

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, September 13th, 2023

1. 6:00 p.m. Regular Session

A. In Person at Station 17, Portable Conference/Training Room

B. To watch the meeting online, use the link <https://tinyurl.com/53nv5nfc>

- i. Any member of the public may provide written comment to the Board before the meeting by sending it to the Secretary via email at: kmedeiros@southplacerfire.org. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO BOARD FOR [DATE OF] MEETING – PLEASE READ"; and (2) it is received by the Secretary by 5:00 PM the day of the meeting. Please be aware that any public comments requesting to be read aloud that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the Secretary early, in order to ensure they are received in time to be read into the record.

2. Flag Salute

3. Closed Session

- A. Real Property Transactions – Gov Code 54956.8 – 6900 Eureka Rd., Granite Bay; Horseshoe Bar Road at Tusbury Road, Loomis
- B. Conference with Legal Counsel – Pending Litigation [Gov. code 54956.9(a)] - Jennings v. South Placer Fire Protection District, et al., S-CV-0050292

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. 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.

6. 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	\$240,860.95
Consolidated Mitigation Fees	\$74,336.92
Plans/Inspections	\$63,860.00
Cell Tower Leases	\$14,010.96
MVA Fire Recovery	\$2,968.68
ImageTrend Reimbursements	\$12,866.73
Report Fees	\$50.00
Cal Card Rebate	\$858.01
TIC Grant Reimbursement	\$11,288.93
TOTAL	<u>\$421,101.18</u>

D. Approval of the September 2023 Expenditures: \$644,238.30

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

7. **Special Presentation:** Badge pinning – FF Mitch Klimek

8. **Old Business:**

- A. **South Placer Fire District Policy Updates:** Staff recommends review and approval of the proposed policy updates. PG#28
- B. **Placer County Grand Jury Report – South Placer Fire District: Fiscal Challenges and Station Closures:** Staff recommends final discussion and approval of response to the 2022/23 Grand Jury Report. PG#77
- C. **FY 2023/24 Final Budget Adoption:** Staff recommends discussion and adoption of the FY 2023/2024 final budget. PG#83
- D. **FY 2023/24 District Goals:** Staff recommends discussion on the 2023/24 District Goals and possible action if the Board warrants it. PG#92

9. New Business

- A. **A. Fiscal Year 2022/23 Draft Quarterly Budget Report:** Staff recommends a short presentation on the status of the Draft 4th Quarter Fiscal Year 2022/23 unaudited final budget. PG#94
- B. **Dry Financing Request:** Staff seeks approval to submit a dry financing application to the Placer County Treasurer's Office. PG#101
- C. **Cal PERS 2024-25 Contributions:** Staff recommends reviewing and discussing CalPERS's most recent Annual Valuation Reports for the District's four retirement plans. PG#104
- D. **Board Support for Assembly Constitutional Amendment 13:** Staff recommends discussion and approval of supporting ACA 13. PG#111

10. Information and Discussion:

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

11. Correspondence PG#115

12. Chief's Report

13. Labor Report PG#117

14. Functions

15. Board/Staff Comments

16. Future Agenda Items

17. Adjournment

**Next Board Meeting:
October 11th, 2023 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Workshop Meeting Minutes
August 09, 2023

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:03 p.m. on Wednesday, August 09, 2023, by President Terri Ryland.

Board Present:

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

Absent:

None

Staff Present:

Mark Duerr, Fire Chief
Kathy Medeiros, Board Secretary
Matt Feeley, Deputy Chief
Jeff Ingolia, Fire Marshal
James Magnuson, Division Chief

Fire Chief Duerr, the Board of Directors, and staff reviewed the last developed goals list from 2022/23 to make recommendations for the 2023/24 goals. Both the Board and Chief Duerr discussed the prior goals, and the importance of establishing new board guidelines given the financial shortfalls of the District.

2022/23 Board Goals

- (1) Maintain fiscal stability, explore all options for responsibly increasing revenue, and work with staff to achieve a balanced budget.

Chief Duerr noted that the board has met and maintained these board goals by reorganizing operations in September, forming a PAC of the board, labor, and public to identify additional forms of revenue, reaching out to electees, and balancing the budget for 2022/23 with an expected surplus in the actual final projections for the fiscal year.

The Board agreed that priority must be given to maintain fiscal stability in the agency for the future by continuing to utilize cost-cutting measures and researching additional revenue sources.

2022/23 Administration/District Goals

1. Ensure future fiscal solvency as measured by a balanced budget, effectively deploying District resources, reviewing all services and contracts, and evaluating for value to the District.
2. Increase positive interactions with the community and brand recognition through improving District branding, improving community outreach through regularly scheduled interactions, and partnering with outside agencies to decrease the wildfire risk in the community.

3. Improve internal service delivery and business operations as measured by updates and publishing Standard Operating Guidelines (SOG), reviewing, updating, and consolidating policies into a single manual, and improving trust and working relationships between labor and management.

It was noted that the 2023/24 budget is balanced, resources are being effectively deployed while awaiting the upcoming master plan report, labor and management have worked effectively to complete the contracts and other processes that are under review. Chief Duerr continued that the District has had many positive interaction opportunities with the public, with many upcoming open houses planned along with Santa in the Hood, Loomis Town Halls, etc. Many positive interactions have occurred with the Bureau of Reclamation, and Hidden Lakes Estates have been successful at increasing education and awareness on wildfire risk and how to be fire-wise. Service delivery is still in process with policy reviews and updates with a hopeful date of completion of year-end, with the SOG not started yet.

The Board discussed the 2023/24 Board Goals and determined that the prior goals should be continued. The Board noted that there was a need to add to the Board Goals to oversee the policy updates and work to adopt the master plan upon completion of the report and begin developing a new strategic plan.

The Board discussed the 2023/24 District Goals and determined that the prior goals should be continued. President Ryland noted that under 2(A) should read “maintain” a balanced budget. Chief Duerr suggested that there be a discussion on increasing District reserves as a possible board goal or policy. The board determined that they would like to see it as a goal to allow for flexibility. Beginning at a 1.5 -2% target for a reserves board goal was suggested.

The Board suggested that education for the community and increasing outreach programs were of utmost importance and should be continued.

Chief Duerr reported that he would take the suggestions of the Board and rewrite the 2023/24 Board and Administration/ District Goals to be presented at the September Board meeting.

There being no further items to be discussed at the workshop, the meeting was adjourned at 6:42 p.m.

Respectfully submitted,



Kathy Medeiros
Recording Secretary

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
August 09, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 09, 2023, at 6:42 p.m. by President, Terri Ryland.

Board Present:

Teresa Ryland, President
Chris Gibson, Vice President
Ken Musso, Clerk
Tracy Randall, Director
Gary Grenfell, Director
Mike Johnson, Director
Dan Bajtos, Director

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Battalion Chief, Kelly Moretti
Battalion Chief, Matt Van Voltinburg
Division Chief, James Magnuson
Engineer Paramedic, Pat Patterson
Captain, Justin Buathier
Captain, Tracey Kincheloe
Firefighter, Mitchell Klimek
Firefighter Paramedic, Bryan Doepel
Firefighter Paramedic, Anthony Rydell

6:42 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes: (A) Real Property Transactions Govt. Code § 54956.8- 6900 Eureka Road Granite Bay; 3664 Magnolia Ave. Loomis; Horseshoe Bar Rd. at Tudsbury Rd., (B) Pending Litigation in the matter of Cari McCormick vs. CalPERS (Pursuant to Govt. Code § 54956.9, (C) Conference with Labor Negotiators (Local 522 Negotiations) Govt. Code § 54957.6 Agency designated representatives: Chief Mark Duerr, Paul R. Gant District Counsel

7:25 p.m. Return from Closed Session

Closed Session Report: President Ryland reported that the Board had unanimously voted to reject the tort claim regarding the McCormick vs. Cal PERS claim in closed session. She continued that District counsel updated the Board on the other two closed-session matters.

Public Comment: None

Consent Agenda: President Ryland asked to pull and amend the following Agenda items: Eliminate Agenda Item 8. Special Presentation and amend Item 9B under South Placer Fire District Policy Updates to remove Policy # 1049, Policy # 613, all of Chapter 7 Policy updates. Director Gibson made a motion to approve the amended consent agenda removing items from Item 8 and 9B as requested by President Ryland. The motion was seconded by Director Bajtos.

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

OLD BUSINESS

District-Wide Photovoltaic Solar Electric Proposal: Staff recommends update on the District-wide Solar Project. Construction is now complete with solar installations at Station 16, 17, 18, and 20. The systems are producing power although there is delay with PG&E to finalize the interconnection. In the future there will be reports presented regarding the data usage.

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Chief Duerr reported these policies are presented for their first reading for board review and discussion. Chief Duerr continued that Chapter 8 and 613 still need additional review and discussion and will be ready after some minor changes in grammar. He will present the policies again at the next board meeting for approval by the board.

Placer County Grand Jury Report- South Placer Fire District: Fiscal Challenges and Station Closures: Staff recommends discussion and direction to respond to the 2022/23 Grand Jury Report. The Grand Jury released its annual report on June 27, 2023, with South Placer Fire District as one of the review items. The District is bound to respond to the report by October 1, 2023. A first draft has been prepared for response to the grand jury. Chief Duerr recommended the Board further read the response and make comments to be returned for further review by District counsel. He noted that the final edit will be reviewed at the September board meeting with a submittal response to the Grand Jury by September 22nd.

NEW BUSINESS

Contract Approval with HP Sears for Collection Services: Staff recommends discussion and approval for the Chief to execute a new agreement with HP Sears Account Recovery Specialists. In February, the Board approved a new collection agency, American Capital. In May, American Capital suffered a catastrophic fire at its data center resulting in the closure of the 40-year-old agency. The District has found a new vendor with HP Sears, who has offered to maintain the same contract and terms for collection services. HP Sears also has a long-standing relationship with the District's EMS billing agency, Wittman Enterprises. This should be a seamless transition for Wittman and the District. Director Gibson made a motion to approve Chief Duerr to execute a contract with HP Sears Account Recovery Specialists. Director Musso made a second to the motion.

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

INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began by saying that call volume for July was 387 calls, down 3 calls from last year. Call volume is up for the District, with 67% for rescues/medical, fires at 12%, and service calls at 21%. Medic 16, Engine 17, and Medic 20 are the busiest units. Stations 18 and 17 have the most call volume by station. In July, there was 1 burn pile fire response, 1 vehicle fire, and 6 grass fires. Improved turn-out times with a 1:37 percent average. Response times trending down.

Correspondence: Two PARS financial statements for the month of June due to the transition mid-month to the combo trust and one annual statement for the fiscal year. Many thank you cards and letters presented for Division Chief Ingolia's participation in the Del Oro High School's Senior Showcase.

Chief's Report:

- National Night Out 8/1
- San Juan Water familiarization and training
- Two new hires
- Turn out inspections – Round 1 complete
- Mobile router installation
- New EMS Vaults
- Fire Prevention department: Total permits up, square footage up, fee revenue up, new starts up.
- Overtime: 1900 hours for July due to open positions, sick leave. Total hours down from last year by over 50%
- Volunteer vs. mandatory overtime hours down from last year. Volunteer Overtime 90% mandatory is 10%
- Overtime totals averaging \$40,000-50,000 per pay period.
- Sick leave down for 2023, overtime overall down from last year

Labor Report: Battalion Chief Moretti reported that SAFF 522 Battalion Chief Unit discussed the removal of employee names on the agenda separations and the need for a committee to discuss the grand jury report. He noted the resignation of more employees recently. Engineer Pat Patterson reported that the SAFF 522 Firefighter's unit met today to discuss policies and felt that there was no need for further review and discussion. He noted that the unit is working on better ways to disperse policies to the unit. He wanted to reiterate the need to further discuss the future of the department. It was noted that in the future, he would like to submit written reports for the board's review.

Functions: September 22nd Annual Firefighters Awards Dinner, September 30 Open House at Station 20

Board/Staff Comments: None

Committee Reports: Director Randall reported that he attended the PAC Committee meeting to meet with Supervisor Holmes and discussed additional revenue sources. Placer County Sheriff Wu met with Chief Duerr to also discuss alternative funding sources and options moving forward. Director Randall reported that the Fiscal Responsibility Goal Steward Team met and continued to whittle down expenses and review revenues.

Future Agenda Items: President Ryland reported a future agenda item to bring the process with the Elections office to return the District board members to a total of five members. She noted that she would like to start the process now to get time to work with the election's office. President Ryland added that future labor reports could now be written and distributed in the board packet.

There being no further business to come before the Board, the meeting adjourned at 8:17 p.m. The next regular meeting will be held on Wednesday, September 13, 2023.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges: From: To: Number From: To:
 Checkbook ID First Last Date 8/2/2023 9/6/2023
 Description First Last Type Check
 User-Defined 1 First Last Type Check

Sorted By: Date
 Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
PLACER COUNTY	County Of Placer					\$1,470,190.92	
24483	8/31/2023	CHK	AFLAC	No	PMCHK00001032	\$714.44	
24484	8/31/2023	CHK	California Assn of Prefessio	No	PMCHK00001032	\$206.50	
24485	8/31/2023	CHK	California Assn of Prefessio	No	PMCHK00001032	\$1,121.00	
24486	8/31/2023	CHK	Department of Health Care Se	No	PMCHK00001032	\$19,706.74	
24487	8/31/2023	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001032	\$850.13	
24488	8/31/2023	CHK	P.E.R.S	No	PMCHK00001032	\$100,481.01	
24489	8/31/2023	CHK	P.E.R.S	No	PMCHK00001032	\$1,400.00	
24490	8/31/2023	CHK	P.E.R.S	No	PMCHK00001032	\$98,647.69	
24491	8/31/2023	CHK	PRINCIPAL MUTUAL	No	PMCHK00001032	\$6,460.51	
24492	8/31/2023	CHK	Sacramento Area Fire Fighter	No	PMCHK00001032	\$1,956.60	
24493	8/31/2023	CHK	Sacramento Area Fire Fighter	No	PMCHK00001032	\$1,956.60	
24494	8/31/2023	CHK	SPFAOA	No	PMCHK00001032	\$75.00	
24495	8/31/2023	CHK	SPFAOA	No	PMCHK00001032	\$75.00	
24496	8/31/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001032	\$5,813.58	
24497	8/31/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001032	\$53.89	
24498	8/31/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001032	\$5,364.53	
24499	8/31/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001032	\$234.78	
24500	8/31/2023	CHK	Voya Financial Trust Co.	No	PMCHK00001032	\$14,380.59	
24501	8/31/2023	CHK	Voya Financial Trust Co.	No	PMCHK00001032	\$15,000.74	
19 Transaction(s)						\$274,499.33	\$0.00

WELLS FARGO OP	Wells Fargo Operating Account		(\$63,841.94)				
28148	8/14/2023	CHK	Afforda-Test	No	PMCHK00001030	\$793.20	
28149	8/14/2023	CHK	ADVANTAGE GEAR	No	PMCHK00001030	\$723.72	
28150	8/14/2023	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001030	\$251.06	
28151	8/14/2023	CHK	BART INDUSTRIES	No	PMCHK00001030	\$2,263.25	
28152	8/14/2023	CHK	Benz Air Engineering Co, Inc	No	PMCHK00001030	\$984.23	
28153	8/14/2023	CHK	Brookcrest By Culligan Water	No	PMCHK00001030	\$203.55	
28154	8/14/2023	CHK	CALIF SPECIAL DIST ASSN	No	PMCHK00001030	\$7,048.00	
28155	8/14/2023	CHK	DAWSON OIL	No	PMCHK00001030	\$4,719.21	
28156	8/14/2023	CHK	DC Solar Electric Inc.	No	PMCHK00001030	\$13,100.00	
28157	8/14/2023	CHK	DR Associates International	No	PMCHK00001030	\$3,474.50	
28158	8/14/2023	CHK	FOLSOM LAKE FORD	No	PMCHK00001030	\$150.40	
28159	8/14/2023	CHK	Fire Plan Review, Inc.	No	PMCHK00001030	\$2,247.50	
28160	8/14/2023	CHK	GRAINGER, W.W.	No	PMCHK00001030	\$48.29	
28161	8/14/2023	CHK	Golden State Emergency Vehic	No	PMCHK00001030	\$86.67	
28162	8/14/2023	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001030	\$521.15	
28163	8/14/2023	CHK	Interwest Consulting Group I	No	PMCHK00001030	\$10,670.00	
28164	8/14/2023	CHK	JRB Pest and Sanitation	No	PMCHK00001030	\$180.00	
28165	8/14/2023	CHK	LIFE ASSIST	No	PMCHK00001030	\$1,034.58	
28166	8/14/2023	CHK	Lexipol, LLC	No	PMCHK00001030	\$11,063.97	
28167	8/14/2023	CHK	LFM Communications	No	PMCHK00001030	\$285.00	
28168	8/14/2023	CHK	Mission Uniform Services	No	PMCHK00001030	\$98.04	
28169	8/14/2023	CHK	Meri-Cal Fire	No	PMCHK00001030	\$1,293.81	
28170	8/14/2023	CHK	Placer County Water Agency	No	PMCHK00001030	\$577.33	
28171	8/14/2023	CHK	Purchase Power	No	PMCHK00001030	\$246.78	
28172	8/14/2023	CHK	Quill Corporation	No	PMCHK00001030	\$76.12	
28173	8/14/2023	CHK	Recology Auburn Placer	No	PMCHK00001030	\$691.88	
28174	8/14/2023	CHK	Sacramento Co. Fire Chiefs A	No	PMCHK00001030	\$50.00	

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
28175	8/14/2023	CHK	Sac Area Firefighters - Beha	No	PMCHK00001030	\$915.00
28176	8/14/2023	CHK	STERICYCLE INC	No	PMCHK00001030	\$303.88
28177	8/14/2023	CHK	STRYKER-Sales Corp	No	PMCHK00001030	\$9,781.70
28178	8/14/2023	CHK	SCOTTS PPE RECON	No	PMCHK00001030	\$6,639.36
28179	8/14/2023	CHK	SAMBA Holdings Inc	No	PMCHK00001030	\$90.17
28180	8/14/2023	CHK	TIFCO INDUSTRIES	No	PMCHK00001030	\$340.64
28181	8/14/2023	CHK	T-Mobile	No	PMCHK00001030	\$444.91
28182	8/14/2023	CHK	US Bank Corporate Payment Sy	No	PMCHK00001030	\$12,315.24
28183	8/14/2023	CHK	WINDUSTRIAL	No	PMCHK00001030	\$25.50
28184	8/24/2023	CHK	American Capital Ent., Inc.	No	PMCHK00001031	\$776.41
28185	8/24/2023	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001031	\$1,241.78
28186	8/24/2023	CHK	BART INDUSTRIES	No	PMCHK00001031	\$1,077.75
28187	8/24/2023	CHK	Borshch, Ruvim	No	PMCHK00001031	\$1,080.35
28188	8/24/2023	CHK	DAWSON OIL	No	PMCHK00001031	\$3,742.98
28189	8/24/2023	CHK	Derotic LLC	No	PMCHK00001031	\$119.82
28190	8/24/2023	CHK	Doepel, Bryan	No	PMCHK00001031	\$459.00
28191	8/24/2023	CHK	GRAINGER, W.W.	No	PMCHK00001031	\$64.83
28192	8/24/2023	CHK	Golden State Emergency Vehic	No	PMCHK00001031	\$1,651.88
28193	8/24/2023	CHK	ImageTrend, Inc	No	PMCHK00001031	\$2,652.25
28194	8/24/2023	CHK	JRB Pest and Sanitation	No	PMCHK00001031	\$130.00
28195	8/24/2023	CHK	Kronos Inc	No	PMCHK00001031	\$3,357.92
28196	8/24/2023	CHK	LIFE ASSIST	No	PMCHK00001031	\$7,464.00
28197	8/24/2023	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001031	\$1,364.27
28198	8/24/2023	CHK	Preferred Alliance Inc	No	PMCHK00001031	\$120.00
28199	8/24/2023	CHK	ROCKLIN HYDRAULICS	No	PMCHK00001031	\$382.21
28200	8/24/2023	CHK	SIGNS ON TIME	No	PMCHK00001031	\$125.53
28201	8/24/2023	CHK	Consolidated Communications	No	PMCHK00001031	\$2,406.51
28202	8/24/2023	CHK	TIFCO INDUSTRIES	No	PMCHK00001031	\$337.63
28203	8/24/2023	CHK	The Permanente Medical Group	No	PMCHK00001031	\$2,612.00
28204	8/24/2023	CHK	US Bank Corporate Payment Sy	No	PMCHK00001031	\$2,022.23
28205	8/24/2023	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001031	\$7,676.93
28206	8/24/2023	CHK	Xerox Financial Services	No	PMCHK00001031	\$2,550.99
28207	9/6/2023	CHK	ADVANTAGE GEAR	No	PMCHK00001033	\$535.18
28208	9/6/2023	CHK	AUBURN TIRE SERVICE	No	PMCHK00001033	\$22.99
28209	9/6/2023	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001033	\$1,091.41
28210	9/6/2023	CHK	BART INDUSTRIES	No	PMCHK00001033	\$904.78
28211	9/6/2023	CHK	Brookcrest By Culligan Water	No	PMCHK00001033	\$181.70
28212	9/6/2023	CHK	Barkl, Aaron	No	PMCHK00001033	\$130.71
28213	9/6/2023	CHK	DAWSON OIL	No	PMCHK00001033	\$5,353.30
28214	9/6/2023	CHK	DR Associates International	No	PMCHK00001033	\$185.00
28215	9/6/2023	CHK	FOLSOM LAKE FORD	No	PMCHK00001033	\$81.98
28216	9/6/2023	CHK	Fire Plan Review, Inc.	No	PMCHK00001033	\$2,069.25
28217	9/6/2023	CHK	Fire Risk Management Service	No	PMCHK00001033	\$187,817.00
28218	9/6/2023	CHK	JRB Pest and Sanitation	No	PMCHK00001033	\$180.00
28219	9/6/2023	CHK	LIFE ASSIST	No	PMCHK00001033	\$1,422.71
28220	9/6/2023	CHK	Mission Uniform Services	No	PMCHK00001033	\$180.80
28221	9/6/2023	CHK	PG & E	No	PMCHK00001033	\$6,377.81
28222	9/6/2023	CHK	Quill Corporation	No	PMCHK00001033	\$167.79
28223	9/6/2023	CHK	SIERRA SAFETY COMPANY	No	PMCHK00001033	\$133.64
28224	9/6/2023	CHK	SCI Consulting Group	No	PMCHK00001033	\$14,232.54
28225	9/6/2023	CHK	TIFCO INDUSTRIES	No	PMCHK00001033	\$289.97
28226	9/6/2023	CHK	T-Mobile	No	PMCHK00001033	\$453.48
28227	9/6/2023	CHK	US Bank Corporate Payment Sy	No	PMCHK00001033	\$10,493.41
28228	9/6/2023	CHK	VALLEY POWER SYSTEMS NORTH,	No	PMCHK00001033	\$46.07
28229	9/6/2023	CHK	WESTERN TRUCK PARTS	No	PMCHK00001033	\$114.96
28230	9/6/2023	CHK	Williams, Ronald	No	PMCHK00001033	\$116.58

83 Transaction(s)

\$369,738.97

\$0.00

Checkbook ID	Description	User-Defined 1			Current Balance		
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
102	Total Transaction(s)						

Ranges: From: To: From: To:
 Vendor ID First Last Checkbook ID PLACER COUNTY WELLS FARGO OP
 Vendor Name First Last Check Number First Last
 Check Date 8/2/2023 9/6/2023

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A212	AFLAC	PLACER COUNTY	24483	8/31/2023	\$714.44
36566	966345	Monthly premium			\$714.44
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$714.44	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24484	8/31/2023	\$206.50
36567	9/2023 NS LTD	9-2023 NSafety LTD			\$206.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$88.50	\$0.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$118.00	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24485	8/31/2023	\$1,121.00
36568	9/2023 LTD	9-2023 Safety LTD			\$1,121.00
	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		\$1,180.00	\$0.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$0.00	\$118.00
D148	Department of Health Care Serv	PLACER COUNTY	24486	8/31/2023	\$19,706.74
36569	2023-2	AB1705 CY2023 Coll2			\$19,706.74
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$19,706.74	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24487	8/31/2023	\$850.13
36570	756952	Monthly premium			\$850.13
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$850.13	\$0.00
P101	P.E.R.S	PLACER COUNTY	24488	8/31/2023	\$100,481.01
36571	17234715	August 2023 premium			\$100,481.01
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$19,555.49	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$12,124.35	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$57,375.49	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$11,425.68	\$0.00
P101	P.E.R.S	PLACER COUNTY	24489	8/31/2023	\$1,400.00
36572	17250503	GASB 68 Rpts & Schedules			\$1,400.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,400.00	\$0.00
P101	P.E.R.S	PLACER COUNTY	24490	8/31/2023	\$98,647.69
36573	17257293	September 2023 premium			\$98,647.69
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$19,555.49	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$11,940.73	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$55,542.17	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$11,609.30	\$0.00
P159 36574	PRINCIPAL MUTUAL 09-2023 DENTAL Type Account	PLACER COUNTY September 2023 dental premiu Description	24491 \$6,460.51	8/31/2023	\$6,460.51
	PURCH 0-000-1550-000	Agency Share Insurance		\$6,460.51	\$0.00
S043 36575	Sacramento Area Fire Fighters PP03 UNION 2023 Type Account	PLACER COUNTY EE Union dues PP 03 Description	24492 \$1,956.60	8/31/2023	\$1,956.60
	PURCH 0-000-0218-000	Union Dues Payable		\$1,956.60	\$0.00
S043 36576	Sacramento Area Fire Fighters PP04 UNION 2023 Type Account	PLACER COUNTY EE Union dues PP 04 Description	24493 \$1,956.60	8/31/2023	\$1,956.60
	PURCH 0-000-0218-000	Union Dues Payable		\$1,956.60	\$0.00
S233 36577	SPFAOA PP03 SPFAOA 2023 Type Account	PLACER COUNTY SPFAOA dues PP03 Description	24494 \$75.00	8/31/2023	\$75.00
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233 36578	SPFAOA PP04 SPFAOA 2023 Type Account	PLACER COUNTY SPFAOA dues PP 04 Description	24495 \$75.00	8/31/2023	\$75.00
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
T160 36579	TASC/ Total Admin Service PP01-03 DC/MR 2023 Type Account	PLACER COUNTY EE/ER DC/MR PP 01-03 Description	24496 \$5,813.58	8/31/2023	\$5,813.58
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$14,070.15	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,370.97	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$0.00	\$12,408.15
T160 36580	TASC/ Total Admin Service PP03 DC/MR 2023 Type Account	PLACER COUNTY ER DC/MR PP 03 Description	24497 \$53.89	8/31/2023	\$53.89
	PURCH 0-000-1550-000	Agency Share Insurance		\$53.89	\$0.00
T160 36581	TASC/ Total Admin Service PP04 DC/MR 2023 Type Account	PLACER COUNTY EE/ER DC/MR PP 04 Description	24498 \$5,364.53	8/31/2023	\$5,364.53
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,010.08	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$427.58	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24499	8/31/2023	\$234.78

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
36582	IN2834642	10/1/23-10/31/23	Admin Fees		\$234.78
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0215-000	Group Insurance Payable	\$234.78	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24500	8/31/2023	\$14,380.59
36583	PP03 DEF COMP 2023	EE/ER Def Comp PP03			\$14,380.59
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$13,457.39	\$0.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$923.20	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24501	8/31/2023	\$15,000.74
36584	PP04 DEF COMP 2023	EE/ER Def Comp PP 04			\$15,000.74
	Type	Account	Description	Debit	Credit
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$14,077.54	\$0.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$923.20	\$0.00
A120	Afforda-Test	WELLS FARGO OP	28148	8/14/2023	\$793.20
36467	55176	Convault testing			\$397.40
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2124-003	Station 19 Fuel	\$397.40	\$0.00
36468	55178	Convault testing			\$395.80
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2124-001	Station 17 Fuel	\$395.80	\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP	28149	8/14/2023	\$723.72
36466	65896-1	Shirt, pants, patch (new hir			\$554.32
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2133-000	Uniform Supplies	\$554.32	\$0.00
36521	66017-1	Shirt, patches (new hire)			\$169.40
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2133-000	Uniform Supplies	\$169.40	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	28150	8/14/2023	\$251.06
36476	S61483	Suction pressure gauge			\$251.06
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2222-604	2008 Ford F550 4x4 Westmark Type 4	\$251.06	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	28151	8/14/2023	\$2,263.25
36470	6091-521419	Brakes			\$1,433.57
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2222-021	2017 Ford F250 XL	\$1,334.57	\$0.00
36471	6091-521583	AC refrigerant oil			\$10.71
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2222-812	2001 Weststaes Pumper Engine OES 2	\$10.71	\$0.00
36472	6091-521914	Refrigerant			\$579.09
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$579.09	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36473	6091-522903	Rear hub seals, brake pads	\$338.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$338.88	\$0.00
B178	Benz Air Engineering Co, Inc	WELLS FARGO OP 28152		8/14/2023	\$984.23
36474	AWF072123	GSM fabricated nozzle tip	\$984.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$984.23	\$0.00
B194	Brookcrest By Culligan Water	WELLS FARGO OP 28153		8/14/2023	\$203.55
36475	36475	Monthly billing	\$203.55		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$203.55	\$0.00
C154	CALIF SPECIAL DIST ASSN	WELLS FARGO OP 28154		8/14/2023	\$7,048.00
36477	36477	CSDA membership	\$7,048.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$7,048.00	\$0.00
D101	DAWSON OIL	WELLS FARGO OP 28155		8/14/2023	\$4,719.21
36478	664476	Gasoline, diesel	\$2,318.47		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$2,318.47	\$0.00
	664477	Gasoline, diesel	\$2,400.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$2,400.74	\$0.00
D161	DC Solar Electric Inc.	WELLS FARGO OP 28156		8/14/2023	\$13,100.00
36480	2023-101753	Emergency generator deposit	\$7,100.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-032	Generator Station 17		\$7,100.00	\$0.00
	2023-101756	Backup generator deposit	\$6,000.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-033	Generator Station 16		\$6,000.00	\$0.00
D162	DR Associates International	WELLS FARGO OP 28157		8/14/2023	\$3,474.50
36482	8690	FBOR investigation	\$3,474.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$3,474.50	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP 28158		8/14/2023	\$150.40
36522	757616	Windshield washer nozzles	\$29.18		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$29.18	\$0.00
	757973	Tube outlet duct	\$121.22		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$121.22	\$0.00
F173 36483	Fire Plan Review, Inc. 1095	WELLS FARGO OP July services	28159	8/14/2023	\$2,247.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$2,247.50	\$0.00
G110 36525	GRAINGER, W.W. 9779824961	WELLS FARGO OP Marker lamps for trailer	28160	8/14/2023	\$48.29
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-207	2003 F/P Enclosed Trailer-Arson Tra		\$20.22	\$0.00
36526	9784482342	Air conditioning oil		\$28.07	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$28.07	\$0.00
G204 36524	Golden State Emergency Vehicle CI040615	WELLS FARGO OP Crash damage repair	28161	8/14/2023	\$86.67
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-829	2022 Pierce Freightlines		\$86.67	\$0.00
H141 36527	HARRIS INDUSTRIAL GASES 0001918045	WELLS FARGO OP Cylinder rental	28162	8/14/2023	\$521.15
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
36528	0001918076	Cylinder rental		\$190.25	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$190.25	\$0.00
36529	0001918187	Cylinder rental		\$53.85	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00
I134 36484	Interwest Consulting Group Inc 89809	WELLS FARGO OP July services	28163	8/14/2023	\$10,670.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$10,670.00	\$0.00
J128 36485	JRB Pest and Sanitation 67971	WELLS FARGO OP Monthly billing	28164	8/14/2023	\$180.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
36486	67972	Monthly billing		\$90.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	28165	8/14/2023	\$1,034.58

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36489	1348692	Various supplies			\$153.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$153.99	\$0.00
36490	1349194	Various supplies			\$880.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$880.59	\$0.00
L141	Lexipol, LLC	WELLS FARGO OP	28166	8/14/2023	\$11,063.97
36487	INVLEX18561	Policy KMS			\$11,063.97
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$11,063.97	\$0.00
L148	LFM Communications	WELLS FARGO OP	28167	8/14/2023	\$285.00
36488	1148	Radio diagnosis			\$285.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	2016 Ford BC Vehicle		\$285.00	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	28168	8/14/2023	\$98.04
36497	519646399	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$25.72	\$0.00
36498	519690048	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36500	519733723	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
M143	Meri-Cal Fire	WELLS FARGO OP	28169	8/14/2023	\$1,293.81
36491	42501	Annual extinguisher service			\$93.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$93.22	\$0.00
36492	42502	Annual extinguisher service			\$123.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$123.41	\$0.00
36493	42503	Annual extinguisher service			\$295.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$295.16	\$0.00
36494	42504	Annual extinguisher service			\$158.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$158.22	\$0.00
36495	42505	Annual extinguisher service			\$89.65
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$89.65	\$0.00
36496	42506	Annual extinguisher service		\$534.15	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$534.15	\$0.00
P125	Placer County Water Agency	WELLS FARGO OP	28170	8/14/2023	\$577.33
36501	36501	Monthly billing		\$90.90	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$90.90	\$0.00
36502	36502	Monthly billing		\$48.10	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$48.10	\$0.00
36503	36503	Monthly billing		\$46.16	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$46.16	\$0.00
36504	36504	Monthly billing		\$110.72	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$110.72	\$0.00
36505	36505	Monthly billing		\$210.02	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$210.02	\$0.00
36506	36506	Monthly billing		\$71.43	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$71.43	\$0.00
P269	Purchase Power	WELLS FARGO OP	28171	8/14/2023	\$246.78
36507	36507	Postage meter lease		\$246.78	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2131-000	Postage/Shipping		\$246.78	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	28172	8/14/2023	\$76.12
36508	33702501	Label tape, pencil sharpener		\$76.12	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$76.12	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	28173	8/14/2023	\$691.88
36509	71760466	Monthly billing, Sta 16		\$37.75	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$37.75	\$0.00
36510	71759112	Monthly billing, Sta 17		\$616.38	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$616.38	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36511	71773725	Monthly billing, Sta 20			\$37.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$37.75	\$0.00
S030	Sacramento Co. Fire Chiefs Ass	WELLS FARGO OP	28174	8/14/2023	\$50.00
36512	SPLA2024	Membership FY 2023-2024			\$50.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$50.00	\$0.00
S050	Sac Area Firefighters - Behavi	WELLS FARGO OP	28175	8/14/2023	\$915.00
36530	36530	Peer support dues FY 2023/24			\$915.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$915.00	\$0.00
S145	STERICYCLE INC	WELLS FARGO OP	28176	8/14/2023	\$303.88
36515	3006588255	Monthly billing			\$303.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$303.88	\$0.00
S155	STRYKER-Sales Corp	WELLS FARGO OP	28177	8/14/2023	\$9,781.70
36516	9204348177	Procure service contract			\$9,781.70
	Type Account	Description		Debit	Credit
	PURCH 0-000-2227-000	Equipment Service/Maintenance		\$9,781.70	\$0.00
S213	SCOTTS PPE RECON	WELLS FARGO OP	28178	8/14/2023	\$6,639.36
36514	38920	Turnout repairs			\$6,639.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2228-000	Turnout Clothing Maint.		\$6,639.36	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	28179	8/14/2023	\$90.17
36513	INV01191644	Driver monitoring			\$90.17
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$90.17	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	28180	8/14/2023	\$340.64
36518	71891114	Various hardware			\$340.64
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$340.64	\$0.00
T150	T-Mobile	WELLS FARGO OP	28181	8/14/2023	\$444.91
36517	36517	Monthly billing			\$444.91
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$444.91	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28182	8/14/2023	\$12,315.24
36519	36519	Monthly billing			\$12,315.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$495.00	\$0.00
	PURCH 0-000-2039-000	Business/Conference		\$13.50	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$735.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2055-000		Safety Awards & Recognition	\$1,000.00	\$0.00
	PURCH 0-000-2056-000		Software Subscriptions	\$443.85	\$0.00
	PURCH 0-000-2120-000		Cleaning/Maintenance Supplies	\$650.07	\$0.00
	PURCH 0-000-2123-000		Fire Prevention Supplies & Educatio	\$2,163.23	\$0.00
	PURCH 0-000-2124-000		Fuel & Oil	\$78.18	\$0.00
	PURCH 0-000-2124-001		Station 17 Fuel	\$1,268.42	\$0.00
	PURCH 0-000-2127-000		Medical Supplies	\$37.95	\$0.00
	PURCH 0-000-2132-000		Storage	\$2,592.00	\$0.00
	PURCH 0-000-2133-000		Uniform Supplies	\$66.95	\$0.00
	PURCH 0-000-2135-000		Misc. Firefighting Equip/Supplies	\$24.61	\$0.00
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$392.75	\$0.00
	PURCH 0-000-2222-207		2003 F/P Enclosed Trailer-Arson Tra	\$16.13	\$0.00
	PURCH 0-000-2222-508		2017 Ford E450 Medix Type III	\$34.65	\$0.00
	PURCH 0-000-2222-814		2005 Spartan Hi-Tech Type One Engin	\$21.43	\$0.00
	PURCH 0-000-2225-000		Station Maintenance	\$809.14	\$0.00
	PURCH 0-000-2225-001		6900 Eureka Road	\$322.09	\$0.00
	PURCH 0-000-2225-005		3505 Auburn Folsom Road	\$144.84	\$0.00
	PURCH 0-000-2225-005		3505 Auburn Folsom Road	\$45.75	\$0.00
	PURCH 0-000-2225-016		5300 Olive Ranch Road	\$935.00	\$0.00
	PURCH 0-000-2225-028		5840 Horseshoe Bar Rd	\$24.70	\$0.00
W118 36520	WINDUSTRIAL 260451-01	WELLS FARGO OP	28183 Plumblng fittings	8/14/2023	\$25.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$25.50	\$0.00
A241 36532	American Capital Ent., Inc. SPF111	WELLS FARGO OP	28184 Ambulance refund	8/24/2023	\$776.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$776.41	\$0.00
B138 36538	BURTONS FIRE APPARATUS S61617	WELLS FARGO OP	28185 Primer pump	8/24/2023	\$1,241.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	2008 Ford F550 4x4 Westmark Type 4		\$1,241.78	\$0.00
B147 36533	BART INDUSTRIES 5382-702506	WELLS FARGO OP	28186 Flasher relay	8/24/2023	\$1,077.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$16.65	\$0.00
36534	6091-526380	Group 65 batteries		\$493.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$493.04	\$0.00
36535	6091-526381	Group 65 batteries		\$493.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$493.04	\$0.00
36536	6091-528223	Windshield repair kit		\$75.02	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$75.02	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B206 36537	Borshch, Ruvim 36537	WELLS FARGO OP	28187	8/24/2023	\$1,080.35
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Fire mechanic academy Education/Training		\$1,080.35	\$0.00
D101 36541	DAWSON OIL 665013	WELLS FARGO OP	28188	8/24/2023	\$3,742.98
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel Fuel & Oil		\$1,200.53	\$0.00
36542	665014	Fuel		\$2,542.45	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$2,542.45	\$0.00
D149 36543	Derotic LLC NO-3699	WELLS FARGO OP	28189	8/24/2023	\$119.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-025	Radio remote head faceplates Ford Expedition Replacing 012		\$119.82	\$0.00
D163 36544	Doepel, Bryan 36544	WELLS FARGO OP	28190	8/24/2023	\$459.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Driver Operator 1A Education/Training		\$248.50	\$0.00
36545	36545	Driver Operator 1B		\$210.50	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$210.50	\$0.00
G110 36548	GRAINGER, W.W. 9791509756	WELLS FARGO OP	28191	8/24/2023	\$64.83
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Diesel fuel biocide Fuel & Oil		\$64.83	\$0.00
G204 36546	Golden State Emergency Vehicle CI039846	WELLS FARGO OP	28192	8/24/2023	\$1,651.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-829	Marker light and fender crow 2022 Pierce Freightlines		\$698.81	\$0.00
36547	CI040790	Mirror		\$953.07	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$953.07	\$0.00
I137 36549	ImageTrend, Inc 144544	WELLS FARGO OP	28193	8/24/2023	\$2,652.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Staffing integration license Software Subscriptions		\$2,652.25	\$0.00
J128 36550	JRB Pest and Sanitation 67437	WELLS FARGO OP	28194	8/24/2023	\$130.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	Monthly billing 6900 Eureka Road		\$130.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
K132 36551	Kronos Inc 12113894	WELLS FARGO OP	28195	8/24/2023	\$3,357.92
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	TeleStaff annual license		\$3,357.92	\$0.00
		Software Subscriptions		\$3,357.92	\$0.00
L107 36552	LIFE ASSIST 1352899	WELLS FARGO OP	28196	8/24/2023	\$7,464.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Various supplies		\$5,024.58	\$0.00
		Medical Supplies		\$5,024.58	\$0.00
36553	1353213	Medications			\$50.89
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$50.89	\$0.00
36554	1354339	Medication			\$82.60
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$82.60	\$0.00
36555	1355441	Various supplies			\$2,305.93
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,305.93	\$0.00
N226 36556	NETWORK DESIGN ASSOC 88859	WELLS FARGO OP	28197	8/24/2023	\$1,364.27
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Monthly IT maintenance		\$520.00	\$0.00
		Software Support		\$520.00	\$0.00
36557	88995	Monthly software subscriptio			\$844.27
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$844.27	\$0.00
P218 36558	Preferred Alliance Inc 0188296-IN	WELLS FARGO OP	28198	8/24/2023	\$120.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Non-random tests		\$120.00	\$0.00
		Pre-Employment Physicals/Background		\$120.00	\$0.00
R153 36559	ROCKLIN HYDRAULICS 00040506	WELLS FARGO OP	28199	8/24/2023	\$382.21
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-812	Cab tilt rams		\$382.21	\$0.00
		2001 Weststaes Pumper Engine OES 2		\$382.21	\$0.00
S146 36560	SIGNS ON TIME 68810	WELLS FARGO OP	28200	8/24/2023	\$125.53
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Hose bed banners		\$125.53	\$0.00
		Automotive Repairs/Supplies		\$125.53	\$0.00
S282 36539	Consolidated Communications In 36539	WELLS FARGO OP	28201	8/24/2023	\$2,406.51
	Type Account	Description		Debit	Credit
		Monthly billing		\$131.84	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount	
Voucher Number	Invoice Number	Original Voucher Amount				
	PURCH 0-000-2037-000	Telephone		8/24/2023	\$131.84	\$0.00
36540	36540	Monthly billing			\$2,274.67	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$1,685.12		\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$200.86		\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$43.23		\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$177.73		\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$167.73		\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	28202	8/24/2023		\$337.63
36562	71887177	Various hardware			\$337.63	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$337.63		\$0.00
T147	The Permanente Medical Group I	WELLS FARGO OP	28203	8/24/2023		\$2,612.00
36561	36561	New hire physicals			\$2,612.00	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$2,612.00		\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28204	8/24/2023		\$2,022.23
36563	36563	July statement -2nd payment			\$2,022.23	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$27.10		\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$135.94		\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$126.95		\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$95.62		\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$139.85		\$0.00
	PURCH 0-000-2037-028	Station 28		\$210.54		\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$54.98		\$0.00
	PURCH 0-000-2221-000	Radio Repair		\$954.54		\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$105.03		\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$171.68		\$0.00
W121	WITTMAN ENTERPRISES, LLC	WELLS FARGO OP	28205	8/24/2023		\$7,676.93
36564	2307046	July services			\$7,676.93	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$7,676.93		\$0.00
X001	Xerox Financial Services	WELLS FARGO OP	28206	8/24/2023		\$2,550.99
36565	4706314	Copier & DocuWare lease			\$2,550.99	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,550.99		\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP	28207	9/6/2023		\$535.18
36585	66764-1	Turnout boots			\$535.18	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$535.18		\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	28208	9/6/2023		\$22.99
36586	138824	Tire repair			\$22.99	
	Type Account	Description		Debit		Credit
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III		\$22.99		\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B138 36589	BURTONS FIRE APPARATUS S61720	WELLS FARGO OP	28209	9/6/2023	\$1,091.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-900	Onboard battery charger		\$1,091.41	\$0.00
		1985 GMC Water Tender WT17			
B147 36609	BART INDUSTRIES 6091-528759	WELLS FARGO OP	28210	9/6/2023	\$904.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Blue DEF		\$267.42	\$0.00
		Automotive Repairs/Supplies		\$114.42	\$0.00
36610	6091-530225	Front brake pads and rotors		\$790.36	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$790.36	\$0.00
B194 36588	Brookcrest By Culligan Water 36588	WELLS FARGO OP	28211	9/6/2023	\$181.70
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Monthly billing		\$181.70	\$0.00
		Food/Drink-Incident Supplies		\$181.70	\$0.00
B208 36587	Barkl, Aaron 30167	WELLS FARGO OP	28212	9/6/2023	\$130.71
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance refund		\$130.71	\$0.00
		Ambulance Billing Services		\$130.71	\$0.00
D101 36590	DAWSON OIL 665246	WELLS FARGO OP	28213	9/6/2023	\$5,353.30
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 fuel		\$1,605.21	\$0.00
		Station 17 Fuel		\$1,605.21	\$0.00
36591	665634	Station 19 fuel		\$1,865.19	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,865.19	\$0.00
36592	665635	Station 17 fuel		\$1,882.90	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,882.90	\$0.00
D162 36594	DR Associates International 8710	WELLS FARGO OP	28214	9/6/2023	\$185.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Background check		\$185.00	\$0.00
		Pre-Employment Physicals/Background		\$185.00	\$0.00
F109 36597	FOLSOM LAKE FORD 759648	WELLS FARGO OP	28215	9/6/2023	\$81.98
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-025	Battery		\$231.49	\$0.00
		Ford Expedition Replacing 012		\$81.98	\$0.00
F173	Fire Plan Review, Inc.	WELLS FARGO OP	28216	9/6/2023	\$2,069.25

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36595	1101	August plan review services	\$2,069.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$2,069.25	\$0.00
F175	Fire Risk Management Services	WELLS FARGO OP	28217	9/6/2023	\$187,817.00
36598	FRMS-2023-0146	Qtrly contribution , FY 23-2	\$187,817.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1315-000	Workmans Comp. Insurance		\$187,817.00	\$0.00
J128	JRB Pest and Sanitation	WELLS FARGO OP	28218	9/6/2023	\$180.00
36599	68083	Monthly billing, Sta 16	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$90.00	\$0.00
36600	68084	Monthly billing, Sta 19	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$90.00	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	28219	9/6/2023	\$1,422.71
36601	1358156	Various supplies	\$1,399.97		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,399.97	\$0.00
36602	1358663	Medi-Trace electrodes	\$22.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$22.74	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	28220	9/6/2023	\$180.80
36603	519775841	Weekly billing	\$36.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36604	519818680	Weekly billing	\$36.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36605	519861202	Weekly billing	\$36.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36606	519904280	Weekly billing	\$36.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36607	519947104	Weekly billing	\$36.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
P111	PG & E	WELLS FARGO OP	28221	9/6/2023	\$6,377.81

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36611	36611	Monthly billing			\$6,377.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$1,917.54	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$991.49	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$882.62	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$38.22	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,457.23	\$0.00
	PURCH 0-000-2027-028	Station 28		\$1,054.48	\$0.00
	PURCH 0-000-2027-029	Station 29		\$36.23	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	28222	9/6/2023	\$167.79
36612	34058807	Label tape, markers, paper			\$167.79
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$167.79	\$0.00
S130	SIERRA SAFETY COMPANY	WELLS FARGO OP	28223	9/6/2023	\$133.64
36616	IN112905	Address signs			\$66.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$66.82	\$0.00
36617	IN112906	Address signs			\$66.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$66.82	\$0.00
S142	SCI Consulting Group	WELLS FARGO OP	28224	9/6/2023	\$14,232.54
36613	SBS10893	Meas A Parcel Tax Admin 23/2			\$2,650.54
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,650.54	\$0.00
36614	SBS10894	Loomis Ben Assmt Admin 23/24			\$7,640.67
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$7,640.67	\$0.00
36615	SBS10895	Loomis Parcel Tax Admin 23/2			\$3,941.33
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$3,941.33	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	28225	9/6/2023	\$289.97
36618	71895775	Hardware shop supplies			\$289.97
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$289.97	\$0.00
T150	T-Mobile	WELLS FARGO OP	28226	9/6/2023	\$453.48
36619	36619	Monthly billing			\$453.48
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$453.48	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28227	9/6/2023	\$10,493.41
36620	36620	Monthly billing			\$10,493.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2039-001	Admin. Conference & Seminars		\$94.50	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$210.42	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2045-000		Pre-Employment Physicals/Background	\$117.85	\$0.00
	PURCH 0-000-2055-000		Safety Awards & Recognition	\$597.36	\$0.00
	PURCH 0-000-2056-000		Software Subscriptions	\$299.85	\$0.00
	PURCH 0-000-2120-000		Cleaning/Maintenance Supplies	\$707.73	\$0.00
	PURCH 0-000-2124-000		Fuel & Oil	\$90.00	\$0.00
	PURCH 0-000-2133-000		Uniform Supplies	\$96.20	\$0.00
	PURCH 0-000-2135-000		Misc. Firefighting Equip/Supplies	\$955.19	\$0.00
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$1,077.40	\$0.00
	PURCH 0-000-2222-021		2017 Ford F250 XL	\$141.54	\$0.00
	PURCH 0-000-2222-025		Ford Expedition Replacing 012	\$175.71	\$0.00
	PURCH 0-000-2222-605		1998 Ford Grass	\$71.63	\$0.00
	PURCH 0-000-2222-812		2001 Weststaes Pumper Engine OES 2	\$806.26	\$0.00
	PURCH 0-000-2225-000		Station Maintenance	\$730.00	\$0.00
	PURCH 0-000-2225-001		6900 Eureka Road	\$155.39	\$0.00
	PURCH 0-000-2225-003		7070 Auburn Folsom Road	\$2,845.00	\$0.00
	PURCH 0-000-2225-005		3505 Auburn Folsom Road	\$133.18	\$0.00
	PURCH 0-000-2225-006		4650 East Roseville Parkway	\$710.00	\$0.00
	PURCH 0-000-2225-016		5300 Olive Ranch Road	\$458.20	\$0.00
	PURCH 0-000-2523-000		Printing/Outside Services	\$20.00	\$0.00
W103 36621	VALLEY POWER SYSTEMS NORTH, IN J37583	WELLS FARGO OP	28228	9/6/2023	\$46.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	DEF injector gasket		\$46.07	\$0.00
		2018 Pierece Engine 18		\$46.07	\$0.00
W136 36593	WESTERN TRUCK PARTS 080P289945	WELLS FARGO OP	28229	9/6/2023	\$114.96
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-818	Turbo shut-off O rings		\$114.96	\$0.00
		2004 Spartan HiTec		\$114.96	\$0.00
W192 36622	Williams, Ronald 565274	WELLS FARGO OP	28230	9/6/2023	\$116.58
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance refund		\$116.58	\$0.00
		Ambulance Billing Services		\$116.58	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends review and approval 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 approval:

Impact: Policy update.

1. Chapter 6 – Training
 - a. 602 – Emergency Action Plan and Fire Prevention Plan Training
 - b. 605 – Hearing Conservation and Noise Control Training
 - c. 606 - Heat Illness Prevention Training
 - d. 607 - National Incident Management System (NIMS) Training
 - e. 610 - Wild Fire Shelter Deployment Training
 - f. 611 – Training Records
 - g. 614 – Live Fire Training
2. Chapter 8 – Records Management
 - a. 800 – Records Management
 - b. 801 – Release of Records
 - c. 802 – Subpoenas
 - d. 803 – Patient Medical Record Security and Privacy
3. Chapter 11 – Facility
 - a. 1102 – Waste Water Discharge
 - b. 1105 – District Use of Fire Detection and Suppression Systems
 - c. 1106 – Fire Station Living
 - d. 1107 – Fuel Level Reporting

Attachments: Proposed policies:

Mark Duerr
Fire Chief
South Placer Fire Protection District

Chapter 6 - Training

Emergency Action Plan and Fire Prevention Plan Training

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the South Placer Fire District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with California regulations for all South Placer Fire District facilities (8 CCR 3220; 8 CCR 3221).

602.2 POLICY

It is the policy of the South Placer Fire District to provide training to all members regarding the EAP and FPP.

602.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to (8 CCR 3220; 8 CCR 3221):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

602.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.

South Placer Fire District

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Emergency Action Plan and Fire Prevention Plan Training

- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hearing Conservation and Noise Control Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Conservation and Noise Control Training for members exposed to noise above levels predetermined by state code (8 CCR 5097).

605.2 POLICY

It is the policy of the South Placer Fire District to promote member health and safety by establishing Hearing Conservation and Noise Control Training and requiring member participation. The Hearing Conservation Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (8 CCR 5097).

605.3 PROCEDURES

The following procedures shall comprise the Hearing Conservation and Noise Control Training for the South Placer Fire District (8 CCR 5097). The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Fire captains shall be responsible for ensuring that members attend scheduled testing and training.

605.3.1 NOISE EXPOSURE LIMITS

The South Placer Fire District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 8 CCR 5096(b) Permissible Noise Exposure [Table N-1](#) when measured on the A-scale of a standard sound level meter at slow response. Feasible engineering or administrative controls shall be utilized for known sound levels exceeding those of the table (8 CCR 5096).

605.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (8 CCR 5098).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

605.3.3 HEARING PROTECTOR ATTENUATION

The South Placer Fire District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in 8 CCR 5098 [Appendix E](#). The District will provide more effective hearing protectors where necessary (8 CCR 5098(b)).

Hearing Conservation and Noise Control Training

605.3.4 MONITORING

The South Placer Fire District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (8 CCR 5097(b)).

605.3.5 AUDIOMETRIC TESTING PROGRAM

The South Placer Fire District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 8 CCR 5096(b) Permissible Noise Exposure Table N-1. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (8 CCR 5097(c)).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (8 CCR 5097(d)).

All audiometric testing shall be conducted by licensed or certified medical professionals in compliance with state testing requirements (8 CCR 5097(c)(3) and 8 CCR 5097(e)).

605.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all Hearing Conservation Program training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Copies of baseline and annual audiometric testing and evaluation documents

The Training Officer shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (8 CCR 3395).

606.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 3395(b)):

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

606.2 POLICY

It is the policy of the South Placer Fire District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (8 CCR 3395(h)).

606.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include (8 CCR 3395(f); 8 CCR 3395(h)):

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to 4 cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The concept and importance of acclimatization.
- (e) The different types of heat illness, the common signs and symptoms of heat illness and the possibility that heat illness may progress quickly from mild to serious or life-threatening.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

Heat Illness Prevention Training

- (g) The district's procedures for responding to symptoms of possible heat illness, including how first aid or Emergency Medical Services (EMS) will be provided if necessary.
- (h) The district's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.
- (j) The member's right to follow the district's procedures without retaliation.

606.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (8 CCR 3395(h)(2)):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) How to monitor weather reports and respond to hot weather advisories

Supervisors shall be responsible for observing members for alertness and signs or symptoms of heat illness and reminding members throughout the work shift to drink plenty of water. New members should be closely supervised by a supervisor or the authorized designee for the first 14 days of work (8 CCR 3395(g)).

606.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

National Incident Management System (NIMS) Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

607.2 POLICY

It is the policy of the South Placer Fire District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All South Placer Fire District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

607.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200. and ICS-300 Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400:Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

National Incident Management System (NIMS) Training

607.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Wildland Fire Shelter Deployment Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

610.2 POLICY

It is the policy of the South Placer Fire District to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

610.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 “[The New Generation Fire Shelter](#)”
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.

Wildland Fire Shelter Deployment Training

5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

Training Records

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

611.2 POLICY

It is the policy of the South Placer Fire District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

611.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All NIMS, ICS, SEMS and NIMS-compliant incident management system courses.

Training Records

- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on district-established records retention schedules.

611.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, OSHA regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

611.5 INDIVIDUAL TRAINING RECORDS

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

Training Records

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Office of Emergency Services certifications (OES) and State of California pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

611.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the South Placer Fire District.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their South Placer Fire District training file.

611.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former South Placer Fire District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting

South Placer Fire District

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Training Records

that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the South Placer Fire District to release copies to the named third party.

Live Fire Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

614.2 POLICY

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

614.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

614.4 TRAININGMANAGER RESPONSIBILITIES

The [trainingManager] shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Training Division Division Chief is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements.
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
 1. In no event shall there be fewer than four instructors.
 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements
 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II.
 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I.

Live Fire Training

- (j) Ensuring all injuries sustained during live-fire training are documented.

614.5 SAFETY OFFICER

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

614.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

614.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos-containing materials).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.).

Live Fire Training

614.8 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the [Department_Agency] should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Documentation of injuries sustained during training exercises.

The Training Officers should maintain the training records in accordance with established records retention schedules.

Chapter 8 - Records management

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

800.2 POLICY

It is the policy of the South Placer Fire District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the California Secretary of State Local Government Records Management Guidelines.
- (b) Identify what records the District has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the district's records retention schedule, including:
 1. Preparing any amendments to the schedule and obtaining the necessary approvals for the amendments.
 2. Coordinating with the District district clerk to ensure all district records are properly classified and that the retention periods are appropriate for each document.
 3. Maintaining a current version of the district's records retention schedule and making it available to members for reference.
- (d) Coordinate the placement of inactive records in storage, including:
 1. Maintaining a storage inventory.
 2. Providing an annual reminder to Division Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 2. Providing a list to Division Chiefs and section managers of records eligible to be destroyed.
 3. Obtaining any required approvals for the destruction of eligible records.

Records Management

4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the subpoenas, the Release of Records and Public Records Act, and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records (Government Code § 7922.525; Government Code § 7922.530) This includes:
 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 2. Maintaining a schedule of fees for public records as allowed by law.
- (j) Determine how the district website may be used to post public records in accordance with Government Code § 7922.545.
- (k) Ensure that public records posted on the district website meet the requirements of Government Code § 7922.680, including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
- (l) Ensure that a list and description, when applicable, of enterprise systems (as defined by Government Code § 7922.700) is publicly available upon request and posted in a prominent location on the district website (Government Code § 7922.710; Government Code § 7922.720).

800.4 MEMBERS' RESPONSIBILITY

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

800.5 SUPERVISORS' RESPONSIBILITIES

Supervisors at fire stations are responsible for the management of records at the fire station level. The supervisors shall ensure that all records at the fire stations are retained in accordance with this policy.

800.6 TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate district members.

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

It is the policy of South Placer Fire District that records not exempt from disclosure by state or federal law will be open for public inspection with the least possible delay and expense to the requesting party (Government Code § 7920.000 et seq.).

801.3 INSPECTING PUBLIC RECORDS

Public records are generally open to inspection during regular business hours.

Records that in part or whole are exempt from disclosure or require redaction will not be provided for inspection. Upon written request, a redacted copy of the record may be produced as provided in this policy.

801.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this district by submitting a written and signed request for each record sought and paying any associated fees (Government Code § 7922.530).

- (a) All requests for records shall be forwarded to the South Placer Fire District Custodian of Records for review and disposition. Information in the request should include:
 1. A statement that information is being requested under the California Public Records Act.
 2. A clear and specific description of the record being requested, including, if possible, dates, subjects, titles, or authors of the documents requested.
 3. If requesting a waiver of fees, a description of why the requestor believes a waiver is in the public interest.
 4. Requestor contact information, including name, address, phone, and e-mail.
 5. Any accommodation needed under the Americans with Disabilities Act.
- (b) The processing of requests is subject to the following limitations (Government Code § 7922.530; Government Code § 7922.535):
 1. All requests should be date stamped upon receipt and logged on the Public Records Act request log.
 2. The Custodian of Records or the authorized designee shall determine if the requested record is available and, if so, whether the record is exempt from disclosure.

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- (a) Either the requested record or the reason for nondisclosure will be provided promptly but no later than 10 days from the date of request, unless unusual circumstances preclude doing so.
 - (b) If more time is needed, an extension of up to 14 additional days may be authorized by the Fire Chief or the authorized designee.
 - (c) If an extension is authorized, the Custodian of Records shall provide written notice of the extension to the requesting party.
3. The District is not required to create records that do not otherwise exist in order to accommodate a request for information or records.
- 4.
5. If the record requested is available on the district website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be provided promptly.
- 6.
7. Released records shall be logged on the Public Records Act request log.

801.5 RECORDS IN ELECTRONIC FORMAT

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies. The District may not provide the records only in electronic format unless specifically asked by the requestor (Government Code § 7922.570; Government Code § 7922.580).

801.6 FEES

A copy of a requested public record not exempt from disclosure shall be made available upon payment of fees established by the South Placer Fire District governing body (Government Code § 7922.530).

The Custodian of Records may exercise discretion to waive all or part of the fee if the requestor demonstrates that a waiver is in the public interest.

801.6.1 FEES FOR RECORDS IN ELECTRONIC FORMAT

The requestor shall bear the direct costs of duplication to produce a copy of a record in an electronic format and shall also bear the programming costs involved to construct a record and any computer services necessary if the request for electronic records is either (Government Code § 7922.575):

- (a) For a record that is produced only at specific scheduled intervals.
- (b) For a record that requires data compilation, extraction, or programming.

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801.7 RELEASE RESTRICTIONS

In balancing the public's right to access public records, the statutory individual right of privacy and the need for the South Placer Fire District to be able to efficiently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure. A complete list of statutory exemptions is found in the California Public Records Act. Absent a valid court order or other statutory authority, the Public Records Act exempts certain records from disclosure in whole or part. Those pertaining to the South Placer Fire District include but are not limited to the following (Government Code § 7920.000 et seq.):

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the South Placer Fire District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure. If a draft contains facts and recommendations, the facts must be disclosed but the recommendations may be withheld.
- (b) Records pertaining to pending litigation to which the South Placer Fire District is a party or to claims made, but only until such litigation or claim has been finally adjudicated or otherwise settled. The complaint, claim, records filed in court, records that pre-date the suit, reports about projects or activities that ended in litigation, and settlement records are subject to disclosure.
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
 - 1. Home addresses, home telephone numbers, personal cellular telephone numbers, and birth dates of members are exempt from disclosure except in certain circumstances as provided in Government Code § 7927.700.
- (d) Records of complaints to or investigations conducted by the South Placer Fire District for law enforcement purposes.
- (e) Attorney-client discussions are confidential.
- (f) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations.
- (g) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the South Placer Fire District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed.
- (h) Records whose disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (i) Records that relate to archeological site information.

The South Placer Fire District retains the discretion to claim an exemption from public disclosure for any record that does not qualify for a specific exemption under the Public Records Act when the South Placer Fire District determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

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Records subject to exemption may nevertheless be made available for inspection if waiving the exemption will serve the public interest, as determined by the South Placer Fire District on a case-by-case basis. However, the South Placer Fire District's determination to disclose a record, which may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records (Government Code § 7921.505).

When the Custodian of Records determines that a record is exempt and disclosure should be denied, the Custodian of Records should contact legal counsel for the District for further guidance. If legal counsel concurs with denying disclosure of the record, the Custodian of Records shall log the denial on the Public Records Act request log and provide a summary of the denial, in writing, to the Fire Chief.

801.8 RELEASED RECORDS TO BE MARKED

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.

Subpoenas

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Subpoena - A time-sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

Subpoena duces tecum - A time-sensitive court order requiring a person to produce specific documents or evidence in court.

Subpoena/Summons Request (SSR) log - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

802.2 POLICY

It is the policy of the South Placer Fire District to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

802.3 PROCEDURE

All subpoenas should be directed to the [Deputy Chief](#) ~~Custodian of Records~~ or the authorized designee.

802.3.1 CUSTODIAN OF RECORDS

The [Deputy Chief or Business Manager shall act as the](#) Custodian of Records and any authorized designees should receive training in the proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for district records.

If the Custodian of Records determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the District.

802.3.2 SUBPOENAS FOR RECORDS

Subpoenas for records shall be date-stamped and logged on the subpoena/summons request (SSR) log.

The Custodian of Records will consult with the ~~district~~[District Counsel](#) ~~privacy officer~~ regarding any request for medical records. The Custodian of Records or the authorized designee will only

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produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

A Declaration of Records shall be prepared, signed, copied, and attached to the records provided in response to a subpoena (Evidence Code § 1271; Evidence Code § 1561). The Custodian of Records shall make reasonable efforts to produce the requested records or provide a response noting the lack of records by the date specified in the subpoena.

The District is entitled to recoup any reasonable costs incurred in producing business records in response to a subpoena duces tecum. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment when subpoenaed records are delivered.

802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

Upon receipt of a civil subpoena for a deposition or notice to appear, the Custodian of Records shall date-stamp and log the subpoena on the SSR log.

The Custodian of Records shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the statutory fee of \$275 for each day the member's appearance is required pursuant to the subpoena (Government Code § 68097.2).

Members shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with the judicial process. If a member is unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

[Once notified of a subpoena, the Battalion Chief shall notify the Deputy Chief of the details \(date, time, location, etc\) of the subpoena.](#)

Members who are deposed will request a copy of the transcript.

802.3.4 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

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802.3.5 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief who will then notify the Deputy Chief of their appearance. The Deputy Chief ~~- and will~~ contact District legal counsel if they have any questions.

802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

802.3.7 WORKER'S COMPENSATION

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Personnel / Human Resources and/or the risk manager.

802.4 RESPONSIBILITIES

802.4.1 MEMBERS

Members subpoenaed to appear in court for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time, and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain related reports or information.
- (d) Notify their supervisor of the subpoena.
- (e) Under direction from the Deputy Chief, Contact counsel for the District for any necessary guidance.

Employees subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees for an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their company officer to ensure the minimization of any appearances requiring overtime payment.

Employees subpoenaed to testify about non-work-related matters shall be permitted to take time off but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave, or compensatory time off when they will be away from work.

Members appearing in court or for court-related functions such as depositions shall appear in uniform or conservative business attire for court or other judicial proceedings.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

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802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify, or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county, or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify their supervisor. The supervisor shall notify the Fire Chief and the , prosecuting attorney in a criminal case, ~~and the 's legal counsel~~, as may be indicated by the case.

(a) This requirement includes:

1. Providing testimony or information for the defense in any criminal trial or proceeding.
2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county, or their officers, agents, or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county, or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons and complaint related to district business, the member shall document the date, time, and manner of receipt, promptly notify their supervisor, and under direction and approval from the Deputy Chief , contact legal counsel for the District.

802.7 JURY DUTY

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

Each employee shall pay the District the amount received as juror fees but shall retain any fees received for mileage reimbursement.

The member should obtain a jury duty excuse form from the court and present the document to his/her supervisor upon returning to work.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- California Confidentiality of Medical Information Act (CMIA) (Civil Code § 56 et seq.)
- Health and Safety Code § 1797.220
- Health and Safety Code § 1798

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers

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- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the District to reasonably safeguard PHI and comply with the HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate the HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512; Welfare and Institutions Code § 5328(24)).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.

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- (b) Resolve complaints under the HIPAA.
- (c) Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Pre-Hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at South Placer Fire District facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by

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the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, and meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.
- (c) Verbal discussions.

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- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability, while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the district's use to carry out treatment, payment, or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for workers' compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested.
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by one of the following:
 1. A qualified protective order.

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2. A notice to consumer (Code of Civil Procedure § 1985.3) or a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested.
 - (a) No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If a notice to consumer is not provided, the declaration must establish that:
 1. The requesting party has made a good faith effort to provide written notice to the individual.
 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
 3. The time for the individual to raise objections to the court or tribunal has elapsed.
 4. No objections were filed or all objections have been resolved.
 - (b) In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both (45 CFR 164.512(e)(1)(v)):
 1. Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 2. Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena, or summons, a grand jury subpoena, or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)(2)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor

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5. The character and extent of injuries
6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

Chapter 11 - Facility

Waste Water Discharge

1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

1102.2 POLICY

It is the policy of the South Placer Fire District to adhere to the regulations established by the state Regional Water Quality Board for this region.

1102.3 NON-EMERGENCY ACTIVITIES

1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. When discharge into the storm water system is unavoidable (i.e. equipment failures), the following measures should be implemented to minimize the impact to water quality:

- Fire training should be conducted, where feasible, in facilities where run-off controls that protect the storm drain system have been engineered and built into the facility.
- Direct water flows to landscape or greenbelt areas whenever possible.
- When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- Use fog streams for short durations.
- Use lower gallon per minute nozzle settings.
- Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the run-off and discharge to the sanitary sewer after a de-foaming agent has been applied.

1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.
- Limit the use of all cleaning agents and when feasible, use only water.

Waste Water Discharge

- Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- Direct water flows to landscape or green areas or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- Use self-contained water recycling systems.
- Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

1102.3.3 VEHICLE FUELING

The following measures should be taken to reduce the impact to storm water:

- ~~As reasonable, t~~ The fueling area should be protected from storm water. ~~by installing a canopy.~~
- Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
- Keep perimeter drains clear of debris at all times.
- If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.
- Use a dead-end sump to collect spills or install an oil-water separator.
- Utilize vapor recovery nozzles to help control drips as well as air pollution.
- Maintain a spill control kit at the refueling site.
- When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
 - Avoid fueling during rain conditions in fuel areas that do not have a canopy.
 - When necessary to refuel during rain conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.
 - Avoid topping-off fuel tanks.
 - Use absorbent material on small spills and for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose as hazardous waste.
 - Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

Waste Water Discharge

1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- Consider the use of biodegradable cleaning agents.

1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.
- Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.
- Provide spill kits at the work site and use them for cleaning when appropriate. Dispose of spilled material in accordance with applicable regulations. See applicable

Waste Water Discharge

regulations listed by the California Environmental Protection Agency (Cal/EPA) at [website](#).

- Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- There should be a canopy or roof over solid waste and hazardous materials storage areas.
- There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

1102.4 EMERGENCY ACTIVITIES

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

1102.4.1 TRAUMA SCENE CLEANUP

Trauma scene wastes (e.g., blood and human tissue) may be generated at various types of crime, collision or accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

1102.4.2 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander should determine whether there are sufficient resources for the cleanup of trauma scene waste on public property (e.g., personnel trained to deal with bloodborne pathogens).

When a scene requires decontamination and cleanup beyond the capability of on-scene emergency responders, a registered Trauma Scene Waste Management Practitioner (TSWMP) is necessary. These practitioners are registered with the Department of Public Health (DPH) and will conduct cleanup operations in accordance with the Medical Waste Management Act (Health and Safety Code § 118321 et seq.). A list of practitioners can be obtained from the DPH [website](#).

- Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and

Waste Water Discharge

procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.

- Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
- The Sheriff/Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Sheriff/Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- Human tissue, body parts or blood/body fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- Sharps waste shall be disposed of in a rigid sharps container. The sealed container shall be disposed of in an appropriate manner in compliance with the Medical Waste Management Act.
- The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.
- For incidents on freeways, coordination should occur with the California Highway Patrol regarding the potential use of California Department of Transportation (CALTRANS) for cleanup of trauma scene waste.
- When a TSWMP is called to a scene, South Placer Fire District members are responsible for staying on-scene until the TSWMP arrives. Only in highly unusual life-threatening emergency situations shall a trauma cleanup scene be abandoned by members prior to the arrival of the TSWMP.
- Reasonable efforts should be made to protect the storm drain system when conducting cleanup of a trauma scene. Notifications regarding significant potential impacts to the storm drain system and additional information and guidance may be obtained 24 hours a day by contacting the county.

1102.4.3 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

South Placer Fire District members may decontaminate and then wash down small amounts of human blood/body fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.

- Members shall wear PPEs to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.

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- Members shall apply disinfectant to the liquid bio-waste (foam may develop) and let it sit for a minimum of 10 minutes.
- After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- In non-emergency situations and when circumstances permit, members should also:
- Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
- If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
- Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

If the material requiring cleanup meets any of the following criteria, emergency responders shall call a TSWMP:

- The amount of liquid waste at the incident reasonably exceeds the ability to thoroughly disinfect it with one gallon of 10 percent chlorine disinfectant.
- The material requiring cleanup is human tissue or a body part and Sheriff/Coroner personnel will not be responding to the scene to remove the material because the incident did not involve a fatality.
- A TSWMP may be requested through dispatch when needed.
- When a TSWMP is called to a scene, South Placer Fire District members are responsible for staying on-scene until the TSWMP or other responsible agency (e.g., law enforcement, public works) arrives. In no case shall the scene be abandoned prior to the arrival of the TSWMP.

1102.4.4 CLEANUP OF TRAUMA SCENE WASTE ON PRIVATE PROPERTY

South Placer Fire District personnel should not clean up trauma scene waste on private property.

1102.4.5 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

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1102.4.6 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The county is the Certified Unified Program Agency (CUPA) with countywide responsibility for coordinating a response to hazardous material spills. The South Placer Fire District is a participating agency with specified responsibilities within the jurisdiction. The South Placer Fire District operates under a Hazardous Materials Area Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire district and law enforcement members shall respond to hazardous material releases according to response protocols established by each district under oversight of CUPA.

1102.4.7 NOTIFICATION OF SPILLS, RELEASES AND DISCHARGES

Spills, releases and discharges of pollutants shall be reported by the Incident Commander as required by all applicable state and federal laws. In addition, any such spills, releases and illegal discharges with the potential to endanger health, safety or the environment shall be reported by the Incident Commander to the county within 24 hours after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release or discharge.

District Use of Fire Detection and Suppression Systems

1105.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for district-sponsored functions.

1105.2 POLICY

It is the policy of the South Placer Fire District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. District members should also promote the use of space equipped with fire detection and suppression systems within the community.

1105.3 PROCEDURE

When reasonably practicable, the District should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for district-sponsored functions.

District members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the South Placer Fire District will upgrade to current standards any district-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on District business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Division Chief.

Fire Station Living

1106.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

1106.2 POLICY

It is the policy of the South Placer Fire District that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1106.3 PROCEDURE

Each company shall be assigned responsibility for a specific station area and should cooperate with other companies to ensure all duties are completed during a shift. [The daily work activities for each station can be found:](#)

- [Station 16 Standard Daily Work Activities-2022](#)
- [Station 17 Standard Daily Work Activities-2022](#)
- [Station 18 Standard Daily Work Activities-2022](#)
- [Station 20 Standard Daily Work Activities-2022](#)

All fire stations and equipment shall be inspected semi-annually by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep [District desks](#), [vehicles cars](#), beds, and lockers neat and clean. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained clean, orderly, and sanitary. Daily tasks to accomplish this shall include but are not limited to:
 1. Vacuuming.
 2. Sweeping and mopping floors.
 3. Dusting.
 4. Polishing.
 5. Cleaning restrooms.
 6. Cleaning apparatus bays.
- (a) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be

Fire Station Living

divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.

- (b) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 3. Maintaining cooking appliances and eating utensils in good working order.
 4. Cleaning kitchen hoods and vents monthly and ensuring the hood light is installed and functioning.
 5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
 7. Using [South Placer Fire District](#) ~~[department_agency]~~-provided fall protection systems or fall protection personal protective equipment when working above ground level (29 CFR § 1910.140; Labor Code § 142.3).
 8. Addressing hazards associated with walking-working surfaces (29 CFR 1910.21 et seq.; Labor Code § 142.3).

All members shall follow established policies and procedures regarding:

- Beginning and end of shift preparation, readiness, equipment inventory, and testing.
- ~~Meal plans for the shift.~~
- Shift change station cleanup.
- Sleeping quarter assignments.
- Permissible and restricted activities and hours.
- Use of technology and electronics on duty.

Any disputes shall be resolved by a supervisor.

Fuel Level Reporting

1107.1 PURPOSE

The purpose of this policy is to ensure adequate fuel inventory is maintained in the District at all times.

1107.2 POLICY

It is the Policy of the South Placer Fire District that fuel tanks will be checked and levels reported on a regular basis

1107.2.1 CHECKING FUEL LEVELS

- A. Stations equipped with stationary fuel tanks will check the tank levels every Wednesday morning by 0900 and send the readings via email to the Facilities manager and the Journeymen Mechanic.
 - 1. If the fuel level is less than 100 gallons, in addition to the weekly email, the employee will immediately call the shop and notify the personnel that the fuel level is low.

1107.2.2 RECORDING FUEL

- A. All fuel dispensed into vehicles or containers will be recorded via Vector Check-It.
- B. To log fuel:
 - 1. Log into Vector Check-IT on the apparatus mobile device (Phone or tablet)
 - 2. Click on the apparatus button at the bottom of the screen
 - 3. Locate the vehicle by District number and press the label
 - 4. In the Vehicle screen, find and press the Fuel Log button
 - 5. In the Fuel Log screen, press the Log Fuel button at the bottom of the screen
 - 6. In the Log Fuel Screen
 - (a) Make sure the date is correct
 - (b) Enter the vehicle's mileage or hours
 - (c) Enter the number of gallons in the Fill-up section
 - (d) Leave the price per gallon field empty
 - (e) Leave the Total Paid field empty
 - (f) Enter the Fuel Type - Diesel or Gasoline
 - (g) Enter the Location - Co 17 or Co 19
 - (h) Enter any notes and press done

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Placer County Grand Jury Report – South Placer Fire District: Fiscal Challenges and Station Closures.

Action Requested: Staff recommends final discussion and approval of response to the 2022/23 Grand Jury Report.

Background: The Grand Jury released its annual report on June 27th, 2023, with South Placer Fire District as one of the review items. The District is bound to respond to the report by October 1, 2023.

In FY 22/23, the Grand Jury chose to examine the District due to the failed benefit assessment and the actions taken since to reestablish a firm financial footing. The Report's findings include:

- F1: South Placer Fire District existing revenue streams are insufficient for the district to maintain their current level of operations.
- F2: South Placer Fire District Division 2 parcel assessment is insufficient for the division to maintain their current level of operations.
- F3: South Placer Fire District constituents seem unaware of the district's performance and operating needs.
- F4: Budget shortfalls will result in additional justification for reorganization of South Placer Fire District.

And the Grand Jurys recommendations include:

- R1: South Placer Fire District explore other revenue resources by September 20, 2023, to maintain their current level of operations.
- R2: South Placer Fire District Division 2 continue efforts to reintroduce a special assessment ballot measure, that will also adjust for inflation, by November 30, 2023.
- R3: South Placer Fire District increase constituents' awareness of district performance and operating costs by proactively advising the public through town hall meetings, newsletters, social media, email, and direct mail before the next special election date by November 30, 2023.

- R4: South Placer Fire District and the Local Agency Formation Commission reorganize and consolidate administrative and/or operational functions with neighboring districts by December 31, 2023.

Staff has prepared a draft response that has been reviewed by District legal counsel for your review and approval.

Impact: Unknown

Attachments: Final response to Grand Jury Report

Mark Duerr
Fire Chief

September 22, 2023

The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court
County of Placer
P.O. Box 619072
Roseville, CA 95661

RE: South Placer Fire District Fiscal Challenges and Station Closures

After carefully reviewing the findings and recommendations of the Placer County Grand Jury, we are pleased to submit the following responses to the Grand Jury's final report – South Placer Fire District, Fiscal Challenges, and Station Closures.

Findings

We agree with Findings F2 and F3.

We disagree wholly or partially with Findings F1 and F4.

F1. When the Grand Jury report was published, the District had already made significant changes, listed below, due to the failed benefit assessment. If the question in Finding One is based on the time of the benefit assessment process or pre-operational changes of September 2022, then the District agrees with the Finding. However, if, based on the time of publication, the District disagrees with the Finding based on the following:

After the District Benefit Assessment failed to gain majority support in July 2022, the District acted swiftly to address the budget imbalance. Revenues needed to be increased to maintain the current level of service in July 2022, which was the main point of the benefits assessment. In September 2022, the District reorganized its operations to deliver a service commensurate with its revenue. The necessary changes included:

- Closure of Station 19 at 7070 Auburn Folsom Road.
- Relocate District staff from an open station (Station 15 at 4650 East Roseville Parkway) to a formerly closed station (Station 16 at 5300 Olive Ranch Road) for better response times.
- Closure of a Truck company – an apparatus specializing in search and rescue, ventilation, and auto extrication because this equipment lacks sufficient firefighting capabilities for delivering water at a fire. District resources are spread too far to leave an area without fire suppression capabilities.
- Reduction in staff by six full-time equivalent positions through attrition.

- These six positions were the third firefighter on the engine companies at Station 15 (now 16) and Station 20.

It is the District's position that these changes were necessary to provide a service level consistent with revenues, and in making these changes, the District will be in a more stable financial position in the future.

F4. Further reorganization within the District is not out of the question; however, the Board and the District have worked diligently to manage and reduce expenses to mitigate the risks associated with fluctuating revenues and ever-increasing costs. The District has taken aggressive steps to increase its reserves to address possible downturns in revenue, and it has renegotiated labor contracts to decrease certain expenses. For instance, the new labor contracts now place the post-employment health care (OPEB) responsibility on the employee groups that benefit, reducing the District's overall OPEB liabilities by nearly \$300,000 per year.

These efforts enabled the District to position itself for long-term stability but only within its new service delivery model. Future reorganizations may still be required, and to prepare for this possibility, the District has partnered with LAFCO in 2023 to commission an independent third party to assess its operations and provide a Master Plan. This plan will provide much-needed data and insight into the District's financial position current operational deployment, and recommend future changes based on call volume, density, travel time, severity, and available resources.

Recommendations

Recommendations numbered R1 and R3 have been implemented.

R1: The Board established a committee to explore all possible revenue sources. The committee has regularly met with Board members, staff, labor, and the public to identify opportunities for increasing District revenue. To address the shortage of staff, the District applied for a FEMA Grant known as SAFER, which is a short-term solution. Additionally, a regional grant was submitted to replace outdated radio equipment. The committee recognizes that these are only temporary solutions and has been exploring long-term revenue options, such as seeking local, regional, state, and federal funding sources, reviewing current charges, making necessary adjustments, and considering another benefits assessment or Special Tax proposition.

R3: The District shares the same concern as the Grand Jury regarding increasing public awareness regarding the issues mentioned in the recommendation. To address this concern, the District is taking various measures such as strengthening its social media presence, organizing quarterly open houses, actively participating in community meetings and events, collaborating with local chambers of commerce, and reintroducing an annual report for public review.

Recommendations numbered R2, and R4 require further analysis. The further analysis will be completed by February 28, 2024.

R2: The District will need time to analyze whether a Proposition 218 benefits assessment is appropriate for increasing revenue. The previous attempt brought to light several concerns that will present challenges in the second attempt. The two major concerns are the cost disparities amongst various property types and being able to provide a proper explanation to all members of the community as to the amount they are being asked to tax themselves. The second concern is Initiative #21-0042A1 (aka #1935), or "The Taxpayer Protection and Government Accountability Act." According to the California Special Districts Association, this initiative would restrict the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26, among other provisions, to the advantage of the initiative's proponents and plaintiffs, creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance, and other laws and ordinances.

The initiative includes provisions that would retroactively void some state and local taxes or fees adopted after January 1, 2022, if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

This initiative will go to the Statewide Ballot on November 5, 2024, and poses a substantial threat to the District should it proceed with a Prop 218 Benefit assessment before the outcome of that initiative. If the District assessment passed below the 66.6% supermajority required by this initiative, the District may be required to repeat the process under the new initiative, leaving the District exposed to the increased cost of holding another election (approximately \$75-90k) and the possibility of losing and reimbursing any funds collected. The District is making every effort to be a good financial steward of community resources. It considers the risk too high until the public can vote on this initiative.

R4: A reorganization and/or consolidation, merger, annexation, etc., would require extensive research and analysis to be successful. While the District is open to expanding its service to assist the neighboring communities, the first step is understanding all the issues and performing rigorous analysis to ensure success. The County, through LAFCO, is undergoing a Municipal Service Review (MSR) for fire protection on the West Slope of Placer County. It would be imprudent to proceed under the Grand Jury's December 31, 2023, timeline without first reviewing the MSR and its recommendations. Once the MSR is approved and available, the Board could consider Grand Jury recommendation R4.

We want to take this opportunity to thank the members of the Grand Jury for their service to this community and all of Placer County. Your work is often thankless, demanding, and cloaked in mystery, but know that your service and dedication are appreciated.

Respectfully,

Teresa Ryland
Board President
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH. 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2023/24 Final Budget Adoption:

Action Requested: Staff recommends discussion and adoption of the FY 2023/24 Final Budget.

Background: The preliminary budget was adopted in June. The District’s final budget must be adopted before October 1st of each year. This proposed budget includes the final tax revenue projections from the Placer County Auditor’s Office.

Notable observations:

1. Estimated \$16,004,203 in general revenues.
2. Board Adopted Goals Report:

	Goal	Budget
a. Wages and benefits	80.25%	79.06 %
b. Service and Operations	12%	13.1 %
c. Fixed Assets	1%	0.60 %
d. Apparatus	3%	2.66 %
e. Facilities	3%	1.54 %
f. Major Equipment	<u>0.75%</u>	<u>0.49 %</u>
	100%	97.40%
3. The 1% property tax revenue has been increased by 5.1% from the FY 2022/23 actual amount.

Impact: Estimated \$16,928,203 spending plan resulting in a balanced budget

Attachments: Proposed Final Budget.

Mark Duerr
Fire Chief
South Placer Fire District

Estimated Revenues 2023-24					
	General Revenue		\$16,004,203		
	Mitigation Revenue		\$306,000		
	CFAA Revenue		\$180,000		
	Mitigation Reserves		\$438,000		
		Total	\$16,928,203		
Estimated Expenditures 2023-24					
	Operational Expenditures (salaries, operations, fixed assets)		\$14,847,289		
	Capital Expenditures- Capital Facilities General Budget		\$1,116,914		
	Mitigation Expenditures		\$784,000		
	CFAA Expenditures		\$180,000		
		Total	\$16,928,203		



Account Number		2022/23 Amount	2022/2023 YTD *thru 6/30/22	2023/24 Budget	Percent Change
General Revenues					
6000-000-001	Secured Property Tax General	\$9,100,000	\$9,007,994	\$9,567,127	5.13%
0-000-6000-002	Unitary & Op Non-Unitary	\$178,711	\$182,625	\$191,854	7.35%
0-000-6000-003	Current Unsecured Property Tax	\$235,000	\$192,025	\$207,260	-11.80%
0-000-6000-004	Delinquent Secured Property Taxes	\$800	\$585	\$836	-27.00%
0-000-6000-005	Delinquent Unsecured Property Tax	\$2,481	\$2,334	\$2,593	4.50%
0-000-6000-006	Current Supplemental Property Tax	\$275,000	\$415,447	\$243,400	-11.49%
0-000-6000-008	Delinquent Supplemental Property Tax	\$550	\$148	\$550	0.00%
0-000-6001-000	SPFD Special Tax	\$702,238	\$702,157	\$703,000	0.11%
0-000-6002-000	Loomis Fire Protection & Response Assessment	\$1,099,907	\$1,099,907	\$1,147,242	4.30%
	Loomis Parcel Tax	\$523,881	\$523,883	\$547,000	4.41%
0-000-6106-000	Railroad Unitary Tax	\$5,699	\$5,708	\$5,709	0.18%
0-000-6950-000	Interest-County	\$18,000	\$53,418	\$20,000	11.11%
0-000-6957-000	Sect. 5151 Interest Refunded	-\$368	-\$255	-\$385	4.50%
0-000-7000-000	HOPTERS Intergovernmental Revenue	\$56,048	\$53,230	\$51,221	-8.61%
0-000-8192-000	Ambulance Services	\$1,800,000	\$1,783,331	\$1,960,000	8.89%
0-000-8193-001	Uniform Reimbursement	\$1,000	\$0	\$100	-90.00%
0-000-8193-009	Other Staffing Reimbursements	\$1,050	\$0	\$0	-100.00%
0-000-8193-010	Other Miscellaneous	\$190,000	\$239,910	\$130,000	-31.58%
0-000-8193-011	Fees For Service & Cost Recovery Charges	\$300,000	\$303,824	\$310,000	3.33%
0-000-8193-014	4850 Reimbursements	\$27,500	\$20,744	\$30,000	9.09%
0-000-8193-015	Cellular Tower Lease	\$95,000	\$92,461	\$107,700	13.37%
0-000-8193-016	MVA Fees	\$7,500	\$7,556	\$7,500	0.00%
0-000-8193-018	Local/State/Federal Grants	\$374,000	\$0	\$771,496	106.28%
0-000-8300-000	Grant Revenue	\$0	\$0		
0-000-8372-000	Automotive Fund Mat & Services	\$0	\$0	\$0	
	Total General Revenue	\$14,993,997	\$14,687,032	\$16,004,203	6.31%
0-000-8267-000	Consolidated Mitigation Fee Revenue	\$550,000	\$909,103	\$300,000	-45.45%
0-000-8264-007	Consolidated Mitigation Interest	\$12,000	\$16,955	\$6,000	-50.00%
	Total Mitigation Revenue	\$562,000	\$926,058	\$306,000	-45.55%
0-000-8300-000	CFAA Revenues (Strike Teams)				
	Total CFAA Revenue	\$180,000	\$435,212	\$180,000	
	Total Budget With Mitigation Fees & CFAA Revenues	\$15,735,997	\$16,048,302	\$16,490,203	4.57%

OPERATIONAL EXPENDITURES				2022/23 Budget	2022/23 YTD	2023/24 Budget	Percent
Account				Amount			Change
Number							
Personnel Salaries and Benefits							
1018:43:00		Salaries & Wages		\$6,325,000	\$6,045,067	\$6,684,168	5.68%
1004		Sellback/Admin. & FF's		\$175,000	\$156,300	\$105,000	-40.00%
1005		Intern FF/Board/App FF/PT		\$23,000	\$5,800	\$20,000	-13.04%
1006		Callback/Overtime-Firefighter		\$1,120,000	\$1,372,573	\$1,000,000	-10.71%
1007		Comp For Absence/Illness		\$20,000	\$22,446	\$25,000	25.00%
1008		Out of Grade Pay		\$2,500	\$221	\$3,000	20.00%
1015		Other Payroll		\$9,000	\$2,660	\$10,000	11.11%
1016		Volunteer Length of Service Award		\$1,000	\$1,000	\$1,000	0.00%
1300		PERS Retirement		\$1,050,034	\$987,533	\$1,151,541	9.67%
1302		PERS Lump Sum Payment		\$999,957	\$1,003,042	\$930,800	-6.92%
1305		Employer 457 Def. Comp. Match		\$30,000	\$27,604	\$30,000	0.00%
1301		Employment Taxes (FICA/Medicare/SUI)		\$106,000	\$113,862	\$108,649	2.50%
1315		Workmans Comp. Insurance		\$700,000	\$751,841	\$770,000	10.00%
1550		Agency Share Insurance		\$1,305,000	\$1,130,878	\$1,230,179	-5.73%
1551		OPEB Contribution		\$0	\$0	\$0	#DIV/0!
1552		COP Debt Service		\$386,370	\$386,370	\$400,404	3.63%
2010		Labor Legal		\$35,000	\$21,997	\$60,000	71.43%
2017		Uniform Allowance/Cell Phone		\$77,800	\$72,965	\$117,320	50.80%
2019		Employees Assistance Program		\$5,800	\$5,784	\$5,800	0.00%
		Total Salaries/Benefits		\$12,371,461	\$12,107,943	\$12,652,861	2.27%
8197		CFAA Expenditures (Strike Teams) Estimates					
8197-001		Personnel Overtime		\$145,000	\$155,785	\$150,000	3.33%
8197-002		Administration Costs		\$17,500		\$15,000	
8197-003		Apparatus		\$12,500		\$10,000	
8197-004		FICA & FASIS Reimbursement		\$5,000		\$5,000	
		Total CFAA Expenditures		\$180,000	\$155,785	\$180,000	0.00%
		Total Salaries and Benefits including CFAA Est.		\$12,551,461	\$12,263,728	\$12,832,861	
		1 Fire Chief			3 Shift Battalion Chiefs	1 Volunteer Firefighters	
		1 /Personnel/Operations - Deputy Chief			15 Captains	0 Intern Firefighters	
		1 Division Chief - Fire Marshal			6 Paramedic Engineers		
		1 Division Chief - EMS/Safety			6 Engineers		
		1 Business Manager			12 Paramedic Firefighters	1 Volunteer Positions	
		1 Prevention Specialist/Admin. Assistant			3 Apprentice Firefighters		
		1 Journeyman Mechanic					
		1 District Secretary-Full Time					
		1 Apprentice Mechanic					

Service & Operations		2022/23 Budget	2022/23 YTD	2023/24 Budget	
2020	Audit	\$15,150	\$15,150	\$15,925	5.12%
2021	Propane	\$3,100	\$2,603	\$3,750	20.97%
2023	Employee Physicals/DL/Wellness	\$15,000	\$14,559	\$84,550	463.67%
2024	Paramedic Cert. EMT/CPR Classes	\$7,750	\$6,363	\$6,140	-20.77%
2025	Ambulance Billing Service	\$140,000	\$177,119	\$205,000	46.43%
2026	Garbage	\$12,500	\$9,074	\$12,500	0.00%
2027	Gas & Electric	\$85,000	\$91,643	\$50,000	-41.18%
2028	Insurance (FAIRA)	\$122,085	\$126,300	\$147,061	20.46%
2030	Memberships/Subscriptions	\$20,000	\$19,108	\$21,183	5.92%
2032	News Publications & Ads	\$1,500	\$2,731	\$2,000	33.33%
2035	Sewer	\$7,000	\$1,123	\$7,000	0.00%
2037	Telephone	\$57,750	\$47,762	\$58,076	0.56%
2038	Training Supplies	\$12,500	\$9,326	\$17,500	40.00%
2039	Business/Conference	\$15,000	\$6,088	\$15,000	0.00%
2040	Education/Training	\$22,500	\$8,740	\$25,000	11.11%
2041	Water	\$15,000	\$15,385	\$16,500	10.00%
2042	Laundry	\$1,850	\$1,590	\$1,850	0.00%
2043-000	Legal/Consulting Fees	\$140,000	\$155,320	\$70,000	-50.00%
2043-001	Prevention Consulting Fees	\$90,200	\$91,306	\$95,000	5.32%
2044	Petty Cash Fund	\$250	\$0	\$250	0.00%
2045	Pre-Employment Testing/Background Inv.	\$10,000	\$3,948	\$20,000	100.00%
2046	Medical Waste Disposal	\$5,500	\$3,560	\$4,500	-18.18%
2050	County Charges (Tax Collection/LAFCO/Refunds)	\$209,130	\$195,155	\$203,439	-2.72%
2051	Elections	\$26,000	\$25,461	\$0	-100.00%
2053	Food/Drink-Incident Supplies	\$7,500	\$2,202	\$7,500	0.00%
2055	Safety Awards	\$7,702	\$7,217	\$7,250	-5.87%
2056	Software Subscriptions	\$111,562	\$114,687	\$139,067	24.65%
2120	Cleaning/Maintenance Supplies	\$14,000	\$6,952	\$17,000	21.43%
2122	Computer Service & Maint.	\$12,000	\$11,153	\$12,000	0.00%
2123	Fire Prevention Supplies	\$13,500	\$4,057	\$10,000	-25.93%
2124	Fuel & Oil	\$108,000	\$107,675	\$116,000	7.41%
2127	Medical Supplies	\$105,000	\$112,483	\$125,000	19.05%
2128	Miscellaneous Supplies	\$920	\$428	\$1,000	8.70%
2129	Office Supplies	\$8,000	\$6,461	\$8,000	0.00%
2130	Oxygen	\$8,500	\$7,583	\$8,250	-2.94%
2131	Postage/Shipping	\$2,000	\$1,635	\$2,000	0.00%
2132	Storage	\$2,600	\$2,592	\$3,000	15.38%
2133	Uniform Supplies	\$14,000	\$10,786	\$14,000	0.00%
2135	Misc. Firefighting Equip/Supplies	\$25,750	\$21,965	\$20,000	-22.33%
2221	Radio Repair	\$12,500	\$5,044	\$16,000	28.00%
2222	Automotive Repairs/Supplies	\$115,000	\$168,085	\$125,000	8.70%
2225	Facilities Maintenance	\$83,324	\$82,673	\$98,100	17.73%

Service & Operations Continued						
2226		SCBA Maintenance	\$7,000	\$5,714	\$12,990	85.57%
2228		Turnout Clothing Maint.	\$5,500	\$12,592	\$39,085	610.64%
2227		Equipment Service Maintenance	\$30,350	\$5,344	\$9,280	
2523		Outside Services	\$1,320	\$302	\$1,320	0.00%
8510 + 4521		Bad Debt Expense	\$50,000	\$0	\$225,000	350.00%
		Total Service & Operations	\$1,780,793	\$1,727,044	\$2,099,066	17.87%

Fixed Assets		2022/23 Budget	2022/23 YTD	2023/24 Budget	
4456	Facilities	\$5,100	\$34,030	\$19,758	\$0
4462	Firefighting Equipment	\$26,000		\$32,000	
	Turnouts			\$24,000	
	Yellows			\$3,600	
	Structure Gloves			\$1,100	
	Structure helmets			\$2,500	
	Wildland gloves			\$800	
4464	EMS Equipment	\$3,210		\$15,000	
	CPR Mannequins/Airway heads			\$15,000	
4465	Office, Telephone & Computer Equipment	\$29,593		\$15,500	
	Station IT			\$6,000	
	Vehicle IT			\$2,500	
	Replacement switches			\$7,000	
4469	VHF Radio, & Communications	\$2,000		\$0	
	Mobile radio			\$0	
	Portable			\$0	
4470	Shop Equipment	\$1,000		\$5,000	
	Bottle Jack			\$600	
	New welding table			\$3,000	
	Box brake			\$1,400	
4472	Training/Operations Equipment	\$1,880		\$0	
4475	Rescue Equipment	\$1,576		\$0	
4476	Apparatus Up-Grades	\$2,800		\$0	
447X	Fitness Equipment			\$8,105	
	Rubber Mats x 2 (sta 16/17)			\$1,805	
	Free standing Landmine x4			\$800	
	Kettlebell Racks (x3)			\$1,000	
	Free Motion Dual Cable Machine			\$4,500	
	Total Fixed Assets	\$73,159	\$34,030	\$95,363	

Capital Expenditures						
	Capital Expenditures Reserves		2022/23 Budget	2022/23 YTD	2023/24 Budget	
		Total Capital Expenditures Reserve Account	\$0	\$0	\$0	
	Capital Expenditures General Budget		2022/23 Budget	2022/23 YTD	2023/24 Budget	
4510		Apparatus	\$15,000		\$426,000	
		Water Tender			\$426,000	
4511		Major Equipment	\$62,300		\$443,814	
		Portable Radios			\$68,000	
		Med Vaults			\$21,000	
		EKG Monitors			\$354,814	
4512		Capital Facilities Projects	\$58,360		\$247,100	
	17	Generator			\$160,000	
	16	Generator			\$65,000	
	17	Recliners x4			\$5,000	
	17	Replace/waterproof Electric box at tower			\$1,000	
	18	App Bay heaters			\$5,000	
	Shop	Shop heater			\$7,500	
	Shop	A/C unit for office			\$3,600	
						\$247,100
		Total Capital Expenditures General Budget	\$135,660	\$0	\$1,116,914	
			\$135,660	\$0	\$1,116,914	
		Total Capital Expenditures Reserves and General Budget				
			\$356,451	\$100,089		
Mitigation Expenditures			2022/2023 Final	2023/24 Budget	Change YTD	Change YOY
		Mitigation Expenditures Reserves		\$400,000		
		Total Mitigation Expenditures Reserve Account	\$0	\$400,000		

CONSOLIDATED MITIGATION EXPENDITURES					
4523-052	AVL				\$112,000
	Tablet Command				\$80,000
	iPad/vehicle mounting to support TC				\$32,000
4523-XX	Apparatus				\$672,000
	2021 Pierce				\$147,000
	2023 Ambulance				\$425,000
	2023 EMS Chief Vehicle				\$100,000
		Consolidated Mitigation Expenditures	\$356,451	\$0	\$784,000

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **FY 2023/24 District Goals**

Action Requested: Staff recommends discussion on the 2023/24 District Goals and possible action if the Board warrants it.

Background: Board and staff have conducted goals workshops yearly since 2004. In 2019, the Strategic Plan was adopted by the Board, and the Strategic Plan Goals and Objectives were merged into the Board Goal setting process.

Post-COVID, the District is restarting the Goal Steward Teams (GST) with at least one meeting for each GST in the last year and several of the teams conducting regular meetings. For 2024, the goal will be no less than quarterly meetings with an annual report to the Board from the GST leads.

Impact: Future planning

Attachments: 2023/24 District Goals

Mark Duerr
Fire Chief
South Placer Fire District

Board Goals

1. The Board's goal is to maintain fiscal stability, explore all options for responsibly increasing revenue, and work with staff to achieve a balanced budget.

Administration/District Goals

2. Develop and implement long-term District Plans.
 - a. Complete, review, and adopt the Master Plan.
 - b. Revise the strategic plan to include both operational and financial components.
3. Ensure future fiscal solvency as measured by:
 - a. Maintain a balanced budget and work to increase District reserves through incremental progress of 1-2% per year.
 - b. Effectively deploy District resources.
 - c. Review all services and contracts and evaluate for value to the District.
4. Increase positive interactions with the community and brand recognition:
 - a. Improve District branding.
 - b. Improve community outreach through regularly scheduled interactions.
 - c. Partner with outside agencies to decrease the wildfire risk in the community.
5. Improve internal service delivery and business operations as measured by:
 - a. Update and publish Standard Operating Guidelines.
 - b. Review, update, and consolidate policies into a single manual.
 - c. Continue to improve trust and working relationships between labor and management.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2022/23 Draft Quarterly Budget Report:

Action Requested: Staff recommends a short presentation on the status of the Draft 4th Quarter FY 2022/23 unaudited final budget.

Background: Staff assembles a budget overview every quarter for information and discussion. This is a draft unaudited report of the 22/23 budget. The District has received the last deposit of the District's revenues for 22/23. Changes to the final numbers will be due to the District's auditor's findings regarding bad debt expenses and any other relative findings that will be shown in the annual audit of the District's budget.

Impact: Informational

Attachments: Budget overview sheet, June 30, 2023; Draft Balance Sheet and Profit & Loss Statements.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2022/23 4th Quarter Budget Report (July - June)

Revenue	4th Quarter	Budgeted	Percentage
General Revenue	\$14,686,421	\$14,993,997	97.9 %
Consolidated Mitigation Revenue	\$926,058	\$562,000	164.8 %
CFAA Staffing Reimbursements	\$181,204	\$180,000	100.7 %
Total Revenue	\$15,793,683	\$15,735,997	100.4 %

Expenditures	4th Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2-1) 27 PP's	\$12,107,943	\$12,371,461	97.9 %
CFAA Expenditures	\$155,785	\$180,000	86.5 %
Service and Operations	\$1,727,044	\$1,780,793	97.0 %
Fixed Assets	\$66,494	\$80,743	82.4 %
Capital Expenditures	\$422,380	\$849,000	49.8 %
Consolidated Mitigation Expenditures	\$440,433	\$474,000	92.9 %
Total Expenditures	\$14,920,079	\$15,735,997	94.8 %

Report Prepared By Kathy Medeiros August 2023

South Placer Fire District
BALANCE SHEET
For the Twelve Months Ending Friday, June 30, 2023

ASSETS	
CURRENT ASSETS	
Cash	\$4,024,549.03
Imprest Cash	250.00
Wells Fargo Operating General Checking Account	168,739.86
Consolidated Mitigation Account	1,242,006.11
Prepaid Expenses	7,406.99
Accounts Receivable	553,605.31
Interest Receivable	11,383.64
Allowance for Bad Debt	(166,082.00)
FIXED ASSETS	
Land	379,248.00
Buildings	9,266,373.95
Equipment	1,791,034.50
Apparatus	7,210,914.20
Accumulated Depreciation	(7,200,876.00)
TOTAL FIXED ASSETS	<u>11,446,694.65</u>
TOTAL ASSETS	<u><u>17,288,553.59</u></u>

South Placer Fire District
BALANCE SHEET
For the Twelve Months Ending Friday, June 30, 2023

LIABILITIES & EQUITY	
CURRENT LIABILITIES	
Accounts Payable	207,349.04
Salaries & Benefits Payable	355,971.63
Compensated Absences Payable	484,306.00
457 Deferred Comp. Payable	28,665.11
Group Insurance Payable	16,801.10
Flexible Benefits Payable	18,719.81
Union Dues Payable	5,305.66
OPEB Obligation Payable	18,180.76
TOTAL CURRENT LIABILITIES	1,135,299.11
LONG TERM LIABILITIES	
EQUITY	
Mitigation Reserve	787,458.66
Fund Balance Unassigned	1,388,972.79
F/B Res For Imprest Cash	250.00
Investment in Fixed Assets	11,446,694.65
F/B Designated For F/A Acq	501,704.82
Reserve for Facilities	316,487.00
Unassigned Major Equipment	123,627.00
F/B Designated For Contingency	714,456.60
Net Profit	873,602.96
TOTAL EQUITY	16,153,254.48
TOTAL LIABILITIES & EQUITY	17,288,553.59

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Friday, June 30, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	0-000-6000-001	\$9,006,611	\$9,100,000	\$93,389	1.03%
Unitary & Op Non-Unitary	0-000-6000-002	182,625	178,711	(3,914)	(2.19%)
Current Unsecured Property Tax	0-000-6000-003	192,025	235,000	42,975	18.29%
Delinquent Secured Property Taxes	0-000-6000-004	585	800	215	26.87%
Delinquent Unsecured Property Tax	0-000-6000-005	3,716	2,481	(1,235)	(49.79%)
Current Supplemental Property Tax	0-000-6000-006	415,447	275,000	(140,447)	(51.07%)
Delinquent Supplemental Property Tax	0-000-6000-008	148	550	402	73.17%
SPFD Special Tax	0-000-6001-000	702,157	702,238	81	0.01%
Loomis Special Tax	0-000-6001-001	523,883	523,881	(2)	(0.00%)
Loomis Fire Protection & Response Assessment	0-000-6002-000	1,099,907	1,099,907	0	(0.00%)
Railroad Unitary Tax	0-000-6106-000	5,709	5,699	(10)	(0.18%)
Interest-County	0-000-6950-000	52,808	18,000	(34,808)	(193.38%)
Sect. 5151 Interest Refunded	0-000-6957-000	(255)	(368)	(113)	30.75%
HOPTERS Intergovernmental Revenue	0-000-7000-000	53,230	56,048	2,818	5.03%
Ambulance Services	0-000-8192-000	1,783,331	1,800,000	16,669	0.93%
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	239,910	190,000	(49,910)	(26.27%)
Fees For Service & Cost Recovery Charges	0-000-8193-011	303,824	300,000	(3,824)	(1.27%)
4850 Reimbursements	0-000-8193-014	20,744	27,500	6,756	24.57%
Cellular Tower Lease	0-000-8193-015	92,461	95,000	2,539	2.67%
MVA Fees	0-000-8193-016	7,555	7,500	(55)	(0.73%)
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%)
TOTAL GENERAL REVENUES		14,867,625	15,173,997	306,371	2.02%
Consolidated Mitigation Fee Revenue	0-000-8267-000	909,103	550,000	(359,103)	(65.29%)
Consolidated Mitigation Interest	0-000-8264-007	16,955	12,000	(4,955)	(41.30%)
TOTAL RESTRICTED MITIGATION REVENUES		926,058	562,000	(364,058)	(64.78%)
TOTAL ALL REVENUES		15,793,683	15,735,997	(57,687)	(0.37%)
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	6,045,067	6,325,000	279,933	4.43%
Sellback/Admin. & FF's	1004	156,300	175,000	18,700	10.69%
Intern FF/Board/Res.App FF/PT	1005	5,800	23,000	17,200	74.78%
Callback/Overtime-Firefighter	1006	1,372,573	1,120,000	(252,573)	(22.55%)
Comp For Absence/Illness	1007	22,446	20,000	(2,446)	(12.23%)
Out of Grade Pay	1008	221	2,500	2,279	91.17%
Other Payroll	1015	2,660	9,000	6,340	70.44%
Volunteer Length of Service Award	1016	1,000	1,000	0	0.00%
PERS Retirement	1300	987,533	999,957	12,424	1.24%
PERS Lump Sum Payment	1302	1,003,042	1,050,034	46,992	4.48%
Employer 457 Def. Comp. Match	1305	27,604	30,000	2,396	7.99%
Employment Taxes (FICA/Medicare/SUI)	1301	113,862	106,000	(7,862)	(7.42%)
Workmans Comp. Insurance	1315	751,841	700,000	(51,841)	(7.41%)
Agency Share Insurance	1550	1,130,878	1,305,000	174,122	13.34%
COP Debt Service	1552	386,370	386,370	0	0.00%
Labor Legal	2010	21,997	35,000	13,003	37.15%
Uniform Allowance/Cell Phone	2017	72,965	77,800	4,835	6.21%
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		12,263,728	12,551,461	287,733	2.29%
SERVICE & OPERATIONS					
Audit	2020	15,150	15,150	0	0.00%
Propane	2021	2,603	3,100	497	16.03%
Employee Physicals/DL/Wellness	2023	14,559	15,000	441	2.94%
ParamedicCert.EMT/CPR Classes	2024	6,363	7,750	1,387	17.90%
Ambulance Billing Service	2025	177,119	140,000	(37,119)	(26.51%)
Garbage	2026	9,074	12,500	3,426	27.41%
Gas & Electric	2027	91,643	85,000	(6,643)	(7.82%)
Insurance (FAIRA)	2028	126,300	122,085	(4,215)	(3.45%)
Memberships/Subscriptions	2030	19,108	20,000	892	4.46%
News Publications & Ads	2032	2,731	1,500	(1,231)	(82.04%)
Sewer	2035	1,123	7,000	5,877	83.95%
Telephone	2037	47,762	57,750	9,988	17.29%

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Friday, June 30, 2023

		YTD	BUDGET	VARIANCE	REMAINING %
Training Supplies	2038	9,326	12,500	3,174	25.39%
Business/Conference	2039	6,088	15,000	8,912	59.41%
Education/Training	2040	8,740	22,500	13,760	61.16%
Water	2041	15,385	15,000	(385)	(2.57%)
Laundry	2042	1,590	1,850	260	14.05%
Legal/Consulting Fees	2043-000	155,320	140,000	(15,320)	(10.94%)
Prevention Consulting Fees	2043-001	91,306	90,200	(1,106)	(1.23%)
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	3,948	10,000	6,052	60.52%
Medical Waste Disposal	2046	3,560	5,500	1,940	35.28%
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	2,202	7,500	5,298	70.63%
Safety Awards	2055	7,217	7,702	485	6.30%
Software Subscriptions	2056	114,687	111,562	(3,125)	(2.80%)
Cleaning/Maintenance Supplies	2120	6,952	14,000	7,048	50.34%
Computer Service & Maint.	2122	11,153	12,000	847	7.06%
Fire Prevention Supplies	2123	4,057	13,500	9,443	69.95%
Fuel & Oil	2124	107,675	108,000	325	0.30%
Medical Supplies	2127	112,483	105,000	(7,483)	(7.13%)
Miscellaneous Supplies	2128	428	920	492	53.46%
Office Supplies/Computer	2129	6,461	8,000	1,539	19.24%
Oxygen	2130	7,583	8,500	917	10.79%
Postage/Shipping	2131	1,635	2,000	365	18.26%
Storage	2132	2,592	2,600	8	0.31%
Uniform Supplies	2133	10,786	14,000	3,214	22.96%
Misc. Firefighting Equip/Supplies	2135	21,965	25,750	3,785	14.70%
Radio Repair	2221	5,044	12,500	7,456	59.65%
Automotive Repairs/Supplies	2222	168,085	115,000	(53,085)	(46.16%)
Facilities Maintenance	2225	82,673	83,324	651	0.78%
SCBA Maintenance	2226	5,714	7,000	1,286	18.37%
Equipment Service Maintenance	2227	12,592	30,350	17,758	58.51%
Turnout Clothing Maint.	2228	5,344	5,500	156	2.83%
Outside Services/Printing	2523	302	1,320	1,018	77.14%
Bad Debt Expense	8510 + 4521	0	50,000	50,000	100.00%
TOTAL SERVICE & OPERATIONS		1,727,044	1,780,793	53,746	3.02%
FIXED ASSETS					
Facilities,	4456	1,711	5,100	3,389	66.46%
Firefighting Equipment	4462	17,121	26,000	8,879	34.15%
Office & Communication Equipment	4465	32,066	29,593	(2,473)	(8.36%)
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		66,494	80,743	14,249	17.65%
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	6,051	25,000	18,949	75.80%
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	3,700	4,000	300	7.50%
Replace/Waterproof Electric box at tower	0-000-4512-048	0	1,000	1,000	100.00%
Solar - 4 Stations	0-000-4512-049	408,985	418,000	9,015	2.16%
Training Room Upgrades	0-000-4512-050	3,644	7,500	3,856	51.42%
TOTAL CAPITAL EXPENDITURES		422,380	849,000	426,621	50.25%
TOTAL GENERAL OPERATING EXPENSES		14,479,646	15,261,997	782,350	5.13%
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%
Tablet Command	0-000-4523-054	77,553	78,000	447	0.57%
Extrication Tools	0-000-4523-056	30,338	30,000	(338)	(1.13%)
Station 16 Opening	0-000-4523-057	13,258	21,000	7,742	36.87%
Station 15 Generator	0-000-4523-058	25,736	47,000	21,264	45.24%
TOTAL RESTRICTED MITIGATION		440,433	474,000	33,566	7.08%

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Friday, June 30, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
TOTAL ALL EXPENSES		14,920,079	15,735,997	815,916	5.19%
EXCESS GENERAL REVENUE LESS EXCESS MITIGATION REVENUE LESS MITIGATION EXPENDITURES COMBINED EXCESS		387,979	(88,000)	(475,978)	540.89%
		485,625	88,000	(397,624)	(451.85%)
		873,604	0	(873,603)	(203,163,379.07%)
BEGINNING FUND BALANCES		3,832,957	3,832,957	0	0.00%
ENDING FUND BALANCES		4,706,561	3,832,957	(873,603)	(22.79%)
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, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Dry Period Financing Request:

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

Background: Each year, the District utilizes its reserve accounts to fund expenditures from July through December, when the first property tax installment is collected. The District will likely request funding due to the District's reserve balances.

Staff recommends approval of the resolution authorizing the dry period financing request for up to \$3,500,000.

Impact: Variable interest on the amount borrowed.

Attachments: Dry Period Financing Resolution and Application.

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT

RESOLUTION NO. 02-2023/24

Dry Period Financing Requests

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

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

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

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

1. The Fire Chief is authorized to make an application to Placer County requesting Dry Period Financing for Fiscal Budget Year 2023/24 in the amount not to exceed \$3,500,000.00
 - a. See “Attachment A” for the Placer Temporary Borrowing of Treasury Funds for Dry Period Financing Application.

PASSED AND ADOPTED this 13th day of September 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary of the Board

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

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

Instructions:

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

APPLICANT INFORMATION

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

BORROWING INFORMATION

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

Fiscal Year	2023/24	
Estimated Maximum Amount	3500000	
Amount Required (Est.)	Date Required (Est.)	Date of Repayment (Est.)
3500000	10/1/2023	12/20/2023

DECLARATIONS

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

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

Applicant Signature _____

FOR TREASURER USE ONLY

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: California Public Employee Retirement System (Cal PERS) 2024-25 Contribution Rate Increases and Employer Payment of Unfunded Liability Increases.

Action Requested: Staff recommends reviewing and discussing CalPERS's most recent Annual Valuation Reports for the District's four retirement plans.

Background: The Fire District received the updated actuarial valuation of our four pension plans. For 2023/2024, the lump sum prepayment of the District's Unfunded Accrued Liability (UAL) payment was \$961,913 across all retirement plans. The lump sum payment for the 2024/2025 UAL covering all plans has increased to \$1,270,975

Reduction in the discount rate, current and past poor performance of CalPERS investments, and cost-sharing of PEPRA plans have set the 2024/25 UAL payment at the stated payment of \$1,270,975 across all plans. This is an increase of \$309,062 in the UAL payment for the next budget year.

Impact: Increased cost of Employee Benefits, informational.

Attachments: Actuarial Circular Letter 200-041-23; Front page of the Annual Valuation Reports for the Cal PERS June 30th, 2022 actuaries, including Safety Plan, Miscellaneous Plan, Miscellaneous PEPRA, and Safety PEPRA Plan Annual Valuation Reports.

The full Annual Evaluation Reports can be found online at <https://www.southplacerfire.org/board-documents/> as an addendum to the Board Meeting Packet

Mark Duerr
Fire Chief
South Placer Fire District



June 30, 2022 Actuarial Valuation Reports

August 9, 2023

Circular Letter: 200-041-23

Distribution: VI

To: All Public Agency Employers

Purpose

The purpose of this Circular Letter is to inform you the 2022 actuarial valuation reports for contracting agencies are now available and uploaded in myCalPERS to view.

Employer and Member Contribution Requirements

The 2022 valuation reports use demographic data and financial information through June 30, 2022 to set the required contributions for public agency employers and certain members for fiscal year (FY) 2024-25.

As required by the Public Employees' Pension Reform Act (PEPRA), members hired on or after January 1, 2013 (PEPRA members) are subject to possible increases or decreases to their contribution rate based on the results of the annual actuarial valuations. Some PEPRA member groups will experience an increase to their contribution rate for FY 2024-25 as a result of the 2022 valuations. **Refer to the cover letter of the report for information on the PEPRA member contribution rate(s) for your rate plan for FY 2024-25.**

The recently reported preliminary investment return of 5.8% for FY 2022-23 has no impact on required employer or member contributions for FY 2024-25. The impact of this investment loss, due to its being less than the assumed discount rate of 6.8% will be reflected in the June 30, 2023 valuation reports, available in August 2024, and will not impact employer contribution requirements until FY 2025-26.

More Information

The June 30, 2022 actuarial valuation reports will also be available on the CalPERS website by the end of September. You can find the Public Agency Valuation Reports on our website.

Questions

If you have questions, contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Scott Terando, Chief Actuary
Actuarial Office

Updated: August 9, 2023



**California Public Employees' Retirement System
Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

July 2023

**Safety Plan of the South Placer Fire District (CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Safety Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2024-25	24.33%	\$1,177,137
<i>Projected Results</i>		
2025-26	24.3%	\$1,311,000



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July 2023

**Miscellaneous Plan of the South Placer Fire District (CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2024-25	17.33%	\$78,216
<i>Projected Results</i>		
2025-26	17.3%	\$86,000



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July 2023

**PEPRA Safety Fire Plan of the South Placer Fire District (CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions and the PEPRA member contribution rate for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Member Contribution Rate
2024-25	13.76%	\$13,867	13.75%
<i>Projected Results</i>			
2025-26	13.8%	\$23,000	TBD



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July 2023

**PEPRA Miscellaneous Plan of the South Placer Fire District (CalPERS ID: 3655967024)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions and the PEPRA member contribution rate for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Member Contribution Rate
2024-25	7.87%	\$1,755	7.75%
<i>Projected Results</i>			
2025-26	7.9%	\$2,900	TBD

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH. 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Board Support for Assembly Constitutional Amendment (ACA) 13:

Action Requested: Staff recommends discussion and approval of supporting ACA 13.

Background: A constitutional amendment was recently amended by Assembly Member Christopher Ward, Assembly Constitutional Amendment 13, related to ballot measures. There is a significant interplay between ACA 13 and Initiative 21-0042A1 (The Taxpayer Protection and Government Accountability Act). The successful passage of ACA 13 is expected to protect public agencies from the potentially disastrous effects of the initiative measure, which has qualified for the November 2024 ballot. Therefore, staff suggests supporting Assembly Member Ward's ACA 13.

ACA 13, if passed by two-thirds of the California Legislature, would propose to voters the following:

- If an initiative constitutional amendment includes provisions that impose vote thresholds greater than a simple majority of votes cast, then that initiative constitutional amendment must receive a percentage of votes in support equal to those increased vote thresholds.
 - i.e., if an initiative constitutional amendment includes a provision that would impose a supermajority (e.g., three-fifths, two-thirds, four-fifths, etc.) voter approval threshold, then that initiative would be required to gain the approval of the same super majority (three-fifths, two-thirds, four-fifths, etc.; whatever threshold the initiative proposes) of California voters in order to pass.
 - if the initiative constitutional amendment includes provisions that impose a supermajority vote threshold and fails to gain the corresponding supermajority of voters in support of the underlying amendment, the initiative constitutional amendment would not be considered approved, thereby failing in its entirety.

As you may recall, The Taxpayer Protection and Government Accountability Act (Initiative 21-0042A1) imposes thresholds requiring the approval of two-thirds of voters in various places throughout the text of the measure. The successful passage of ACA 13 would mean that Initiative 21-0042A1 would also be required to garner the approval of two-thirds of voters for the initiative constitutional amendment to be considered approved; failure to garner the approval of two-thirds of voters in this scenario would mean that the entire measure and all its provisions would fail to become law.

Impact: Negative impact on future funding options.

Attachments: Proposed Letter of Support for ACA 13

Mark Duerr
Fire Chief
South Placer Fire District

September 13, 2023

The Honorable Christopher Ward
California State Assembly
1021 O Street, Suite 6350
Sacramento, CA 95814

RE: Assembly Constitutional Amendment 13 (Ward) – Support [As Amended August 17, 2023]

Dear Assembly Member Ward:

The South Placer Fire Protection District is pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. The South Placer Fire Protection District is a special District serving the communities of Granite Bay, Loomis, and the southern areas of Penryn and Newcastle. SPFPD covers approximately 55 square miles and serves a population nearing 42,000. The community is characterized as a bedroom community with high-end value homes and light commercial development. The average square footage for new residential homes is over 6,000 square feet, with many homes over 12,000 square feet in size. The Loomis Basin is home to many family orchards and small ranches, keeping with the Town of Loomis' motto, "A small town is like a big family." The wildland-urban interface threat is the biggest hazard to the entire South Placer Fire District. Other major hazards include two Southern Pacific railways, Interstate 80, and a Kinder-Morgan High-Pressure Fuel Line running along the railway.

Today, SPFD operates four staffed stations. SPFD operates four advanced life support (ALS) engine companies and two ALS transporting ambulances. These crews also cross-staff wildland apparatus assigned to each station during the wildland firefighting season. SPFD responded to over 4,100 calls for service in 2022, with approximately 70% of those being emergency medical responses. In 2022, the District conducted a benefit assessment to increase revenues and maintain staffing. That process was unsuccessful and resulted in the closure of a second fire station and a reduction in staffing. This process was difficult within a simple majority approval process and would be untenable if a supermajority vote was required under the proposed changes in Initiative 21-0042A1 (The Taxpayer Protection and Government Accountability Act). If a two-thirds vote is appropriate to change funding, it should be appropriate to change the constitution.

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any of the provisions contained within the proposed constitutional amendment; should the text of the proposed constitutional amendment contain provisions that would otherwise require voter thresholds in excess of a simple majority in the future, those increased vote thresholds may nonetheless be imposed with a simple majority of voters. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

ACA 13 would propose to California voters a solution to this problem with the initiative process: if placed on the ballot by the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, the South Placer Fire Protection District is pleased to support Assembly Constitutional Amendment 13. Please feel free to contact me with any questions.

Sincerely,

Signature

[Signatory's Name]

[Signatory's Title]

[Signatory's Agency Name]

CC: The Honorable Joe Patterson
The Honorable Roger Niello
Marcus Detwiler, Legislative Representative, California Special Districts Association
[advocacy@csgda.net]

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
7/1/2023 to 7/31/2023

Mark Duerr
Fire Chief
South Placer Fire District
6900 Eureka Rd.
Granite Bay, CA 95746

Account Summary

Source	Balance as of 7/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 7/31/2023
OPEB	\$1,338,570.00	\$0.00	\$28,080.86	\$278.87	\$0.00	\$113,845.74	\$1,480,217.73
Totals	\$1,338,570.00	\$0.00	\$28,080.86	\$278.87	\$0.00	\$113,845.74	\$1,480,217.73

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	2.08%	4.46%	4.82%	4.33%	5.16%	5.64%	5/31/2012

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

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

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

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

SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust Program

Account Report for the Period
7/1/2023 to 7/31/2023

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

Account Summary

Source	Beginning Balance as of 7/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 7/31/2023
OPEB	\$113,845.77	\$0.00	\$2,139.40	\$389.45	\$0.00	-\$113,845.74	\$1,749.98
Totals	\$113,845.77	\$0.00	\$2,139.40	\$389.45	\$0.00	-\$113,845.74	\$1,749.98

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							

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

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LOCAL 522
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 13TH. 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Labor Report:

To the SPFD Board of Directors

Your Local 522 members would like to thank the Chief and Board for allowing us this platform. Our goal is to improve our communications and explore opportunities together to address our District's challenges.

The Local 522 membership consists of the Battalion Chiefs, Captains, Engineers, and Firefighters. We have been busy working with Administration to get all District policies into one format (Lexipol). Even though this has been a very lengthy process, we understand and appreciate the importance of working together to get these policies written in such a way that will accomplish everyone's goals and objectives.

Our request is to formally collaborate with Administration, and the Board of Directors to address the issues outlined in the recent Grand Jury report and to develop a shared District plan utilizing the recent IAFF Standards of Cover report, the District's Master Service study and the County's Municipal Service Review.

We believe attracting and retaining good employees, providing them with valuable training and job experience is tantamount to providing good service. Our employee retention and recruitment challenges continue and we believe they threaten the future of our district as much as any financial problems we have.

All of the above issues are linked and only by working together can we properly address them and meet our District's Mission to "Provide Exceptional Service to Our Community".

Thank you,
Local 522