

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, January 10th, 2024

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 public member may provide written comment to the Board before the meeting by emailing the Secretary 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 p.m. 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 to ensure they are received in time to be read into the record.

2. **Flag Salute**

3. **Public Comment**

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

4. **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 | \$130,507.76 |
| Consolidated Mitigation Fees | \$18,333.40 |
| Plans/Inspections | \$27,339.00 |
| Cell Tower Leases | \$7,098.81 |
| MVA Fire Recovery | \$456.30 |
| Steel Recycling | \$145.70 |
| Donation | \$500.00 |
| Workers Comp. Reimbursement | \$3,719.05 |
| TOTAL | <u>\$188,100.02</u> |

D. Approval of the January 2024 Expenditures: \$432,985.61

E. Personnel Items

| | |
|----------------------------|-----------|
| <u>Separations:</u> | One FF/PM |
| <u>Promotions:</u> | None |
| <u>Reassignments:</u> | None |
| <u>New Hires:</u> | None |
| <u>Interns/Volunteers:</u> | None |

6. **Special Presentation:** None.

7. **Old Business:**

A. **None**

8. **New Business**

- A. **South Placer Fire District Policy Updates:** Staff recommends a review of the proposed policy updates. PG#20
- B. **2023 Annual Fire Inspection Resolution:** Staff recommends accepting the Resolution documenting the number of reportable annual occupancy inspections completed in 2023 as per Senate Bill 1205. PG#35
- C. **Legal Counsel Review:** Staff recommends a discussion about the District's legal counsel. PG#42
- D. **Proposal for Public Opinion Research:** Staff recommends discussion and possible action on conducting public opinion research to determine the feasibility of a ballot measure in 2024. PG#43
- E. **Firefighter Trainee Job Description:** Chief recommends a discussion and adoption of the Firefighter trainee job description. PG#48

9. Information and Discussion:

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

10. Correspondence

PG#52

- 11. Chief's Report:** Staff recommends a monthly District update.

PG#55

12. Labor Report

13. Functions

14. Board/Staff Comments

15. Future Agenda Items

16. 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.

- A. Public employee appointment, employment, performance evaluation, discipline, dismissal, or release (Gov Code § 54957(b))

- B. Labor Negotiations (Gov Code 54957.6) – Conference regarding contract negotiations

17. Statement of Action Taken During Closed Session

18. Adjournment

Next Board Meeting:

Special Meeting - January 11th, 2024 @ 6:00 PM
Regular Meeting - February 14th, 2024 @ 6:00 PM

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
December 13, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 13, 2023, at 6:00 p.m. by President, Teresa 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, Brian Midtlyng
Division Chief, James Magnuson
Engineer Paramedic, Pat Patterson

Firefighter Paramedic, Tyler Thomas
Captain, Justin Buathier
Captain, Joshua Green

Public Comment: None

Consent Agenda: Director Randall asked to amend the November minutes Page 2 under Policy Updates to read that he had asked for a change in the frequency for policy changes to be reduced in the future. Director Randall made a motion to approve the consent agenda with the requested amendment to the minutes. Director Gibson made a second motion to approve the amended consent agenda.

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

Special Presentation: Kally Kedinger-Cecil from Placer County Planning Services Division came to present on the Placer County Housing Rezoning Program. Discussion on the update and reviews to the county housing density increases within the District's zones 4 were presented with input from the board and the public regarding the current housing crisis.

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Chief Duerr began that the policies were reviewed at the last board meeting. Director Randall noted that Policy 304 USAR policy had a typo noting a type 3 which should state Type 1. Chief Duerr agreed that he would make that correction to Policy 304. Director Randall recommended that Policy 337.3 for duty officer coverage times for general district business and training be extended. Chief Duerr agreed and noted that general district business times could reasonably be increased to 20 minutes. Director Gibson made a motion to approve the Chapter 3 policy updates as amended. Director Randall made a second to the motion.

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

Loomis Benefit Assessment Oversight Committee Membership: Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Oversight Committee (BAOC). Chief Duerr began that due to the unfortunate passing of former committee member Roger Carroll, the District must appoint a replacement member to the BAOC. The board was asked for nominations at the last meeting. Four names have been suggested for the committee. After discussion, the board noted that the appointment should be done following an interview panel composed of board members. Director Johnson and Gibson volunteered to be on the upcoming interview panel and bring back a board recommendation for the replacement.

Authorization to Enter into an Agreement with Specialized Legal Counsel: Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Emergency Medical Services issues. Chief Duerr began that he has made revisions to the contract that both updated and clarified the contract process. Director Gibson made a motion to authorize Chief Duerr to enter into an agreement with specialized legal counsel. Director Grenfell made a second to the motion.

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

Authorization to Enter into Professional Services Agreement: Staff recommends discussion and authorization to enter into a professional services agreement with Capitol Public Finance Group (CPFG) to form and manage Community Facility Districts. Chief Duerr noted that the District continues to seek ongoing revenue sources and fund the costs of providing the District's services required by new development. This contract would be to setup the CFD for the District. Director Ryland reported that she would recuse herself from the discussion and vote and stated that CPFG has contracts with her consulting business on several projects outside of the District. The Board discussed the need for the contract approval prior to the upcoming workshop and agreed that the contract should move forward. Director Randall made a motion to approve the contract to enter into professional services with CPFG. Director Musso made a second to the motion.

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

NEW BUSINESS

Fiscal Year 2022/23 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2022/23 third party audit. This is standard procedure to review the third-party audit conducted on the previous budget year's financial statements. Chief Duerr noted that the final financials report \$1.15 million in excess over expenditures due to the reduction of full-time equivalent positions and elimination of overspending in the budget. He noted that a correction was made to add Director Grenfell's name to Page 42 of Principal Officials. Director Gibson made a motion to approve the Fiscal Year 2022/23 audit as amended. Director Grenfell made a second to the motion.

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

Board of Director Officers and Committees 2024: Staff recommends board officer position elections and committee appointments for 2024. Director Ryland nominated Director Gibson for President. Director Grenfell made a 2nd to the nomination.

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

Director Johnson nominated Director Randall for President. Director Bajtos made a 2nd to the nomination.

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

Director Randall nominated Director Gibson for Vice President. Director Johnson made a second to the motion.

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

Director Gibson nominated Director Musso for the clerk position. Director Ryland made a second to the motion.

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

President Tracy Randall
Vice President Chris Gibson
Clerk Ken Musso

Board members discussed filling the committee positions for 2024. Director Bajtos agreed to join the Finance Committee along with Director Ryland. Director Johnson and Director Bajtos agreed to continue on the Facilities Committee with Directors Musso, Randall and Gibson continuing on the Personnel Committee. Director Johnson volunteered to become the alternate for the FAIRA Committee.

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

Director Johnson made a motion to fill the committee positions for 2024 as discussed. Director Gibson made a second to the motion.

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

2024 Board Meeting Schedule: Staff recommends review of the proposed 2024 Board meeting Schedule. Director Ryland noted that currently regular meetings are scheduled for the 2nd Wednesday of each month at 6:00 pm. All board members agreed that the proposed time and dates for 2024 would continue to work at this time. Director Musso made a motion to approve the 2024 Board meeting Schedule. Director Bajtos made a second to the motion.

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

2023/24 Long-Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: The Chief recommends reviewing and approving the 2023/24 revised plans. Chief Duerr gave a presentation on the highlights of the revised plans. All of the plans are also included in the Fire Fee Annual Reports. Plans include the long-term facilities maintenance plan, apparatus replacement plan, and major equipment replacement plan. Director Gibson made a motion to approve the 2023/24 Long term facilities maintenance, apparatus replacement, and major equipment replacement plan. Director Grenfell made a second to the motion.

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

Strategic Plan Process and Contract Approval: Staff recommends discussion and authorization for the Chief to enter into a contract with AP Triton to prepare and present a revision of the District’s Strategic Plan. Chief Duerr explained that the last strategic plan was written in 2019 and the District should take

advantage of the soon-to-be completed master plan recommendations and findings. Director Johnson noted that he had a personal relationship with a principal official of AP Triton and stated he would abstain from the discussion and vote. Chief Duerr continued that the cost for the strategic plan should range around \$23,000. He continued that a strategic plan should be reviewed every 3-5 years and a lot has changed since 2019. Director Randall made a motion to approve the strategic plan process and contract with AP Triton. Director Gibson made a second to the motion.

Ayes: Bajtos, Ryland, Musso, Gibson, Randall, Grenfell Noes: None Abstain: Johnson 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 was 318 calls down from 361 calls from last year. Call volume is trending down for the District for the last 3 years with 68% for rescues/medical and 24% service and good intent calls. Medic 16, Engine 17, and Engine 18 are the busiest units. Station 18 had the most call volume by station, followed by Station 17. There were 5 fire responses: 1 structure, 1 mutual aid, 1 cooking, 1 chimney, and 1 vehicle. Improved turn-out times with 1.27 averaged in November, down substantially from last year. Total response time was 8.44 average. Travel times and response times were greatly improved year over year. SSV response times met of 97%.

Correspondence: One PARS financial statements for the month of October, two letters of gratitude for from Granite Bay High School for assistance at their bonfire.

Chief's Report:

- Loomis Public Safety Committee 1/9
- Active Shooter Drill
- GBHS Every 15 Minutes
- Sierra College EMT Ride Alongs
- Live Burn Training
- Tablet Command Update
- Parade/Tree Lighting in Loomis
- Toy/Food collection for the community
- South Placer driving Santa in the District
- Fire Prevention department: Total permits up over last year, square footage up, fee revenue up, new starts up.
- Overtime in November: 47% due to open positions, 17% sick leave, Vacation 20%, 2% Disability
- Volunteer vs. mandatory overtime hours: 24% mandatory, 76% volunteer.
- Overtime totals averaging \$60,000 per pay period.
- Leave usage year over year: vacation leave down, sick leave down, overtime is up.

Labor Report: President Ryland thanked Engineer Patterson for the advance information in the board packet on the monthly labor report and noted that the board committees will be reporting out their reports. Engineer Patterson reported that the meet and confer process is finished at this time. The Personnel Committee has been meeting and making good progress on those items. He continued that Firefighter pay for agencies touching the boundaries of the District are significantly paying much higher wages. He noted that many agencies are testing Folsom, Metro, Roseville in the spring, and Rocklin TBD. The 522 unit projects more losses in staffing with more resignations upcoming as he noted there were 3-6 more paramedics leaving in 4 months.

Functions: Santa by the Lake 12/19, Santa in the Hood on 12/23, Santa Pancake Breakfast at Station 17 on 12/16

Board/Staff Comments: Director Johnson thanked the crews and wished them a Merry Christmas. Director Randall reported that the Personnel Committee has been working on the hiring process and things are going well. Director Musso reported that at a recent FAIRA meeting held at Sac Metro has the officer elections and noted that FAIRA will be self-funded in 24 months. He continued that FAIRA is preparing to establish a committee to administer claims up to \$100,000. Vice President Gibson introduced member of the audience, former Loomis and SPFD Board member, Russ Kelley.

Future Agenda Items: President Ryland requested an updated report on the closed stations and to review and consider a policy committee to review policies that are brought forward.

7:29 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

(A) Pending Litigation – Based on “existing facts and circumstances” the legislative body is meeting only to decide whether there is significant exposure to litigation that would authorize a closed session. Gov. Code § 54956.9 (d)(2))

(B) Public employee appointment, employment, performance evaluation, discipline, dismissal, or release. Gov. Code § 54957 (b))

8:40 p.m. Return from Closed Session

Closed Session Report: President Ryland reported that the Board had met in closed session and had taken no action at this time.

There being no further business to come before the Board, the meeting adjourned at 8:41 p.m. The next regular meeting will be held on Wednesday, January 10, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:
 Checkbook ID First Last Number First Last
 Description First Last Date 12/6/2023 1/2/2024
 User-Defined 1 First Last Type Check Check

Sorted By: Date
 Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

| Checkbook ID | Description | User-Defined 1 | Current Balance | | | |
|-------------------|------------------|----------------|------------------------------|-------------------|------------------|--------------|
| Number | Date | Type | Paid To/Rcvd From | Reconciled Origin | Payment | Deposit |
| PLACER COUNTY | County Of Placer | | | | (\$1,956,887.91) | |
| 24549 | 1/2/2024 | CHK | AFLAC | No | PMCHK00001045 | \$714.44 |
| 24550 | 1/2/2024 | CHK | California Assn of Prefessio | No | PMCHK00001045 | \$295.00 |
| 24551 | 1/2/2024 | CHK | California Assn of Prefessio | No | PMCHK00001045 | \$1,268.50 |
| 24552 | 1/2/2024 | CHK | Department of Health Care Se | No | PMCHK00001045 | \$15,078.05 |
| 24553 | 1/2/2024 | CHK | NGLIC C/O Superior Vision Se | No | PMCHK00001045 | \$870.18 |
| 24554 | 1/2/2024 | CHK | P.E.R.S | No | PMCHK00001045 | \$108,000.05 |
| 24555 | 1/2/2024 | CHK | PRINCIPAL MUTUAL | No | PMCHK00001045 | \$7,167.96 |
| 24556 | 1/2/2024 | CHK | PNC Equipment Finance | No | PMCHK00001045 | \$146,158.41 |
| 24557 | 1/2/2024 | CHK | Sacramento Area Fire Fighter | No | PMCHK00001045 | \$1,956.60 |
| 24558 | 1/2/2024 | CHK | Sacramento Area Fire Fighter | No | PMCHK00001045 | \$1,956.60 |
| 24559 | 1/2/2024 | CHK | TASC/ Total Admin Service | No | PMCHK00001045 | \$5,392.73 |
| 24560 | 1/2/2024 | CHK | TASC/ Total Admin Service | No | PMCHK00001045 | \$479.70 |
| 24561 | 1/2/2024 | CHK | TASC/ Total Admin Service | No | PMCHK00001045 | \$5,398.73 |
| 24562 | 1/2/2024 | CHK | TASC/ Total Admin Service | No | PMCHK00001045 | \$234.78 |
| 24563 | 1/2/2024 | CHK | Voya Financial Trust Co. | No | PMCHK00001045 | \$14,985.37 |
| 24564 | 1/2/2024 | CHK | Voya Financial Trust Co. | No | PMCHK00001045 | \$17,390.38 |
| 16 Transaction(s) | | | | | | \$327,347.48 |

| | | | | | | |
|----------------|-------------------------------|-----|------------------------------|----|---------------|-------------|
| WELLS FARGO OP | Wells Fargo Operating Account | | | | | \$63,165.18 |
| 28409 | 12/18/2023 | CHK | AUBURN TIRE SERVICE | No | PMCHK00001044 | \$2,303.90 |
| 28410 | 12/18/2023 | CHK | Anthony, Laurel | No | PMCHK00001044 | \$2,100.00 |
| 28411 | 12/18/2023 | CHK | BART INDUSTRIES | No | PMCHK00001044 | \$269.31 |
| 28412 | 12/18/2023 | CHK | Brookcrest By Culligan Water | No | PMCHK00001044 | \$129.45 |
| 28413 | 12/18/2023 | CHK | DAWSON OIL | No | PMCHK00001044 | \$3,484.87 |
| 28414 | 12/18/2023 | CHK | Fire Plan Review, Inc. | No | PMCHK00001044 | \$1,007.50 |
| 28415 | 12/18/2023 | CHK | Gym Doctor | No | PMCHK00001044 | \$400.00 |
| 28416 | 12/18/2023 | CHK | HARRIS INDUSTRIAL GASES | No | PMCHK00001044 | \$848.20 |
| 28417 | 12/18/2023 | CHK | Interwest Consulting Group I | No | PMCHK00001044 | \$6,445.00 |
| 28418 | 12/18/2023 | CHK | JRB Pest and Sanitation | No | PMCHK00001044 | \$180.00 |
| 28419 | 12/18/2023 | CHK | Jorgensen Company | No | PMCHK00001044 | \$500.82 |
| 28420 | 12/18/2023 | CHK | Kingsley Bogard, LLP | No | PMCHK00001044 | \$4,907.50 |
| 28421 | 12/18/2023 | CHK | LIFE ASSIST | No | PMCHK00001044 | \$2,841.45 |
| 28422 | 12/18/2023 | CHK | Placer County Water Agency | No | PMCHK00001044 | \$638.84 |
| 28423 | 12/18/2023 | CHK | Pitney Bowes Global Financia | No | PMCHK00001044 | \$168.66 |
| 28424 | 12/18/2023 | CHK | RAMOS ENVIRONMENTAL SVC. | No | PMCHK00001044 | \$1,360.41 |
| 28425 | 12/18/2023 | CHK | Recology Auburn Placer | No | PMCHK00001044 | \$730.20 |
| 28426 | 12/18/2023 | CHK | South Placer Municipal Utili | No | PMCHK00001044 | \$292.04 |
| 28427 | 12/18/2023 | CHK | SAMBA Holdings Inc | No | PMCHK00001044 | \$102.23 |
| 28428 | 12/18/2023 | CHK | US Bank Corporate Payment Sy | No | PMCHK00001044 | \$583.89 |
| 28429 | 12/18/2023 | CHK | VOYAGER | No | PMCHK00001044 | \$73.73 |
| 28430 | 12/18/2023 | CHK | Xerox Financial Services | No | PMCHK00001044 | \$2,550.99 |
| 28431 | 1/2/2024 | CHK | ADVANTAGE GEAR | No | PMCHK00001046 | \$463.27 |
| 28432 | 1/2/2024 | CHK | BART INDUSTRIES | No | PMCHK00001046 | \$532.25 |
| 28433 | 1/2/2024 | CHK | CASCADE FIRE EQUIPMENT | No | PMCHK00001046 | \$1,110.63 |
| 28434 | 1/2/2024 | CHK | DC Solar Electric Inc. | No | PMCHK00001046 | \$51,113.73 |
| 28435 | 1/2/2024 | CHK | DR Associates International | No | PMCHK00001046 | \$1,525.56 |
| 28436 | 1/2/2024 | CHK | FOLSOM LAKE FORD | No | PMCHK00001046 | \$198.87 |
| 28437 | 1/2/2024 | CHK | Foothill Fire and WIRE | No | PMCHK00001046 | \$1,381.50 |
| 28438 | 1/2/2024 | CHK | JRB Pest and Sanitation | No | PMCHK00001046 | \$130.00 |

| Checkbook ID | Description | User-Defined 1 | | Current Balance | | | |
|--------------|----------------------|----------------|------------------------------|-------------------|---------------|--------------|--------|
| Number | Date | Type | Paid To/Rcvd From | Reconciled Origin | Payment | Deposit | |
| 28439 | 1/2/2024 | CHK | LIFE ASSIST | No | PMCHK00001046 | \$2,148.55 | |
| 28440 | 1/2/2024 | CHK | Mission Uniform Services | No | PMCHK00001046 | \$216.96 | |
| 28441 | 1/2/2024 | CHK | McKinley, Lance | No | PMCHK00001046 | \$86.00 | |
| 28442 | 1/2/2024 | CHK | NETWORK DESIGN ASSOC | No | PMCHK00001046 | \$1,711.59 | |
| 28443 | 1/2/2024 | CHK | Consolidated Communications | No | PMCHK00001046 | \$2,487.53 | |
| 28444 | 1/2/2024 | CHK | TIFCO INDUSTRIES | No | PMCHK00001046 | \$268.77 | |
| 28445 | 1/2/2024 | CHK | T-Mobile | No | PMCHK00001046 | \$877.96 | |
| 28446 | 1/2/2024 | CHK | US Bank Corporate Payment Sy | No | PMCHK00001046 | \$256.05 | |
| 28447 | 1/2/2024 | CHK | WITTMAN ENTERPRISES, LLC | No | PMCHK00001046 | \$6,658.93 | |
| 28448 | 1/2/2024 | CHK | Xerox Financial Services | No | PMCHK00001046 | \$2,550.99 | |
| | | | | | | | |
| 40 | Transaction(s) | | | | | \$105,638.13 | \$0.00 |
| 56 | 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 12/6/2023 1/2/2024

Sorted By: Checkbook ID

Distribution Types Included: PURCH

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|-----------|--------------------------------|-----------------------------|--------------|------------|--------------|
| A212 | AFLAC | PLACER COUNTY | 24549 | 1/2/2024 | \$714.44 |
| 37020 | 027185 | November 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 | 24550 | 1/2/2024 | \$295.00 |
| 37021 | 1/2024 NS LTD | 1/2024 & retro NSafety LTD | \$295.00 | | |
| | 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 | \$206.50 | \$0.00 | |
| C273 | California Assn of Professiona | PLACER COUNTY | 24551 | 1/2/2024 | \$1,268.50 |
| 37022 | 1/2024 LTD | 1/2024 Safety LTD | \$1,268.50 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-0215-000 | Group Insurance Payable | \$1,268.50 | \$0.00 | |
| D148 | Department of Health Care Serv | PLACER COUNTY | 24552 | 1/2/2024 | \$15,078.05 |
| 37023 | 2024-1 | AB1705 CY2024 Coll1 | \$15,078.05 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-2025-000 | Ambulance Billing Services | \$15,078.05 | \$0.00 | |
| N115 | NGLIC C/O Superior Vision Serv | PLACER COUNTY | 24553 | 1/2/2024 | \$870.18 |
| 37035 | 788574 | Janury 2024 vision premium | \$870.18 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-1550-000 | Agency Share Insurance | \$870.18 | \$0.00 | |
| P101 | P.E.R.S | PLACER COUNTY | 24554 | 1/2/2024 | \$108,000.05 |
| 37024 | 17391058 | January 2024 Premium | \$108,000.05 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-0215-000 | Group Insurance Payable | \$23,761.31 | \$0.00 | |
| | PURCH 0-000-0221-000 | OPEB Obligation Payable | \$17,325.75 | \$0.00 | |
| | PURCH 0-000-1550-000 | Agency Share Insurance | \$60,355.39 | \$0.00 | |
| | PURCH 0-000-1550-000 | Agency Share Insurance | \$6,557.60 | \$0.00 | |
| P159 | PRINCIPAL MUTUAL | PLACER COUNTY | 24555 | 1/2/2024 | \$7,167.96 |
| 37026 | 1-2024 DENTAL | January 2024 dental premium | \$7,167.96 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-1550-000 | Agency Share Insurance | \$7,167.96 | \$0.00 | |
| P219 | PNC Equipment Finance | PLACER COUNTY | 24556 | 1/2/2024 | \$146,158.41 |
| 37025 | 1864888 | Type 1 Engine Pymt 1 | \$146,158.41 | | |
| | Type Account | Description | Debit | Credit | |
| | PURCH 0-000-4523-021 | Type 1 Engine | \$146,158.41 | \$0.00 | |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|-------------------------------|-----------------------------|--------------|-------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| S043 | Sacramento Area Fire Fighters | PLACER COUNTY | 24557 | 1/2/2024 | \$1,956.60 |
| 37027 | PP12 UNION 2023 | EE Union dues PP12 | | | \$1,956.60 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0218-000 | Union Dues Payable | | \$1,956.60 | \$0.00 |
| S043 | Sacramento Area Fire Fighters | PLACER COUNTY | 24558 | 1/2/2024 | \$1,956.60 |
| 37028 | PP13 UNION 2023 | EE Union dues PP 13 | | | \$1,956.60 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0218-000 | Union Dues Payable | | \$1,956.60 | \$0.00 |
| T160 | TASC/ Total Admin Service | PLACER COUNTY | 24559 | 1/2/2024 | \$5,392.73 |
| 37029 | PP12 DC/MR 2023 | EE/ER DC/MR PP 12 | | | \$5,392.73 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0216-000 | Flexible Benefits Payable | | \$926.87 | \$0.00 |
| | PURCH 0-000-1550-000 | Agency Share Insurance | | \$4,076.74 | \$0.00 |
| | PURCH 0-000-1550-000 | Agency Share Insurance | | \$389.12 | \$0.00 |
| T160 | TASC/ Total Admin Service | PLACER COUNTY | 24560 | 1/2/2024 | \$479.70 |
| 37030 | IN2934122 | 1/2024 admin & renewal fees | | | \$479.70 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0215-000 | Group Insurance Payable | | \$234.78 | \$0.00 |
| | PURCH 0-000-1550-000 | Agency Share Insurance | | \$244.92 | \$0.00 |
| T160 | TASC/ Total Admin Service | PLACER COUNTY | 24561 | 1/2/2024 | \$5,398.73 |
| 37031 | PP13 DC/MR 2023 | EE/ER DC/MR PP 13 | | | \$5,398.73 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0216-000 | Flexible Benefits Payable | | \$928.25 | \$0.00 |
| | PURCH 0-000-1550-000 | Agency Share Insurance | | \$4,080.86 | \$0.00 |
| | PURCH 0-000-1550-000 | Agency Share Insurance | | \$389.62 | \$0.00 |
| T160 | TASC/ Total Admin Service | PLACER COUNTY | 24562 | 1/2/2024 | \$234.78 |
| 37032 | IN2964551 | 2-2024 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 | 24563 | 1/2/2024 | \$14,985.37 |
| 37033 | PP12 DEF COMP 2023 | EE/ER Def Comp PP12 | | | \$14,985.37 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0214-000 | 457 Deferred Comp. Payable | | \$14,085.25 | \$0.00 |
| | PURCH 0-000-0214-000 | 457 Deferred Comp. Payable | | \$900.12 | \$0.00 |
| V125 | Voya Financial Trust Co. | PLACER COUNTY | 24564 | 1/2/2024 | \$17,390.38 |
| 37034 | PP13 DEF COMP 2023 | EE/ER Def Comp PP13 | | | \$17,390.38 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-0214-000 | 457 Deferred Comp. Payable | | \$16,490.26 | \$0.00 |
| | PURCH 0-000-0214-000 | 457 Deferred Comp. Payable | | \$900.12 | \$0.00 |
| A211 | AUBURN TIRE SERVICE | WELLS FARGO OP | 28409 | 12/18/2023 | \$2,303.90 |
| 36950 | 140079 | Front tires, E17 | | | \$2,243.90 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-830 | 2022 Pierce Freightlines | | \$2,243.90 | \$0.00 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|------------------------------|-------------------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 36951 | 140539 | Junk tire disposal | \$60.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-000 | Automotive Repairs/Supplies | | \$60.00 | \$0.00 |
| A243 | Anthony, Laurel | WELLS FARGO OP | 28410 | 12/18/2023 | \$2,100.00 |
| 36949 | BLD22-03988 | Plan review fee refund | \$2,100.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-8193-011 | Fees For Service & Cost Recovery Ch | | \$2,100.00 | \$0.00 |
| B147 | BART INDUSTRIES | WELLS FARGO OP | 28411 | 12/18/2023 | \$269.31 |
| 36952 | 6091-553301 | Fuel and oil filters | \$269.31 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-000 | Automotive Repairs/Supplies | | \$269.31 | \$0.00 |
| B194 | Brookcrest By Culligan Water | WELLS FARGO OP | 28412 | 12/18/2023 | \$129.45 |
| 36953 | 36953 | Monthly billing | \$129.45 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2053-000 | Food/Drink-Incident Supplies | | \$129.45 | \$0.00 |
| D101 | DAWSON OIL | WELLS FARGO OP | 28413 | 12/18/2023 | \$3,484.87 |
| 36954 | 690687 | Fuel, Sta 19 | \$436.72 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2124-003 | Station 19 Fuel | | \$436.72 | \$0.00 |
| 36955 | 690688 | Fuel, Sta 17 | \$3,048.15 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2124-001 | Station 17 Fuel | | \$3,048.15 | \$0.00 |
| F173 | Fire Plan Review, Inc. | WELLS FARGO OP | 28414 | 12/18/2023 | \$1,007.50 |
| 36956 | 1127 | November services | \$1,007.50 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2043-001 | Prevention Consulting Fees | | \$1,007.50 | \$0.00 |
| G156 | Gym Doctor | WELLS FARGO OP | 28415 | 12/18/2023 | \$400.00 |
| 36957 | 00148556 | Gym equip semi-annual servic | \$400.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2227-000 | Equipment Service/Maintenance | | \$400.00 | \$0.00 |
| H141 | HARRIS INDUSTRIAL GASES | WELLS FARGO OP | 28416 | 12/18/2023 | \$848.20 |
| 36958 | 0001928094 | Medical oxygen | \$226.95 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2130-000 | Oxygen | | \$226.95 | \$0.00 |
| 36959 | 0001929476 | Steel | \$75.50 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-000 | Automotive Repairs/Supplies | | \$75.50 | \$0.00 |
| 36960 | 0001929613 | Cylinder lease | \$53.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2130-000 | Oxygen | | \$53.00 | \$0.00 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|--------------------------------|----------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 36961 | 0001929795 | Cylinder rental | | \$268.25 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2130-000 | Oxygen | | \$268.25 | \$0.00 |
| 36962 | 0001929825 | Cylinder rental | | \$172.25 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2130-000 | Oxygen | | \$172.25 | \$0.00 |
| 36963 | 0001929937 | Cylinder rental | | \$52.25 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2130-000 | Oxygen | | \$52.25 | \$0.00 |
| I134 | Interwest Consulting Group Inc | WELLS FARGO OP | 28417 | 12/18/2023 | \$6,445.00 |
| 36964 | 155565 | November services | | \$6,445.00 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2043-001 | Prevention Consulting Fees | | \$6,445.00 | \$0.00 |
| J128 | JRB Pest and Sanitation | WELLS FARGO OP | 28418 | 12/18/2023 | \$180.00 |
| 36967 | 70270 | Monthly billing, Sta 20 | | \$90.00 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-005 | 3505 Auburn Folsom Road | | \$90.00 | \$0.00 |
| 36968 | 70271 | Monthly billing, Sta 17 | | \$90.00 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-001 | 6900 Eureka Road | | \$90.00 | \$0.00 |
| J133 | Jorgensen Company | WELLS FARGO OP | 28419 | 12/18/2023 | \$500.82 |
| 36965 | 6102503 | Semi-annual hood service | | \$250.41 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-016 | 5300 Olive Ranch Road | | \$250.41 | \$0.00 |
| 36966 | 6102507 | Semi-annual hood service | | \$250.41 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-003 | 7070 Auburn Folsom Road | | \$250.41 | \$0.00 |
| K127 | Kingsley Bogard, LLP | WELLS FARGO OP | 28420 | 12/18/2023 | \$4,907.50 |
| 36969 | 31760 | October services | | \$4,907.50 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2010-000 | Labor Legal Fees | | \$4,192.50 | \$0.00 |
| | PURCH 0-000-2043-000 | Legal/Consulting Fees | | \$715.00 | \$0.00 |
| L107 | LIFE ASSIST | WELLS FARGO OP | 28421 | 12/18/2023 | \$2,841.45 |
| 36970 | 1383621 | Various supplies | | \$1,867.42 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$1,867.42 | \$0.00 |
| 36971 | 1383674 | N95 masks | | \$99.74 | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$99.74 | \$0.00 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|-------------------------------|------------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 36972 | 1384263 | Disposable blankets | \$134.28 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$134.28 | \$0.00 |
| 36973 | 1385189 | Disposable blankets | \$134.28 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$134.28 | \$0.00 |
| 36974 | 1387755 | Various supplies | \$605.73 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$605.73 | \$0.00 |
| P125 | Placer County Water Agency | WELLS FARGO OP | 28422 | 12/18/2023 | \$638.84 |
| 36976 | 36976 | 2 mos billing | \$88.01 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2041-028 | Water - Station #28 | | \$88.01 | \$0.00 |
| 36977 | 36977 | 2 mos billing | \$178.29 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2041-028 | Water - Station #28 | | \$178.29 | \$0.00 |
| 36978 | 36978 | 2 mos billing | \$88.01 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2041-028 | Water - Station #28 | | \$88.01 | \$0.00 |
| 36979 | 36979 | Monthly billing | \$214.55 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2041-003 | Water - Station #19 | | \$214.55 | \$0.00 |
| 36980 | 36980 | Monthly billing | \$69.98 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2041-005 | Water - Station #20 | | \$69.98 | \$0.00 |
| P178 | Pitney Bowes Global Financial | WELLS FARGO OP | 28423 | 12/18/2023 | \$168.66 |
| 36975 | 3106403274 | Qtrly billing, postage meter | \$168.66 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2131-000 | Postage/Shipping | | \$168.66 | \$0.00 |
| R104 | RAMOS ENVIRONMENTAL SVC. | WELLS FARGO OP | 28424 | 12/18/2023 | \$1,360.41 |
| 36981 | W29181 | Hazardous waste disposal | \$1,360.41 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-000 | Automotive Repairs/Supplies | | \$1,360.41 | \$0.00 |
| R129 | Recology Auburn Placer | WELLS FARGO OP | 28425 | 12/18/2023 | \$730.20 |
| 36982 | 72509417 | Monthly billing | \$37.75 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2026-000 | Garbage | | \$37.75 | \$0.00 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|--------------------------------|-------------------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 36983 | 72508070 | Monthly billing | | | \$616.38 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2026-000 | Garbage | | \$616.38 | \$0.00 |
| 36984 | 72520919 | Monthly billing | | | \$76.07 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2026-000 | Garbage | | \$76.07 | \$0.00 |
| S019 | South Placer Municipal Utility | WELLS FARGO OP | 28426 | 12/18/2023 | \$292.04 |
| 36986 | 36986 | Qtrly billing | | | \$179.72 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2035-000 | Sewer | | \$179.72 | \$0.00 |
| 36987 | 36987 | Qtrly billing | | | \$112.32 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2035-000 | Sewer | | \$112.32 | \$0.00 |
| S286 | SAMBA Holdings Inc | WELLS FARGO OP | 28427 | 12/18/2023 | \$102.23 |
| 36985 | INV01330897 | Driver monitoring | | | \$102.23 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2030-000 | Memberships/Subscriptions | | \$102.23 | \$0.00 |
| U109 | US Bank Corporate Payment Syst | WELLS FARGO OP | 28428 | 12/18/2023 | \$583.89 |
| 36988 | 36988 | Monthly billing | | | \$583.89 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2040-000 | Education/Training | | \$225.00 | \$0.00 |
| | PURCH 0-000-2053-000 | Food/Drink-Incident Supplies | | \$34.75 | \$0.00 |
| | PURCH 0-000-2124-000 | Fuel & Oil | | \$285.55 | \$0.00 |
| | PURCH 0-000-2226-000 | SCBA/Stationary comp (maint/supplie | | \$38.59 | \$0.00 |
| V102 | VOYAGER | WELLS FARGO OP | 28429 | 12/18/2023 | \$73.73 |
| 36989 | 8691495672347 | Travel - appr mechanic class | | | \$73.73 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2040-000 | Education/Training | | \$73.73 | \$0.00 |
| X001 | Xerox Financial Services | WELLS FARGO OP | 28430 | 12/18/2023 | \$2,550.99 |
| 36990 | 5078650 | Monthly billing - Copier/Doc | | | \$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 | 28431 | 1/2/2024 | \$463.27 |
| 36991 | 69816-1 | New hire boots, belt | | | \$463.27 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2133-000 | Uniform Supplies | | \$463.27 | \$0.00 |
| B147 | BART INDUSTRIES | WELLS FARGO OP | 28432 | 1/2/2024 | \$532.25 |
| 36994 | 6091-555924 | Lawn mower fuel, air filter | | | \$591.69 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2124-001 | Station 17 Fuel | | \$532.25 | \$0.00 |
| C108 | CASCADE FIRE EQUIPMENT | WELLS FARGO OP | 28433 | 1/2/2024 | \$1,110.63 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|-----------------------------|-----------------------------------|--------------|-------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 36995 | INV9372 | Wildland gloves | \$1,110.63 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2135-000 | Misc. Firefighting Equip/Supplies | | \$1,110.63 | \$0.00 |
| D161 | DC Solar Electric Inc. | WELLS FARGO OP | 28434 | 1/2/2024 | \$51,113.73 |
| 36998 | 2023-101757 | Emergency generator, Sta 16 | \$51,113.73 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-4512-033 | Generator Station 16 | | \$51,113.73 | \$0.00 |
| D162 | DR Associates International | WELLS FARGO OP | 28435 | 1/2/2024 | \$1,525.56 |
| 36999 | 8748 | FBOR investigation | \$1,525.56 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2010-000 | Labor Legal Fees | | \$1,525.56 | \$0.00 |
| F109 | FOLSOM LAKE FORD | WELLS FARGO OP | 28436 | 1/2/2024 | \$198.87 |
| 37000 | 767002 | Oil | \$198.87 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2124-001 | Station 17 Fuel | | \$198.87 | \$0.00 |
| F200 | Foothill Fire and WIRE | WELLS FARGO OP | 28437 | 1/2/2024 | \$1,381.50 |
| 37001 | 59239 | Qtrly billing alarm monitori | \$1,381.50 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-001 | 6900 Eureka Road | | \$295.50 | \$0.00 |
| | PURCH 0-000-2225-003 | 7070 Auburn Folsom Road | | \$237.00 | \$0.00 |
| | PURCH 0-000-2225-005 | 3505 Auburn Folsom Road | | \$183.00 | \$0.00 |
| | PURCH 0-000-2225-006 | 4650 East Roseville Parkway | | \$255.00 | \$0.00 |
| | PURCH 0-000-2225-016 | 5300 Olive Ranch Road | | \$237.00 | \$0.00 |
| | PURCH 0-000-2225-028 | 5840 Horseshoe Bar Rd | | \$174.00 | \$0.00 |
| J128 | JRB Pest and Sanitation | WELLS FARGO OP | 28438 | 1/2/2024 | \$130.00 |
| 37002 | 68968 | Monthly billing, Sta 18 | \$130.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2225-028 | 5840 Horseshoe Bar Rd | | \$130.00 | \$0.00 |
| L107 | LIFE ASSIST | WELLS FARGO OP | 28439 | 1/2/2024 | \$2,148.55 |
| 37003 | 1390041 | Medication | \$7.67 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$7.67 | \$0.00 |
| 37004 | 1391285 | Various supplies | \$2,140.88 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2127-000 | Medical Supplies | | \$2,140.88 | \$0.00 |
| M101 | Mission Uniform Services | WELLS FARGO OP | 28440 | 1/2/2024 | \$216.96 |
| 37006 | 520499619 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |
| 37007 | 520536343 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|--------------------------------|------------------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 37008 | 520605608 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |
| 37009 | 520649121 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |
| 37010 | 520692847 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |
| 37011 | 520735244 | Weekly billing | \$36.16 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2042-000 | Laundry Service/Shop Coveralls | | \$36.16 | \$0.00 |
| M179 | McKinley, Lance | WELLS FARGO OP | 28441 | 1/2/2024 | \$86.00 |
| 37005 | 37005 | EMT recertification | \$86.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2024-000 | ParamedicCert.EMT/CPR Cert Classes | | \$86.00 | \$0.00 |
| N226 | NETWORK DESIGN ASSOC | WELLS FARGO OP | 28442 | 1/2/2024 | \$1,711.59 |
| 37012 | 90078 | IT services | \$325.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2122-001 | Software Support | | \$325.00 | \$0.00 |
| 37013 | 90163 | December software subscriptn | \$866.59 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2056-000 | Software Subscriptions | | \$866.59 | \$0.00 |
| 37014 | 90211 | IT services | \$520.00 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2122-001 | Software Support | | \$520.00 | \$0.00 |
| S282 | Consolidated Communications In | WELLS FARGO OP | 28443 | 1/2/2024 | \$2,487.53 |
| 36996 | 36996 | Monthly billing | \$138.15 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2037-000 | Telephone | | \$138.15 | \$0.00 |
| 36997 | 36997 | Monthly billing | \$2,349.38 | | |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2037-001 | 6900 Eureka Road | | \$1,759.83 | \$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 | 28444 | 1/2/2024 | \$268.77 |

| Vendor ID | Vendor Name | Checkbook ID | Check Number | Check Date | Check Amount |
|----------------|--------------------------------|------------------------------|--------------|------------|--------------|
| Voucher Number | Invoice Number | Original Voucher Amount | | | |
| 37015 | 71930548 | Various hardware | | | \$268.77 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2222-000 | Automotive Repairs/Supplies | | \$268.77 | \$0.00 |
| T150 | T-Mobile | WELLS FARGO OP | 28445 | 1/2/2024 | \$877.96 |
| 37016 | 37016 | Monthly billing | | | \$877.96 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2037-000 | Telephone | | \$877.96 | \$0.00 |
| U109 | US Bank Corporate Payment Syst | WELLS FARGO OP | 28446 | 1/2/2024 | \$256.05 |
| 37019 | 37019 | Nov statement - 3rd payement | | | \$256.05 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2053-000 | Food/Drink-Incident Supplies | | \$22.89 | \$0.00 |
| | PURCH 0-000-2221-000 | Radio Repair | | \$233.16 | \$0.00 |
| W121 | WITTMAN ENTERPRISES, LLC | WELLS FARGO OP | 28447 | 1/2/2024 | \$6,658.93 |
| 37017 | 2311046 | November services | | | \$6,658.93 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2025-000 | Ambulance Billing Services | | \$6,658.93 | \$0.00 |
| X001 | Xerox Financial Services | WELLS FARGO OP | 28448 | 1/2/2024 | \$2,550.99 |
| 37018 | 5205852 | Copier & Docuware lease | | | \$2,550.99 |
| | Type Account | Description | | Debit | Credit |
| | PURCH 0-000-2056-000 | Software Subscriptions | | \$2,550.99 | \$0.00 |

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 10TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

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

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

Impact: Policy update.

| Number | Policy | Adopted Date |
|---------------|------------------------------|-------------------------|
| 1021 | Wellness and Fitness Program | New |
| 905 | Apparatus/Vehicle Backing | 09/20/2019 |

Attachments: Proposed policies:

Mark Duerr
Fire Chief
South Placer Fire Protection District

Wellness and Fitness Program

1021.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

1021.1.1 POLICY

Best Practice MODIFIED

It is the policy of the South Placer Fire District that the wellness and fitness of its members is an organizational priority. Participation in the Wellness and Fitness Program is mandatory, non-punitive.

1021.2 PROGRAM COMPONENTS

Best Practice MODIFIED

A comprehensive fitness evaluation will be provided to all safety employees in the Wellness Program. The additional testing results, not included in Section 1021.2.2, below, shall be made available to the employee and their primary care physician only. The results of the additional test shall be confidential. The physician shall only disclose the additional testing results to the employee. It will then be the responsibility of the employee, in consultation with his/her physician, to determine the level of appropriate participation in the program. The Department shall not have access to the additional medical information. Before participating in the program's exercise portion, participants will be required to undergo the expanded medical exam by the District's physician.

Medical examination specifics should include those items identified under NFPA 1582; however, it can include additional tests as requested by a qualified healthcare professional. ~~Examinations may include:~~

1021.2.1 MEDICAL EXAMINATIONS

Agency Content

All firefighting members ~~shall~~ ~~should~~ have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- A. ~~Medical Health~~ -History Questionnaire- A medical history questionnaire shall be completed by each member to provide baseline information with which to compare future medical concerns.
- B. Physical Exam- The annual physical examination shall include each of the following components:
 1. Vital Signs ~~Medical history~~
 2. Head, eyes, ears, nose, and throat
 3. Neck

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

4. [Cardiovascular - must include a thorough history and physical exam](#)
5. ~~Blood draw/analysis~~
6. ~~Vital signs~~
7. ~~Cardiovascular~~
8. Pulmonary
9. Gastrointestinal - ~~includes a rectal exams for mass~~
10. Genitourinary; ~~hernia exam~~
 - (a) [Hernia for men](#)
 - (b) Breast - [May be deferred to](#) Primary Care Provider (PCP)
11. Lymph nodes exam
12. Neurological exam
 - (a) [Mental status](#)
 - (b) [Cranial nerve function](#)
 - (c) [Motor system](#)
 - (d) [Sensory system](#)
 - (e) [Cerebellar function/coordination \(balance and gait\)](#)
 - (f) [Reflexes](#)
13. Musculoskeletal
14. Skin (includes screening for cancers)
15. ~~Urinalysis-- Dipstick analysis for glucose, ketones, leukocyte esterase, protein, blood, and bilirubin; microscopic analysis for RBC, WBC, casts, and crystals if indicated by results of dipstick analysis.~~
16. ~~Vision test~~
17. ~~Hearing~~
18. ~~Chest X-ray (initial baseline with repeat every five years or as required)~~
19. ~~Cancer screening~~
- C. [Spirometry](#)- Pulmonary function testing (spirometry) shall be conducted to measure, at a minimum, the member's forced vital capacity (FVC), forced expiratory volume in 1 second (FEV1), and the FEV1/FVC ratio.
- D. [Body Composition](#)
- E. [Laboratory analysis](#)
 1. [Blood analysis](#)
 - (a) [White blood cell count \(with differential \)](#)
 - (b) [Platelet count](#)

Wellness and Fitness Program

- (c) [Red blood cell count \(hemoglobin and hematocrit\)](#)
- (d) [Liver enzymes and function tests \(AST, ALT, LDH, alkaline phosphate bilirubin, albumin\)](#)
- (e) [Fasting glucose](#)
- (f) [Creatinine and estimated glomerular filtration rate \(eGFR\)](#)
- (g) [Blood urea nitrogen, sodium potassium, carbon dioxide, total protein, calcium, lipids \(cholesterol and triglycerides\) - fasting](#)
- 2. [Metabolic Syndrome](#)
- 3. [Heavy metal screening - as required or needed](#)
- 4. [Urinalysis](#)
 - (a) [pH](#)
 - (b) [Glucose](#)
 - (c) [Ketones](#)
 - (d) [Protein](#)
 - (e) [Blood](#)
 - (f) [Bilirubin](#)
- F. [Vision evaluation](#)
- G. [Hearing evaluation - See 1021.2.2](#)
- H. [Pulmonary evaluation - See 1021.2.2](#)
- I. [Chest X-ray initial baseline and repeated as clinically indicated](#)
- J. ~~[Complete Blood Count \(CBC\) - a panel of tests that evaluates white blood cells, red blood cells, and platelets.](#)~~
- K. ~~[Blood Chemistry Comprehensive Panel - includes CBC, electrolytes, renal function tests, glucose, liver function tests, lipid profile, & PSA as indicated.](#)~~
- L. ~~[Resting EKG - to assess for arrhythmias, signs of heart disease, or other electrical abnormalities.](#)~~
- M. ~~[Cardiac Stress Test with Treadmill - graded exercise test to age-predicted maximal heart rate to determine maximal aerobic capacity, and identify any cardiac abnormalities that may only present upon physical exertion.](#)~~

1021.2.2 MANDATORY ANNUAL OCCUPATIONAL MEDICAL EXAMINATION

Agency Content

The following elements included in the mandatory annual occupational medical examination are required by Federal and State law:

- A. Respirator Medical Clearance - All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter (8 CCR 5144(e)). The questionnaires will be reviewed by a

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

licensed healthcare provider selected by the Department to determine which, if any, members need to complete physical examinations. See also Policy _____

- B. ~~Spirometry -Pulmonary function testing (spirometry) shall be conducted to measure, at a minimum, the member's forced vital capacity (FVC), forced expiratory volume in 1-second (FEV1), and the FEV1 /FVC ratio.~~
- C. TB Testing – All members who have the potential of being occupationally exposed to tuberculosis must complete a TB test prior to employment and annually thereafter (8 CCR 3204). See also the South Placer Fire District Infection Control Plan
- D. Flu Shots – All members who have the potential of being occupationally exposed to influenza must be offered a flu shot initially and on an annual basis. All members must either receive the injection OR complete a declination form (8 CCR 3203). See also the South Placer Fire District Infection Control Plan
- E. Hearing Conservation Program - 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)). Records to be retained by District per OSHA 1910.95(m)(3). See also Policy 605- .

Requirements by position classification:

- A. All suppression personnel, including chief officers, are mandated to complete all four elements.
- B. Fire prevention personnel who are issued respirators must complete the Respirator Medical Clearance. NOTE: P-100 and N-95 masks are categorized as respirators.
- C. Fire prevention personnel exposed to noise levels exceeding permissible levels must complete the audiology exam.
- D. Fleet personnel must complete the audiology exam.

1021.2.3 AEROBIC/CARDIOVASCULAR EVALUATION

Agency Content

All firefighting members shall have an annual aerobic/cardiovascular evaluation to include

- A. Resting ECG
 - 1. A rating 12 lead ECG shall be performed at a baseline for all ages, annually starting at age 40 and when clinically indicated.
- B. Aerobic/Cardiopulmonary testing
 - 1. Cardiac exercise stress testing should be done to achieve 12 METS, and a validated 12 MET exercise testing protocol must be used.
 - 2. Testing should be performed with proper monitoring by a physician
 - 3. Uniform personnel with a positive stress test result will be referred to a cardiologist for further evaluation

Wellness and Fitness Program

4. [Uniform personnel whose stress test results are negative but who are unable to meet the 12 MET criteria should be referred to a fitness program, counseled on risk factor modification, and retested in six \(6\) months.](#)

~~All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:~~

- ~~• Tuberculosis~~
- ~~• Hepatitis C~~
- ~~• Hepatitis B~~
- ~~• Tetanus/diphtheria vaccine (booster every 10 years)~~
- ~~• Measles, mumps, rubella (MMR)~~
- ~~• Polio~~
- ~~• Influenza~~
- ~~• H1N1~~
- ~~• HIV (optional)~~
- ~~•~~

1021.2.4 CANCER SCREENING & SLEEP DISTURBANCE

Agency Content

[Given the known occupational risk of exposure to carcinogens and the excess number of certain cancers in the fire service, the District will provide cancer screening on a regular basis to include screening for:](#)

- A. [Lung](#)
- B. [Skin](#)
- C. [Breast](#)
- D. [Cervical](#)
- E. [Testicular](#)
- F. [Prostate](#)
- G. [Digital Rectal Examination](#)
- H. [Colorectal Screening](#)
- I. [Bladder](#)
- J. [Oral](#)
- K. [Thyroid](#)

Wellness and Fitness Program

L. [Ovarian](#)

M. [Uterine](#)

N. [Brain](#)

[Screening for sleep disorders will also be provided through a validated questionnaire such as the Epworth Sleepiness Scale, Berlin Sleep questionnaire, or BMI. Firefighters with a high index of suspicion should be referred to a specialist for a diagnostic sleep study.](#)

1021.2.5 IMMUNIZATIONS

Agency Content

[Uniformed members must receive or provide documentation for the following vaccinations](#)

A. [Hepatitis A](#)

B. [Hepatitis B](#)

C. [Tetanus/Diphtheria](#)

D. [Pertussis](#)

E. [Influenza](#)

F. [COVID](#)

G. [Measles, Mumps, Rubella \(MMR\)](#)

H. [Polio](#)

I. [Varicella \(if not already immune\)](#)

J. [Human Papillomavirus \(HPV\)](#)

K. [Pneumovax should be considered for individuals with appropriate risk factors](#)

L. [Vaccination adverse event recording](#)

1. [All adverse reactions to vaccine administration shall be recorded in the member's medical record and reported to the Vaccine Adverse Events Reporting System \(VAERS\) at \[HTTP://vaers.hh.gov\]\(http://vaers.hh.gov\) or 800-822-7967](#)

[Infectious disease screening is another aspect of immunizations and shall be provided for:](#)

A. [Hepatitis C](#)

B. [Tuberculosis \(TB\)](#)

C. [Human Immune Deficiency \(HIV\)](#)

1021.2.6 OCCUPATIONAL STRESS AWARENESS CONSULTATION

Agency Content

[The physician conducting the firefighter's annual medical evaluation shall use a validated questionnaire to assess for occupational stress. Fire fighters with a high index of suspicion must be referred to a licensed behavioral health specialist trained to recognize and treat stress-related and/or behavioral health disorders in firefighters, as needed.](#)

Wellness and Fitness Program

1021.2.7 REFERRAL TO HEALTH CARE PRACTITONERS

Agency Content

The following situations/conditions warrant referrals to healthcare practitioners:

- A. Abnormal findings on the annual medical exam
- B. Revaccination or intervention following exposures
- C. Managed care or other provided referrals as appropriate for non-work-related medical issues

Follow-up findings from annual examinations will be handled by the Districts workers' compensation (W/C) medical provider if work-related and return-to-work determinations that require clearance by W/C and other specialty providers as needed.

Final authority for return to work/fitness for duty decisions shall be governed by the current MOU.

1021.2.8 WRITTEN FEEDBACK

Agency Content

Following the annual examination, written feedback to uniformed personnel concerning health risks and health status shall be required.

1021.2.9 FITNESS EVALUATIONS

Agency Content

All firefighting members shall have an annual fitness evaluation that is not punitive or competitive, consisting of an assessment questionnaire (developed by a qualified healthcare professional) and testing. The Districts primary concern and goal is to have a healthy and fit workforce.

To that end, the District will utilize a standardized set of tests consistent with NFA 1582 and the IAFF Wellness-fitness initiative (current edition) and shall evaluate the following:

- A. Body Composition
- B. Aerobic capacity
 1. Using a consistent , ~~an~~-appropriate maximal or submaximal protocol for all participants
- C. Power
- D. Muscular Strength and endurance
 1. ~~Grip strength~~
 2. ~~Leg strength~~
 3. ~~Arm strength~~
- E. Mobility and f Flexibility
 - o ~~Using the sit-reach protocol~~

A poor fitness assessment will not in and of itself cause the District to remove an incumbent member from the line. A poor fitness assessment (or fit for duty assessment) after a physical

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

performance issue has been identified either on the training ground or emergency scene must both be present for the District to remove personnel from their regularly assigned duties.

~~These tests shall be performed by a qualified coach or exercise physiologist. If, during the course of the fitness assessment, a member scores below 12 METS, the following will occur:~~

- ~~A. A member tests between 10 and 12 METS -- that member shall be verbally counseled to improve their fitness and be made aware of the service available through the peer fitness trainer.~~
- ~~B. A member test between 8 and 10 METS -- that member will be prescribed an aerobic fitness improvement plan and retested every six months:
 - ~~1. The improvement plan will be developed and monitored by peer fitness trainers. District administrative staff will support the program logistically and receive a report during the testing period to be advised of the improvement plan status, but the overall program will be managed by peer fitness trainers.~~
 - ~~2. So long as the member remains between 8 and 10 METS, the improvement plan will be prescribed and updated as needed.~~~~
- ~~C. A member tests at or below 8 METS -- a prescribed aerobic fitness plan will be required, and the District will consider restrictions from essential job functions as indicated in NFPA 1582:
 - ~~1. The prescribed fitness plan will be implemented by a coach or trainer as selected by the District and labor group~~
 - ~~2. The program could consist of the following components as needed:
 - ~~(a) Regular meetings with the coach/trainer to provide a plan with progress updates and regular feedback~~
 - ~~(b) Nutritional counseling and support~~
 - ~~(c) Online resources that may include workout suggestions, workout logging, nutrition logging, online trainer feedback, or any other tool consistent with the overall improvement of employee health and fitness~~~~
 - ~~3. The Trainer will provide an update every 90 days as to the general progression of the employee:
 - ~~(a) So long as the employee is showing improvement, the District will continue to support the plan until testing reaches between 8-10 METS and then the employee will transition to an improvement plan and peer fitness trainer as outlined in B. above.~~
 - ~~(b) If the employee does not demonstrate progress towards the goal of 8 METS or greater after 180 days, the District will review the process and consider alternate, non-punitive options as allowed under the MOU~~~~~~

1021.2.10 PHYSICAL FITNESS AND CONDITIONING

Agency Content

Wellness and Fitness Program

A physical fitness and conditioning program shall correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program shall also provide fitness equipment in fire stations with the available space. The fitness and conditioning program shall be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with ~~South Placer Fire District Policy Manual: 1022~~ **PHYSICAL FITNESS GUIDELINES**

1021.2.11 PEER FITNESS TRAINERS

Agency Content

Volunteers shall be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and [shall](#) be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

1021.2.12 PERIODIC WELLNESS EDUCATION

Agency Content

Ongoing training and education will be provided to all members on a variety of topics relating to health, fitness, and overall wellness. All training and education will be coordinated by a health and fitness professional identified by South Placer Fire District. All activities will be coordinated by the [Division Chief EMS/Safety](#). Topics will include, but are not limited to, the following:

- A. Nutrition
- B. Back health
- C. Functional movement
- D. Mobility
- E. Emotional/Mental health
- F. Physical fitness & exercise
- G. Safe exercise practices

1021.2.13 REHABILITATION

Agency Content

The [South Placer Fire District](#) and the labor association will work together to provide a progressive individual injury, fitness, and medical rehabilitation program that can assist in full rehabilitation of any affected uniformed personnel to a safe return to duty status. The rehabilitation of our personnel must be a priority. Rehabilitation programs shall include:

- A. A physical therapy organization familiar with job requirements and fit-for-duty expectations
- B. An alternate duty program is available
- C. A personalized exercise prescription that considers job requirements and the individual's past medical history
- D. a comprehensive injury prevention program

Wellness and Fitness Program

- E. The District rehab program is not punitive and is comprehensive in scope. It includes medical treatment, fitness training, and physical/occupational therapy with the goal of quickly and safely returning members to full-duty

1021.2.14 BEHAVIORAL HEALTH

Agency Content

The District will support the provisions of a behavioral health plan through appropriate internal and external resources. Components of the behavioral health plan include a n effective stress management program through training, peer support, and an Employee Assistance Program (EAP).

- A. Training - The District will provide awareness and review available resources for behavioral health on an annual basis to increase awareness of programs and benefits available to District members and their families.
- B. Peer Support has been established through the District and neighboring agencies to aid in the management of stress and mental wellness. All members are encouraged to utilize peer support immediately following a call where peer support would be indicated.
- C. EAP - is a program provided by the District for all members. The menu of services and support is extensive and can be found here. Use group code frms.

Apparatus / Vehicle Backing

905.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

905.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus..

Lookout - A member designated to observe the area around the apparatus and alert the operator of any potential hazards.

Vehicle - Any automobile or light utility vehicle owned or leased by the South Placer Fire District and used for department business.

905.2 POLICY

[It is the Policy of the South Placer Fire District to ensure public and member safety at all times. One way to provide for this safety is to establish safe vehicle practices to always include the use of a spotter when engaging in vehicle backing operations.](#)

905.3 OFFICER AND DRIVER RESPONSIBILITIES

~~Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.~~

~~Before backing up an apparatus or vehicle, all potential backing up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.~~

~~The officer and or driver is responsible for deploying spotters when backing up or as necessary to allow the safe movement of an apparatus.~~

~~The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.~~

~~If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.~~

Apparatus / Vehicle Backing

~~If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.~~

~~If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or down the road in the direction the apparatus is headed.~~

Firefighter safety is extremely important. Backing and reduced clearance operations are the most common cause of fire service apparatus/vehicle collisions. Training and awareness of the potential dangers associated with backing and off-road or restricted clearance operations are anticipated to reduce the incidence of firefighter injuries and fatalities.

All potential hazards should be assessed before backing or operating a vehicle in reduced clearance conditions to ensure that obstructions are identified to avoid a collision.

The Officer or Operator is responsible for deploying a spotter or lookout as necessary to allow the safe movement of the apparatus/vehicle.

The Officer shall ensure that the most competent member fills the role of spotter.

In any situation where the operator cannot safely move the vehicle without a spotter or lookout, the appropriate member or members shall be utilized. Under these conditions, the operator should not move the apparatus/vehicle until appropriate personnel have been deployed, and clear communication has been established visually or audibly with radio or other voice-relaying systems.

When a spotter or a lookout is deployed, the operator must follow their commands.

The operator will perform no apparatus/vehicle inputs unless directed by the spotter. The only exception is to stop.

The operator must stop if visual or audible contact with the spotter or lookout is not maintained or the input directions are not clearly understood. The operator's attention must not be diverted from the spotter while the vehicle is moving, as a direction to stop may be missed.

The operator establishes a shared understanding of visual or verbal signals with the spotter or lookout before moving the apparatus/vehicle. The operator must follow the direction of the spotter.

905.4 SPOTTER RESPONSIBILITIES

The spotter is responsible for safely directing the movement of the apparatus/vehicle once deployed.

The spotter must be in visual or audible contact with the operator at all times when the apparatus/vehicle is in movement.

Apparatus / Vehicle Backing

The spotter shall direct the operator to stop if movement out of visual or audible contact with the operator is required to assess or mitigate hazards such as moving obstacles or stopping other traffic.

The spotter should not walk backwards while directing the operator. The spotter must stop the vehicle, move to a different position and then resume directing the operator.

The spotter must identify all hazards and direct all movements of the apparatus/vehicle to avoid them. These hazards include but are not limited to anything that can be damaged by or cause damage to the apparatus/vehicle or personnel.

The spotter must direct all movement of the apparatus/vehicle including speed, steering inputs and brake application to avoid collision with any of these hazards. If the spotter cannot observe all hazards at the same time the spotter may utilize one or more lookouts as needed.

~~Spotters are generally used when backing-up large vehicles or fire apparatus.~~

~~Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact.~~

~~In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.~~

~~Spotter responsibilities include, but are not limited to, the following:~~

- ~~(a) Be constantly aware of the surroundings while performing this function.~~
- ~~(b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.~~
- ~~(c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.~~
- ~~(d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.~~
- ~~(e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).~~
- ~~(f) Maintain visual contact with the driver at all times.~~
- ~~(g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.~~
- ~~(h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.~~
- ~~(i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.~~
- ~~(j) Stand on the ground; never on the apparatus.~~

Apparatus / Vehicle Backing

- (k) ~~Practice skills as time permits.~~

905.5 LOOK OUT RESPONSIBILITIES

The lookout is responsible for watching for any hazards that may not be visible to the operator and directing the operator to stop until the hazard is moved, passed or a Spotter is deployed to direct the vehicle around the hazard.

The lookout must always maintain visual or audible contact with the operator.

The lookout will not be responsible for directing the operator's control inputs except for stopping.

A lookout should be utilized where the operator can move the apparatus/vehicle but cannot see approaching hazards such as a dog, child, or an approaching vehicle.

The lookout should not be walking backward while the apparatus moves to avoid trip and fall injuries.

Lookouts should also be deployed to assist a spotter. If a spotter cannot see a hazard, then a lookout can be used to watch that hazard and give the stop command to the spotter, which is to be relayed to the operator. The spotter may utilize multiple lookouts.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 10TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: 2023 Annual Fire Inspection Resolution:

Action Requested: Staff recommends acceptance of the Resolution documenting the number of reportable annual occupancy inspections completed in 2023 as per Senate Bill 1205.

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

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

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

Attachments: Resolution No. 6-2023/24; SB 1205

Mark Duerr
Fire Chief
South Placer Fire District

RESOLUTION NO. 6-2023/2024

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

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

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

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

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

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

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

A. EDUCATIONAL GROUP E OCCUPANCIES:

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

During calendar year 2023, the South Placer Fire District completed the annual inspection of **26** Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

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

B. RESIDENTIAL GROUP R OCCUPANCIES:

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

During calendar year 2023, the South Placer Fire District completed the annual inspection of **7** Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

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

accompanying staff report for this resolution.

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

I, Tracy Randall, President of the South Placer Fire District Board of Directors, certify that the foregoing resolution was adopted by the Board of Directors for the South Placer Fire District, at a regular meeting held on the 10th day of January, 2024.

AYES: Director(s): _____

NOES: Director(s): _____

ABSTAIN: Director(s): _____

ABSENT: Director(s): _____

Tracy Randall, Fire District Board President

ATTEST:

Kathy Medeiros, Board Secretary

Attachments:

- Exhibit "1" – Staff Report

Exhibit 1:

2023 Occupancy Inspection Staff Report for SB1205 Compliance:
South Placer Fire District

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

Total number in District for the 2023 calendar year – **26**
Total number of inspections for this occupancy type – **26**
Completion Rate – **100%**

Group R Occupancies: Including Hotels, Motels and Apartments

Total number in District for the 2023 calendar year – **7**
Total number of inspections for this occupancy type – **7**
Completion Rate – **100%**

Annual Occupancy Inspections 2023: Including A, B, E, H, M, R, S, and U, occupancies

483 total

Senate Bill No. 1205
CHAPTER 854

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

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

LEGISLATIVE COUNSEL'S DIGEST

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

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

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

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

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

DIGEST KEY

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

BILL TEXT

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

SECTION 1.

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

13146.4.

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

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

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

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

SEC. 2.

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 10TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Legal Counsel Review:

Action Requested: Staff recommends a discussion about the Districts legal counsel.

Background: The District has been a long-standing client of Kingsley Bogard (KB) for legal counsel, with attorney Paul Gant as the District liaison with the firm, handling nearly all legal matters and training for over a decade. As of December 31, 2023, Mr. Gant has left Kingsley Bogard to pursue a different facet of law. While the District maintains representation through the many capable attorneys at KB, staff recommends assessing the current relationship with KB to ensure they are still the best fit for the District. The traditional process for professional service would include either a Request for Qualifications (RFQ) or a Request for Proposal (RFP) from firms providing similar services. Staff is looking for direction on how to proceed.

Impact: Possible District legal counsel change

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 10TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Proposal for Public Opinion Research:

Action Requested: Staff recommends discussion and possible action on conducting public opinion research to determine the feasibility of a ballot measure in 2024.

Background: In July 2022, the District conducted a benefit assessment for Division 2 of the South Placer Fire District. The goal of the assessment was to increase revenue to maintain three-person staffing on all fire apparatus in the District, increase employee compensation and benefits to better compete with local agencies, and rebuild the District fund balances to support the possible reopening of Station 16.

Unfortunately, the measure failed and, with that, the District acted swiftly to address the deficit spending, including:

1. Closing one fire station (Station 19).
2. Reduction of six (6) full-time positions, reducing daily staffing by two (2) from 17 to 15.
3. Closure of a truck company.
4. Staff was relocated from Station 15 (Granite Bay High School Area) to Station 16 to maintain overall response times in the District due to the closure of Station 19.

While these actions were difficult, they were necessary. Without such drastic action, the District would have exhausted all fund balances and reserves in as little as three to four years. The service model was not sustainable.

Since the closures, the District has worked diligently to rectify many of the issues threatening the service level to the community as well as the long-term viability of the District. By applying rigorous analysis of all facets of service delivery, the District was able to:

1. Improve overall engine response times by 1.5%.
2. Reverse deficit spending.
3. Improve employee compensation by an average of 24.5% over three years.
4. Reduce long-term unfunded liabilities.

However, these improvements are not enough if the District is to provide meaningful emergency medical and fire response to our community. While response times have improved, they are still significantly above the national recommendations, with no way to improve these times other than by adding more units to the District (essentially reopening closed stations). The number of firefighters available to deliver

service is well below the recommendation of the National Fire Protection Association of four firefighters on an engine company and even below the regional professional standard of three personnel. This staffing level is unsafe and inefficient on the fire ground, taking a crew of two (the current staffing model at 50% of the SPFD companies) 15% longer to perform all necessary tasks to extinguish a fire than a four-person crew. Finally, the District continues to lose members to neighboring agencies due to the discrepancy in wages and benefits, costing the District thousands of dollars and countless hours of training every year, only to see the District's hard work lost. The District has applied all measurable budget controls available, yet without additional revenue resources, the District will be unable to improve staffing to the point that safely protects the community and firefighters.

With 2024 being an election year, it is the ideal time to assess community support for a possible special tax/benefit assessment or face the possibility of maintaining the current operating model for two more years until the next election cycle.

Impact: To continue to provide excellent service to our community through enhanced staffing, improved response times, and better recruitment and retention.

Attachments: Proposal for Public Opinion Research

Mark Duerr
Fire Chief
South Placer Fire District



OPINION
RESEARCH
& STRATEGY

TO Chief Mark Duerr
South Placer Fire Protection District

FROM Curt Below & Lucia Del Puppo
FM3 Research

RE: Proposed Survey Research Scope of Work

DATE December 14, 2023

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is pleased to submit this short scope of work to conduct research assessing a potential special tax measure for voters to consider in the South Placer Fire Protection District. This would be a potential measure for the November 2024 ballot and is a follow-up to the 2022 property assessment that narrowly failed among property owners in the District.

PROPOSED RESEARCH SPECIFICATIONS AND ESTIMATED COSTS

Project Goals While the District is still considering various financial and legal factors, it is our understanding that the District's current thinking would be to seek approval for a measure establishing a new special tax that scales by property size and would replace similar existing special taxes in Loomis and Granite Bay.

Strategic Considerations As we have discussed, we might want to consider two potential ballot measures in the research, though this is not something the District would need to decide at this point in time. One measure would replace the two existing special taxes and increase the overall tax amount to generate additional funds for the District and more equitably distribute the tax. However, this could result in a relatively high tax rate being presented to voters, even though the net amount might be lower in practice.

An alternative approach might be to leave the existing special taxes in place and simply establish a new special tax. This measure would establish a lower tax rate and involve less complexity. However, it would leave in place some of the disproportionate tax rates associated with the two existing special taxes.

Research Methodology Dual-mode voter survey

| | |
|---|---|
| Data Collection Mode | Telephone and online/mobile interviews |
| Respondent Contact Method | Telephone calls, email invitations, and text invitations |
| Research Population & Sample | We recommend conducting a dual-mode, voter survey of 400 likely November 2024 voters. (400 is a standard sample size for communities the size of the District and even much larger communities.) We also recommend conducting a relatively even balance between online and phone interviews, to mitigate against any potential mode bias. |
| Margin of Sampling Error* | ±6.9% for a sample of 200 interviews (split sample) ±4.9% for a sample of 400 interviews (full sample) |
| | *At the 95% confidence level (i.e., in 95 out of 100 cases) |
| Questionnaire | A 15-20 minute survey, with most baseline surveys of this nature running 20 minutes. |
| Language | Given the District's demographics, we recommend conducting all interviews in English, only. We could conduct interviews in Spanish for an additional cost, upon request. |
| Deliverables | <p>Following the completion of the survey, we will provide:</p> <ul style="list-style-type: none"> • A questionnaire with the topline results of the survey for easy reference • A complete set of crosstabs in an easy-to-read, comprehensive format • Verbatim responses to any open-ended questions • A complete analysis of survey results in PowerPoint • A presentation of the survey results <p>FM3 will also be available for ongoing consultation and any further analysis of the research.</p> |
| Cost | Figure 1 contains the total estimated costs for this research. These prices are comprehensive and include all costs for questionnaire design; sample acquisition and preparation; programming; email and text invitations; survey hosting; telephone interviewing; data entry and analysis; and reporting. |

Figure 1: Estimated Survey Costs

| Survey Length | 400 Interviews |
|---------------|----------------|
| 15 minutes | \$28,750 |
| 20 minutes | \$32,000 |

We would welcome the opportunity to work with you on this research, and if you have any questions or if there is any further information we can provide, please do not hesitate to contact us. Thank you for your consideration and you may reach us as follows:

Curt Below

Fairbank, Maslin, Maullin, Metz & Associates (FM3)

1999 Harrison Street, Suite 2020

Oakland, CA 94612

(510) 451-9521 (Office)

Curt@FM3Research.com

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 10TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Firefighter Trainee Job Description:

Action Requested: The Chief recommends a discussion and adoption of the Firefighter trainee job description.

Background: The South Placer Fire District continues to develop new hiring approaches to attract the highest-quality candidates. In an increasingly competitive job market, the District must expand its candidate pool by looking at non-traditional applicants and then provide the training and education required to bring these candidates up to the South Placer Fire District standard. One area identified as an opportunity for hiring is seeking qualified paramedics and training them to become firefighters through this newly developed firefighter trainee position.

The Firefighter Trainees will be in a limited-term/non-represented position with an 18-month performance window to obtain a Firefighter One (FF1) certification. The newly hired paramedics will be introduced to firefighting in a brief onboarding academy provided by the District before being assigned to an ambulance while awaiting the next FF1 academy. The District will send these candidates through the academy as employees of the District, covering all costs associated with training and salary continuance. Upon completing the academy and obtaining a FF1 certification, the employee will be reclassified to a permanent status employee to begin their probationary period as a South Placer Fire District Firefighter Paramedic.

Impact: Increases qualified candidate pool

Attachments: Job Description draft policy

Mark Duerr
Fire Chief
South Placer Fire Protection District

SOUTH PLACER FIRE DISTRICT POLICY MANUAL

POLICY TITLE: Firefighter Trainee

Adopted Date:

POLICY NUMBER: Policy number to be assigned upon adoption.

1192.1 Responsibilities: The Firefighter Trainee reports to their company officer or assigned designee. Under direction, the Firefighter Trainee is responsible for fire suppression training and care of the sick and injured. Trainees assist with the maintenance of apparatus, equipment, buildings, and grounds. When assigned, the Firefighter Trainee operates vehicles with due regard for the welfare of the public and District.

1192.2 Examples of Duties:

1192.2.1 Performs activities in combating, extinguishing, and preventing fires.

1192.2.2 Trains for and participates in varied firefighting, EMS and rescue duties, fire protection inspections, equipment and apparatus operation and maintenance.

1192.2.3 Responds to incidents of fire or other emergencies with or on apparatus; lays and connects hoses; holds nozzles and directs water; raises and climbs ladders; uses chemical extinguishers, bars, hooks, etc.

1192.2.4 Assists with fire suppression, removes persons from danger, administers emergency medical care, conducts fire prevention inspections, and participates in public safety education and department training programs.

1192.2.5 Performs general maintenance and clean up in the upkeep of fire apparatus, equipment, furnishings, and facilities of the Fire District and performs related work as assigned.

1192.2.6 Is skilled in the operation of District vehicles and may be required to drive and operate same in a consistent and safe manner with due regard for the welfare of the public and the District.

1192.3 Minimum Qualifications:

1192.3.1 Be at least 18 years of age.

1192.3.2 Posses a high school diploma or GED equivalent.

1192.3.3 Never been convicted of a felony.

1192.3.4 Posses a valid California Driver's License and has a clean driving history.

1192.3.5 Maintain valid CPR Health Care Provider or equivalent.

1192.3.6 California Paramedic License with a valid Sierra – Sacramento Valley Accreditation.

1192.3.7 Must attend a Firefighter One academy and obtain California State Fire Marshall FF 1 certification.

1192.3.8 Possess a valid CPAT physical abilities test card.

1192.4 Duty Requirements: Each Firefighter Trainee will be assigned to a shift (A, B or C). The Trainee will report to their assigned station on their assigned duty day. While on duty, each Trainee will respond to calls with their assigned apparatus. They will always be under the direct supervision of their company officer or assigned designee. Trainees shall maintain a neat and orderly appearance of themselves and their station living area. Trainees shall abide by all applicable District Operating Procedures. Around the station, each Trainee will perform house duties, station and apparatus maintenance, and other duties as assigned by their company officer or assigned designee.

1192.5 Response Requirements: Upon entering the Firefighter Trainee Program, each Trainee will be furnished with a task book, including a check-off list that outlines the requirements that need to be completed. At no time will a Trainee be allowed to function in a capacity that they have not been officially checked off to perform. The Trainee's company officer or assigned designee will monitor these checkoffs. When all the checkoffs are completed and signed off by a company officer, the finished task book will be placed in the Firefighter Trainee's training file.

1192.6 Training Requirements: Each Firefighter Trainee will be responsible for completing checkoffs as noted on the forms in their task book. Trainees are strongly encouraged to train regularly with their duty shifts. Firefighter Trainees must attend all "required" training sessions.

1192.7 Length of Service and Maintenance Requirements: Firefighter Trainees will have 18 months from the date of hire to complete Firefighter One academy and State certification.

1192.8 Evaluations: Each Firefighter Trainee will be formally evaluated every 3 months in writing during their initial year with the District. The Trainee's company officer or assigned designee will complete and administer this evaluation.

1192.9 Standards: The Firefighter Trainee shall acquire and apply the knowledge of the District rules, regulations, procedures, methods, and techniques on a continuous basis. Maintain the

mental condition, physical endurance, agility, strength, and stamina to perform hazardous work under emergency conditions. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies, and District employees.

DRAFT

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
11/1/2023 to 11/30/2023

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

Account Summary

| Source | Balance as of 11/1/2023 | Contributions | Earnings | Expenses | Distributions | Transfers | Balance as of 11/30/2023 |
|---------------|----------------------------|---------------|--------------------|-----------------|---------------|---------------|-----------------------------|
| OPEB | \$1,373,372.41 | \$0.00 | \$93,990.55 | \$688.44 | \$0.00 | \$0.00 | \$1,466,674.52 |
| Totals | \$1,373,372.41 | \$0.00 | \$93,990.55 | \$688.44 | \$0.00 | \$0.00 | \$1,466,674.52 |

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 | 6.84% | 0.86% | 6.06% | 1.45% | 5.42% | 5.03% | 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

Thank You

Dear Ms. Hoop,

We wanted to give you a huge thank you for all you did to make every 15 minutes possible. Without you, all of the realistic portions to the event, like the ambulances, would not have been possible. You put in your personal time to attend every meeting and we appreciate that so much!

Sincerely,
Haley Matsuda
Grace Grover

Thank You

Dear Mr. Ingolia,

We wanted to give you a huge thank you for all you contributed to make every 15 minutes possible. Without your help, we wouldn't have had ambulances, fire fighters, ect. You put in your personal time to attend all of the meetings and that is greatly appreciated!

Sincerely,
Haley Matsuda
Grace Grover



Thank you
for the great
deeds you do
each and every
Day

Merry Christmas
and
Happy New Year

Ma and Nancy
Stall

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, JANUARY 04, 2024
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chief's Report

Action Requested: Staff recommends a monthly District update.

Background:

- Santa in the neighborhood
- Station 17 open house/pancake breakfast
- Tablet Command – Tablet Command has been installed in a test environment in Placer County CAD, and functionality testing should begin in the next few weeks.
- Received technical review for the Master Plan and provided comments.

Attachments: None

Impact: Monthly update

Mark Duerr
Fire Chief
South Placer Fire District