

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, February 14th, 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	\$161,499.17
Consolidated Mitigation Fees	\$45,785.56
Plans/Inspections	\$50,289.00
Cell Tower Leases	\$14,010.97
MVA Fire Recovery	\$1,072.11
OES Reimbursement	\$41,106.07
Staffing Reimbursements	\$72.76
Workers Comp. Reimbursement	\$6,674.70
ATV Sale	\$7,000.00
Equipment Sale	\$892.00
TOTAL	<u>\$328,402.34</u>

D. Approval of the February 2024 Expenditures: \$368,000.05

E. Personnel Items

<u>Separations:</u>	None
<u>Promotions:</u>	None
<u>Reassignments:</u>	None
<u>New Hires:</u>	None
<u>Interns/Volunteers:</u>	None

5. **Special Presentation:** None.

6. **Old Business:**

A. **South Placer Fire District Policy Updates:** Staff recommends a second reading and adopting the proposed policy updates. PG#28

7. **New Business**

A. **South Placer Fire District Policy Updates:** Staff recommends a review and first reading of the proposed policy updates. PG#43

B. **LAFCO Nomination:** Staff recommends discussion and possible action on LAFCO Special District representative. PG#55

C. **Legal Counsel Review:** Staff recommends a discussion and approval of a RFP for the District's legal counsel. PG#59

D. **Community Facilities District (CFD) Goals and Policy:** Staff recommends a review and first reading of the Community Facilities District (CFD) policies and goals. PG#72

E. **SCI Proposal for Providing Consulting, Engineer of Work and Levy Administration on South Placer Fire District Special Tax – Measure A:** Chief recommends discussion and approval for the Chief to execute a renewed agreement with SCI Consulting Group. PG#78

- F. **FY 2023/2024 2nd Quarter Budget Report:** The Chief recommends a short presentation on the FY 2023/24 budget status. PG#87
- G. **National Child Safety Council Donations:** Staff recommends discussion and approval to work with the National Child Safety Council to acquire community safety material for children. PG#92
- H. **Firefighter Trainee Job Description:** The Chief recommends a discussion and adoption of the Firefighter trainee job description. PG#97

8. Information and Discussion:

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

9. Correspondence PG#102

10. Chief's Report: Staff recommends a monthly District update PG#115

11. Labor Report PG#116

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. 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. Pending Litigation – Meet with legal counsel to discuss possible litigation. Gov Code 54956.9(d)(2)
- B. Labor Negotiations – Conference regarding contract negotiations. Gov Code 54957.6

16. Statement of Action Taken During Closed Session

17. Adjournment

**Next Board Meeting:
Special Meeting - February 29th, 2024 @ 6:00 PM
March 13th, 2024 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
January 10, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, January 10, 2024, at 6:00 p.m. by President, Tracy Randall.

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Ken Musso, Clerk
Teresa Ryland, 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
Firefighter Paramedic, Dustin Ogden
Division Chief, James Magnuson
Engineer Paramedic, Pat Patterson

Firefighter Paramedic, Bryan Doepel
Engineer Paramedic, Kenneth Kaiser
Captain Paramedic, Mark Robertson
Engineer Paramedic, Tyler Duncan
Captain Paramedic, Nick Paskey

Public Comment: None

Consent Agenda: Director Gibson made a motion to approve the consent agenda. Director Musso made a second to the motion.

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

Special Presentation: None

OLD BUSINESS

None

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Chief Duerr began by presenting two policies for review and approval: the Wellness and Fitness Program and the Apparatus Vehicle Backing policy. President Randall offered grammatical suggestions and corrections to the draft policies. He noted that the “Immunizations” section should also note documentation or declination of vaccinations. Chief Duerr agreed to add that language to the policy. He continued that this is the first reading of these policies, and they will be back for approval at the next board meeting.

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. Chief Duerr began by saying that this is a routine requirement of the annual documentation of the 2023

reportable inspections by Resolution. He continued that the District had 100% compliance, with Group E completing 26 inspections and Group R completing 7. A total of 483 Company inspections were completed in 2023. Director Gibson made a motion to approve Resolution No. 6-2023/24. Director Grenfell made a second to the motion.

Roll Call:

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

Legal Counsel Review: Staff recommends a discussion about the District's legal counsel. Chief Duerr explained that with the recent transfer of long-standing attorney Paul Gant of Kingsley Bogard (KB) to a different facet of law, the District needs to reassess its current relationship with KB in the future. He recommended that the Board seek a Request for Qualification (RFQ) or Request for Proposal (RFP) from firms that provide similar services. He noted that the District has been assigned to attorney Lindsay Moore in the interim. Director Ryland motioned to approve Chief Duerr moving forward with an RFP for legal counsel. Director Gibson made a second to the motion.

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

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. Chief Duerr stated that since the Benefit Assessment for Division 2 failed in July 2022, the District has worked diligently to rectify many issues. Improving engine response times, reversing deficit spending, improving employee compensation, and reducing long-term unfunded liabilities. He continued that at this time, he recommends seeking a contract with a public opinion surveyor to record the community support for a possible special tax/benefit assessment for the 2024 election year. He continued that an election is too costly to perform for the District to act blindly. He recommended utilizing FM3, which will conduct 400 responses with 15-20-minute interviews from the public at a cost of \$28-30,000. Director Ryland noted that there had been no prior discussion on a future tax measure and that the deadline to provide information to the Placer County Elections division would be June. Director Johnson noted the need for transparency at an open board meeting. Chief Duerr explained that the District could proceed again with a benefit assessment, but he recommends a special tax measure that is both cleaner and easier to understand. Director Randall suggested that any measure should affect both divisions and that additional discussion could occur at the next PAC Committee meeting. Chief Duerr agreed to collect additional information on FM3 and bring it back for further discussion with the Board.

Firefighter Trainee Job Description: The Chief recommends a discussion and adoption of the Firefighter Trainee job description. Chief Duerr began by saying that the District has been exploring many hiring options for firefighters and paramedics. The Firefighter Trainee position would be a limited-term, non-represented position with an 18-month performance window to obtain a Firefighter One (FF1) certification. The newly hired paramedics would take a brief District onboarding academy before being assigned to an ambulance while completing their FF1 certificate with costs paid by the District. Once the FF1 is complete, the employee will be reclassified to permanent status and begin their probationary period as a Firefighter Paramedic. President Randall noted a few suggestions for the language of the job description. Director Johnson expressed concern about the position being unrepresented by the bargaining unit. Member of the public, Sandy Harris, stated that the Board should be actively representing the community and not the bargaining unit, and the position needs to be filled immediately. Director Randall declared that he would table the issue and return it to the committee before bringing it back for further board discussion.

INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began by saying that the call volume was 324, down from December last year. Call volume is down 3% for the District overall, with 68% in rescue calls. Station 18 had the most call volume by station, followed by Station 17 and Station 16. Call response times improved by 2% despite having two closed stations from 2:13 to 1:34. Ambulance revenues grew to \$1.5 million in 2023 with Chief Magnuson's improvements in billing. District revenues overall in the final year-end audit were up.

Correspondence: One PARS financial statement for November and multiple cards of gratitude from the community.

Chief's Report:

- Santa by the Lake/ Santa in the Hood was a great success.
- Station 17 Open House/Pancake Breakfast was a good event – thanks to all crews involved.
- Tablet Command in process
- The Master Plan is coming soon.
- Donation of stuffed animals by Placer County for Older Adults commission
- Health and Wellness physicals were held in December.
- Fire Prevention department: Total permits up over last year, square footage down, fee revenue down, new starts down
- Overtime in November: 43% due to open positions, 13% miscellaneous, Vacation 16%
- Volunteer vs. mandatory overtime hours: 23% mandatory, 77% volunteer.
- Overtime totals averaging \$60-70,000 per pay period.
- Leave usage year over year: overtime is up due to Disabilities.

Labor Report: Engineer Patterson began by saying he had heard from community members who were surprised about the closed stations and noted that more public education is needed. He continued that a firefighter paramedic had recently separated from a private ambulance company. Retention is still an issue to keep current employees, and he projected another possible 5 to 6 losses in the future. He continued that he awaits the master plan and that action is needed for morale to retain employees.

Functions: 1/11/24 Board Workshop with CPFPG on CFD at 18:00, Station 16 Open house, Upcoming Brown Act Training Workshop to be scheduled

Board/Staff Comments: Director Gibson discussed the recent memorial for Scott Roberts, a retired Engineer, and noted the excellent turnout from past and present employees. Director Ryland noted that a review of future property tax revenue projections was needed as interest rates continue to drop.

Future Agenda Items: None

7:10 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (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

8:26 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had met in closed session and had taken no action. He continued that the Board will meet for a special meeting on January 31, 2024, to discuss the issues further in a closed session.

There being no further business to come before the Board, the meeting adjourned at 8:27 p.m. The next regular meeting will be held on Wednesday, February 14, 2024.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Special Board Meeting Minutes
January 11, 2024

The South Placer Fire District Board of Directors Special Meeting was called to order on Thursday, January 11, 2024, at 6:01 p.m. by President Tracy Randall.

Present:

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

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr
Division Chief, Jeff Ingolia
Battalion Chief Paramedic, Kelly Moretti

Public Comment: None

NEW BUSINESS

Community Facility District (CFD) Local Goals and Policies Workshop: Staff recommends a workshop on Community Facilities District Local Goals and Policies. Cathy Dominico of Capital Public Finance Group (CPFG) presented to the Board on developing the policies and goals to establish the CFD, also known as a Mello Roos district. She noted that the goal of the meeting was to get direction to build a draft policy that would move forward with approval at the next regular board meeting. She continued that a CFD is a tool to fund infrastructure or public safety services that District officials can approve to apply solely to new development. She discussed the different tiers in rates and methodology for the fee. The Board discussed and agreed to assess a per square foot rate for all fire areas to all new residential developments, flat rates for multi-family, and square foot basis for new ADUs. Non-residential would also be assessed on a square foot basis for all fire areas, with both rates tied to a regional CPI for inflation. She continued that the Board would need to approve the tax roll and inflationary adjustment every year. It was noted that formation costs for a CFD average \$10-15,000, with annexation costing \$5,000 or less. All costs incurred by the District are legally allowed to be recovered by assessing a 2% administration fee. The Board discussed prioritization for the funds and agreed that the fund's usage would be non-specific under just one CFD despite having two land use agencies. She concluded that she would return with the draft policies for the regular meeting in February for the first of two formal readings. Once the goals and policies are adopted, the District can begin the taxation as a condition of development. The Board discussed and agreed to meet for an additional workshop to discuss the rate apportionment for the CFD on February 29. The public hearing would then be held in the regular meeting on June 8.

Future Agenda Items: President Randall noted that the Board could further discuss the Public Opinion Research contract with FM3 at the special meeting scheduled for January 31.

There being no further business to come before the Board, the meeting adjourned at 7:14 p.m. A special meeting will be held on Wednesday, January 31, 2024.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Special Board Meeting Minutes
January 31, 2024

The South Placer Fire District Board of Directors Special Meeting was called to order on Thursday, January 31, 2024, at 6:00 p.m. by President, Tracy Randall.

Present:

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

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Division Chief, James Magnuson
Battalion Chief Paramedic, Matt Van Voltinburg
Battalion Chief, Brian Midtlyng

Public Comment: J.P. Giblin thanked the Board for the recent use of the antique engine's participation in the funeral service for Retired Roseville Fire Marshall Buddy Laporte on the behalf of Roseville Fire Department.

NEW BUSINESS

Public Opinion Survey: Staff recommends a discussion and possible action on conducting a public opinion survey to gauge community support of a future ballot measure. Chief Duerr introduced Curt Below of FM3 Survey who discussed the methodologies and capabilities of performing a public opinion survey on the community. He began that he is proposing a dual mode voter survey utilizing two call modes: online and/or telephone responses. Currently there are between 26-27,000 voters in the District and FM3 would conduct 400 interviews to obtain a profile of the electorate. Survey results would be within a 5-7% margin of error. He noted that FM3 could also research which approach would be more feasible: Prop. 218 Assessment or Special Tax. The hypothetical questions with pros and cons could provide stress testing to many different data points as to what a viable goal for the District is. He noted that their agency does not push a particular agenda only helps the District to make decisions. Cherri Spriggs of Meraki Public Affairs introduced herself and noted that she had extensive knowledge working with Placer County agencies alongside FM3 to craft community outreach and ballot measure campaigns. Curt discussed that there was no pre-education, but a cold base line survey is delivered to get the full nature of the results. It was noted that the timeline for the upcoming presidential election was not realistic to provide the education that was necessary to the community members. Cherri suggested the District look to the gubernatorial election in 2026 as there would need to be around two years of education on any measure. Curt Below noted that presidential elections tend to be more amenable to tax measures with the exceptions for public safety measures.

Cherri noted that the survey would wait until after the primaries in March. Curt added that focus groups would only be necessary should there be an oddity in the results. Member of the public, Sandy Harris, noted the divide between the two divisions and their distribution of property tax funds to the District. She proposed that the Town of Loomis should fund those property tax dollars to fire services to address the inequality between the two divisions. Chief Duerr noted that the survey could have those conversations and further the discussion with the community. Director Ryland made a motion to approve the contract with FM3 for a 15-minute survey of the community. Director Gibson made a second to the motion.

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

6:51 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Public employee performance evaluation – Fire Chief. (Gov. Code § 54957 (b))
- (B) Labor Negotiations (Gov. Code § 54957.6) Conference regarding contract negotiations

9:18 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had met in closed session with good dialogue and will continue to work on the Chief’s goals for 2024.

There being no further business to come before the Board, the meeting adjourned at 9:18 p.m. The next regular meeting held on Wednesday, February 14th, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:
 Checkbook ID First Last Number First Last
 Description First Last Date 1/3/2024 2/6/2024
 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					\$3,480,647.78	
24565	2/6/2024	CHK	AFLAC	No	PMCHK00001051	\$1,071.66	
24566	2/6/2024	CHK	AFLAC	No	PMCHK00001051	\$714.44	
24567	2/6/2024	CHK	California Assn of Prefessio	No	PMCHK00001051	\$1,239.00	
24568	2/6/2024	CHK	California Assn of Prefessio	No	PMCHK00001051	\$88.50	
24569	2/6/2024	CHK	NLIC C/O Superior Vision Se	No	PMCHK00001051	\$870.18	
24570	2/6/2024	CHK	P.E.R.S	No	PMCHK00001051	\$106,266.89	
24571	2/6/2024	CHK	PRINCIPAL MUTUAL	No	PMCHK00001051	\$7,035.78	
24572	2/6/2024	CHK	Sacramento Area Fire Fighter	No	PMCHK00001051	\$1,956.60	
24573	2/6/2024	CHK	Sacramento Area Fire Fighter	No	PMCHK00001051	\$2,563.20	
24574	2/6/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001051	\$5,036.33	
24575	2/6/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001051	\$5,036.33	
24576	2/6/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001051	\$234.78	
24577	2/6/2024	CHK	Voya Financial Trust Co.	No	PMCHK00001051	\$14,857.27	
24578	2/6/2024	CHK	Voya Financial Trust Co.	No	PMCHK00001051	\$18,045.78	
14 Transaction(s)						\$165,016.74	\$0.00

WELLS FARGO OP	Wells Fargo Operating Account					\$133,547.15
28449	1/15/2024	CHK	Endter, Zachary	Yes	PMCHK00001047	\$200.00
28450	1/15/2024	CHK	Garside, Doug	Yes	PMCHK00001047	\$200.00
28451	1/15/2024	CHK	Jansen, Mark	No	PMCHK00001047	\$200.00
28452	1/15/2024	CHK	Doug Phillips	Yes	PMCHK00001047	\$2,700.00
28453	1/15/2024	CHK	ADVANTAGE GEAR	Yes	PMCHK00001048	\$559.68
28454	1/15/2024	CHK	AUBURN TIRE SERVICE	Yes	PMCHK00001048	\$4,890.49
28455	1/15/2024	CHK	Ben's Door and Gate	Yes	PMCHK00001048	\$140.00
28456	1/15/2024	CHK	BURTONS FIRE APPARATUS	Yes	PMCHK00001048	\$1,168.08
28457	1/15/2024	CHK	BART INDUSTRIES	Yes	PMCHK00001048	\$395.82
28458	1/15/2024	CHK	Brookcrest By Culligan Water	Yes	PMCHK00001048	\$139.90
28459	1/15/2024	CHK	CAPITAL CLUTCH & BRAKE	Yes	PMCHK00001048	\$140.08
28460	1/15/2024	CHK	DAWSON OIL	Yes	PMCHK00001048	\$3,182.11
28461	1/15/2024	CHK	FOLSOM LAKE FORD	Yes	PMCHK00001048	\$126.22
28462	1/15/2024	CHK	Fire Plan Review, Inc.	Yes	PMCHK00001048	\$1,472.50
28463	1/15/2024	CHK	GRAINGER, W.W.	Yes	PMCHK00001048	\$248.98
28464	1/15/2024	CHK	HARRIS INDUSTRIAL GASES	Yes	PMCHK00001048	\$653.57
28465	1/15/2024	CHK	Interwest Consulting Group I	Yes	PMCHK00001048	\$8,527.50
28466	1/15/2024	CHK	ImageTrend, Inc	Yes	PMCHK00001048	\$2,121.80
28467	1/15/2024	CHK	JRB Pest and Sanitation	Yes	PMCHK00001048	\$450.00
28468	1/15/2024	CHK	LIFE ASSIST	Yes	PMCHK00001048	\$3,563.65
28469	1/15/2024	CHK	Loomis News	Yes	PMCHK00001048	\$42.00
28470	1/15/2024	CHK	On Duty Health, PLLC	Yes	PMCHK00001048	\$70,020.00
28471	1/15/2024	CHK	PG & E	Yes	PMCHK00001048	\$3,016.23
28472	1/15/2024	CHK	Placer County Water Agency	Yes	PMCHK00001048	\$416.60
28473	1/15/2024	CHK	Recology Auburn Placer	Yes	PMCHK00001048	\$1,014.05
28474	1/15/2024	CHK	STERICYCLE INC	Yes	PMCHK00001048	\$303.88
28475	1/15/2024	CHK	SAMBA Holdings Inc	Yes	PMCHK00001048	\$109.23
28476	1/15/2024	CHK	TIFCO INDUSTRIES	Yes	PMCHK00001048	\$280.20
28477	1/15/2024	CHK	US Bank Corporate Payment Sy	Yes	PMCHK00001048	\$18,351.01
28478	1/17/2024	CHK	Prosio Communications	Yes	PMCHK00001049	\$15,458.00
28479	1/31/2024	CHK	AUBURN TIRE SERVICE	No	PMCHK00001050	\$1,396.69
28480	1/31/2024	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001050	\$1,988.53

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
28481	1/31/2024	CHK	BART INDUSTRIES	No	PMCHK00001050	\$3,685.18	
28482	1/31/2024	CHK	DAWSON OIL	No	PMCHK00001050	\$2,855.02	
28483	1/31/2024	CHK	FOLSOM LAKE FORD	No	PMCHK00001050	\$15.48	
28484	1/31/2024	CHK	Firefighters Burn Institute	No	PMCHK00001050	\$250.00	
28485	1/31/2024	CHK	GRAINGER, W.W.	No	PMCHK00001050	\$20.74	
28486	1/31/2024	CHK	JRB Pest and Sanitation	No	PMCHK00001050	\$130.00	
28487	1/31/2024	CHK	Kingsley Bogard, LLP	No	PMCHK00001050	\$5,395.00	
28488	1/31/2024	CHK	LIFE ASSIST	No	PMCHK00001050	\$1,247.24	
28489	1/31/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001050	\$3,959.00	
28490	1/31/2024	CHK	Preferred Alliance Inc	No	PMCHK00001050	\$60.00	
28491	1/31/2024	CHK	Quill Corporation	No	PMCHK00001050	\$587.98	
28492	1/31/2024	CHK	Romans Upholstery	No	PMCHK00001050	\$700.00	
28493	1/31/2024	CHK	Swain, Jonathan Richard	No	PMCHK00001050	\$340.48	
28494	1/31/2024	CHK	SAN JUAN WATER	No	PMCHK00001050	\$1,623.36	
28495	1/31/2024	CHK	SENTINEL FIRE EQUIPMENT COMP	No	PMCHK00001050	\$10.00	
28496	1/31/2024	CHK	Consolidated Communications	No	PMCHK00001050	\$2,487.76	
28497	1/31/2024	CHK	The Permanente Medical Group	No	PMCHK00001050	\$1,095.00	
28498	1/31/2024	CHK	Western Extrication Speciali	No	PMCHK00001050	\$52.40	
28499	2/6/2024	CHK	Brookcrest By Culligan Water	No	PMCHK00001052	\$139.90	
28500	2/6/2024	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00001052	\$280.15	
28501	2/6/2024	CHK	Capital Public Finance Group	No	PMCHK00001052	\$1,935.00	
28502	2/6/2024	CHK	DAWSON OIL	No	PMCHK00001052	\$6,269.10	
28503	2/6/2024	CHK	FOLSOM LAKE FORD	No	PMCHK00001052	\$466.32	
28504	2/6/2024	CHK	Fire Plan Review, Inc.	No	PMCHK00001052	\$1,860.00	
28505	2/6/2024	CHK	GRAINGER, W.W.	No	PMCHK00001052	\$1,017.28	
28506	2/6/2024	CHK	Kingsley Bogard, LLP	No	PMCHK00001052	\$2,994.67	
28507	2/6/2024	CHK	LIFE ASSIST	No	PMCHK00001052	\$2,993.36	
28508	2/6/2024	CHK	Mission Uniform Services	No	PMCHK00001052	\$154.96	
28509	2/6/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001052	\$1,557.50	
28510	2/6/2024	CHK	PG & E	No	PMCHK00001052	\$3,904.06	
28511	2/6/2024	CHK	Purchase Power	No	PMCHK00001052	\$108.99	
28512	2/6/2024	CHK	Quill Corporation	No	PMCHK00001052	\$78.27	
28513	2/6/2024	CHK	Robert W. Johnson Accountanc	No	PMCHK00001052	\$525.00	
28514	2/6/2024	CHK	SAMBA Holdings Inc	No	PMCHK00001052	\$105.23	
28515	2/6/2024	CHK	T-Mobile	No	PMCHK00001052	\$1,042.44	
28516	2/6/2024	CHK	US Bank Corporate Payment Sy	No	PMCHK00001052	\$7,008.65	
28517	2/6/2024	CHK	Xerox Financial Services	No	PMCHK00001052	\$2,550.99	
69	Transaction(s)					\$202,983.31	\$0.00
83	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 1/3/2024 2/6/2024

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A212	AFLAC	PLACER COUNTY	24565	2/6/2024	\$1,071.66
37152	377188	December premium	\$1,071.66		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,071.66	\$0.00
A212	AFLAC	PLACER COUNTY	24566	2/6/2024	\$714.44
37153	726105	January 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	24567	2/6/2024	\$1,239.00
37154	2/2024 LTD	2/2024 Safety LTD	\$1,239.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,239.00	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24568	2/6/2024	\$88.50
37155	2/2024 NS LTD	2/2024 NSafety LTD	\$88.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$88.50	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24569	2/6/2024	\$870.18
37156	795145	February 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	24570	2/6/2024	\$106,266.89
37157	17420944	February 2024 premium	\$106,266.89		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$22,891.98	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$13,766.05	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$61,224.72	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$8,384.14	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24571	2/6/2024	\$7,035.78
37158	2-2024 DENTAL	February 2024 dental premium	\$7,035.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,035.78	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24572	2/6/2024	\$1,956.60
37159	PP14 UNION 2024	EE Union dues PP 14	\$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	24573	2/6/2024	\$2,563.20

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37160	PP15 UNION 2024	EE Union dues	PP 15		\$2,563.20
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,563.20	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24574	2/6/2024	\$5,036.33
37161	PP14 DC/MR 2024	EE/ER DC/MR	PP 14		\$5,036.33
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$961.49	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,701.43	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$373.41	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24575	2/6/2024	\$5,036.33
37162	PP15 DC/MR 2024	EE/ER DC/MR	PP 15		\$5,036.33
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$961.49	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,701.43	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$373.41	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24576	2/6/2024	\$234.78
37163	IN2999955	3-2024 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	24577	2/6/2024	\$14,857.27
37164	PP14 DEF COMP 2024	EE/ER Def Comp	PP 14		\$14,857.27
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$13,934.07	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24578	2/6/2024	\$18,045.78
37165	PP15 DEF COMP 2024	EE/ER Def Comp	PP 15		\$18,045.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$17,122.58	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
E137	Endter, Zachary	WELLS FARGO OP	28449	1/15/2024	\$200.00
37085	37085	Uniform Allowance 2023			\$200.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2017-000	Uniform /Cell Phone Allowance		\$200.00	\$0.00
G174	Garside, Doug	WELLS FARGO OP	28450	1/15/2024	\$200.00
37086	37086	Uniform Allowance 2023			\$200.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2017-000	Uniform /Cell Phone Allowance		\$200.00	\$0.00
J143	Jansen, Mark	WELLS FARGO OP	28451	1/15/2024	\$200.00
37087	37087	Uniform Allowance 2023			\$200.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2017-000	Uniform /Cell Phone Allowance		\$200.00	\$0.00
P113	Doug Phillips	WELLS FARGO OP	28452	1/15/2024	\$2,700.00
37082	37082	Volunteer Pay Jul-Dec 2023			\$1,500.00
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-1015-000	Other Payroll (Volunteer Pay)		\$1,500.00	\$0.00
37083	37083	Longevity Pay 2023		\$1,000.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-1016-000	Volunteer Length of Service Award		\$1,000.00	\$0.00
37084	37084	Uniform Allowance 2023		\$200.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2017-000	Uniform /Cell Phone Allowance		\$200.00	\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP	28453	1/15/2024	\$559.68
37036	70218-1	New hire uniform		\$559.68	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$559.68	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	28454	1/15/2024	\$4,890.49
37037	140770	Tires		\$4,890.49	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$4,890.49	\$0.00
B106	Ben's Door and Gate	WELLS FARGO OP	28455	1/15/2024	\$140.00
37040	37040	Shop roll-up door repair		\$140.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-011	6900 Eureka Road (Shop)		\$140.00	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	28456	1/15/2024	\$1,168.08
37042	S62855	Onboard charger		\$1,168.08	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-710	2006 Freightliner/Hi-Tech BR19		\$1,168.08	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	28457	1/15/2024	\$395.82
37038	5382-714913	Battery charger, Sta 18		\$106.41	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$106.41	\$0.00
37039	6091-557599	Blue DEF		\$289.41	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$289.41	\$0.00
B194	Brookcrest By Culligan Water	WELLS FARGO OP	28458	1/15/2024	\$139.90
37041	37041	Monthly billing		\$139.90	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$139.90	\$0.00
C115	CAPITAL CLUTCH & BRAKE	WELLS FARGO OP	28459	1/15/2024	\$140.08
37043	1805776	Shock absorbers		\$140.08	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$140.08	\$0.00
D101	DAWSON OIL	WELLS FARGO OP	28460	1/15/2024	\$3,182.11

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37044	696611	Monthly billing, Sta 19			\$991.89
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$991.89	\$0.00
37045	696612	Fuel, Sta 19			\$2,190.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$2,190.22	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP	28461	1/15/2024	\$126.22
37047	768245	EGR pressure sensor			\$126.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$126.22	\$0.00
F173	Fire Plan Review, Inc.	WELLS FARGO OP	28462	1/15/2024	\$1,472.50
37046	1136	December services			\$1,472.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$1,472.50	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP	28463	1/15/2024	\$248.98
37048	9940804454	Oil dispenser			\$63.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$63.75	\$0.00
37049	9941213218	Ladder rack release cylinder			\$160.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$160.99	\$0.00
37050	9941281942	Clevis for pump linkage			\$24.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$24.24	\$0.00
H141	HARRIS INDUSTRIAL GASES	WELLS FARGO OP	28464	1/15/2024	\$653.57
37051	0001931321	Welding gas			\$134.04
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$134.04	\$0.00
37052	0001931840	Tubing for valve linkage			\$10.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$10.78	\$0.00
37053	0001932468	Cylinder rental			\$277.05
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
37054	0001932498	Cylinder rental			\$177.85
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$177.85	\$0.00
37055	0001932607	Cylinder rental			\$53.85
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
I134 37057	Interwest Consulting Group Inc 176992	WELLS FARGO OP December services	28465	1/15/2024	\$8,527.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$8,527.50	\$0.00
I137 37056	ImageTrend, Inc PS-INV105014	WELLS FARGO OP Annual Hospital Hub licensin	28466	1/15/2024	\$2,121.80
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,121.80	\$0.00
J128 37058	JRB Pest and Sanitation 70100	WELLS FARGO OP Monthly billing, Sta 20	28467	1/15/2024	\$450.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
37059	70101	Monthly billing, Sta 19		\$90.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$90.00	\$0.00
37060	70102	Monthly billing, Sta 15		\$90.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$90.00	\$0.00
37061	70103	Monthly billing, Sta 17		\$90.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00
37062	70104	Monthly billing, Sta 16		\$90.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$90.00	\$0.00
L107 37063	LIFE ASSIST 1393683	WELLS FARGO OP Various supplies	28468	1/15/2024	\$3,563.65
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,655.42	\$0.00
37064	1395551	Various supplies		\$908.23	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$908.23	\$0.00
L168 37065	Loomis News 37065	WELLS FARGO OP Annual subscription renewal	28469	1/15/2024	\$42.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$42.00	\$0.00
O124 37066	On Duty Health, PLLC 1375	WELLS FARGO OP 1582 physicals	28470	1/15/2024	\$70,020.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$70,020.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
P111	PG & E	WELLS FARGO OP	28471	1/15/2024	\$3,016.23
37067	37067	Monthly billing			\$3,016.23
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2027-001	6900 Eureka Road	\$689.28	\$0.00
	PURCH	0-000-2027-003	7070 Auburn Folsom Road	\$1,040.28	\$0.00
	PURCH	0-000-2027-005	3505 Auburn Folsom Road	\$411.67	\$0.00
	PURCH	0-000-2027-006	4650 East Rsvl. Parkway	\$42.83	\$0.00
	PURCH	0-000-2027-016	Station 16 5300 Olive Ranch Road	\$465.04	\$0.00
	PURCH	0-000-2027-028	Station 28	\$327.10	\$0.00
	PURCH	0-000-2027-029	Station 29	\$40.03	\$0.00
P125	Placer County Water Agency	WELLS FARGO OP	28472	1/15/2024	\$416.60
37068	37068	Monthly billing, Sta 18			\$46.14
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2041-028	Water - Station #28	\$46.14	\$0.00
37069	37069	Monthly billing, Sta 19			\$184.80
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2041-003	Water - Station #19	\$184.80	\$0.00
37070	37070	Monthly billing, Sta 20			\$65.61
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2041-005	Water - Station #20	\$65.61	\$0.00
37071	37071	Monthly billing, Sta 18			\$45.22
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2041-028	Water - Station #28	\$45.22	\$0.00
37072	37072	Monthly billing, Sta 18			\$74.83
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2041-028	Water - Station #28	\$74.83	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	28473	1/15/2024	\$1,014.05
37073	72544919	Monthly billing, Sta 16			\$37.75
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2026-000	Garbage	\$37.75	\$0.00
37074	72543564	Monthly billing, Sta 17			\$616.38
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2026-000	Garbage	\$616.38	\$0.00
37075	72543366	Monthly billing, Sta 18			\$277.17
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2026-000	Garbage	\$277.17	\$0.00
37076	72654353	Monthly billing, Sta 20			\$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			
37077	354598	Green waste can, Sta 29			\$45.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$45.00	\$0.00
S145	STERICYCLE INC	WELLS FARGO OP	28474	1/15/2024	\$303.88
37079	8005599394	Monthly billing			\$303.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$303.88	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	28475	1/15/2024	\$109.23
37078	INV01361158	CDL monitoring			\$109.23
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$109.23	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	28476	1/15/2024	\$280.20
37080	71934508	Various hardware			\$280.20
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$280.20	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28477	1/15/2024	\$18,351.01
37081	37081	Monthly billing			\$18,351.01
	Type Account	Description		Debit	Credit
	PURCH 0-000-2021-000	Propane		\$537.10	\$0.00
	PURCH 0-000-2032-000	News Publications & Ads		\$243.57	\$0.00
	PURCH 0-000-2037-001	6900 Eureka Road		\$30.26	\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$135.94	\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$130.53	\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$42.08	\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$139.85	\$0.00
	PURCH 0-000-2037-028	Station 28		\$137.90	\$0.00
	PURCH 0-000-2038-000	Training Supplies		\$0.00	\$647.13
	PURCH 0-000-2039-000	Business/Conference		\$746.38	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$1,988.00	\$0.00
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$41.95	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$840.61	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$600.88	\$0.00
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$1,760.53	\$0.00
	PURCH 0-000-2128-000	Miscellaneous Supplies		\$31.76	\$0.00
	PURCH 0-000-2131-000	Postage/Shipping		\$8.56	\$0.00
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$158.03	\$0.00
	PURCH 0-000-2222-209	2006 Ford F-550 Shop Truck		\$363.46	\$0.00
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$36.52	\$0.00
	PURCH 0-000-2222-830	2022 Pierce Freightlines		\$345.00	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$1,385.35	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$479.00	\$0.00
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$359.00	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$1,094.55	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$973.57	\$0.00
	PURCH 0-000-4465-028	Station IT		\$6,387.76	\$0.00
P223	Prosoio Communications	WELLS FARGO OP	28478	1/17/2024	\$15,458.00
36335	2762	Website redesign			\$15,458.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-4465-000	Office & Communication Equipment		\$15,458.00	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	28479	1/31/2024	\$2,696.69

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37088	141084	Tires		\$1,396.69	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-015	2009 Ford BC Vehicle		\$1,396.69	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	28480	1/31/2024	\$1,988.53
37095	S62862	Onboard shoreline charger		\$1,377.79	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$1,377.79	\$0.00
37096	S62922	Dome lights	Hi-Tech engines	\$610.74	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$610.74	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	28481	1/31/2024	\$3,685.18
37089	5382-716980	Brake pads, rotors, wheel se		\$1,055.32	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$887.54	\$0.00
37090	5382-717610	Group 31 batteries		\$738.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$738.04	\$0.00
37091	6091-561464	Air bottle jack		\$461.38	
	Type Account	Description		Debit	Credit
	PURCH 0-000-4470-007	Shop Tools/Equipment		\$461.38	\$0.00
37092	6091-561611	Rear brake calibers		\$343.65	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$343.65	\$0.00
37094	6091-562590	Front and rear brakes		\$1,254.57	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III		\$1,254.57	\$0.00
D101	DAWSON OIL	WELLS FARGO OP	28482	1/31/2024	\$2,855.02
37099	697046	Fuel, Station 19		\$673.24	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$673.24	\$0.00
37100	697047	Fuel, Station 17		\$2,181.78	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,181.78	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP	28483	1/31/2024	\$15.48
37102	769193	Rear axle gaskets		\$15.48	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III		\$15.48	\$0.00
F124	Firefighters Burn Institute	WELLS FARGO OP	28484	1/31/2024	\$250.00
37101	2714	Youth Firesetter Program due		\$250.00	
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2123-000	Fire Prevention Supplies & Educatio		\$250.00	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP	28485	1/31/2024	\$20.74
37103	9955464517	Ice scrapers, squeegees	\$20.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$20.74	\$0.00
J128	JRB Pest and Sanitation	WELLS FARGO OP	28486	1/31/2024	\$130.00
37104	70092	Monthly billing, Sta 18	\$130.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00
K127	Kingsley Bogard, LLP	WELLS FARGO OP	28487	1/31/2024	\$5,395.00
37105	31792	November legal services	\$5,395.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$5,200.00	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$195.00	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	28488	1/31/2024	\$1,247.24
37106	1397271	Various supplies	\$501.33		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$501.33	\$0.00
37107	1397286	Medication	\$153.40		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$153.40	\$0.00
37108	1399171	Various supplies	\$592.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$592.51	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	28489	1/31/2024	\$3,959.00
37109	90278	Server backup licensing, 1 y	\$3,699.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$3,699.00	\$0.00
37110	90355	IT services	\$260.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$260.00	\$0.00
P218	Preferred Alliance Inc	WELLS FARGO OP	28490	1/31/2024	\$60.00
37111	0192469-IN	Non-random tests	\$60.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$60.00	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	28491	1/31/2024	\$587.98
37112	36443856	Printer toner	\$122.54		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$122.54	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37113	36444024	Printer toner	\$465.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$465.44	\$0.00
R169	Romans Upholstery	WELLS FARGO OP	28492	1/31/2024	\$700.00
37114	37114	Seat repairs	\$700.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$700.00	\$0.00
S059	Swain, Jonathan Richard	WELLS FARGO OP	28493	1/31/2024	\$340.48
37121	564468	Ambulance refund	\$340.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$340.48	\$0.00
S107	SAN JUAN WATER	WELLS FARGO OP	28494	1/31/2024	\$1,623.36
37115	37115	Bi-monthly billing, Sta 15	\$810.22		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-006	Water - Station #15		\$810.22	\$0.00
37116	37116	Bi-monthly billing, Sta 16	\$571.22		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-016	Water-Station 16 Olive Ranch		\$571.22	\$0.00
37117	37117	Bi-monthly billing, Sta 17	\$241.92		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-001	Water - Station #17		\$241.92	\$0.00
S219	SENTINEL FIRE EQUIPMENT COMPAN	WELLS FARGO OP	28495	1/31/2024	\$10.00
37120	BLD22-68055	Refund, plan review fee	\$10.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-8193-011	Fees For Service & Cost Recovery Ch		\$10.00	\$0.00
S282	Consolidated Communications In	WELLS FARGO OP	28496	1/31/2024	\$2,487.76
37097	37097	Monthly billing	\$138.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$138.24	\$0.00
37098	37098	Monthly billing	\$2,349.52		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$1,759.97	\$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
T147	The Permanente Medical Group I	WELLS FARGO OP	28497	1/31/2024	\$1,095.00
37118	37118	Physical	\$1,095.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$1,095.00	\$0.00
W180	Western Extrication Specialist	WELLS FARGO OP	28498	1/31/2024	\$52.40

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37119	2528	Extrication pump parts	\$52.40		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$52.40	\$0.00
B194	Brookcrest By Culligan Water	WELLS FARGO OP 28499		2/6/2024	\$139.90
37122	37122	Monthly billing	\$139.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$139.90	\$0.00
C115	CAPITAL CLUTCH & BRAKE	WELLS FARGO OP 28500		2/6/2024	\$280.15
37123	1810045	Front shock absorbers	\$280.15		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$140.07	\$0.00
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$140.08	\$0.00
C156	Capital Public Finance Group,	WELLS FARGO OP 28501		2/6/2024	\$1,935.00
37124	2023-313	CFD development	\$1,935.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,935.00	\$0.00
D101	DAWSON OIL	WELLS FARGO OP 28502		2/6/2024	\$6,269.10
37125	691183	Fuel, Sta 17	\$1,855.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,855.05	\$0.00
37126	691184	Fuel, Sta 19	\$1,657.46		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,657.46	\$0.00
37127	702152	Service charge	\$52.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$52.69	\$0.00
37128	702354	Fuel, Sta 19	\$667.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$667.95	\$0.00
37129	702355	Fuel, Sta 17	\$2,035.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,035.95	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP 28503		2/6/2024	\$466.32
37131	769224	Headlight module	\$417.29		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-011	2003 Crown Victoria		\$417.29	\$0.00
37132	769549	Valve cover gaskets	\$49.03		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$49.03	\$0.00
F173	Fire Plan Review, Inc.	WELLS FARGO OP 28504		2/6/2024	\$240.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37130	1144	January services			\$1,860.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$1,860.00	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP 28505		2/6/2024	\$1,017.28
37133	9964054515	Light bars for Hi-Tech engin			\$1,017.28
	Type Account	Description		Debit	Credit
	PURCH 0-000-4470-000	Shop Equipment		\$1,017.28	\$0.00
K127	Kingsley Bogard, LLP	WELLS FARGO OP 28506		2/6/2024	\$2,994.67
37134	31825	December services			\$2,994.67
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$292.50	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,702.17	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP 28507		2/6/2024	\$2,993.36
37135	1400175	Stretcher			\$746.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$746.14	\$0.00
37136	1403588	Various supplies			\$2,247.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,247.22	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP 28508		2/6/2024	\$154.96
37137	520774644	Weekly billing			\$38.74
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
37138	520826409	Weekly billing			\$38.74
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
37139	520870929	Weekly billing			\$38.74
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
37140	520913731	Weekly billing			\$38.74
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP 28509		2/6/2024	\$1,557.50
37141	90404	IT services			\$617.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$617.50	\$0.00
37142	90483	Monthly Software Licensing			\$875.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$875.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
37143	90577	IT services			\$65.00
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2122-001	Software Support	\$65.00	\$0.00
P111	PG & E	WELLS FARGO OP	28510	2/6/2024	\$3,904.06
37144	37144	Monthly billing			\$3,904.06
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2027-001	6900 Eureka Road	\$624.90	\$0.00
	PURCH	0-000-2027-003	7070 Auburn Folsom Road	\$1,370.76	\$0.00
	PURCH	0-000-2027-005	3505 Auburn Folsom Road	\$528.72	\$0.00
	PURCH	0-000-2027-006	4650 East Rsvl. Parkway	\$44.48	\$0.00
	PURCH	0-000-2027-016	Station 16 5300 Olive Ranch Road	\$811.96	\$0.00
	PURCH	0-000-2027-028	Station 28	\$419.74	\$0.00
	PURCH	0-000-2027-029	Station 29	\$103.50	\$0.00
P269	Purchase Power	WELLS FARGO OP	28511	2/6/2024	\$108.99
37145	37145	Postage meter refill			\$108.99
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2131-000	Postage/Shipping	\$108.99	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	28512	2/6/2024	\$78.27
37146	36753339	Paper			\$78.27
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2129-000	Office Supplies/Computer	\$78.27	\$0.00
R180	Robert W. Johnson Accountancy	WELLS FARGO OP	28513	2/6/2024	\$525.00
37147	6913	State Controller's Rpt, 22/2			\$525.00
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2020-000	Audit	\$525.00	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	28514	2/6/2024	\$105.23
37148	INV01390465	CDL monitoring			\$105.23
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$105.23	\$0.00
T150	T-Mobile	WELLS FARGO OP	28515	2/6/2024	\$1,042.44
37149	37149	Monthly billing			\$1,042.44
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2037-000	Telephone	\$1,042.44	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28516	2/6/2024	\$7,008.65
37150	37150	Monthly billing			\$7,008.65
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$385.00	\$0.00
	PURCH	0-000-2037-000	Telephone	\$24.11	\$0.00
	PURCH	0-000-2037-001	6900 Eureka Road	\$30.26	\$0.00
	PURCH	0-000-2037-003	7070 Auburn Folsom Road	\$135.94	\$0.00
	PURCH	0-000-2037-005	3505 Auburn Folsom Road	\$136.94	\$0.00
	PURCH	0-000-2037-006	4650 East Rsvl. Parkway	\$33.82	\$0.00
	PURCH	0-000-2037-016	Station 16 Olive Ranch	\$139.85	\$0.00
	PURCH	0-000-2037-028	Station 28	\$137.90	\$0.00
	PURCH	0-000-2040-000	Education/Training	\$660.00	\$0.00
	PURCH	0-000-2056-000	Software Subscriptions	\$1,319.37	\$0.00
	PURCH	0-000-2120-000	Cleaning/Maintenance Supplies	\$454.74	\$0.00
	PURCH	0-000-2129-000	Office Supplies/Computer	\$34.47	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2131-000		Postage/Shipping	\$17.71	\$0.00
	PURCH 0-000-2133-000		Uniform Supplies	\$78.06	\$0.00
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$387.10	\$0.00
	PURCH 0-000-2222-011		2003 Crown Victoria	\$147.12	\$0.00
	PURCH 0-000-2222-507		2017 Ford E450 Medix Type III M20	\$88.58	\$0.00
	PURCH 0-000-2225-001		6900 Eureka Road	\$186.44	\$0.00
	PURCH 0-000-2225-005		3505 Auburn Folsom Road	\$51.33	\$0.00
	PURCH 0-000-2225-011		6900 Eureka Road (Shop)	\$1,586.83	\$0.00
	PURCH 0-000-2225-028		5840 Horseshoe Bar Rd	\$181.58	\$0.00
	PURCH 0-000-4465-029		Vehicle IT	\$43.94	\$0.00
	PURCH 0-000-4470-007		Shop Tools/Equipment	\$747.56	\$0.00
X001	Xerox Financial Services	WELLS FARGO OP	28517	2/6/2024	\$2,550.99
37151	5326568	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, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends a second reading and adopting 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

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

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

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

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
 4. Cardiovascular - must include a thorough history and physical exam
 5. ~~Blood draw/analysis~~
 6. ~~Vital signs~~

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

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](#)
 - (c) [Red blood cell count \(hemoglobin and hematocrit\)](#)
 - (d) [Liver enzymes and function tests \(AST, ALT, LDH, alkaline phosphate bilirubin, albumin\)](#)

Wellness and Fitness Program

- (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

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

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- 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

[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](#)
 - 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.](#)

Wellness and Fitness Program

~~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

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
- L. Ovarian
- M. Uterine
- N. Brain

Wellness and Fitness Program

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

Uniformed members must receive or provide documentation or declination 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

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.

1021.2.7 REFERRAL TO HEALTH CARE PRACTITONERS

The following situations/conditions warrant referrals to healthcare practitioners:

- A. Abnormal findings on the annual medical exam
- B. Revaccination or intervention following exposures

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- 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

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

1021.2.9 FITNESS EVALUATIONS

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 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.~~

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- 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

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

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

Wellness and Fitness Program

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

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

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
- 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

[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.](#)

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- 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.

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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.~~

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- (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, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends a review and first reading 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
1049	Disciplinary Action	8/15/2017

Attachments: Proposed policies:

Mark Duerr
Fire Chief
South Placer Fire Protection District

Disciplinary Action

1049.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish pre-disciplinary and disciplinary procedures for the South Placer Fire District. This policy is intended to assure that the interests of the South Placer Fire District and the community are being served, and that employee are treated uniformly in the application of discipline. This policy shall apply to all regular employees in all classifications and is intended to provide written guidelines related to taking disciplinary action for violation of the South Placer Fire District's policies, procedures, and applicable laws.

1049.2 POLICY

It is the intent of the South Placer District that supervisors shall be responsible for monitoring the behavior of their personnel. Good behavior shall be reinforced and unacceptable behavior shall be corrected.

1049.3 PROCEDURE

Pre-Disciplinary and disciplinary procedures for the South Placer Fire District shall be consistently applied and follow existing laws, regulations, and guidelines. All Discipline should be approached with a positive attitude and demeanor. The most effective effort to correct unacceptable performance or behavior is through a positive, open discussion reviewing factual information with the individual. The employee should immediately be made aware of issues and provided every opportunity to improve performance or behavior.

1049.3.1 DEFINITIONS

- Corrective Action (pre-disciplinary)
 - Corrective actions are intended to assist and encourage employees to correct their conduct or improve their work performance. These actions include but are not limited to, verbal warnings and written counseling memos. A verbal warning or counseling memo with respect to performance deficiencies and similar matters shall not constitute an adverse action and may be initiated by a Company officer, Chief Officer, or District Board. Any corrective counseling memo issued by Company or Chief Officers shall be approved by the Fire Chief. A verbal warning and/or counseling memo puts the employee on notice and if properly documented, provides an important record of facts that such notice has been given. Verbal warnings and counseling memos are defined as follows:
 - Verbal Counseling: Usually the first step in the formal corrective action process. The supervisor may document a verbal warning in writing [provided to the employee](#), but it will not become part of the employee's personnel file. This is not designated as discipline for purposes of this policy.
 - Counseling Memo: Usually the second step in the corrective action process. It may follow one or more verbal warnings issued for a repeated

Disciplinary Action

offense or a pattern of misconduct; however, a verbal warning need not proceed a counseling memo. An employee may submit a rebuttal to a counseling memo within ~~thirty~~ ~~XXX~~ ~~-(30~~ ~~XX)~~ days of receipt of the memo. A counseling memo shall be retained by the District for a period of twelve months (12) and will not become part of the employee's personnel file unless attached to formal disciplinary action.

- Adverse Action (Disciplinary)
 - Adverse action is an employee's formal discipline, including written reprimand, suspension, salary reduction, demotion, and dismissal. Each level of discipline is defined below:
 - Written reprimand: A written notification issued to inform an employee of performance, behavior, or attendance deficiency that has not been attained or maintained within a timeline and that further disciplinary action may be taken unless there is an immediate and sustained improvement. A written reprimand may, but is not required to, be preceded by a Counseling Memo and may be issued after the memo has proven ineffective or when the nature of the employee's deficiency warrants a more serious disciplinary action. The letter will be retained in a personnel file for a period of twenty-four (24) months.
 - Suspension: A temporary and involuntary absence from employment without pay for disciplinary reasons
 - Salary reduction: A temporary decrease in an employee's base salary rate.
 - Demotion: A reduction in rank, class, position, or pay grade generally associated with a disciplinary action
 - Dismissal: The permanent removal of an employee from the employment service for a stated cause
- Administrative leave: The District's ~~decision~~ ~~ability~~ to place an employee on paid leave depends on the severity of the alleged violation or misconduct pending the completion of an internal investigation and pre-disciplinary action. The Fire Chief shall establish the condition of administrative leave in accordance with this policy manual.
- At-will employment: Employment with the South Placer Fire District is at-will unless otherwise provided by collective bargaining agreements or other employment agreements. An at-will employee may be terminated at any time, without cause, without prior warning, and without the right of appeal.
- Cause: Any action or inaction that adversely affects the District, which shall include but shall not be limited to:
 - Fraud or misrepresentation in securing employment
 - Incompetence
 - Inefficiency
 - Inexcusable neglect of duty

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- Insubordination
- Dishonesty
- Drunkenness on duty
- Intemperance
- Addiction to alcohol, narcotics or habit-forming drugs, or the abuse of alcohol, narcotics, or habit-forming drugs while on duty
- Absence without authorization or sufficient reason
- Chronic absenteeism or tardiness
- Conviction of a felony, misdemeanor, or a plea of nolo contendere involving moral turpitude
- Immorality
- Discourteous treatment of the public or other members
- Disobedience of any lawful order
- Misuse of public property
- Intentionally, willfully or wrongfully violating any of the rules set forth in the Rules and Regulations of the District, or the Operations and Procedures Manual used by the District or any of the Bulletins issued by the District in effect at that time.
- Any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to their duties or with the District's duties, functions, or responsibilities
- Refusal to take and subscribe to any oath or affirmation which is required by law in connection with their employment
- Revocation or suspension of the member's driver's license or evidence of a poor driving record
- Falsifying information or records submitted to the District
- Willful damage to public property, waste of District supplies or equipment, or excessive carelessness with District property or funds
- Misappropriation of [District City](#) funds or property
- Failure to possess, maintain or keep in effect any license, certificate, or other similar requirement specified in the law or the employee's job requirement or otherwise necessary for the employee to perform the position's duties.
- Due Process: The right to notice, the opportunity to be heard, the right to be free from arbitrary or unreasonable action
- Managerial Rights: Those functions and duties that are reserved to the District management and are within its sole discretion, such as the right to appoint and discipline up to and including discharge, and to determine the merits, necessity, and scope of service.

Disciplinary Action

- **Miscellaneous Employee:** An unsworn employee
- **Progressive Discipline:** Discipline shall be imposed on a progressive basis, and the degree of discipline imposed should bear a reasonable relationship to the violation.
- **Skelly meeting:** a pre-disciplinary meeting with an impartial third party during which an employee is given the opportunity to respond orally and/or in writing to the disciplinary charges before discipline is imposed. Prior to the meeting, the employee must be given: 1) notice of proposed action in adequate time to prepare a response; 2) the reason for such action; and 3) a copy of the charges and materials upon which the action is based and relied upon. See *Skelly v. State Personnel Bd.*, 15 Cal.3d 194 (1975).
- **Skelly Officer:** The official outside the affected operating department or the official sufficiently removed and/or uninvolved from the circumstances giving rise to cause conducts the pre-disciplinary (Skelly) meeting. This does not preclude the Fire Chief from being the *Skelly* Officer, where appropriate.
- **Supervisor:** The first-line supervisor who has the immediate responsibility to direct an employee
- **Sworn Employee:** Any ranked personnel of the District

1049.3.2 PRINCIPLES OF COUNSELING AND NOTIFICATION (INFORMAL DISCIPLINE)

Before formal discipline is imposed to address such matters as (1) failure to comply with job expectations, job standards, training, District policies, procedures, rules, and regulations or (2) performance, behavior, or attendance problems that may need improvement in accordance with the standards required of the position, the supervisor or manager shall memorialize each significant counseling/discussion session, in the form of either a **documented** verbal counseling or Counseling Memo.

Verbal counseling: ~~with-written documentation:~~

- An initial discussion ~~and possible written record~~ of counseling/discussion between the employee and supervisor on specific topics. A record of the counseling/discussion shall be issued to the employee via email and retained by the supervisor for ~~a~~ reference. This documentation shall only exist to memorialize the issue and not be considered discipline.

Counseling Memo

- The first form of a written record of a counseling/discussion between the employee and the supervisor on specific topics is to address and inform the employee that improvement is needed in performance, behavior, or attendance. A Counseling Memorandum may be issued if sustained improvement is not demonstrated within the established verbal counseling timelines. A counseling memorandum shall include the following information:
 - Employee's name and position.
 - Date of counseling/discussion.

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- Name of those present, including the manager, supervisor, or a bargaining unit representative, if applicable.
- The reason for the correction should include the specific behavior, performance, or attendance problem and/or the alleged offense or rule violation.
- Reference to prior counseling/discussion and /or previous disciplinary actions, if applicable.
- A specific statement of the expected job performance, behavior, and/or job standard.
- Any voluntary explanation provided freely ~~is given~~ by the employee or other significant information.
- ~~If the immediate and sustained improvement is not demonstrated, formal disciplinary action may be taken, up to and including dismissal from District employment~~
- The employee's signature acknowledges receipt of the document or, in the alternative, a proof of service. If the employee is unavailable or refuses to sign, the supervisor shall note this on the employee's signature line "unavailable" or "refuse to sign."

1049.3.3 TYPES OF DISCIPLINARY ACTIONS AND NOTIFICATIONS (FORMAL DISCIPLINE)

Written Reprimand

- A Written Reprimand is a written notification issued to inform an employee of a ~~performance, behavior, or attendance~~ deficiency that has not been attained or maintained within an established timeline and that further disciplinary action may be taken unless there is an immediate and sustained improvement. A Written Reprimand may, but is not required to, be preceded by a Counseling Memo and may be issued after a memo has proved ineffective or when the nature of the employee's deficiency warrants a more serious disciplinary action. The Written Reprimand shall include the following information:
 - Employee's name and position; -
 - The reason(s) for the reprimand, which shall include the specific behavior, performance, or attendance problem and/or the alleged offense or rule violation;
 - Reference to prior verbal counseling or Counseling Memo and/or previous formal disciplinary actions, if applicable;
 - Goals and time frames for improved performance or corrected behavior;
 - A specific statement of the expected job performance, behavior, and/or job standards;
 - Any voluntarily made explanation given by the employee or other significant information;

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- Reference to the fact that if the immediate and sustained improvement is not demonstrated, further disciplinary action may be taken, up to and including dismissal.
- Include copies of written materials, reports, statements, and any other documents that support the proposed action; and
- The employee's signature acknowledging receipt of the document or, in the alternative, a proof of service. If the employee is unavailable or refuses to sign, the supervisor shall note this on the employee's signature line "unavailable" or "refuse to sign."
- A Written Reprimand shall be prepared by the supervisor and approved and signed by the Fire Chief
- ~~An administrative review with the supervisor will be held, during which time an employee may respond to the allegation(s), where~~ A copy of the Written Reprimand shall be forwarded to the Personnel / Human Resources and filed in the employee's official personnel file. The employee may submit a written response to the allegation(s) to the department head within thirty (30) calendar days of receipt of the notice, as a matter of record, which shall be forwarded to the Personnel / Human Resources and filed in the employee's official personnel file maintained.

Suspension

- A Suspension is a temporary and involuntary absence from employment without pay for disciplinary purposes.
- A suspension may be imposed for serious violations of rules or regulations, performance deficiencies, misconduct, and/or failure to improve in work performance, behavior, or attendance after lesser disciplinary measures have proved ineffective. The notification of suspension shall be subject to review by the Board and the pre-disciplinary *Skelly* rights set forth in this policy.

Salary Reduction

- A Reduction in Salary is a temporary decrease in an employee's base salary rate.
- A Reduction in Base Pay may be imposed when an employee has consistently failed to sustain employment standards or when the severity of the employee's conduct warrants the imposition of such measures. The notification of reduction in base pay shall be subject to review by the Board and the pre-disciplinary *Skelly* rights set forth in this policy.
- A reduction in an employee's base pay may extend from one month to one year and may be equivalent to one or more salary steps.

Demotion

- A Demotion is a reduction in rank, class, position, or pay grade generally associated with disciplinary action. The notification of demotion shall be subject to review by the Board and to the pre-disciplinary *Skelly* rights set forth in this policy.

Dismissal

Disciplinary Action

- Dismissal is the permanent removal of an employee from the employment service for a stated cause.
- Dismissal may occur for serious violations of District policies and procedures, rules or regulations, continued performance deficiencies, misconduct, and/or failure to improve performance, behavior, or attendance when lesser informal or formal disciplinary measures will not remediate the performance deficiencies. The notification of Dismissal shall be subject to review and approval by the Board and to pre-disciplinary *Skelly* rights as set forth in this policy.
- Resignation in Lieu of Dismissal
 - An employee may request that he or she be allowed to resign ~~or retire in lieu of and~~ prior to being discharged. In such circumstances, the South Placer Fire District reserves the right to refuse to accept an employee's resignation and proceed with the proposed disciplinary action.
 - When an employee's resignation ~~or retirement~~ is accepted in lieu of discharge, the administrative investigation and disciplinary proceedings shall immediately cease. Because the cessation of proceedings may hinder the District's ability to effectively complete the investigation at a later time, an employee whose resignation ~~or retirement~~ has been accepted in accordance with this provision shall be notified in writing that such resignation ~~or retirement~~ may preclude the employee from seeking reinstatement. A copy of the notice shall be placed in the employee's official personnel file maintained in the District's files.
 - A resignation ~~or retirement~~ tendered and accepted in accordance with this policy shall have no effect on any criminal investigation or proceedings that may have been initiated or are being pursued due to the conduct for which disciplinary proceedings have been initiated.
 - All resignations ~~or retirements~~ in lieu of discharge shall be implemented via written agreement authorized by the Board and the Fire Chief.

1049.3.4 INTERROGATION PURSUANT TO INVESTIGATION

Any interrogation pursuant to an investigation of a firefighter that may lead to his or her discipline shall comply with the Firefighter Bill of Procedural Rights (FFBOPR) and all other applicable laws. Nothing in this policy is intended to expand or detract from the FFBOPR (including any revisions subsequent to the adoption of this policy).

The interrogation shall occur at a reasonable hour on paid duty, or if occurring off duty due to imminent threat to the District or the public, shall be compensated. No firefighter shall be disciplined for failure to perform work because of the interrogation.

Prior to interrogation, the firefighter shall receive notice of the nature of the allegations, the name, rank, and command of the person conducting the interrogation, and all other persons present during the investigation. There shall be no more than two interrogators questioning the firefighter at any one time.

Disciplinary Action

Interrogation may occur for a reasonable period of time, with reasonable breaks to attend to the firefighter's physical needs. The interrogation shall not include using offensive language, threats of punitive action, or promises of reward in exchange for information.

Statements made under duress, coercion, or threat of punitive action shall not be admissible in a subsequent judicial proceeding, subject to exceptions set forth in the FFBOPR or as otherwise required under federal or state law.

Interrogations may be recorded [via audio](#) -at the behest of the District. The firefighter interrogated shall have access to any recording if further proceedings are contemplated or prior to any further interrogation at a subsequent time. The firefighter shall also be entitled to a transcribed copy of any notes made by a stenographer or any reports or complaints made by stenographers or other persons, except those portions that are otherwise required by law to be kept confidential. Notes deemed confidential shall not be entered into the firefighter's personnel file. The firefighter being interrogated shall have the right to bring his or her own recording device and record any and all aspects of the interrogation.

Should it become apparent that the firefighter may be charged with a criminal offense, he or she shall be advised of his or her rights against self-incrimination under the Constitutions of the United States and the State of California.

Upon the filing of a formal written statement of charges, or whenever an interrogation focuses on matters that may result in punitive action against the firefighter, he or she shall have the right to be represented by a person of his or her choice who may be present at all times during the interrogation. The representative shall not be a person subject to the same investigation. The representative shall not be required to disclose or be subject to any punitive action for refusing to disclose any information received from the firefighter under investigation for noncriminal matters. This section shall not be construed to apply to counseling, instruction, or informal verbal admonishment or other routine or unplanned contacts with a supervisor or any other firefighter.

1049.3.5 NOTICE OF DISCIPLINE

The Fire Chief, or any person authorized by the Fire Chief may initiate disciplinary action against a member for one (1) or more of the causes for discipline specified in Section [1049 50.3.1](#) by notifying the member of the proposed action. The notice shall be served upon the member either personally or by mail and shall include:

- The name of the employee.
- The section number or numbers of the Rules and Regulations violated constituting the charge.
- The reason for which disciplinary action is proposed to be taken on such charges.
- Any materials upon which action is based.
- A statement informing the employee of his/her rights to respond, either orally or in writing, to the appointed authority [and/or request a Skelly hearing](#) within five (5) [business working](#) days.

Disciplinary Action

1049.3.6 PREDETERMINATION ("SKELLY") HEARING

An employee facing a suspension, reduction in base pay, demotion, or discharge shall be entitled to pre-disciplinary rights prior to the final imposition of formal discipline.

If there is no Hearing due to the nature of the proposed discipline, or if the employee does not file a timely request for a Hearing, the discipline shall be deemed final as of the date of the written notice of proposed discipline.

Failure by the employee, within five (5) business days of the receipt of a notice of proposed discipline, to file a written request with the immediate supervisor or the Fire Chief for a Hearing shall constitute a waiver of the right to such a hearing.

The employee and/or the employee's representative shall respond to the allegations and materials upon which the proposed discipline is based. The employee and/or the employee's representative may present documentary evidence and arguments to the Officer to refute and/or mitigate the basis for the proposed discipline. The employee and/or the employee's representative should present factual information to the extent possible.

- A. The District shall transmit to the Officer the materials provided to the employee as supporting evidence upon which the proposed discipline is based and relied upon. The Officer shall communicate with the District if further information or clarification is needed in regard to the charges, the level of discipline to be imposed, or the sufficiency of the evidence upon which such action is based and relied upon.
- B. The Officer shall be sufficiently removed and/or uninvolved from the circumstances giving rise to the case, who conducts the pre-disciplinary meeting. This does not preclude the Fire Chief from being the Officer, where appropriate.
- C. The Officer shall transmit to the District within ten (10) workdays of the meeting a written statement concurring with the proposed discipline, recommending that the discipline be modified or that no discipline be imposed. The Officer shall include supporting documents presented at the meeting by the employee and/or the employee's representative to refute the charges.
- D. The District shall consider the Officer's recommendations and review any and all supporting documents provided before making his/her final decision. The recommendation(s) of the Officer is advisory only as the final disposition of the charges.

~~For any proposed discipline consisting of a verbal reprimand, written reprimand, and/or a suspension without pay for a period of less than five (5) work days, the discipline may be imposed immediately but shall be vacated if reversed pursuant to a Discipline Appeal.~~

~~For all other levels of discipline, including suspension for a period of five (5) or more work days, the firefighter shall have the right to request a predetermination (" Skelly ") hearing.~~

1049.3.7 IMPOSITION

The District shall forward the Officer's recommendations to the Fire Chief. After review, the Fire Chief shall formally notify the employee of the final decision and applicable appeal rights in writing.

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~~If there is no *Skelly* - Hearing due to the nature of the proposed discipline, or if the firefighter does not file a timely request for a *Skelly* - Hearing, the discipline shall be deemed final as of the date of the written notice of proposed discipline.~~

~~If, following a hearing, the *Skelly* - Officer sustains or modifies the discipline, the action shall be deemed final on the date of the Officer's written decision.~~

~~Failure by the firefighter, within five (5) calendar days of the receipt of a notice of proposed discipline, to file a written request with the immediate supervisor or the Fire Chief for a *Skelly* - Hearing shall constitute a waiver of the right to such a hearing.~~

~~Upon receipt of a written request, the District shall appoint a *Skelly* - Officer who shall meet with the firefighter, listen to arguments and receive documents presented by the firefighter. Within a reasonable time thereafter, the *Skelly* - Officer shall issue a written determination dismissing, sustaining, or modifying the proposed discipline. Any modification may reduce but shall not increase the level of the proposed discipline.~~

1049.3.8 DISCIPLINE APPEALS

- A. ~~Within 15 business days of notice of the final discipline consisting of dismissal, demotion, suspension, reduction in salary, or transfer for purposes of punishment the employee can appeal the disciplinary action to the Fire Chief by electing in writing one, and only one, of the following options. Once elected, the employee's selection is final and cannot be changed even if the appeal hearing has not yet commenced. Appeals from the decision of the hearing committee must be filed with the Fire Chief within fifteen (15) calendar days of the decision of the committee.~~
- B. Hearing Committee
 1. Employees may request a hearing with a hearing committee. The hearing shall be a one (1) day hearing. The hearing committee shall consist of one (1) District employee, one (1) person selected by the Association, and one (1) member selected between the District and the Association. If an agreement cannot be made between the District and Association for the third member a joint request shall be made to the Mediation and Conciliation Service of the State of California, for a list of five (5) qualified arbitrators. The parties may mutually agree to one of the arbitrators on the list. If an agreement cannot be made each party shall have the opportunity to strike one name from the list and the last name shall serve as the arbitrator. The first party shall be determined by the toss of a coin. The cost of any arbitrator utilized shall be borne equally by both parties. This hearing shall be expedited and shall be evidentiary, but formal rules of evidence shall not apply. Once the hearing has been completed, oral arguments shall be made to the three-member panel. The panel shall advise of their decision at the end of oral arguments. Oral arguments shall take place the same day as the hearing. Both parties agree the decision of the board shall be advisory only. The decision of the panel shall be submitted to the Board of Directors which shall have thirty (30) days to render a decision. All additional appeals shall be pursuant to California Code of Procedures 1094.6 in Superior Court.

Disciplinary Action

C. Office of Administrative Hearings (OAH)

1. Alternatively, Employees may request a hearing before an administrative law judge with the Office of Administrative Hearings (OAH). Employees choosing to have their appeal heard with OAH waive any right to an appeal with the hearing committee. The proceedings shall be governed by the California Administrative Procedures Act (commencing with California Government Code section 13720). The decision of the assigned an OAH Judge whose decision shall be advisory only. The ALJ's decision shall be submitted to the Board of Directors which shall have sixty (60) days to render a decision.. All additional appeals shall be pursuant to California Code of Procedures 1094.6 in Superior Court.

~~Appeals from the decision of the hearing committee shall be heard by the Board of Directors, or at its discretion, by the hearing officer appointed by the Board of Directors, or by a mutually agreed upon hearing officer within fifteen (15) calendar days.~~

1049.3.9 PERSONNEL FILES

No information adverse to an employee's ~~firefighter's~~ interest shall be entered into his/her personnel file or other file used for personnel purposes, without the employee ~~firefighter~~ having first read and signed the document containing the adverse comment, indicating that he or she is aware of the comment. However the entry can be made if after reading the instrument, the employee ~~firefighter~~ refuses to sign it. That fact shall be noted on the document and signed or initialed by the employee ~~firefighter~~

An employee ~~firefighter~~ shall have thirty (30) days in which to file a written response to any adverse comment entered into his or her personnel file. The written response shall be attached to, and shall accompany, the adverse comment.

Upon request, an employee ~~firefighter~~ shall, at reasonable time and at reasonable intervals, during usual business hours and without loss of compensation, be allowed to inspect his or her personnel file (as set forth in Government Code Section 3254.6).

An employee ~~firefighter~~ shall have the right to request removal from the personnel file of any material that he or she believes to have been unlawfully or mistakenly included in the file. The employee ~~firefighter~~ may appeal any refusal to remove such material as set forth in Government Code Section 3256.5.

1049.3.10 THE FIREFIGHTERS PROCEDURAL BILL OF RIGHTS

Nothing contained herein shall be interpreted or construed to detract from the rights afforded eligible employees under "The Firefighters Procedural Bill of Rights Act."

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: LAFCO Special District Representative Call for Nomination:

Action Requested: Staff recommends discussion and possible action on LAFCO Special District representative.

Background: The Placer Local Agency Formation Committee has opened the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission. The correspondence from the Placer County Local Agency Formation Commission outlines the selection process that the thirty-eight Special Districts in the County adhere to when selecting a representative and alternate.

Impact: Representation

Attachments: Call for Nominations Letter, Nomination Forms

Mark Duerr
Fire Chief
South Placer Fire District

LOCAL AGENCY FORMATION COMMISSION

**Placer County Independent Special District Selection Committee
Nomination Form
Alternate Voting Member**

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant alternate voting member seat on the LAFCO Commission.

Nominee's Name	Position of Nominee	Originating District

Name of Nominating District: _____

Printed Name of Presiding Officer: _____

Signature of Presiding Officer: _____
(Signature Required)¹

Minutes Attached (Optional): Yes No

Please email completed nomination forms to lafco@placer.ca.gov by **Thursday, February 22, 2024, at 4 PM**

¹ *The nominating district's presiding officer must sign this form unless the district's board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegatee, please include the district's meeting minutes or minute order evidencing the delegation.*

LOCAL AGENCY FORMATION COMMISSION

**Placer County Independent Special District Selection Committee
Nomination Form
Regular Voting Member**

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant regular voting member seat on the LAFCO Commission.

Nominee's Name	Position of Nominee	Originating District

Name of Nominating District: _____

Printed Name of Presiding Officer: _____

Signature of Presiding Officer: _____
(Signature Required)¹

Minutes Attached (Optional): Yes No

Please email completed nomination forms to lafco@placer.ca.gov by **Thursday, February 22, 2024, at 4 PM**

¹ *The nominating district's presiding officer must sign this form unless the district's board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegatee, please include the district's meeting minutes or minute order evidencing the delegation.*

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Legal Counsel Review :

Action Requested: Staff recommends a discussion and approval of a RFP for the District's 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.

During the January meeting, the Board requested a Request for Proposal (RFP) be drafted, and one is attached for your review and feedback.

Impact: Possible District legal counsel change

Attachments: RFP

Mark Duerr
Fire Chief
South Placer Fire District



"To Provide Exceptional Customer Service to our Community."

Request for Proposal

General Legal Counsel Services

January 2024

SECTION 1 – PURPOSE

The South Placer Fire Protection District Fire Board and Fire Chief invites interested firms with a minimum of ten (10) years of California local government law experience to submit written proposals to provide General Counsel legal services. Firms are invited to submit proposals for the full range of legal services, including special fire district general government law practices. As General Counsel, the selected law firm will be expected to provide a wide range of legal services to the District. The law firm will be selected by the Fire Chief and Board of Directors and will work closely with the Chief, Board Clerk, and Fire Board.

SECTION 2 – BACKGROUND

A seven-member board of directors (the “Board of Directors”) governs the South Placer Fire Protection District. Members of the Board of Directors are elected at large and serve four-year staggered terms. The Fire Board delegates the day-to-day operations and oversight of the organization to the Fire Chief and their staff.

The District is an independent California special district that provides fire and emergency medical services to over 55 square miles and a population of 42,000 residents. The District currently operates four (4) fire stations providing fire suppression, emergency medical, paramedic ambulance transport, fire prevention, and public education services.

SECTION 3 – SCOPE OF SERVICES

The anticipated services will include, but are not limited to, the following:

- a) Represent and advise the Board of Directors as the governing body and all District Officers in all matters of law pertaining to their offices.
- b) Represent and appear for any District Officer and/or employee or any former District Officer and/or employee in legal proceedings in which any such officer or employer is entitled by law to representation furnished by the District.
- c) Attend regular meetings of the Board of Directors and special meetings when requested and provide legal advice and opinions as requested by the Board of Directors, Fire Chief, or staff.
- d) To be promptly available for telephone consultation and to render written opinions on given issues related to District business in a timely manner.
- e) Approve the form and content of Board of Directors reports, District contracts, and all performance bonds, certificates of insurance, and like documents tendered to the District on a requested basis.
- f) Prepare/review all Board of Directors' reports, ordinances, resolutions, contracts, deeds, leases, and all other legal documents as requested by the Fire Chief or designee.
- g) Provide recommendations and advice when requested by the Board of Directors pertaining to the retention of and employment of outside law specialists in complex and important matters in which the District may be involved.
- h) Investigate all claims and complaints by or against the District, prepare civil cases, and act as trial

- counsel as required and requested by the Fire Chief or Board of Directors.
- i) Review citations for violations of District ordinances in accordance with criminal/civil law and procedures; prepare and try infractions, misdemeanors, and ordinance violations as required and requested by the Fire Chief.
 - j) Prepare extended legal opinions of a complex nature as requested by the Fire Chief, the Fire Chief's designee, or the Board of Directors.
 - k) Oversee and manage the legal affairs of the District and ensure that the District's policies, programs, and activities and its employees and agents are carried out in compliance with all applicable laws and that the District's best interests are otherwise protected to the fullest extent possible.

The selected law firm shall provide the general counsel's full normal range of services as described above. Among other things, the General Counsel shall have expertise on California Special District law, the Ralph M. Brown Act (California Government Code section 54952 et seq.), the California Public Records Act (Govt. Code section 6200 et seq.), California Conflict of interest law (Govt. Code section 1090), the Political Reform Act of 1974 (Govt. Code section 81000 et seq.), the California Tort Claims Act (Govt. Code section 815 et seq.), the California Environmental Quality Act (California Public Resources Code section 21000 et seq.), public works construction, and the federal Americans with Disabilities Act.

The selected law firm shall establish and maintain services to the District in case of the unavoidable absence of the lead attorney through temporary or backup legal services satisfactory to the District. The General Counsel will provide the District with education and in-service seminars as mutually agreed to maintain a level of education among the Board of Directors, staff, and management, to the fullest extent possible, to increase the knowledge of District staff and Board Members and to reduce liability.

The Board of Directors holds its Regular Meeting on the second Wednesday of each calendar month. Special Meetings may be held on a date determined by the Board of Directors. Closed Sessions may be held prior to or after open sessions. Workshops are held during the open session at a time determined by the Board of Directors. The General Counsel may be asked to attend Special Meetings, Closed Sessions, and workshops. The District does not require the General Counsel to hold regular office hours but expects the selected law firm to be available to attend meetings in person or remotely (via video, web-streaming, or teleconference) if needed. The General Counsel does not usually attend the District's management meetings.

Before initiating any work on a given matter, the Fire Chief may request a written statement of the estimated cost of such work. The District requests proposals covering the full scope of requested legal services, special districts, and general government services.

SECTION 4 – RFP RESPONSE FORMAT

Proposals shall be submitted by qualified firms that have proven their capabilities in the type of work described in this RFP. The RFP respondent shall submit an electronic copy (PDF format) of the RFP response with all the information requested.

Proposal packets received after the deadline will not be considered. Questions should be directed to Katherine Medeiros at kmedeiros@southplacerefire.org. To simplify the proposal evaluation process, the District is seeking RFP responses in the following format:

SECTION 5 – PROPOSAL FORM AND CONTENT

General Information

1. All pages of the proposal must be numbered consecutively.
2. The proposal must be organized in accordance with the list of proposal contents.
3. The proposal must provide specific and succinct responses to all questions and requests for information.
4. Respondents must include the following items in their proposals addressing the Scope of Services above. Proposals and the fee schedule must be valid and binding for 120 days following the proposal's due date and may become part of the agreement with the District.

A. Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include the name, firm address, telephone number (cell phone number preferred but not required), and e-mail address of the firm submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons who are authorized to represent the firm and to whom correspondence should be directed shall be included. An unsigned proposal is a ground for rejection.

B. Table of Contents

Include a clear identification of the submitted material by section and by page number.

C. Summary

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's expertise and qualifications, explain why your firm is best suited to provide the services described herein.

D. Statement of Understanding

Include a detailed statement of understanding of the legal services to be provided. If there are services listed in this RFP that the firm cannot provide, please be certain to address that in your response.

E. Background and Experience

1. Provide the official name and address and specify the type of entity (partnership, LLC, corporation, etc.).
2. Describe the firm's background and history, including the number of years in practice. Describe in detail the firm's fire and public agency legal services expertise.
3. List the location of office(s) that would serve the District.
4. Provide an organization chart and staffing plan identifying key personnel, related lines of authority, and the team members responsible for providing the services described in this RFP.

F. Approach to Legal Services

1. Describe your view of the role of the General Counsel and your interaction with the Board of Directors (both collectively and individually), the Fire Chief, and staff.
2. Describe how the firm would keep the District informed about the status of litigation and other legal matters.

3. Provide your best example of a written communication to a governing body about a legal issue, prepared within the past five 5 years and not to exceed four pages, in which options are explained and a recommendation is given. (Redaction of privileged information is expected.)
4. Describe how you track and manage legal fees and costs.
5. Describe how you would proactively advise the District about legal developments or issues of concern without being asked. If you use newsletters or other published communications, please describe the general content and frequency of publication.
6. Please identify the most significant fire policy, program, or legal matter that the firm has handled within the past five years, explain in detail why the matter was significant, and indicate the outcome of the legal matter.
7. Please provide the most creative advice the firm has provided to a public agency client within the past five years, explain why the advice was creative, and describe the outcome of the matter upon which the advice was provided.
8. Please identify whether the firm has had an agreement with a public agency terminated within the past five years and provide contact information for persons knowledgeable regarding the contract's termination.

G. Proposed Attorney(s)

Name the person whom you propose to designate as the General Counsel and Assistant General Counsel. Provide the following resumé information for each designee:

1. Certificates or licenses, including the date of admission to the State Bar of California;
2. Description of education, including names of educational institutions and degrees conferred;
3. Professional background and professional associations;
4. Experience with and knowledge of the law relating to public agencies (particularly public fire agencies and/or local government agencies);
5. Specific areas of expertise and training; and
6. Provide names and detailed qualifications for all other attorneys in your firm who are proposed to provide supporting legal services in support of the primary attorney(s).

H. References and Potential Conflicts of Interest

1. Provide contact information for three public agency clients for which services have been provided by the proposed General Counsel and Assistant General Counsel in the last five years so reference checks can be conducted. Please include the contact person's name, agency, phone, and email address.
2. List all public clients within the Sacramento/Placer Region for whom your firm currently provides services under a fee-for-service basis or on a retainer basis and indicate the services provided. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.
3. For the person proposed as General Counsel, list all public clients that person presently represents as General Counsel, Deputy General Counsel, or Assistant General Counsel, along with the meeting dates and times for each governing body.
4. List all private clients of your firm, such as construction contractors, land developers, or other contractors that could potentially pose a conflict of interest while representing the District.
5. Identify all situations in the last five years in which your firm represented a public entity in a

litigated or administrative proceeding and the decision or outcome was adverse to that public entity; similarly, please identify all situations within the last five years in which your firm represented a public entity in a litigated or administrative proceeding and the decision or outcome was beneficial to the public entity.

6. If, within the past five years, the firm, or any of the attorneys employed by the firm has been sued by a public agency for legal malpractice, been the subject of a legal malpractice claim, been the subject of a complaint filed with the State Bar, or received discipline imposed by the State Bar, please describe in detail the circumstances of said suit, claim, complaint, or discipline.

I. Compensation and Reimbursement

Please provide the hourly billing rates and specific expenses (i.e., rate for mileage, reproduction of documents, travel) proposed for compensation and/or reimbursement for the above legal services.

The District may accept and incorporate the proposed fee schedule as part of the award/agreement process without further negotiations or, alternatively, may use it as the basis for negotiations. Consequently, firms are encouraged to provide their best pricing. The selected firm shall receive no compensation for travel expenses to the District.

The District anticipates that the General Counsel Legal Services Agreement that may be awarded through this RFP process will be an evergreen type of agreement with a thirty (30) day at-will termination provision. The selected firm shall identify how it proposes to be considered for rate increases and at what intervals.

J. Agreement

At the conclusion of the RFP process, negotiations for an agreement between the District and the selected firm will proceed. If the District engages a firm in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated, and the District may elect to contact another firm. This sequence may continue until an agreement is reached.

The District contemplates entering into a legal services agreement containing its standard terms and conditions, including specific standards for the firm's billing of costs and services. The agreement will also set forth requirements for the exercise of efficient billing judgment, billing documentation, and insurance requirements (Attachment D). The contract will contain an express provision that in the event of any dispute concerning any matter regarding the agreement, each party agrees to bear its own attorney's fees. In addition, the agreement will require that it be governed by California law, without regard to conflict of laws principles, and that the venue for any dispute be in Placer County.

Please provide your standard draft agreement for the District to review.

K. Additional Information

In this section, provide any other information that the firm believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed legal services. You may use this section to address those aspects of your services that distinguish your firm from other firms.

SECTION 6 – REVIEW AND SELECTION PROCESS

A. Process

A selection panel will evaluate proposals and conduct interviews with the top respondent(s). Firms will be evaluated based on cost, experience, qualifications, and approach to the services requested. The selection panel for the commencement of contract negotiations will identify the firm determined to be best qualified to perform this service. If contract negotiations are successful, the selection panel will forward the recommended contract to the Board of Directors for their consideration.

B. Evaluation Criteria

The following information will be considered during the evaluation process:

- 1) Experience and qualifications identified in the Proposal (i.e., fire, local government, and employment practices).
- 2) Cost of providing services.
- 3) Completeness and responsiveness to requested matters in the Proposal.
- 4) Familiarity with laws and regulations governing California fire agencies and public agencies.
- 5) Communication skills.
- 6) Ability to champion District goals by demonstrating a thorough understanding of District structure and operations.
- 7) Demonstrate key personnel's competence and professional qualifications in providing the requested services.
- 8) References from other client fire agencies and local government agencies.
- 9) Depth of experience and expertise in the practice of law, most specifically in those areas most often encountered in fire districts and/or local government operations.
- 10) Ability to serve diverse communities, populations, and environments.
- 11) Availability to provide the requested services.
- 12) Other qualifications/criteria as deemed appropriate.

SECTION 7 – GENERAL TERMS AND CONDITIONS

Limitation: This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a response, or procure a contract for services or supplies. The District reserves the right to reject any or all proposals for any reason and to amend, modify, or terminate the RFP process in any manner at any time. The District reserves the right to request and obtain supplementary information from one or more of the firms submitting proposals as necessary for District staff to analyze the proposals pursuant to the selection criteria contained herein. The District may waive any irregularities or informalities not affected by the law and award the contract according to the proposal that best serves the interests of the District. The District reserves the right to change or limit the scope of this RFP at any time.

Ownership: All proposals received shall become the property of the District and are subject to public disclosure. The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Award: The firm/entity chosen to conduct the management study may be required to participate in

negotiations and to submit such revisions of its proposal as may result from negotiations. The District reserves the right to award a contract without discussion based upon the initial proposals.

Signature: Each proposal must be signed on behalf of an officer authorized to bind the firm.

SECTION 8 – PROPOSAL SUBMISSIONS

Proposals should be responsive to the questions set forth in this RFP. All submitted materials may be deemed part of the responding proposal and may be incorporated in any subsequent agreement between the District and any selected firm.

Proposals should be submitted electronically to the Clerk of the Board, Katherine Medeiros, with a Subject title of “Proposal for General Counsel Legal Services.”

An electronic copy in PDF format must be received via e-mail no later than 5:00 p.m. PST, DATE **February XX 2024.**

Proposals shall be addressed to:

Katherine Medeiros
6900 Eureka Road
Granite Bay, CA 95746

Or Emailed to kmediros@southplacerfire.org

Late proposals will not be accepted.

SECTION 9 – TIME FRAME

Release date of RFP

RFP responses due via email

Anticipated interview dates

Anticipated Board approval of the contract with the selected firm -

SECTION 10 – ATTACHMENTS:

Attachment A – District Map

Attachment B – 2024 Organizational Chart

Attachment C – Insurance Requirements

ATTACHMENT A: DISTRICT MAP

ATTACHMENT B: 2024 ORGANIZATIONAL CHART

ATTACHMENT C: INSURANCE REQUIREMENTS

Minimum Insurance

Prior to the beginning of and throughout the duration of the Services, and for any additional period of time as specified below, Proposer shall, at its sole cost and expense, maintain insurance in conformance with the requirements set forth below. Proposer shall submit Certificates of Insurance for the District's review and acceptance. The Notice to Proceed shall not be issued, and the Proposer shall not commence Services until the District has accepted such insurance.

No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the Proposer hereunder.

Commercial General Liability

1. Proposer shall provide Commercial General Liability insurance covering claims for Bodily, Injury, Personal and Advertising Injury, and Property Damage on a policy form that provides coverage at least as broad as coverage provided under the Insurance Services Office (ISO) form CG 00 01, and that includes, but is not limited to, the coverage limits and coverage provisions outlined below.
2. The required coverage limits shall be the greater of the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured, including applicable Umbrella or Excess Limits or the following:

\$2,000,000	Per Occurrence
\$4,000,000	Aggregate Liability
\$2,000,000	General Aggregate
\$2,000,000	Products-Completed Operations Aggregate

3. Coverage must be on an "occurrence" basis.
4. Coverage must be included for "products-completed operations" without any "prior" work" coverage limitation or exclusion applicable to any Services to be performed under this Agreement.
5. Contractual Liability coverage at least as broad as coverage provided by the ISO CG 00 01 policy form must be included.
6. To the fullest extent permitted by law, the District and its directors, officers, officials, agents, volunteers, and employees must be covered as Additional Insureds on a primary and noncontributory basis. The additional insureds must be covered for:
 - a. Liability arising out of any premises or property utilized for any Services performed under this Agreement and
 - b. Liability arising out of or related to this Agreement, including any Services performed hereunder by or on behalf of Proposer, and
 - c. Products and completed operations of Proposer.

A severability of interests provision must apply for all the Additional Insureds, ensuring that Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except concerning the insurer's limits of liability.

Workers Compensation and Employer's Liability

Workers' Compensation coverage shall be on a state-approved policy form providing statutory benefits as required by law and Employer's Liability coverage with limits of no less than \$1,000,000 per accident or disease for all covered losses. If the Proposer is self-insured concerning Workers' Compensation

coverage, the Proposer shall provide a Certificate of Consent to Self-Insure from the California Department of Industrial Relations confirming the Proposer's self-insured status. Such self-insurance shall meet the minimum limit requirements and waive subrogation rights in favor of the District as stated below. If the Proposer is a sole proprietorship or partnership with no employees and is exempt from carrying Worker's Compensation insurance, the Proposer must submit a letter to the District stating that they are either the owner of the entity or a partner of the entity performing the Services, and is exempt from the State of California's Workers Compensation requirements because they have no employees.

Proposer and its Workers' Compensation insurance must waive any rights of subrogation against the District and its directors, officers, officials, agents, volunteers, employees, and Proposer shall defend and pay any damages due to failure to provide the waiver of subrogation from the insurance carrier(s).

Excess or Umbrella Liability Insurance

If excess or umbrella policies are used to meet the insurance requirements of this Agreement, they shall provide coverage at least as broad as specified for the underlying coverages, and the full limits of the umbrella or excess coverage shall be available to the District. To the fullest extent permitted by law, the District and its directors, officers, officials, agents, volunteers, and employees must be covered as additional insureds and such policy or policies shall contain or be endorsed to contain a provision that coverage shall also apply on a primary and non-contributory basis to the District before the District's primary insurance or self-insurance shall be called upon to protect it as a Named Insured. A severability of interests provision must apply for all additional insureds, ensuring that Proposer's insurance shall apply separately to each insured against whom the claim is made or suit is brought, except concerning the insurer's liability limits.

Business Auto Liability

1. Proposer shall provide Business Auto Liability coverage on a policy form that provides coverage at least as broad as coverage provided under ISO Business Auto Coverage form CA 00 01, including but not limited to the coverage limits and coverage provisions outlined below.
2. Coverage must be provided for "Bodily Injury" and "Property Damage" Liability caused by an accident and resulting from the ownership, maintenance, or use of covered autos.
3. The required coverage limits shall be the greater of, the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured, including applicable Umbrella or Excess Limits or the minimum limits specified below:
 - a. \$1,000,000 per Occurrence/Accident for Bodily Injury and Property Damage Liability.
4. Covered "autos" must include all owned, non-owned, and hired vehicles.
5. To the fullest extent permitted by law, the District and its directors, officers, officials, agents, volunteers, and employees must be covered as Additional Insureds concerning "any auto" owned, leased, hired, or borrowed by Proposer. The policy(ies) shall contain or be endorsed to contain a provision that coverage shall apply to the District on a primary and noncontributory basis before the District's own primary insurance or self-insurance be called upon to protect it as a Named Insured.
6. A severability of interest provision must apply for all the Additional Insureds, ensuring that Proposer's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except concerning the insurer's liability limits.

Provisions Applicable to All Required Insurance

1. Deductibles, Self-Insurance, Self-Insured Retentions
Any deductibles, self-insurance, or self-insured retentions (SIRs) applicable to required insurance coverage must be declared to and accepted by the District. At the option and request of the District, the Proposer shall provide documentation of its financial ability to pay the deductible, self-insurance, or SIR.

2. Acceptability of Insurers

Unless otherwise reviewed and accepted by the District, all required insurance must be placed with insurers with a current A. M. Best's rating of no less than A – VII. The Surplus Lines Association shall admit or approve the insurers to do business in California.

3. Claims-made Coverage

For any coverage that is provided on a claims-made coverage form (which type of form is permitted only where specified in the insurance requirements outlined above):

- a. The retroactive date must be shown and must be before the date of this Agreement and before the beginning of any Services related to this Agreement.
- b. Insurance must be maintained, and Certificates of Insurance must be provided to the District for at least three (3) years after the expiration of this Agreement.
- c. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a retroactive date before the effective date of this Agreement or the start of any Services related to this Agreement, Proposer must purchase an extended reporting period for a minimum of three (3) years after the expiration of the Agreement.
- d. If the District requests, a copy of the policy's claims reporting requirement must be submitted to the District for review.

Notice of Claim

Proposer agrees to provide immediate notice to the District of any loss or claim against Proposer arising out of or in connection with this Agreement or Services performed under this Agreement. The District assumes no obligation or liability by such notice but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve the District.

Proof of Compliance

Proposer agrees to provide evidence of insurance required herein, satisfactory to the District, consisting of Certificates of Insurance, evidencing all the coverages required. Proposer agrees, upon request by the District, to provide complete, certified copies of any policies within 10 days of such request. (Copies of policies may be redacted to eliminate premium details.) All Certificates of Insurance must be received and accepted by the District before any Services performed under this Agreement commences.

Acceptance of Proposer's Certificates of Insurance or any other evidence of insurance coverage does not constitute any guarantee that Proposer's insurance meets the requirements herein. It is Proposer's responsibility to ensure its compliance with these insurance requirements. Any actual or alleged failure on the part of the District to obtain proof of insurance required under this Agreement shall not in any way be construed to be a waiver of any right or remedy of the District in this or any regard.

Notice of Cancellation/Non-Renewal/Material Reduction

Proposer agrees to provide written notice to the District thirty (30) days before cancellation of coverage required under this Agreement, or of any material reduction or non-renewal of such coverage, other than for non-payment of premium, which shall require a 10-day prior written notification. Replacement of coverage with another policy or insurer, without any lapse in coverage or any reduction below these requirements, does not require notice beyond submission to the District of an updated Certificate of Insurance.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Community Facilities District Formation: Policies and Goals

Action Requested: Staff recommends a review and first reading of the Community Facilities District (CFD) policies and goals.

Background: To secure long-term recurring funding for the District to continue providing adequate emergency services and managing the impact of new development, Staff has recommended the Board consider implementing Community Facilities Districts (CFDs), discussed during a Board workshop in January.

As a refresher, the goal of a CFD is that new development generates sufficient additional revenue to fund the costs of providing the District's services required by any new development. This CFD aims to finance fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to protecting lives and properties necessitated by development or planned development.

The policies and goals developed during the Board workshop for a first reading are presented to the Board. The next steps are:

- A special meeting on February 29th will be held to set the rate and method of apportionment.
- A second reading and adoption of the policies and goals during the regularly scheduled Board meeting on March 13, 2024.

Impact: Financial.

Attachments: Draft policies and goals.

Mark Duerr
Fire Chief
South Placer Fire District

BOARD POLICY NO. 1216

South Placer Fire Protection District, California

Local Goals and Policies
for the use of the
Mello-Roos Community Facilities Act of 1982
with respect to public safety and services only community facilities districts

Statement of Purpose

This document sets forth the local goals and policies (“Goals and Policies”) of the South Placer Fire Protection District (the “District”) concerning the use of the Mello-Roos Community Facilities Act of 1982 (the “Act”) (Section 53311 and following of the California Government Code) with respect to proceedings to establish new community facilities districts for payment of public safety services. It has been prepared pursuant to the requirements of Section 53312.7 of the Act. The Goals and Policies are intended to meet the minimum requirements of the Act and may be amended or supplemented by resolution of the Board at any time.

It is the goal of the District that new development generate sufficient additional revenues to fund the costs of providing the District’s public services (“Services”), such as fire and emergency response services, required as a result of such new development. The District may allow property owners to form new community facilities districts or annex to an existing community facilities district to fund high demand Services in accordance with these Goals and Policies. The District shall not require end-stage developed property with no further planned development to be included in community facilities districts. These Goals and Policies provide guidance and conditions for the conduct by the Board of Directors of the District (the “Board of Directors”) of proceedings for formation of and annexation of property to community facilities districts (“CFDs”) pursuant to the Act to provide a portion of the required revenues to provide Services to new development.

Fundamental Policy

It is the policy of the District that, except as specifically limited by these Goals and Policies, the Board of Directors may exercise all rights, powers, and authorities granted to it by the Act.

The contents of these Goals and Policies constitute a statement of policies and shall not be construed to constitute a statement of legal requirements or limitations. The silence of these Goals and Policies with respect to any matter shall not be interpreted as creating any policy with regard to that matter. The District shall look to the provisions of the Act or the District’s adopted ordinance code for such legal requirements and limitations.

Relationship to Other Goals and Policies

These Goals and Policies shall govern only the establishment, annexation to, and administration of community facilities districts to fund public safety services and with respect to which the District has not issued, and does not plan to issue, special tax bonds or other marketable debt.

These Goals and Policies are for District initiated CFDs. In the event the District initiates proceedings for a CFD that would be subject to both these Goals and Policies and other local goals and policies under the Act previously or hereafter adopted by the Board of Directors for

other purposes, the Board of Directors may designate the applicable local goals and policies to which the CFD is subject.

Eligible Services

Services eligible to be financed by a CFD governed by these Goals and Policies are fire protection services including rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development within a proposed CFD. The District may also finance other necessary or useful services authorized to be financed pursuant to the Act. A CFD may only finance services to the extent they are in addition to those provided in the territory of the CFD before the CFD was created, and the additional services may not supplant services already available within the territory of the CFD when the CFD was created.

Financing Priorities

Priority for CFD financing shall be given to Services which are necessary for the public health, safety and welfare and would otherwise be paid from the general fund or otherwise required to satisfy any conditions of development. Secondly, priority for CFD financing shall be given to other Services which are necessitated by development or planned development within the proposed CFD.

As part of annual budget development, the Board of Directors, as governing body of each CFD, will determine the budget and best use of special tax proceeds for any particular CFD from the specified authorized Services for such CFD, based on Board of Directors' priorities at the time and the amount of funding available from the CFD.

Equity of Tax Allocation Formulas

Any special tax formula shall allocate the special tax reasonably and equitably against all similar parcels within any CFD based on a reasonable and equitable allocation of the costs of the funded Services. The special tax formula may exempt certain parcels such as parcels that are publicly owned, held by a property owners' association, used for a public purpose such as open space, used for affordable housing projects, or subject to a public utility easement in a manner that makes development of said parcel impractical in the sole discretion of the Board of Directors. The District will engage a qualified special tax consultant to assist in the development of the Rate and Method of Apportionment ("RMA") for any special tax proposed in connection with a CFD.

The District recognizes that any determination of tax equity must rely on assumptions based on characteristics of parcels, and that an exact fair share of costs cannot be perfectly estimated with respect to any parcel or class of parcel. Consequently, the District may rely on any reasonable tax apportionment analysis, in its sole and absolute discretion. The District may permit the allocation of special taxes on any basis that is rationally related to the purpose of the CFD, but may not base the allocation on assessed valuation.

It is desirable that the special tax formula included in each RMA shall have the following characteristics:

1. Residential units shall be taxed at a Single Family Residential (SFR) **square footage rate**.

2. Multi-Family Residential (MFR) rate is assessed a fixed amount.
3. Accessory Dwelling Units (ADU) rate is assessed a square footage rate.
4. Non-residential special tax rate assessed on a square footage rate.
5. Non-residential buildings that are classified as high hazard occupancies should include a premium.
6. Non-residential buildings that are classified as low hazard occupancies should include a discount.
7. The special tax should not be assessed on undeveloped property.
8. The special tax should include a 2% annual administrative fee.

The special tax formula should set the maximum special tax rates for developed residential parcels at an amount that ensures that the total tax burden (that is, the maximum annual special tax, together with ad valorem property taxes, special assessments, special taxes for any overlapping community facilities district, and any other taxes, fees and charges payable from and secured by the property) on such parcels will not exceed 2% of the projected assessed value of such parcel assuming completion of all planned public and private improvements relating thereto unless the Board of Directors finds that a higher amount would be more appropriate in light of the attributes of the parcel. The maximum special tax rates for developed parcels that do not contain dwelling units or similar occupiable spaces shall be an equitable rate that is comparable to that given above, to be determined by the Board of Directors.

Because any special tax levied pursuant to these Goals and Policies will be for the ongoing provision of Services, any special tax methodology may provide for an annual rate increase to reflect inflation. Such annual inflation adjustment shall be tied to the California Consumer Price Index with a floor of 0%. The annual rate increase should not have a cap.

Issuance of Bonds—Statement Regarding Credit Policy and Appraisal Standards

At this time, it is the policy of the District to utilize the Act pursuant to these Goals and Policies only for the financing of Services. Therefore, these Goals and Policies do not authorize the issuance of bonds pursuant to Article 5 of the Act.

As a consequence, these Goals and Policies do not include a statement regarding credit policies or a statement of definitions, standards, and assumptions to be used in appraisals.

Responsible Department

The District's Fire Chief, who is located at 6900 Eureka Road, Granite Bay, California 95746 and whose telephone number is (916) 791-7059, is designated as the official of the District who will serve as CFD Administrator and who is responsible for: (i) preparing the annual roll of special tax obligations with respect to any CFD; (ii) providing information to interested persons regarding the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien; and (iii) furnishing notices of special tax as required by Section 53340.2 of the Act.

Subject to the policies of the District, and as permitted by applicable law, the District may obtain the assistance of a qualified consultant to perform any of the duties set forth above.

Transparency and Notification

The District will take the following steps to ensure that prospective property purchasers are fully informed about their taxpaying obligations imposed under the Act:

1. It will conduct all proceedings required by the Act in the manner required by the Ralph M. Brown Act (Section 54950 and following of the California Government Code);
2. It will cause a map of the boundaries of any proposed CFD to be recorded, pursuant to Section 3111 of the California Streets and Highways Code, in the Office of the Recorder of District within 15 days following the adoption of a resolution of intention to form that CFD, pursuant to Section 53321 of the Act;
3. It will give notice, pursuant to Section 53322 of the Act, prior to holding any public hearing on the establishment of a CFD;
4. It will record a notice of special tax lien, in the form specified by Section 3114.5 of the California Streets and Highways Code, within 15 days of the Board of Supervisor's determination that the requisite number of voters are in favor of the levy of a special tax in connection with a CFD. Such notice will include, among other information:
 - i. A description of the rate, method of apportionment, and manner of collection of the authorized special tax;
 - ii. Information about the conditions under which the obligation to pay the special tax may be prepaid and permanently satisfied and the lien of the special tax canceled;
 - iii. The name(s) of the owner(s) and the assessor's tax parcel number(s) of the real property included within this community facilities district and not exempt from the special tax;
 - iv. The name, address and telephone number of the CFD Administrator, so they may contact the CFD Administrator to obtain further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien; and
5. It will, through the CFD Administrator, furnish a notice of special tax, in the form set forth in Section 53340.2(c) of the Act to any individual requesting the notice or any owner of property subject to a special tax levied by the local agency within five working days of a request for such notice. The Board of Directors may establish a reasonable fee for this service.

CFD Costs Deposits and Reimbursements

All District and consultant costs incurred in the establishment of or annexation into a CFD may be paid by the entities, if any, requesting establishment of or annexation into a CFD. All District and consultant costs incurred in the establishment of or annexation into a CFD shall be paid for projects with more than 25 units and/or all Multi-Family Residential.

Interpretation

The Board of Directors is empowered to interpret these Goals and Policies. A finding by the Board of Directors that a CFD conforms with the provisions of these Goals and Policies shall be conclusive evidence of such conformity.

Amendment

These Goals and Policies may be amended from time to time by resolution of the Board of Directors.

The Board of Directors may, in limited and exceptional circumstances and to the extent permitted by law, in its discretion, waive any of the policies set forth herein in particular cases.

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: SCI Proposal for Providing Consulting, Engineer of Work and Levy Administration on South Placer Fire District Special Tax – Measure A:

Action Requested: Chief recommends discussion and approval for the Chief to execute a renewed agreement with SCI Consulting Group.

Background: The current agreement with SCI to provide professional consulting, engineering of work, and levy administration for the South Placer Fire District Special Tax – Measure A is expiring at the end of this fiscal year. The scope of services SCI provides includes year-round administration of the South Placer Fire Protection District Special Tax. The final year of the current contract, 2023/2024, cost equaled \$6,328. The cost for each year of the new proposed three-year contract is 2024/25, \$7,270; 2025/26, \$7,465; and 2026/27, \$7,665.

Impact: Financial

Attachments: Timeline; proposed services agreement with SCI Consulting Group for levy administration

Mark Duerr
Fire Chief
South Placer Fire District

PROPOSED TIMELINE FOR THE
SOUTH PLACER FIRE PROTECTION DISTRICT
ASSESSMENTS AND SPECIAL TAXES
FISCAL YEAR 2024-25

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

Date	Tasks to be Completed	Responsible
January 2024	Submit the South Placer Measure A agreement renewal and proposed timeline	SCI
Apr 08	Submit estimated assessment totals to District for 2024-25 budget preparation	SCI
Apr 15	District provides Benefit Assessment budget (Town of Loomis)	SCI
Apr 22	Draft of the Engineer’s Report is submitted to the District for review	SCI/District
Apr 29	Complete and file Engineer’s Report and submit resolution to the District	SCI
May 08	Passage of resolutions of intention to levy annual assessment, preliminarily accepting Engineer’s Report and scheduling the Public Hearing	District/Board
May 15	Submit preliminary special tax totals to District (former Loomis and South Placer FPD)	SCI
May 30	Publish notice of public hearings (must occur at least 10 days before Public Hearing) – Loomis News publishes on Thurs, need to submit by May 20-8am	SCI
Jun 03	Submit resolution to District	SCI
Jun 12	Public Hearing and approval of resolutions approving Engineer’s Report and levying annual assessments	District/Board
Jul 31	Submission of assessments to Auditor	SCI
Sept/Oct	Confirmation of final levies with Auditor	SCI

Levy Administration Services Agreement

THIS AGREEMENT is made on _____, 2024, between the **South Placer Fire District**, (“District”) and **SCI Consulting Group** (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work (“Work”).** Consultant shall perform the work and render the services described in the Scope of Work shown below (the “Work”). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant’s fee shall include all the Consultant’s costs and expenses related to the Work.
 - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
 - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
 - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.
15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:
South Placer Fire District
6900 Eureka Rd
Granite Bay, CA 95746

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

Scope of Work

This section outlines the levy administration services and other responsibilities SCI would perform as the Special Tax Administrator for South Placer Fire District.

DEFINITIONS

District: South Placer Fire District, staff and Directors.

Special Tax: Measure A

SCI or Consultant: SCI Consulting Group, and any and all employees and subcontractors

Administration: Services related to the determination, levy and collection of special tax revenues

Identification of District Parcels and Levy Calculation

1. Obtain and carefully review the resolution ordering the election and other election documents for the Special Tax to develop a thorough understanding of the tax requirements.
2. Calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the District as a basis for the annual budget.

Document Preparation

1. Prepare any needed resolutions and staff reports for the Special Tax.
2. Prepare and assist with the publication of any notices for the continuation of the Special Tax if needed.
3. Attend the District Board meeting as needed, including those at which the resolution is approved.

Confirmation of District Parcels, Levy Calculation, Verification and Submittal

1. Create a database including every parcel in the boundaries of the District, including the parcel attributes necessary for calculating the Special Tax, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new tax calculation and recalculate the final tax on a parcel-by-parcel basis.
3. Prepare the final Tax Roll for the Special Tax and submit it to the County for inclusion on the upcoming fiscal year tax bills.

District Information and Levy Confirmation

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

Annual Special Tax Report and Other Accountability Reporting Requirements

1. Prepare an annual Special Tax Report to ensure compliance with the Government Code 50075 et seq, and file it with the District by January 1 after the close of the fiscal year.
2. Complete the parcel tax reporting forms, as required per Government Code 12463.2, and forward the completed forms to the District to be filed with the District's annual Financial Transactions Report to the State Controller's Office within 7 months after the close of the fiscal year.

Responding to Public Inquiries And Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the Special Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

Fee Schedule

SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
Annual Levy Administration	\$ 6,520	\$ 6,715	\$ 6,915
Payment due on August 10:	\$ 5,000	\$ 5,000	\$ 5,000
Balance due on January 31:	\$ 1,520	\$ 1,715	\$ 1,915
Incidental Costs	\$ 750	\$ 750	\$ 750
Total Contract Authorization	\$ 7,270	\$ 7,465	\$ 7,665

3. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$550 per person per meeting.
4. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
5. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$750 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by tax proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

Signature Page

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Mark Duerr
Fire Chief
South Placer Fire District

Date

Accepted:



John W. Bliss
President
SCI Consulting Group

1/16/2024
Date

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2023/2024 2nd Quarter Budget Report:

Action Requested: The Chief recommends a short presentation on the FY 2023/24 budget status.

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

Impact: Informational

Attachments: 2nd Quarter Budget overview sheet, December 2023 Profit and Loss Statement.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2023/24 2nd Quarter Budget Report (July - December)

Revenue	2nd Quarter	Budgeted	Percentage
General Revenue	\$8,511,084	\$16,007,865	53.2 %
Consolidated Mitigation Revenue	\$271,898	\$306,000	88.9 %
CFAA Staffing Reimbursements	\$102,231	\$180,000	56.8 %
Total Revenue	\$8,885,213	\$16,493,865	53.9 %

Expenditures	2nd Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2 -14) 13 PP's	\$6,456,343	\$12,652,861	51.0 %
CFAA Expenditures	\$91,658	\$180,000	50.9 %
Service and Operations	\$989,744	\$2,099,066	47.2 %
Fixed Assets	\$6,730	\$95,363	0.0 %
Capital Expenditures	\$507,685	\$1,116,914	0.0 %
Consolidated Mitigation Expenditures	\$146,158	\$784,000	0.0 %
Total Expenditures	\$8,198,318	\$16,928,204	48.4 %

Report Prepared By Kathy Medeiros January 2024

South Placer Fire District
Profit & Loss Statement
For the Six Months Ending Sunday, December 31, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	0-000-6000-001	\$5,261,265	\$9,567,127	\$4,305,862	45.01%
Unitary & Op Non-Unitary	0-000-6000-002	105,520	191,854	86,334	45.00%
Current Unsecured Property Tax	0-000-6000-003	196,970	207,260	10,290	4.96%
Delinquent Secured Property Taxes	0-000-6000-004	0	836	836	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	2,314	2,593	279	10.76%
Current Supplemental Property Tax	0-000-6000-006	118,390	243,400	125,010	51.36%
Delinquent Supplemental Property Tax	0-000-6000-008	588	550	(38)	(6.86%)
SPFD Special Tax	0-000-6001-000	392,319	713,370	321,051	45.00%
Loomis Special Tax	0-000-6001-001	296,969	539,943	242,974	45.00%
Loomis Fire Protection & Response Assessment	0-000-6002-000	631,175	1,147,591	516,416	45.00%
Railroad Unitary Tax	0-000-6106-000	3,276	5,709	2,433	42.61%
Interest-County	0-000-6950-000	21,077	20,000	(1,077)	(5.38%)
Sect. 5151 Interest Refunded	0-000-6957-000	(42)	(385)	(343)	89.02%
HOPTERS Intergovernmental Revenue	0-000-7000-000	7,854	51,221	43,367	84.67%
Ambulance Services	0-000-8192-000	1,091,806	1,960,000	868,194	44.30%
Uniform Reimbursement	0-000-8193-001	30	100	70	70.00%
Other Miscellaneous	0-000-8193-010	29,486	130,000	100,514	77.32%
Fees For Service & Cost Recovery Charges	0-000-8193-011	265,036	310,000	44,964	14.50%
4850 Reimbursements	0-000-8193-014	20,312	30,000	9,688	32.29%
Cellular Tower Lease	0-000-8193-015	46,231	107,700	61,469	57.07%
MVA Fees	0-000-8193-016	5,184	7,500	2,316	30.88%
Local/State/Federal Grants	0-000-8193-018	11,289	771,496	760,207	98.54%
CFAA Revenues	8197	102,231	180,000	77,769	43.20%
TOTAL GENERAL REVENUES		8,609,280	16,187,865	7,578,584	46.82%
Consolidated Mitigation Fee Revenue	0-000-8267-000	250,294	300,000	49,706	16.57%
Consolidated Mitigation Interest	0-000-8264-007	21,604	6,000	(15,604)	(260.07%)
TOTAL RESTRICTED MITIGATION REVENUES		271,898	306,000	34,102	11.14%
TOTAL ALL REVENUES		8,881,178	16,493,865	7,612,686	46.15%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	3,050,515	6,684,168	3,633,653	54.36%
Sellback/Admin. & FF's	1004	(53,019)	105,000	158,019	150.49%
Intern FF/Board/Res.App FF/PT	1005	3,500	20,000	16,500	82.50%
Callback/Overtime-Firefighter	1006	758,580	1,000,000	241,420	24.14%
Comp For Absence/Illness	1007	41,973	25,000	(16,973)	(67.89%)
Out of Grade Pay	1008	0	3,000	3,000	100.00%
Other Payroll	1015	0	10,000	10,000	100.00%
Volunteer Length of Service Award	1016	0	1,000	1,000	100.00%
PERS Retirement	1300	546,880	1,151,541	604,661	52.51%
PERS Lump Sum Payment	1302	930,786	930,800	14	0.00%
Employer 457 Def. Comp. Match	1305	11,955	30,000	18,045	60.15%
Employment Taxes (FICA/Medicare/SUI)	1301	57,788	108,649	50,861	46.81%
Workmans Comp. Insurance	1315	375,634	770,000	394,366	51.22%
Agency Share Insurance	1550	584,161	1,230,179	646,018	52.51%
COP Debt Service	1552	112,701	400,404	287,703	71.85%
Labor Legal	2010	31,679	60,000	28,321	47.20%
Uniform Allowance/Cell Phone	2017	3,210	117,320	114,110	97.26%
Employees Assistance Program	2019	0	5,800	5,800	100.00%
CFAA Expenditures	1997	91,658	180,000	88,342	49.08%
TOTAL SALARIES/BENEFITS/CFAA		6,548,001	12,832,861	6,284,859	48.97%
SERVICE & OPERATIONS					
Audit	2020	15,400	15,925	525	3.30%
Propane	2021	0	3,750	3,750	100.00%
Employee Physicals/DL/Wellness	2023	2,396	84,550	82,154	97.17%
ParamedicCert.EMT/CPR Classes	2024	508	6,140	5,632	91.73%
Ambulance Billing Service	2025	114,569	205,000	90,431	44.11%
Garbage	2026	4,014	12,500	8,486	67.89%
Gas & Electric	2027	27,901	50,000	22,099	44.20%

South Placer Fire District
Profit & Loss Statement
For the Six Months Ending Sunday, December 31, 2023

		YTD	BUDGET	----- REMAINING -----	
				VARIANCE	%
Insurance (FAIRA)	2028	147,061	147,061	0	0.00%
Memberships/Subscriptions	2030	10,925	21,183	10,258	48.43%
News Publications & Ads	2032	560	2,000	1,440	72.00%
Sewer	2035	580	7,000	6,420	91.71%
Telephone	2037	22,192	58,076	35,884	61.79%
Training Supplies	2038	2,983	17,500	14,517	82.95%
Business/Conference	2039	213	15,000	14,787	98.58%
Education/Training	2040	9,104	25,000	15,896	63.58%
Water	2041	7,829	16,500	8,671	52.55%
Laundry	2042	894	1,850	956	51.70%
Legal/Consulting Fees	2043-000	34,783	70,000	35,217	50.31%
Prevention Consulting Fees	2043-001	64,229	95,000	30,771	32.39%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	5,218	20,000	14,782	73.91%
Medical Waste Disposal	2046	1,519	4,500	2,981	66.24%
County Charges (Tax Collection/LAFCO/Refunds)	2050	207,187	203,439	(3,748)	(1.84%)
Food/Drink-Incident Supplies	2053	1,505	7,500	5,995	79.94%
Safety Awards	2055	2,542	7,250	4,708	64.93%
Software Subscriptions	2056	81,968	139,067	57,099	41.06%
Cleaning/Maintenance Supplies	2120	3,554	17,000	13,446	79.09%
Computer Service & Maint.	2122	4,127	12,000	7,873	65.61%
Fire Prevention Supplies	2123	3,271	10,000	6,730	67.30%
Fuel & Oil	2124	56,942	116,000	59,058	50.91%
Medical Supplies	2127	40,514	125,000	84,486	67.59%
Miscellaneous Supplies	2128	0	1,000	1,000	100.00%
Office Supplies/Computer	2129	1,351	8,000	6,649	83.11%
Oxygen	2130	3,185	8,250	5,065	61.40%
Postage/Shipping	2131	630	2,000	1,370	68.51%
Storage	2132	2,592	3,000	408	13.60%
Uniform Supplies	2133	1,636	14,000	12,364	88.31%
Misc. Firefighting Equip/Supplies	2135	9,443	20,000	10,557	52.78%
Radio Repair	2221	1,454	16,000	14,546	90.91%
Automotive Repairs/Supplies	2222	48,181	125,000	76,819	61.46%
Facilities Maintenance	2225	24,790	98,100	73,310	74.73%
SCBA Maintenance	2226	4,128	12,990	8,862	68.22%
Equipment Service Maintenance	2227	10,182	39,085	28,903	73.95%
Turnout Clothing Maint.	2228	6,789	9,280	2,491	26.84%
Outside Services/Printing	2523	895	1,320	425	32.23%
Bad Debt Expense	8510 + 4521	0	225,000	225,000	100.00%
TOTAL SERVICE & OPERATIONS		989,744	2,099,066	1,109,325	52.85%
FIXED ASSETS					
Facilities,	4456	0	19,758	19,758	100.00%
Firefighting Equipment	4462	4,844	32,000	27,156	84.86%
EMS Equipment	4464	0	15,000	15,000	100.00%
Office & Communication Equipment	4465	1,886	15,500	13,614	87.83%
Shop Equipment	4470	0	5,000	5,000	100.00%
Fitness Equipment	4474	0	8,105	8,105	100.00%
TOTAL FIXED ASSETS		6,730	95,363	88,633	92.94%
CAPITAL EXPENDITURES					
Water Tender	0-000-4510-031	0	426,000	426,000	100.00%
Automatic Heart Defibrillators/EKG Monitors	0-000-4511-003	354,814	354,814	0	0.00%
Mobile/Portable Radios	0-000-4511-011	0	68,000	68,000	100.00%
Med Vaults	0-000-4511-035	20,156	21,000	844	4.02%
St. 17 Generator	0-000-4512-032	75,601	160,000	84,399	52.75%
St. 16 Generator	0-000-4512-033	57,114	65,000	7,886	12.13%
Recliners	0-000-4512-047	0	5,000	5,000	100.00%
Replace/Waterproof Electric box at tower	0-000-4512-048	0	1,000	1,000	100.00%
App. Bay Heaters	0-000-4512-051	0	5,000	5,000	100.00%
Shop Heat/AC Unit	0-000-4512-052	0	11,100	11,100	100.00%
TOTAL CAPITAL EXPENDITURES		507,685	1,116,914	609,230	54.55%
TOTAL GENERAL OPERATING EXPENSES		8,052,160	16,144,204	8,092,047	50.12%

South Placer Fire District
Profit & Loss Statement
For the Six Months Ending Sunday, December 31, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
CONSOLIDATED MITIGATION EXPENDITURES					
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	146,158	147,000	842	0.57%
Tablet Command	0-000-4523-054	0	112,000	112,000	100.00%
2023 Ambulance	0-000-4523-059	0	425,000	425,000	100.00%
2023 EMS Chief Vehicle	0-000-4523-060	0	100,000	100,000	100.00%
TOTAL RESTRICTED MITIGATION		146,158	784,000	637,842	81.36%
TOTAL ALL EXPENSES		8,198,318	16,928,204	8,729,889	51.57%
EXCESS GENERAL REVENUE LESS		557,120	43,661	(513,463)	(1,176.02%)
EXCESS MITIGATION REVENUE LESS					
MITIGATION EXPENDITURES		125,740	(478,000)	(603,740)	126.31%
COMBINED EXCESS		682,860	(434,339)	(1,117,203)	257.22%
BEGINNING FUND BALANCES		4,983,795	4,983,795	0	0.00%
ENDING FUND BALANCES		5,666,655	4,549,456	(1,117,203)	(24.56%)
COMPONENTS OF FUND BALANCE					
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	(764,006)	(764,006)	100.00%
Ending FB Unassigned	0-000-0554-000	0	(2,128,925)	(2,128,925)	100.00%
Ending FB Res for Imprest Cash	0-000-0555-000	0	(250)	(250)	100.00%
Ending FB Designated for F/A Acq	0-000-0556-000	0	(501,705)	(501,705)	100.00%
Ending FB Facilities	0-000-0557-000	0	(316,487)	(316,487)	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	(123,627)	(123,627)	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	(714,457)	(714,457)	100.00%
		0	(4,549,457)	(4,549,456)	100.00%

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: National Child Safety Council Donations:

Action Requested: Staff recommends discussion and approval to work with the National Child Safety Council to acquire community safety material for children.

Background – The National Child Safety Council (NCSC) is the oldest and largest 501(c)(3) federal tax-exempt not-for-profit organization dedicated entirely to the safety of children in the U.S. NCSC provides public safety agencies with safety education material for children, including folders, placemats, color/activity sheets, books, games, stickers, etc. Educators develop these materials that are age-appropriate and educationally correct.

NCSC has previously provided child education material to the District, and staff would like to renew this relationship. The NCSC is asking to distribute the attached letters to the business community soliciting support and donations for program material. The NCSC circulates the flyers on District letterhead. Any funding NCSC receives from the flyer is deposited in an account for the District to acquire educational materials.

Impact: Reduced District costs for prevention materials and community outreach.

Attachments: NCSC flyers

Mark Duerr
Fire Chief
South Placer Fire Protection District

South Placer Fire District
6900 Eureka Road
Granite Bay, California 95746



PRESORTED STANDARD
U.S. POSTAGE PAID
NATIONAL FIRE
SAFETY COUNCIL, INC.

NATIONAL FIRE SAFETY COUNCIL
P.O. BOX 378
MICHIGAN CENTER, MI 49254

USING YOUR
STAMP
WILL HELP
THE CHILDREN

ATTN: FIRE CHIEF MARK DUERR
SOUTH PLACER FIRE DISTRICT
6900 EUREKA ROAD
GRANITE BAY, CALIFORNIA 95746



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
www.southplacer.org

Providing Exceptional Service to Our Community

Board of Directors

Chris Gibson DC
Gregory Grenfall
Terri Ryland
Tracy Randall
Michael Johnson
Ken Musso
Dan Bajtos

Fire Chief

Mark Duerr

Dear Community Member,

As you know, the COVID-19 pandemic has changed our reality and world as we know it; individuals, families, and businesses have all suffered from the impact this virus has had in our community. We at South Placer Fire District are attempting to bring back some of the resources and normalcy that we typically provide to school-age children during the school year.

You may be aware of our in-school programs through which we visit the local elementary schools in the area and engage with classes and students of all ages, and teach about the dangers associated with fire. Due to the changes in schooling and our commitment to prevention and safety, we are not able to visit schools as we had in the past. However, in cooperation with local schools and the National Fire Safety Council, Inc., a 501(c)(3) non-profit organization, we will be providing safety and education materials for our community again!

These materials have been designed to assist us in teaching safety and prevention. We strongly believe that by making children and families aware, we can prevent tragic losses and deaths. We will be distributing these materials through our department and other public venues to be identified later. We invite you to come by our station and pick up these materials anytime.

It certainly isn't a secret that because of the costs responding to the needs of our community, our budgets have been decimated. A wonderful benefit of working with National Fire Safety Council, Inc., is that it costs our department nothing. We want to initiate a fire safety education program for children and families of our community; and would welcome your help.

You can help our efforts as follows: Use the enclosed, self-addressed envelope back to me as soon as possible to donate. Some suggested amounts are listed below.

- _____ **\$250.00 provides materials for 50 people**
- _____ **\$500.00 provides materials for 100 people**
- _____ **\$1000.00 provides materials for 200 people**
- _____ **\$ Your desired amount**

As mentioned, we have partnered with the National Fire Safety Council, Inc., and as they are a 501(c)(3) charitable organization, your donation is tax deductible, and you will receive a receipt.

For your convenience, you may make your check payable to **NATIONAL FIRE SAFETY COUNCIL, INC.**, and return it in the enclosed envelope. Federal Tax ID #38-2292422. We accept credit card donations by calling NFSC at 1-877-435-7777.

Your help is greatly appreciated and will reflect itself through the citizens of our community.

Yours in Service and Safety,

Mark Duerr
Fire Chief



Scan to Donate Online
or go to: Donate.NFSC.org
Enter program # CA 31-F-4
to donate to your unique
local program.

Mail to: South Placer Fire District
Attn: Fire Chief Mark Duerr
6900 Eureka Road
Granite Bay, California 95746



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
www.southplacer.org

Providing Exceptional Service to Our Community

Board of Directors

Chris Gibson DC
Gregary Grenfall
Terri Ryland
Tracy Randall
Michael Johnson
Ken Musso
Dan Bajtos

Fire Chief

Mark Duerr

Dear Community Member,

In continuing our commitment to safety and fire prevention, we are now organizing our annual fire safety education program geared toward all children and seniors. As you know, South Placer Fire District has initiated a well-rounded fire safety program.

We had to take almost a year off due to the restrictions from COVID and public contact, but are now ready to re-invigorate our efforts. We have received very positive and encouraging feedback from the children, their parents and teachers. We recognize the need for an ongoing effort to reach our children.

We will be providing fire safety education materials for our children, families, and senior citizens. These materials have been designed exclusively by the National Fire Safety Council, Inc., a 501(c)(3) tax-exempt, nonprofit organization.

To help cover the cost of these materials, our department is seeking your help as concerned business, industrial, and professional leaders to support this vital program.

Previously, you have generously sponsored some children in the amount of \$_____. Your continued contribution is necessary to the success of our program and is greatly appreciated. With COVID and all the fires, our budgets have been decimated, and we need your help more than ever.

For your convenience, you may make your check payable to **NATIONAL FIRE SAFETY COUNCIL, INC.**, and return it in the enclosed envelope. Federal Tax ID #38-2292422. We accept credit card donations by calling NFSC at 1-877-435-7777.

Thank you in advance for your generous and kind continued support of the safety of our community. Your help is greatly appreciated and will surely reflect itself through the safety and preservation of our community.

Yours in Service, Safety, and Protection,

Mark Duerr
Fire Chief



Scan to Donate Online
or go to: Donate.NFSC.org
Enter program # CA 31-F-4
to donate to your unique
local program.

Mail to: South Placer Fire District
Attn: Fire Chief Mark Duerr
6900 Eureka Road
Granite Bay, California 95746

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14TH, 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 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 an 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; salary schedule.

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.

Revision Date: 01/02/2024

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 while in an academy setting

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;

1192.2.4 Assists with non IDLH fire ground operations, 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 shall 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 within 18 months of hire date

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.

1192.7.1 Upon successfully completing a Firefighter One Academy and receipt of California State Fire Marshall One certification, the Firefighter Trainee shall be promoted to the rank of Firefighter Paramedic and begin their probationary term under the Firefighter Paramedic job classification.

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

2024 Salary Schedule - Draft
Firefighter Trainee

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Admin. Asst./ Fire Inspector 1	Monthly	\$ 6,490	\$ 6,814	\$ 7,155	\$ 7,513	\$ 7,888
	Annual	\$ 77,877	\$ 81,770	\$ 85,859	\$ 90,152	\$ 94,659
	Hourly	\$ 37.44	\$ 39.31	\$ 41.28	\$ 43.34	\$ 45.51
Battalion Chief Shift	Monthly	\$ 9,536	\$ 10,013	\$ 10,513	\$ 11,039	\$ 11,591
	Annual	\$ 114,432	\$ 120,154	\$ 126,162	\$ 132,470	\$ 139,093
	Hourly	\$ 39.30	\$ 41.26	\$ 43.32	\$ 45.49	\$ 47.77
Captain	Monthly	\$ 8,232	\$ 8,643	\$ 9,076	\$ 9,529	\$ 10,006
	Annual	\$ 98,782	\$ 103,721	\$ 108,907	\$ 114,352	\$ 120,070
	Hourly	\$ 33.92	\$ 35.62	\$ 37.40	\$ 39.27	\$ 41.23
Deputy Chief	Monthly	\$ 12,771	\$ 13,409	\$ 14,079	\$ 14,783	\$ 15,523
	Annual	\$ 153,246	\$ 160,909	\$ 168,954	\$ 177,402	\$ 186,272
	Hourly	\$ 73.68	\$ 77.36	\$ 81.23	\$ 85.29	\$ 89.55
Division Chief Training EMS CRR Engineer	Monthly	\$ 11,037	\$ 11,589	\$ 12,169	\$ 12,777	\$ 13,416
	Annual	\$ 132,446	\$ 139,069	\$ 146,022	\$ 153,323	\$ 160,989
	Hourly	\$ 63.68	\$ 66.86	\$ 70.20	\$ 73.71	\$ 77.40
Firefighter/ Firefighter Trainee	Monthly	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109	\$ 7,465
	Annual	\$ 73,694	\$ 77,379	\$ 81,248	\$ 85,310	\$ 89,575
	Hourly	\$ 25.31	\$ 26.57	\$ 27.90	\$ 29.30	\$ 30.76
Fire Chief	Monthly	\$ 14,784	\$ 15,523	\$ 16,299	\$ 17,114	\$ 17,970
	Annual	\$ 177,406	\$ 186,276	\$ 195,590	\$ 205,369	\$ 215,638
	Hourly	\$ 85.29	\$ 89.56	\$ 94.03	\$ 98.74	\$ 103.67
Business Manager	Monthly	\$ 9,835	\$ 10,326	\$ 10,843	\$ 11,385	\$ 11,954
	Annual	\$ 118,016	\$ 123,917	\$ 130,113	\$ 136,619	\$ 143,450
	Hourly	\$ 56.74	\$ 59.58	\$ 62.55	\$ 65.68	\$ 68.97
Apprentice Mechanic	Monthly	\$ 4,597				
	Annual	\$ 55,162				
	Hourly	\$ 26.52				
Journeyman Mechanic	Monthly	\$ 7,310	\$ 7,675	\$ 8,059	\$ 8,462	\$ 8,885
	Annual	\$ 87,720	\$ 92,106	\$ 96,711	\$ 101,547	\$ 106,624
	Hourly	\$ 42.17	\$ 44.28	\$ 46.50	\$ 48.82	\$ 51.26
Apprentice Firefighter	Monthly	\$ 3,883				
	Annual	\$ 46,592				
	Hourly	\$ 16.00				
District Secretary	Monthly	\$ 7,555	\$ 7,933	\$ 8,329	\$ 8,746	\$ 9,183
	Annual	\$ 90,660	\$ 95,193	\$ 99,952	\$ 104,950	\$ 110,198
	Hourly	\$ 43.59	\$ 45.77	\$ 48.05	\$ 50.46	\$ 52.98

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
12/1/2023 to 12/31/2023

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

Account Summary

Source	Balance as of 12/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 12/31/2023
OPEB	\$1,466,674.52	\$0.00	\$70,180.30	\$696.65	\$0.00	\$0.00	\$1,536,158.17
Totals	\$1,466,674.52	\$0.00	\$70,180.30	\$696.65	\$0.00	\$0.00	\$1,536,158.17

Investment Selection

Source

OPEB **Moderate HighMark PLUS**

Investment Objective

Source

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	4.79%	9.30%	14.18%	2.09%	7.26%	5.43%	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

TO: PARS Plan Administrator/Contact

FROM: Public Agency Retirement Services (PARS), Trust Administrator

SUBJECT: PARS Financial Reports as of June 30, 2023

PARS is pleased to have the opportunity to serve your agency as the Trust Administrator for the Public Agencies Post-Employment Benefits Trust. Enclosed is your copy of the Financial Statements and Report by Independent Certified Public Accountants.

To request an electronic copy of the Schedule of Changes in Fiduciary Net Position by Plan, or the System and Organization Controls (SOC) 1 Type 2 Report, please email Trust@pars.org. All reports are as of June 30, 2023.

Thank you again for your business and we look forward to serving your agency for many years to come.

If you have any questions, please contact the Plan Accounting Dept. at (800) 540-6369.

**PUBLIC AGENCIES POST-EMPLOYMENT
BENEFITS TRUST**

FINANCIAL STATEMENTS

TWELVE MONTHS ENDED JUNE 30, 2023



CPAs | CONSULTANTS | WEALTH ADVISORS

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INDEPENDENT AUDITORS' REPORT

Trust Administrator
Public Agencies Post-Employment Benefits Trust
Newport Beach, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Public Agencies Post-Employment Benefits Trust (the Trust), as of and for the twelve months ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Trust's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Trust as of June 30, 2023, and the changes in fiduciary net position for the twelve months then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Trust and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Trust's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Trust Administrator
Public Agencies Post-Employment Benefits Trust

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Irvine, California
November 13, 2023

**PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
TWELVE MONTHS ENDED JUNE 30, 2023**

	Pension Subaccounts	OPEB Subaccounts	Total
ADDITIONS			
Employer Contributions	\$ 382,400,403	\$ 353,483,142	\$ 735,883,545
Transfer of Plan Assets from Other Trusts	-	72,359,301	72,359,301
Subaccount Transfer	1,817,293	-	1,817,293
Investment Income:			
Interest and Dividends	57,560,858	41,596,796	99,157,654
Net Appreciation (Depreciation) in Fair Value of Investments	95,275,983	76,498,610	171,774,593
Less: Investment Expense	(3,508,404)	(2,699,396)	(6,207,800)
Net Investment Income	<u>149,328,437</u>	<u>115,396,010</u>	<u>264,724,447</u>
Total Additions	533,546,133	541,238,453	1,074,784,586
DEDUCTIONS			
Reimbursements to Employers for Plan-Directed Benefit Payments and Distributions	108,647,558	28,645,576	137,293,134
Transfer of Plan Assets to Other Trusts	43,736,944	104,506,605	148,243,549
Subaccount Transfer	-	1,817,293	1,817,293
Administrative Expenses	3,261,295	2,737,307	5,998,602
Total Deductions	<u>155,645,797</u>	<u>137,706,781</u>	<u>293,352,578</u>
NET INCREASE IN NET POSITION	377,900,336	403,531,672	781,432,008
NET POSITION RESTRICTED FOR PENSION BENEFITS AND OPEB			
July 1, 2022	<u>1,968,890,230</u>	<u>1,326,286,670</u>	<u>3,295,176,900</u>
June 30, 2023	<u>\$ 2,346,790,566</u>	<u>\$ 1,729,818,342</u>	<u>\$ 4,076,608,908</u>

See accompanying Notes to Financial Statements.

PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Concentration

All investments of the Trust as described in Note 4 are held by U.S. Bank National Association (the Trustee).

Estimates

The preparation of financial statements in accordance with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of additions and deductions. Actual results could differ from those estimates.

Net Appreciation (Depreciation) in Fair Value of Investments

Realized and unrealized appreciation (depreciation) in the fair value of investments is based on the difference between the fair value of the assets at the beginning of the year, or at the time of purchase for assets purchased during the year, and the related fair value on the day investments are sold with respect to realized appreciation (depreciation), or on the last day of the year for unrealized appreciation (depreciation).

Realized and unrealized appreciation (depreciation) is recorded in the accompanying statement of changes in fiduciary net position as "net appreciation (depreciation) in fair value of investments."

NOTE 2 HISTORY AND ORGANIZATION

The Trust is a public agency agent multiple-employer trust that was established on November 5, 2014, to provide member public agencies economies of scale and efficiency of administration in the funding of each agency's respective other post-employment benefit (OPEB) and/or pension obligation(s). Contributions to the Trust are irrevocable. The assets are dedicated to providing benefits to plan members, and the assets are protected from creditors of the participating member public agencies.

Any public agency may join the Trust by establishing a pension or OPEB plan, appointing an employee as its plan administrator, adopting a trust agreement between the Trustee and Phase II Systems (the Trust Administrator), a California corporation, doing business as Public Agency Retirement Services, and adopting an administrative services agreement with the Trust Administrator. The basic duties of the Trust Administrator are receiving and tracking contributions based solely on data received from the member public agencies, accumulating and transferring those contributions into investment accounts, and paying benefits under the direction of the plan administrators of the plans contained within the Trust.

PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 3 CONCENTRATIONS, RISKS, AND UNCERTAINTIES (CONTINUED)

Investment Risk (Continued)

Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the Trust's account balances and the amounts reported in the statement of fiduciary net position.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The Trust manages its exposure to interest rate risk by purchasing a combination of shorter term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing over time as necessary to provide the cash flows and liquidity needed for operations. Information about the sensitivity of the fair values of the Trust's investments to market interest rate fluctuations is provided in the following table that shows the distribution of the Trust's investments by maturity as of June 30, 2023.

Investment Type	Remaining Maturity (in Years)				Total
	2 Years or Less	> 2 - 5 Years	> 5 - 10 Years	More Than 10 Years	
U.S. Treasury Obligations	\$ 658,299	\$ 7,661,113	\$ 42,826,375	\$ 40,438,965	\$ 91,584,752
U.S. Government Agency Issues	19,591,190	818,100	5,248,289	124,290,596	149,948,175
Corporate Debt Issues	20,743,077	41,962,770	31,154,313	36,472,005	130,332,165
Foreign Debt Issues	1,990,668	2,563,822	3,731,432	2,580,347	10,866,269
Municipal Debt Issues	3,125,500	-	1,876,783	4,970,962	9,973,245
Mutual Funds - Fixed Income	3,027,551	167,324,374	1,252,362,902	-	1,422,714,827
	<u>\$ 49,136,285</u>	<u>\$ 220,330,179</u>	<u>\$ 1,337,200,094</u>	<u>\$ 208,752,875</u>	<u>1,815,419,433</u>
Investments Without Maturity Date:					
Domestic Common Stock					\$ 6,022,841
Foreign Stocks					124,961
Mutual Funds - Equity					<u>2,030,683,621</u>
Total Investments					<u>\$ 3,852,250,856</u>

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The Trust does not have a policy for credit risk. The credit risk is measured by the assignment of a rating by a nationally recognized statistical rating organization.

PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 4 INVESTMENTS

Fair Value Measurements

The Trust categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets in which transactions for identical assets occur with sufficient frequency and volume to provide pricing on an ongoing basis. Level 2 inputs are (a) quoted prices for similar assets in active markets (b) quoted prices for identical or similar markets that are not active and (c) inputs other than quoted prices which might include interest rates and yield curves observable at commonly quoted intervals. Level 3 inputs reflect prices based on significant unobservable inputs.

The domestic and foreign stocks are updated daily at the market closing price. Mutual funds for equity and fixed income are priced daily at market closing price for level 1 and at a readily determinable net asset value for level 2. U.S. treasury obligations and U.S. government agency securities are priced daily using institutional bond quotes. Corporate debt issues, municipal debt issues and foreign debt issues are priced daily and evaluated based on various market factors.

Fair value measurements of the Trust's investments at June 30, 2023 are as follows:

	Quoted Prices Level 1	Observable Inputs Level 2	Total
Domestic Common Stock	\$ 6,022,841	\$ -	\$ 6,022,841
Foreign Common Stock	124,961	-	124,961
U.S. Treasury Obligations	91,584,752	-	91,584,752
U.S. Government Agency Issues	-	149,948,175	149,948,175
Corporate Debt Issues	-	130,332,165	130,332,165
Foreign Debt Issues	-	10,866,269	10,866,269
Municipal Debt Issues	-	9,973,245	9,973,245
Mutual Funds - Equity	1,110,560,709	920,122,912	2,030,683,621
Mutual Funds - Fixed Income	439,298,256	983,416,571	1,422,714,827
	<u>\$ 1,647,591,519</u>	<u>\$ 2,204,659,337</u>	<u>\$ 3,852,250,856</u>

PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 6 MEMBER PUBLIC AGENCIES

The 318-member public agencies of the Trust at June 30, 2023, are as follows:

- | | |
|---|------------------------------|
| 1. Alameda County Mosquito Abatement District | 38. City of Claremont |
| 2. Alisal Union School District | 39. City of Commerce |
| 3. Allan Hancock Joint Community College District | 40. City of Corcoran |
| 4. Alpine Fire Protection District | 41. City of Coronado |
| 5. Alta Loma School District | 42. City of Costa Mesa |
| 6. Bass Lake Joint Union Elementary School District | 43. City of Cudahy |
| 7. Beach Cities Health District | 44. City of Cupertino |
| 8. Bellflower Unified School District | 45. City of Cypress |
| 9. Beverly Hills Unified School District | 46. City of Daly City |
| 10. Bighorn-Desert View Water Agency | 47. City of Dana Point |
| 11. Bodega Bay Public Utility District | 48. City of Del Rey Oaks |
| 12. Brea-Olinda Unified School District | 49. City of Duarte |
| 13. California Intergovernmental Risk Authority | 50. City of Dublin |
| 14. Calistoga Joint Unified School District | 51. City of El Cajon |
| 15. Campbell Union High School District | 52. City of El Centro |
| 16. Central Arizona Fire and Medical Authority | 53. City of Emeryville |
| 17. Central Contra Costa Sanitary District | 54. City of Escondido |
| 18. Central Contra Costa Transit Authority | 55. City of Fairfield |
| 19. Citrus Community College District | 56. City of Fort Bragg |
| 20. City of Alameda | 57. City of Fountain Valley |
| 21. City of Alhambra | 58. City of Fullerton |
| 22. City of Angels | 59. City of Garden Grove |
| 23. City of Atwater | 60. City of Gilroy |
| 24. City of Azusa | 61. City of Glendale |
| 25. City of Bakersfield | 62. City of Glendora |
| 26. City of Beaumont | 63. City of Goleta |
| 27. City of Bell Gardens | 64. City of Half Moon Bay |
| 28. City of Benicia | 65. City of Hawthorne |
| 29. City of Bishop | 66. City of Healdsburg |
| 30. City of Brea | 67. City of Hemet |
| 31. City of Brisbane | 68. City of Hercules |
| 32. City of Burlingame | 69. City of Huntington Beach |
| 33. City of Camarillo | 70. City of Imperial Beach |
| 34. City of Capitola | 71. City of Indian Wells |
| 35. City of Carmel-by-the Sea | 72. City of Indio |
| 36. City of Chino Hills | 73. City of La Habra |
| 37. City of Chula Vista | 74. City of La Mesa |
| | 75. City of La Quinta |
| | 76. City of La Verne |
| | 77. City of Laguna Niguel |
| | 78. City of Lake Forest |
| | 79. City of Lakeport |

PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 6 MEMBER PUBLIC AGENCIES (CONTINUED)

- | | |
|---|--|
| 170. County of Nevada | 213. Local Agency Formation Commission of Orange County |
| 171. County of Placer | 214. Madera Unified School District |
| 172. County of Plumas | 215. Manteca Unified School District |
| 173. County of Riverside | 216. Marin Community College District |
| 174. County of San Benito | 217. Mesa Water District |
| 175. County of San Joaquin | 218. Metro Transportation Commission |
| 176. County of Siskiyou | 219. Mid-Peninsula Regional Open Space District |
| 177. County of Solano | 220. Mid-Peninsula Water District |
| 178. County of Sutter | 221. Mojave Desert AQMD |
| 179. County of Tehama | 222. Montecito Fire Protection District |
| 180. County of Tulare | 223. Monterey Bay Unified APCD |
| 181. County of Tuolumne | 224. Monterey County Mosquito Assessment District |
| 182. County of Yolo | 225. Moraga-Olinda Fire Protection District |
| 183. County of Yuba | 226. Moreno Valley Unified School District |
| 184. Delta Diablo | 227. Mosquito & Vector Management District of Santa Barbara County |
| 185. Dry Creek Joint Elementary School District | 228. Municipal Pooling Authority |
| 186. East Bay Regional Park District | 229. Municipal Water District of Orange County |
| 187. East Orange County Water District | 230. Napa County |
| 188. Eastern Sierra Transit Authority | 231. Napa County Mosquito Abatement District |
| 189. El Dorado Hills County Water | 232. Napa Valley Unified School District |
| 190. El Dorado Unified High School District | 233. Natomas Unified School District |
| 191. Fallbrook Public Utility District | 234. Nevada County Consolidated Fire District |
| 192. Folsom Cordova Unified School District | 235. Newport-Mesa Unified School District |
| 193. Fontana Unified School District | 236. North Central Fire Protection District |
| 194. Fort Mojave Mesa Fire Department | 237. Novato Sanitary District |
| 195. Fowler Unified School District | 238. Ocean View School District |
| 196. Golder Ranch Fire District | 239. Ontario-Montclair School District |
| 197. Goleta Cemetery District | 240. Orange County Fire Authority |
| 198. Goleta West School District | 241. Orange County Vector Control District |
| 199. Great Basin Unified APCD I | 242. Orchard Dale Water District |
| 200. Great Basin Unified APCD II | 243. Orcutt Union School District |
| 201. Grossmont- Cuyamaca Community College | 244. Palmdale School District |
| 202. Hartnell Community College District | 245. Palo Verde Community College District |
| 203. Housing Authority County of Contra Costa | 246. Paramount Unified School District |
| 204. Housing Authority San Bernardino | 247. Pasadena City College |
| 205. Housing Authority of the County of Butte | 248. Pebble Beach Community Services District |
| 206. Humboldt Bay Municipal Water District | 249. Placentia Library District of Orange County |
| 207. Humboldt No. 1 Fire Protection District | |
| 208. Imperial Community College District | |
| 209. Jurupa Unified School District | |
| 210. Le Grand Union High School District | |
| 211. Lemon Grove School District | |
| 212. Lindsay Unified School District | |

(15)

From: [Gai](#)
To: [Mark Duerr](#)
Subject: [REDACTED]
Date: Monday, January 22, 2024 6:17:03 PM
Attachments: [REDACTED]

Dear Sir,

I wanted to take a moment to let you know that thanks to South Placer Fire District / Fire Prevention Division (and I mean that with the utmost respect and sincerity) my kids were able to move into their home this past weekend.

A huge thanks to Jeff Ignolia and Katrina Hoops for patiently helping me through the Fire Department regulations and Katrina "pressing the button" at nearly 2:30 Thursday afternoon, so that we were able to schedule the final inspection by 3:00 for the following day, we had minutes to spare. Ironically, 24 hours later at 3:00 on Friday afternoon my son, with his wife and 2 very young daughters were moving into their new home.

Jeff and Katrina are good people and your department is a godsend to our community.

Thank you, Sir!

Thank you,

Gai Kirkegaard
[REDACTED]

[REDACTED]

From: Chad Marsh [REDACTED]
Sent: Friday, February 2, 2024 3:15:45 PM
To: James Magnuson <jmagnuson@southplacerfire.org>
Subject: Thank you

Hello Chief Magnuson,

I would like to express my sincere gratitude for taking the time to join us at our recent Life-Assist sales meeting and share your valuable insights from South Placer Fire Dist.

Your presentation was both informative and engaging. Your unique perspective as a leader in the industry helped us gain a deeper understanding of the current landscape and emerging trends.

The open discussion that followed your presentation was equally beneficial, allowing us to ask questions and gain clarity on key points. Your willingness to share your experiences and expertise was invaluable to our team, and we are confident that the knowledge gained will significantly impact our approach to selling Life-Assist solutions.

Thank you again for your generosity and support. I truly appreciate your contribution.

Sincerely,

Chad

Chad Marsh

800-824-6016 Customer Care
[REDACTED]

Life-Assist.com

Medical Products for First Responders



**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 14, 2024
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chief's Report

Action Requested: Staff recommends a monthly District update.

Background:

- Weather event –
 - Crews did a fantastic job in meeting call demand and providing excellent service in spite of stations with no power.
 - Upstaffed a Brush rig for 24 hours at Station 19. Funding courtesy of OES.
 - No damage to district property, but identified issues with power outages and infrastructure. These were mostly known issues (generators) and are already in the process of being addressed.
- New phone system
- Assisted Foresthill with testing process
- Sent three personnel to South Dakota for final inspection on new water tender.

Attachments: None

Impact: Monthly update

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER LABOR REPORT 2/14//24

- Retention