assessment	0-000-6002-000	604,949	1,099,907	494,958	45.00%
Railroad Unitary Tax	0-000-6106-000	3,140	5,699	2,559	44.90%
Interest-County	0-000-6950-000	22,780	18,000	(4,780)	(26.55%)
Sect. 5151 Interest Refunded	0-000-6957-000	(21)	(368)	(347)	94.30%
HOPTERS Intergovernmental Revenue	0-000-7000-000	26,615	56,048	29,433	52.51%
Ambulance Services	0-000-8192-000	1,310,615	1,800,000	489,385	27.19%
Uniform Reimbursement	0-000-8193-001	0	1,000	1,000	100.00%
Other Staffing Reimbursements	0-000-8193-009	0	1,050	1,050	100.00%
Other Miscellaneous	0-000-8193-010	123,297	190,000	66,703	35.11%
Fees For Service & Cost Recovery Charges	0-000-8193-011	201,546	300,000	98,454	32.82%
4850 Reimbursements	0-000-8193-014	20,744	27,500	6,756	24.57%
Cellular Tower Lease	0-000-8193-015	68,296	95,000	26,704	28.11%
MVA Fees	0-000-8193-016	5,852	7,500	1,648	21.98%
Local/State/Federal Grants	0-000-8193-018	0	374,000	374,000	100.00%
CFAA Revenues	8197	181,204	180,000	(1,204)	(0.67%)
Consolidated Mitigation Fee Revenue	0-000-8267-000	473,540	550,000	76,460	13.90%
Consolidated Mitigation Interest	0-000-8264-007	9,317	12,000	2,683	22.36%
TOTAL REVENUES		9,145,289	15,735,997	6,590,708	41.88%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	4,345,569	6,325,000	1,979,431	31.30%
Sellback/Admin. & FF's	1004	91,148	175,000	83,852	47.92%
Intern FF/Board/Res.App FF/PT	1005	4,500	23,000	18,500	80.43%
Callback/Overtime-Firefighter	1006	977,198	1,120,000	142,802	12.75%
Comp For Absence/Illness	1007	22,221	20,000	(2,221)	(11.11%)
Out of Grade Pay	1008	209	2,500	2,291	91.65%
Other Payroll	1015	1,200	9,000	7,800	86.67%
Volunteer Length of Service Award	1016	1,000	1,000	0	0.00%
PERS Retirement	1300	717,833	999,957	282,124	28.21%
PERS Lump Sum Payment	1302	1,003,042	1,050,034	46,992	4.48%
Employer 457 Def. Comp. Match	1305	20,772	30,000	9,228	30.76%
Employment Taxes (FICA/Medicare/SUI)	1301	83,887	106,000	22,113	20.86%
Workmans Comp. Insurance	1315	174,794	700,000	525,206	75.03%
Agency Share Insurance	1550	979,606	1,305,000	325,395	24.93%
COP Debt Service	1552	115,685	386,370	270,685	70.06%
Labor Legal	2010	16,516	35,000	18,484	52.81%
Uniform Allowance/Cell Phone	2017	70,390	77,800	7,410	9.52%
Employees Assistance Program	2019	5,784	5,800	16	0.27%
CFAA Expenditures	1997	155,785	180,000	24,215	13.45%
TOTAL SALARIES/BENEFITS/CFAA		8,787,139	12,551,461	3,764,321	29.99%
SERVICE & OPERATIONS					
Audit	2020	15,150	15,150	0	0.00%
Propane	2021	2,189	3,100	911	29.38%
Employee Physicals/DL/Wellness	2023	14,029	15,000	971	6.47%
ParamedicCert.EMT/CPR Classes	2024	4,441	7,750	3,309	42.70%
Ambulance Billing Service	2025	113,613	140,000	26,387	18.85%
Garbage	2026	6,293	12,500	6,207	49.65%
Gas & Electric	2027	65,535	85,000	19,465	22.90%
Insurance (FAIRA)	2028	126,300	122,085	(4,215)	(3.45%)
Memberships/Subscriptions	2030	17,006	20,000	2,994	14.97%
News Publications & Ads	2032	1,443	1,500	57	3.82%
Sewer	2035	842	7,000	6,158	87.97%
Telephone	2037	35,100	57,750	22,650	39.22%

South Placer Fire District
Profit & Loss Statement
For the Nine Months Ending Friday, March 31, 2023

		----- REMAINING -----			
		YTD	BUDGET	VARIANCE	%
Training Supplies	2038	809	12,500	11,691	93.52%
Business/Conference	2039	5,688	15,000	9,312	62.08%
Education/Training	2040	4,173	22,500	18,327	81.45%
Water	2041	12,221	15,000	2,779	18.53%
Laundry	2042	938	1,850	912	49.32%
Legal/Consulting Fees	2043-000	140,230	140,000	(230)	(0.16%)
Prevention Consulting Fees	2043-001	63,988	90,200	26,212	29.06%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	3,180	10,000	6,820	68.20%
Medical Waste Disposal	2046	2,648	5,500	2,852	51.85%
County Charges (Tax Collection/LAFCO/Refunds)	2050	195,155	209,130	13,975	6.68%
Elections	2051	25,461	26,000	539	2.07%
Food/Drink-Incident Supplies	2053	1,040	7,500	6,460	86.14%
Safety Awards	2055	6,717	7,702	985	12.79%
Software Subscriptions	2056	93,878	111,562	17,684	15.85%
Cleaning/Maintenance Supplies	2120	4,037	14,000	9,963	71.16%
Computer Service & Maint.	2122	7,977	12,000	4,023	33.52%
Fire Prevention Supplies	2123	3,878	13,500	9,622	71.27%
Fuel & Oil	2124	78,637	108,000	29,363	27.19%
Medical Supplies	2127	70,508	105,000	34,492	32.85%
Miscellaneous Supplies	2128	375	920	545	59.27%
Office Supplies/Computer	2129	3,633	8,000	4,367	54.59%
Oxygen	2130	4,946	8,500	3,554	41.81%
Postage/Shipping	2131	1,180	2,000	820	41.01%
Storage	2132	2,592	2,600	8	0.31%
Uniform Supplies	2133	32	14,000	13,968	99.77%
Misc. Firefighting Equip/Supplies	2135	8,699	25,750	17,051	66.22%
Radio Repair	2221	4,522	12,500	7,978	63.83%
Automotive Repairs/Supplies	2222	74,331	115,000	40,669	35.36%
Facilities Maintenance	2225	50,222	83,324	33,102	39.73%
SCBA Maintenance	2226	5,204	7,000	1,796	25.66%
Equipment Service Maintenance	2227	11,460	30,350	18,890	62.24%
Turnout Clothing Maint.	2228	844	5,500	4,656	84.65%
Outside Services/Printing	2523	264	1,320	1,056	80.03%
Bad Debt Expense	8510 + 4521	0	50,000	50,000	100.00%
TOTAL SERVICE & OPERATIONS		1,291,408	1,780,793	489,385	27.48%
FIXED ASSETS					
Facilities,	4456	0	5,100	5,100	100.00%
Firefighting Equipment	4462	7,198	26,000	18,802	72.31%
Office & Communication Equipment	4465	8,592	29,593	21,001	70.97%
Radio & Communications	4469	9,411	18,300	8,889	48.58%
Aparatus Upgrades	4476	6,185	1,750	(4,435)	(253.46%)
TOTAL FIXED ASSETS		31,386	80,743	49,357	61.13%
CAPITAL EXPENDITURES					
Type 1 Engine Repair	0-000-4510-007	0	20,000	20,000	100.00%
2021 Ford Expedition (012 Replacement)	0-000-4510-030	0	25,000	25,000	100.00%
Automatic Heart Defibrillators/EKG Monitors	0-000-4511-003	0	360,000	360,000	100.00%
Station 17 Seal Coat and Restripe	0-000-4512-025	0	3,500	3,500	100.00%
Dry Rot Repair	0-000-4512-037	0	5,000	5,000	100.00%
Drainage Work	0-000-4512-044	0	5,000	5,000	100.00%
Recliners	0-000-4512-047	3,300	4,000	700	17.50%
Replace/Waterproof Electric box at tower	0-000-4512-048	0	1,000	1,000	100.00%
Solar - 4 Stations	0-000-4512-049	50,427	418,000	367,573	87.94%
Training Room Upgrades	0-000-4512-050	3,918	7,500	3,582	47.77%
TOTAL CAPITAL EXPENDITURES		57,645	849,000	791,356	93.21%
CONSOLIDATED MITIGATION EXPENDITURES					
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	146,158	147,000	842	0.57%
Handtevy EMS Pediatric System	0-000-4523-052	5,648	6,000	352	5.86%
Lucas Devices	0-000-4523-053	141,742	145,000	3,258	2.25%

South Placer Fire District
Profit & Loss Statement
For the Nine Months Ending Friday, March 31, 2023

		YTD	BUDGET	VARIANCE	----- REMAINING ----- %
Tablet Command	0-000-4523-054	0	78,000	78,000	100.00%
Extrication Tools	0-000-4523-056	30,338	30,000	(338)	(1.13%)
Station 16 Opening	0-000-4523-057	2,490	21,000	18,510	88.14%
Station 15 Generator	0-000-4523-058	25,736	47,000	21,264	45.24%
TOTAL CONSOLIDATED MITIGATION		352,112	474,000	121,887	25.71%
TOTAL OPERATING EXPENSES		10,519,690	15,735,997	5,216,305	33.15%
EXCESS OF REVENUE/EXPENDITURES		(1,374,401)	0	1,374,403	319,628,609.30%
BEGINNING FUND BALANCE		3,832,957	3,832,957	0	0.00%
ENDING FUND BALANCE		2,458,556	3,832,957	1,374,403	35.86%
COMPONENTS OF FUND BALANCE					
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	(875,459)	(875,459)	100.00%
Ending FB Unassigned	0-000-0554-000	0	(1,300,973)	(1,300,973)	100.00%
Ending FB Res for Imprest Cash	0-000-0555-000	0	(250)	(250)	100.00%
Ending FB Designated for F/A Acq	0-000-0556-000	0	(501,705)	(501,705)	100.00%
Ending FB Facilities	0-000-0557-000	0	(316,487)	(316,487)	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	(123,627)	(123,627)	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	(714,456)	(714,456)	100.00%
		0	(3,832,957)	(3,832,957)	100.00%

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, MAY 10TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends review and discussion of the proposed policy updates.

Background: With the recent changes to operations and the Board's goal of updating and consolidating the District Policy Manual, staff presents the following policies for review and discussion:

Impact: Policy update.

Attachments: Proposed policies 806, 1201, 1210, 1213 and 1215.

Mark Duerr
Fire Chief
South Placer Fire Protection District

Records Retention

806.1 PURPOSE AND SCOPE

The purpose of this Records Retention & Destruction policy (Policy) is to establish comprehensive guidelines regarding South Placer Fire District records. The policy will provide for the identification, maintenance, safeguarding, retention, and disposal of records in the normal course of business. It will ensure compliance with legal and regulatory requirements as well as ensure prompt and efficient retrieval of records.

In compliance with California Government Code Sections 61061(c), 60200, and 60203 and Local Government Records Management Guidelines from the City Clerks' Association of California/ California State Archives, the following is intended to define an acceptable records retention and destruction policy for the South Placer Fire District. This policy will illustrate the District's authority in records management, delineate a records retention schedule, and discuss storage, archiving, and destruction.

806.2 POLICY

It is the Policy of the South Placer Fire District to maintain and dispose of records and information in accordance with accepted records management practices, standards, regulations, and applicable state and federal laws.

806.3 DEFINITIONS

Active Records - As a measure of activity for records that are referred to at least once a month. Also, as a retention period for a perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function.

Administrative Records - Records commonly found in all offices and typically retained only for short time periods, typically less than five (5) years. Examples might include subject, chronological, budget, and policies.

Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of the agency, or provide valuable research data.

Discovery - The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists - even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorneys or the court.

Legal Hold - Under certain circumstances, the District's legal counsel may determine that destruction of records in accordance with the Retention Schedule must be suspended for certain individuals (including their emails) and or certain records resulting in a legal hold. See [Appendix C - Legal Holds](#) for more details.

Local Government - Government Code, Section 6252 states "Local Government" includes a county, city, whether general law or chartered; city and county; school district; municipal

Records Retention

corporation; district, political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code Section 54952".

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations, or drafts are assembled or created and used in the preparation or analysis of other documents.

Permanent Records - Records that are required in perpetuity, usually identified by statute or written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

Perpetual Records - Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

Program Records - Records that relate to the primary function of the agency in response to the District mission. Examples include lien files, recorder files, election files, probate records, medical records, etc.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic.

Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films, and prints, punched cards, email, voicemail, text messages, instant messages, and other documents produced received, owned, or used by an agency, regardless of physical form or characteristic.

Records Retention Schedule - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have an administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period - The length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

806.4 AUTHORIZATION

The Fire Chief is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any and all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, specified in this document.

Records Retention

The Fire Chief shall appoint the Business Manager as the Custodian of Records, who will oversee the records management program, including the Records Retention Schedule, found in Appendix A. The Custodian of Records will work closely with the Fire Chief and Chief Officers to promote the efficient and cost-effective conduct of District record keeping by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for the timely transfer of inactive files in compliance with legal requirements.

806.5 RECORDS RETENTION SCHEDULE

The establishment of a records retention policy and schedule allows the District to manage, maintain, retain, destroy or duplicate records in compliance with the applicable provisions of the California Government Code. The Records Retention Schedule for the South Placer Fire District is found in [Appendix A: Retention Schedule](#) of this document and defines Record Types, provides a description or examples of what meets the criteria for that record type and details the legal authority and minimum retention period prescribed by said legal authority. The schedule also includes the legal authority abbreviations utilized throughout the matrix.

806.6 STORAGE

Permanent records should be kept in the original format whenever feasibly possible. However, both storage limitations and the condition and age of original documents impact how permanent records can be stored. In compliance with the California Government Code, The South Placer Fire District will retain all documents required to be kept as permanent, in storage at the **Administrative Offices located in Granite Bay, CA**

Permanent records will also be archived as a backup in the manner prescribed in this document's following "Archive" section. The archiving will not only allow for easier retrieval of records but will also serve as an added safety measure for aging documents if they deteriorate with time.

Non-permanent records will be retained in compliance with the retention schedule for the minimum legal retention period and according to the legal authority specified in Appendix A. These documents will also be maintained and stored at the Administrative Office in either hard copy or electronic format as determined by needed space. As with permanent records, non-permanent records may be archived for backup as prescribed. Further, these documents will be disposed of in compliance with the methods recommended in the destruction section of this document.

806.7 ARCHIVING

Certain documents require long term or permanent hard copy retention and others may be archived for purposes of storage and space saving. To ensure efficiency and economy in utilization of office space for active records, all files not updated or referenced on a regular basis can be transferred to storage.

Documents that are not required to be preserved as permanent or in its original format, may be duplicated and stored in an electronic format. The manner in which the South Placer Fire

Records Retention

District will store and maintain its duplicated electronic documents, will be in the form of a Portable Document File (pdf) and stored on the Districts SharePoint site.

806.8 DESTRUCTION

Once records have fulfilled their administrative, fiscal, or legal function, they should be disposed of as soon as possible in accordance with the Records Retention Schedule. This destruction should include originals, photocopies, and documents stored in any electronic format unless the document is designated as a permanent record.

Records may be destroyed by shredding, recycling, or via general disposal. Confidential records will be destroyed by shredding or another secure manner that preserves their confidentiality.

The Custodian of Records shall ensure destruction is coordinated and documented in accordance with this policy. Prior to permanent destruction, a list of records to be destroyed shall be presented to the South Placer Fire District of Directors for review. If there are no objections to the records due for destruction, the Board shall authorize the Fire Chief, in coordination with the Custodian of Records, via the adoption of a Resolution, to proceed with destruction. [Appendix B: Records Retention Destruction Resolution](#) is a sample of an authorizing resolution.

Attachments

Appendix A

The following pages contain the South Placer Fire Protection District Records Retention Schedule. The matrix is broken down into columns that define or provide an example of a Type of Record, the Description or Example of the record, the Legal Authority by which the record should be retained or destroyed, and a Minimum Legal Retention Period.

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60203). Approval by the South Placer Fire District Board of Directors shall be via a Resolution.

Legal Authority Abbreviations referenced in this appendix:

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
GC Government Code (California)
IRC Internal Revenue Code
IRS Internal Revenue Service
LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Employee Medical Records & Employee Exposures Records (Not a Public Record) - Includes Material safety Data Sheet (MSDS)	8 CCR 14307 8 CCR 3204 GC 6254(c)	length of Employment + 30 years
Accidents/Damage to District Property	Risk management administration	CCP 337.15	10 years
Accounts Payable	Journals, statements, asset inventories, account postings with supporting documents, vouchers, invoices, checks, reports, investments, purchase orders	CCP 337 26 CFR 31.6001-9(e(2)	Until audited + 5 years
Account Receivable	Invoices, checks, reports, investments, receipt books	26 CFR 31.6001-1(e(2)	5 years
Affidavits of Publications/Postings	Legal notices for public hearings, publication of ordinances, etc.	None	5 years for administrative purposes only
Agenda/Agenda Packets	Complete agendas and packets should be imaged immediately. A paper copy will be maintained for one year only. The imaged or scanned (pdf) records may serve as the permanent record	None	5 years for administrative purposes only
Annexations/Reorganizations	Independent auditor analysis financial services; internal and/or external reports, independent auditor analysis	None	Permanently for administrative purposes
Apparatus	For real property owned by the District - Not a public record until real estate transaction is complete	None	Permanently for administrative purposes
Audit Hearing or Review	Documentation created and/or received in connection with an audit hearing or review	None	Permanently for administrative purposes
Bank Account Reconciliations	Bank statement, cancelled checks, certificates of deposit	26 CFR 31.6001-1(e(2)	5 years
Bids - Accepted	Includes plans and specifications, notices, affidavits	GC 60201, CCP 337 337.1	5 years after termination of contract or agreement
Bids - unaccepted	Unaccepted bid packets only	GC 60201, CCP 337 337.1	5 years

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices(transcripts)/registers/statements	GC 60201	Until paid + years
Bonds - Paid/Cancelled	Paid or cancelled bonds; warrant certificates; interest coupons	GC 53921	5 years
Bonds - Unsold	Unsold bonds	GC 43900 et seq	5 years
Bonds - Final	Final bond documentation; monthly statement of transactions; supporting documents	GC 60201	Until paid + 5 years
Brochures/Publications	Retain selected documents for historical value	None	5 years for administrative purposes only
Budget - Annual	Adjustments, journal entries, account transfers	GC 60201	Until audited + 5 years
Cal_OSHA	Personnel - logs, supplementary record annual summary (federal & state Cal-OSHA)	LC 6410	5 years
California State Tax Records	Forms filled annually, quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Checks	Includes payroll, cancelled, and voided checks	GC 60201 CCP 337	Until audited + 5 years
Citizen Feedback	General correspondence	None	5 years for administrative purposes only
Claims against the District	Paid/Denied	GC 60201 GC 25105.5	Until settled + 5 years
Collective Bargaining Agreement	Contracts & memorandums of Understanding	29 CFR 516.5	Current + 5 years
Complaints/Requests	Various files not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	None	5 years for administrative purposes only
Contracts	Original Contracts, agreements, and back up material	CCP 317, 318, 319, 337	5 years after termination/completion; 5 years after termination if real property related

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Correspondences	General correspondence including letters and emails; various files not otherwise specially covered by the retention schedule. Further guidance related to emails is found in the District's separate email retention policy	None	5 years for administrative purposes only
Deeds, Real Property	Files with recorded documents; originals may not be destroyed	GC 60201	Permanent
Deferred Compensation Reports	Finance - Pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	5 years.
Deposits, Receipts	Checks, coins, currency	GC 60201. CCP 337	Until audited + 5 years
District Establishment Documents	Documents regarding the establishment/organization of the Fire District; Certificate of Existence, LAFCO Annexations	GC 60201	Permanent
Easements, Real Property	File with recorded documents; original may not be destroyed	GC 60201	Permanent
Economic Interest Statements - Form 700 (originals) - Elected	Copies of statements forwarded to Fair Political Practices Commission	GC 81009(f), (g)	5 years (can image after 2 years)
Economic Interest Statements - Form 700 (copies)	Originals of statement of designated employees	GC 81009(e), (g)	7 years (can image after 2 years)
Economic Interest Statements - Not elected	FPPC Filings	GC 81009(b)	5 years
Election - Ballots, Prop 218 (Assessment Districts)	Property related fees (Assessment Ballot proceedings)	GC 81009(a)(d)	Permanent

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Election - Certificates of Election	Certificates of election, original reports and statements	GC 81009(a)(d)	Termination + 5 years
Employee/Personnel Files	Personnel--Not a public record. Name, address, date of birth, occupation Rate of pay and weekly compensation earned Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-reemployed medicals. Volunteer program training - class training materials, internships. Paperwork documenting internal and external training. Certification/designations.	GC 12946 GC 6254(c) 29 CFR 1627.3 LC 1174 GC 60201 29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a)	Length of employment + 7 yrs.
Employee/Personnel Medical Files	Part of personnel file - not a public record. Includes medical records, exposure records, etc. (For employees of less than 1 year - no need to retain medical records if they are returned to employee upon terminations)	29 CFR 1910.1020. 8 CCR 3204. GC 6254(c)	Length of employment + 30 years
Employee & Volunteer Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 60201 19 CFR 1602 et seq 29 CFR 1627.3	Current + 5 years
Employee Rights - General	Firefighter Bill of Rights	GC 12946 29 CFR 1602.31	Length of employment + 7 years
Employment Applications - Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire an applicant	GC 12946 29 CFR 1627.3	5 Years

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employment Eligibility Verification (I-9 Forms)	Part of personnel files Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a(b)(3) Pub Law 99-603	Length of employment + 7 years
Employment - Surveys and Studies	Includes classification, wage rates	GC 12946 29 CFR 516.6	5 years
Employment - Vehicle Mileage Reimburses Rates	Annual mileage reimbursement rates	None	5 years
Family and Medical Leave Act (FMLA)	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500	While employed + 7 years
Federal tax Records	May include Forms 1096, 1099, W-4, and W-2	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001.1(e) 29 CFR 516.5516.6	7 years after file date
Fixed Assets - Inventory	Reflects p[urchase date, costs, account number	GC 60201	Until audited + 5 years
Fixed Assets - Surplus Property	Auction, disposal - Listing of property; sealed bid sales of equipment	GC 60201 CCP 337	Until audited + 5 years
Fixed Assets - Vehicle Ownership & Title	Title transfer when vehicle is sold	VC 9900 et seq	Until sold + 5 years
Gifts/Bequests	Receipts or other documentation	None	5 ears for administrative purposes only

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Grants - Community Development Block Grants; Urban Development; other Federal and State Grants	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	24 CFR 570.502 24 CFR 85.42	Until completed + 5 years
Hazardous Materials - Hazardous Waste Disposal	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	Cal OSHA	Permanent
Hazardous Materials - Permits, Hazardous Materials Storage,	[Permanent retention of environmentally sensitive materials is recommended]	GC 60201	Permanent
Hazardous Materials - Exposure Records, etc.	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d) et seq	Permanent
Hazardous Materials - Underground Storage Tank	Compliance: Documents regarding: storage, location, installation, removal, remediation	go 560201	Permanent
Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	GC 60201	Current + 5 years
Insurance Certificates	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 60201	Current + 5 yrs.
Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 60201	Current + 7 yrs.

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 60201	Current + 5 yrs. (Federal)
Invoices	Copies sent for fees owed, billing, related documents	GC 60201	Until audited + 5 yrs.
Legal Notices/Affidavits of Publication	Public Hearings publications, Ordinance publications etc.	GC 60201	5 yrs.
Litigation	Case Files	GC 60201	Until settled or adjudicated + 5 yrs.; If children are involved - age 18 + until settled or adjudicated + 7 years
Maintenance Manuals	Equipment service/maintenance	GC 60201	Current + 5 yrs.
Maintenance/Repair Records	Equipment	GC 60201	Current + 5 yrs.
Minutes	Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board.	GC 60201	Permanent
Oaths of Office	Elected and public officials – Board Members	GC 60201 29 USC 1113	Current + 6 yrs.
Ordinances	Vital records - originals may never be destroyed. Image immediately.	GC 60201	Permanent
OSHA	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14307 29 CFR 1904.2 - 1904.6	5 yrs.
OSHA (Accident/Illness Reports)	Personnel - Employee Exposure Records & Employee medical records. Not a public record	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254(c)	Permanent

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll - Federal/State Reports	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 yrs.
Payroll Deduction/ Authorizations	Finance documents	29 CFR 516.6(c) GC 60201	Current + 7 yrs.
Payroll, registers	Finance documents	29 CFR 516.5(a) LC 1174(d) GC 60201	Current + 7 yrs.
Payroll records, terminated employees	Finance files	29 CFR 516.5 GC 60201	Current + 7 yrs.
Payroll, time cards/sheets	Employee records	GC 60201	Current + 7 yrs from date of termination or retirement.
Payroll - Wage Rates / Job Classifications	Employee records	GC 60201	Current + 7 yrs from date of termination or retirement.
PERS - Employee Benefits	Retirement Plan	29 USC 1027	6 yrs.
Personnel Records	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	5 yrs.
Personnel Rules and Regulations	Including employee handbook	GC 60201	Current + 5 yrs.
Petitions	Submitted to legislative bodies	GC 60201	Current + 5 yrs.
Policies, Administrative	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 60201	Current + 5 yrs.
Policies, District Board	Original policies adopted by the District Board	GC 60201	Current + 5 yrs.
Press Releases	Related to District actions/activities.	None	5 yrs. for administrative purposes only

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Procedure Manuals	Administrative.	GC 60201	Current + 5 yrs.
Property, Abandonment	Buildings, condemnation, demolition	GC 60201	Permanent
Property Acquisition/Disposition/Surplus	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 337.15	10 years from end of contract term
Public Records Request	Requests from the public to inspect or copy public documents	GC 60201	5 years
Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services and all supporting documentation and submissions	GC 60201	Current + 5 years
Purchasing, Requisitions, Purchase Orders	Original Documents	GC 60201 CCP 337	Until audited + 5 yrs.
Recordings - audiotaped	Taped recordings of Board meetings - for preparation of Board meeting minutes	GC 54953.5	90 days from date of approval of minutes by Board
Recordings, videotaped – meetings of legislative bodies	Tapes of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5	90 days
Records Management - Disposition Certification	Documentation of final disposition of records	GC 60201	Permanent
Records Retention Schedules	Previously adopted schedules	GC 60201	Current + 5 yrs.
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	5 yrs.
Resolutions	Vital records - originals may never be destroyed. Image immediately.	GC 60201	Permanent
State Tax Records	Filed annually; quarterly	Refer to Federal Tax Records	5 yrs. after file date

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Taxes, Special	Special tax levied by a local agency on a per parcel basis	CCP 338(m)	Until audited + 5 yrs.
Unemployment Insurance Records	Unemployment Notices, Letters, Claims	IRC 3301-3311	7 yrs. From date of termination or retirement
Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 yrs.

Appendix B

Resolution Number: XX-XXX

A RESOLUTION OF THE SOUTH PLACER FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING THE DESTRUCTION OF CERTAIN FIRE DISTRICT RECORDS

WHEREAS, in compliance with Resolution XX-XXX, the Board authorizes for the destruction of certain records pursuant to the records retention schedule; and

WHEREAS, the Chief of the South Placer Fire Protection District has requested permission to destroy certain records, the exact nature and extent of which are set forth in Exhibit A, and by this reference made a part hereof; and

WHEREAS, said request is in accordance with the procedures and requirements of Sections 60200 through 60203 of the California Government Code; and

WHEREAS, the requested list of records to be destroyed shown in Exhibit A has been reviewed and approved by District Counsel.

NOW THEREFORE, BE IT RESOLVED THAT by the South Placer Fire Protection District Board of Directors that the Fire Chief is hereby authorized and directed, in accordance with Section 60203 of the Government Code of the State of California, to destroy the records described on the document marked Exhibit A, attached hereto and made a part hereof.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the Arcata Fire Protection by the following polled vote:

Ayes:

Nays:

Abstain:

Absent:

DATED: (Insert Date)

Signed:

NAME, President

Attest: _____

ATTACHMENT C – LEGAL HOLDS:
PROCEDURES IMPLEMENTING
SOUTH PLACER FIRE PROTECTION DISTRICT RECORDS RETENTION &
DESTRUCTION POLICY

PURPOSE

These procedures (Procedures) implement District Policy 806, Records Retention, adopted by the South Placer Fire Protection District (District). These Procedures provide guidance for the retention of records and may be amended from time to time by the Fire Chief in accordance with applicable law and in furtherance of District policies,

A. LEGAL HOLDS

Under certain circumstances, the District's Legal Counsel determines that the destruction of records in accordance with the Retention Schedule must be suspended for certain individuals (including their emails) and/or certain categories of records. Legal holds are most often implemented in the following circumstances:

- A lawsuit filed by or against the District;
- Threatened or anticipated litigation known to the District;
- A government investigation conducted in connection with the District;
- Protection or enforcement of the District's legal rights; or Tax audits, assessments, or other investigations.

Regardless of whether the Legal Counsel has issued a formal legal hold, no records may be destroyed, even if to do so would otherwise be compliant with the Retention Schedule if they reasonably relate to ongoing or reasonably anticipated litigation, audits, or governmental investigations. District personnel must immediately report to the Fire Chief any issues, claims, or disputes where litigation is threatened or reasonably foreseeable. Prompt reporting is critical for the District to take appropriate steps to impose a legal hold, suspend the destruction of relevant records (including pertinent emails), and ensure the District's compliance with a legal obligation to preserve potential evidence. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to the Fire Chief and Legal Counsel.

In case of a legal hold, Legal Counsel will coordinate with the Fire Chief to suspend the automatic deletion of emails for affected District personnel. Legal Counsel will disseminate instructions to affected District personnel to inform them what emails and other records must be retained. Although automatic email deletion will be suspended, affected District personnel must nevertheless take care not to manually delete emails that are subject to the legal hold and must not destroy relevant emails or other records until Legal Counsel has notified them in writing that the legal hold has been lifted.

ADOPTION/AMENDMENT OF POLICIES

1201.1 PURPOSE AND SCOPE

The purpose of this policy is to define the process of adoption of a new policy or to amend an existing Policy by the Board of Directors for the South Placer Fire Protection District (SPFPD).

1201.2 ADOPTION/AMENDMENT INITIATION

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Fire Chief through the District office and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1201.3 ADOPTION/AMENDMENT REVIEW AND AGENDA PACKET REQUIREMENTS

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

1201.4 ADOPTION/AMENDMENT PASSAGE AND MEETING REQUIREMENTS

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 2/3 affirmative vote of a quorum of the Board of Directors.

BOARD MEETINGS

1210.1 SCOPE AND PURPOSE

This Policy defines the types of meetings that are established by the South Placer Fire District Board of Directors.

1210.2 REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 6:00 pm at Station Seventeen, 6900 Eureka Road, Granite Bay CA. The date, time and place of regular Board meetings shall be reconsidered in January of each year and outlined in the District Annual Calendar. The Board President shall publicly announce changes in the regular meeting schedule for the ensuing year no later than the Board's regular meeting in February.

1210.3 SPECIAL MEETINGS

Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

1210.3.1 FIRE DISTRICT STAFF NOTIFICATIONS

All Directors, the Fire Chief and required Staff or Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1210.3.2 PUBLIC NOTICE

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

1210.3.3 AGENDA

An agenda shall be prepared as specified for regular Board meetings in Policy 1211 and shall be delivered with the notice of the special meeting to those specified above.

1210.3.4 AGENDA ITEMS

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1210.4 SPECIAL MEETING (EMERGENCY)

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1210.3.1, above. An emergency situation means a crippling disaster which severely impairs

BOARD MEETINGS

public health, safety, or both, as determined by the Fire Chief, Board President or Vice President in the President's absence.

1210.4.1 PUBLIC NOTICE

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Fire Chief, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

1210.4.2 CLOSED SESSIONS

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1210.5 ADJOURNED MEETINGS

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 1210.3.2 above.

1210.6 ANNUAL ORGANIZATION MEETING

The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year.

1210.7 AGENDA ORDER

The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1210.8 AUDIENCE INFORMATION

The Chairperson and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

BOARD MEETINGS

1210.9 FIRE STAFF ATTENDANCE

The Fire Chief or Fire Chief's designated representative shall attend each regular and special meeting of the Board unless otherwise specified by the Board. All District members are invited and encouraged to attend regular and special meetings of the Board. Only those members specifically instructed to attend by the Fire Chief shall be deemed to be "required to attend" within the meaning of this section.

APPEALS

1213.1 SCOPE AND PURPOSE

This Policy defines the Process to file an appeal to be considered by the South Placer Fire District Board of Directors

1213.2 FILING

Filing of appeals shall be in writing to the Fire Chief.

1213.3 FIRE CHIEF

Any person filing for appeal is encouraged to meet with the Fire Chief or designated representative prior to the hearing date in an attempt resolve the grievance. This meeting will not only afford an opportunity to resolve the grievance, but will also provide the Fire Chief and opportunity to formulate a recommendation to the Board of Directors that could include possible mitigation, alternatives, or concessions.

1213.4 APPEAL TIME FRAME

In the event that that an acceptable resolution cannot be met between the appellant and the Fire Chief, an appeal hearing shall be scheduled to occur within 45 days after receiving the appeal. The appellant may request a later date for the hearing subject to approval by the Fire Chief. Appeal hearings may be incorporated into regularly scheduled board meeting agendas.

1213.5 NOTIFICATION

The appellant shall be provided written notification of the date, time, and place of the haring at least ten days prior the hearing. The hearing on the appeal shall appear on the Districts Board's agenda as a presentation item.

1213.6 HEARING

The hearing shall be conducted in an informal manner, and the appellant and District staff shall be afforded the opportunity to present evidence and testimony on all relevant issues. Appellant may be represented at the hearing by counsel at appellant's expense. The provisions of the California Administrative Procedures Act (Government Code Sections 11500, et seq.) shall not apply to the hearings, nor shall any formal rules of evidence in civil or criminal judicial proceedings be applicable. The presiding officer may impose reasonable limitation on the number of witnesses heard, and on the nature and length of the testimony.

1213.7 HEARING CONCLUSION

At the conclusion of the hearing, the appeal shall be placed on the agenda for the next regularly scheduled meeting of the District Board as an action item.

STATION 19 MEMORIAL PLAQUE

1215.1 PURPOSE AND SCOPE

In August of 2003, Fire Station 19, located at 7070 Auburn Folsom Road, was dedicated as the South Placer Fire District's Memorial Fire Station. During the dedication ceremony a memorial plaque was unveiled displaying the names of individuals that had served the community as a member of the South Placer Fire District (District) and had passed away. The intent of the dedication was to allow future names to be added to the memorial plaque

1215.2 POLICY

To properly honor the members who have served and memorize their efforts, accomplishments, and life the District has established a memorial Plaque at Station 19.

1215.3 ELIGIBILITY

- A. Members of the fire district may serve in many ways. Members may serve as firefighters (Volunteer, Paid or Part Paid), Administrators, Board Members or Community Members who have positively impacted service to the Community. Typical ways for individuals to impact the community while serving the district may include, but are not limited to:
 - 1. Died in the line of duty.
 - 2. Served the district for his or her entire career.
 - 3. Served the fire service for more than twenty years, with a significant portion of the service with the district.
 - 4. Performed a life-saving act under extremely dangerous and hazardous conditions.
 - 5. Developed and implemented policies, procedures, guidelines or other programs that had a long-lasting effect on the Community, surrounding Communities and/or the State Of California Fire Service.
- B. Any Fire District Member or Community Member may request a name be added to the memorial plaque after a fire district member has passed by:
 - 1. Submitting to the Fire District a written statement of the passed member's participation and history with the Fire District.
 - 2. The request will be agenized for the Board of Directors review and action.

SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust ProgramAccount Report for the Period
3/1/2023 to 3/31/2023Mark Duerr
Fire Chief
South Placer Fire Protection District
6900 Eureka Rd.
Granite Bay, CA 95746**Account Summary**

Source	Beginning Balance as of 3/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2023
OPEB	\$1,389,682.05	\$0.00	\$22,363.13	\$694.40	\$0.00	\$0.00	\$1,411,350.78
Totals	\$1,389,682.05	\$0.00	\$22,363.13	\$694.40	\$0.00	\$0.00	\$1,411,350.78

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	1.61%	4.43%	-6.19%	7.96%	4.63%	5.34%	5/31/2012

Information as provided by US Bank, Trustee for PARS: Not HMC 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