

AGENDA  
SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Tuesday, May 20<sup>th</sup>, 2025

1. **6:00 p.m. Regular Session –**

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

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

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

2. **Flag Salute**

3. **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. Public Outreach**

- Fire District Boards Meeting
- Meetings with Supervisors Jones, DeMattei, and Gustafson
- Western Placer Fire Chiefs
- SSV EMS
- Loomis Town Council Meeting
- PCSO Dispatch

PG#5

- Hidden Valley HOA
- UC Master Gardeners
- Sierra College Advisory Committee

**D. Authorization of Deposits:**

Ambulance	\$164,752.29
Consolidated Mitigation Fees	\$23,759.44
Plans/Inspections	\$42,739.00
Cell Tower Leases	\$7,102.97
A/V Reimbursement	\$1,800.00
Solar True-up	\$121.39
OES-Palisades	\$93,249.52
Staffing Reimbursement	\$674.50
<b>TOTAL</b>	<b><u>\$334,119.11</u></b>

**E. Approval of the April Expenditures:** \$1,118,897.36

**PG#9**

**F. Personnel Items**

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

**5. Special Presentations**

**A. Cancer Symposium Update:** Captain Joshua Green will provide an update on his attendance at the International Fire Service Cancer Symposium held in Miami in February.

**6. Old Business:**

**A. South Placer Fire District Policy Updates:** Staff recommends a second reading and adoption of the proposed policy updates.

**PG#27**

**B. Appointment of a New Member to the Loomis Citizens' Oversight Committee:** Staff recommends the appointment of a new member to the Loomis Citizens' Oversight Committee as required under the Proposition 218 Benefit Assessment.

**PG#75**

**C. Resolution to Adopt Non-safety, Unrepresented, and Safety Management Agreements:** Staff recommends adopting updated resolutions to establish an agreement between the identified groups and the District Board.

**PG#76**

- D. **Strategic Plan Update:** The Chief will provide an update on the strategic plan. PG#94

7. **New Business**

- A. **South Placer Fire District Policy Updates:** Staff recommends a first reading of the proposed policy updates. PG#113
- B. **FY 2024/2025 3rd Quarter Budget Report:** The Chief recommends a short presentation on the FY 2024/25 budget status. PG#129
- C. **Emergency Medical Services (EMS) Fee Adjustment Discussion:** Staff recommends reviewing and discussing the ambulance rate schedule and area rate process. PG#134
- D. **Resolution of Intention to Continue Assessments for Fiscal Year 2025-2026:** Staff recommends discussion and adoption of Resolution No. 21-2024/25 Preliminarily Approving Engineer's Report and Providing the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment. PG#149

8. **Informational and Discussion**

9. **Committee and Monthly Reports**

10. **Correspondence Review** PG#188

11. **Chief's Report:**

- A. Staff recommends a monthly District update PG#191

12. **Functions Scheduled**

13. **Board/Staff Comments**

14. **Future Agenda Items**

15. **Closed Session**

- A. **Conference with Labor Negotiator (Pursuant to Govt. Code 54957.6).**  
District Negotiator(s): Lindsay Moore, Counsel, and Mark Duerr, Fire Chief.  
Employee Organaization(s): SAFF Local 522

**16. Report from Closed Session**

**17. Adjournment**

**Next Board Meeting:  
June 24, 2025 @ 6:00 PM**



SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
April 15, 2025

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Tuesday, April 15, 2025, at 6:00 p.m. by President, Tracy Randall.

Board Present:

Tracy Randall, President  
Ken Musso, Vice President  
Chris Gibson, Clerk  
Pete Gallegos, Director  
Dan Bajtos, Director  
Jenine Windeshausen, Director  
Gary Flanagan, Director

Absent:

None

Staff Present:

Mark Duerr, Fire Chief  
Kathy Medeiros, Board Secretary  
Fire Marshal, Jeff Ingolia  
Captain Paramedic, Donavon Gray  
Engineer Paramedic, Pat Patterson

Engineer, Darrin Mayo  
Division Chief, James Magnuson  
Firefighter Paramedic, Greg Warren  
Battalion Chief, Matt VanVoltinburg  
Engineer, Lance Mckinley

Public Comment: None.

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

Ayes: Gibson, Randall, Bajtos, Gallegos, Windeshausen, Musso, Flanagan

Noes: None

Abstain: None

Absent: None

Carried

SPECIAL PRESENTATIONS

Recent Incident at Chiropractic office: Chief Duerr introduced the crew working at Station 18, C shift, during a recent emergency call. A vehicle drove into an office building and pinned an employee through a wall. The crew did an amazing job providing rescue and medical care immediately. Chief Duerr and the Board thanked the crew for their outstanding work.

Funding Presentation: A presentation was given by Auditor Controller Andy Sisk and Treasurer Tax Collector Tristan Butcher regarding the funding of fire districts in Placer County. They demonstrated the workflow of property taxes assessed and received into Placer County and their distribution to local government agencies.

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption for the nine proposed policy updates. Chief Duerr discussed and distributed a copy of one small change that was made to Policy #1011.3- that defines the access to employee's personnel files. Director Gibson made a motion to approve the policy updates. Director Flanagan made a second to the motion.

Carried

FRMS Board of Directors Election to fill Two Positions: Staff recommends discussion and possible action on open positions on the FRMS Board of Directors. Chief Duerr recommended the Board vote for their nominated employee, Katherine Medeiros, for the open position. He noted that the Board should cast just one vote - to not dilute the number of votes amongst the other candidates. Director Gibson made a motion to formally elect Katherine Medeiros to the FRMS board seat. Director Gallegos made a second to the motion.

Carried

LAFCO Board Election: The Chief recommends that Board members cast their ballot for the LAFCO Board Special District Representative and Alternate. It was noted that Director Gallegos was on the ballot, and the District could cast one vote. Director Gibson made a motion to formally elect Pete Gallegos to the LAFCO board. Director Windeshausen made a second to the motion

Carried

## NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading and review of the proposed policy updates. Chief Duerr noted that the policies have been presented to the bargaining units for review. The policies will return at next month's meeting for approval.

Funding Strategy/Public Outreach Update: Cherri Spriggs from Meraki Public Affairs provided an update on the District's public outreach and future funding strategies. Ms. Spriggs began that she was asked to speak on the status of the public relations and community outreach following the re-opening of Station 19. Operating costs continue to rise along with state mandated unfunded requirements. She continued that her office looks to educate the public on the District's shortfalls, not advocate for any tax measure. She noted that in the next few months there will be community speaking events, town halls, while working alongside Supervisors Jones and Patterson. It was noted that the paid media coverage was successful and distributed information through outlets such as the Granite Bay View and Gold Country Media. She concluded there would be additional opportunities for community outreach for participation from Board members

Local Response Area- Fire Hazard Severity Zones: Staff recommends reviewing and adopting the ordinance recognizing the State's Local Response Area-Fire Hazard Severity Zones and maps. Chief Duerr began that the maps are updated by the State Fire Marshal and are required by law to adopt by ordinance identifying the moderate and high fire hazard severity zones within a local agencies' jurisdiction. Director Gallegos recommended adopting the maps as they have been presented. Director Gibson made a motion to approve Ordinance 2-2024/25 designating fire hazard severity zones. Director Bajtos made a second to the motion.

## Roll Call:

Carried

Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit and Battalion Chiefs Unit, Regarding Rescue Incentive Pay for Contract 2019-2021: Chief recommends discussion and action to approve the negotiated side letter of agreement. Last year's CalPERS audit found that the labor units' language for rescue incentives were not compliant with CCR 571 as an educational incentive. Staff have worked with labor to correct the issue through a side letter noting that the rescue

incentive is a part of the education incentive, with a 10 % maximum, identifying the group or class, and adding the necessary coursework along with further defining the approval process. Director Gallegos made a motion to approve the Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit and Battalion Chiefs Unit, Regarding Rescue Incentive Pay for Contract 2019-2021. Director Musso made a second to the motion.

#### Roll Call:

Ayes: Gibson, Randall, Bajtos, Gallegos, Windeshausen, Musso, Flanagan

Noes: None

Abstain: None

Absent: None

Carried

June Board Meeting: Staff recommends discussion and possible action to change the date of the June Board meeting. Chief Duerr explained that most staff will not be available for the regular June board meeting. He requested the Board reschedule the meeting for the week of June 23- June 30. The Board agreed to reschedule the regular board meeting for June 24 at 6 p.m.

#### INFORMATION AND DISCUSSION

- March call Volume: 334 calls, up 40 from last year
- M16, E17, E16 most calls by apparatus
- Station 17 - calls by primary station
- 4 fires in March
- Turn out time down, total responses down, travel time up but continues to improve- all shifts must meet 90 second goal
- Ambulances busiest unit hour utilization
- Ambulance responses met SSV compliance at 97% for March
- Fire Prevention department (Chief Ingolia): 23 new starts, 3 Commercial new starts, 42,000 square feet in remodels this month, 56 sets of plans received, 34 new construction inspections, 1 reinspection.
- Facilities (Chief Ingolia): St. 19 roof repairs complete – work done in conjunction with solar installation
- Fire Investigations (Chief Ingolia): recent fire stopped by sprinkler system at Round Table Pizza demonstrated the necessity for fire preventative measures
- Leave usage up year over year
- Overtime: 54 % Open
- Voluntary overtime 71%, 30% mandatory
- Total overtime hours up: 2200-2300, overtime dollars up
- Leave usage year over year same as last year, more sick leave this year

#### COMMITTEE REPORTS

FAIRA Update: Director Musso reported the committee met and discussed claims up 20% from last year, looking to secure costs for the next 5 years

Strategic Plan Update: Director Randall reported that the Strategic Planning Committee have met three times and made progress beginning and completing some actions, discussing actions within the Committee and the Chief.

Finance Committee Update: Director Windeshausen reported the Finance Committee met last month following the regular board meeting to discuss the financial situation. She noted an increase in CalPERS liabilities, anticipated increases in leave allowance and retiree health with the upcoming retirements. The Committee requested a five-year projection from Chief Duerr that is being reviewed and will be discussed at the next committee meeting.

Correspondence: One PARS financial statement received for the month of February.

Chief's Report:

- St.19 reopening held -had a good turnout
- SSV system analysis
- Western Placer Fire Chiefs met – discussed CAD to CAD
- Met with Assemb. Kiley office
- Apprentice Fire Firefighters Academy successful
- Met with representatives: Niello, Patterson, Jones regarding state and Hidden Lake fire concerns
- PCWA Hydrant program
- New Motorola radios
- SPFD bond rating upgraded: On COP from AA- to AA, on long term rating from AA to A+

Functions: Public Safety Telecommunicators Week 4/13-4/19, Administrative Professionals Day 4/23, Meet & Greet Granite Bay Library 4/26 1-3 pm, Olive Orchard fire wise event 5/3 9-11 am, Firefighters Appreciation Day 5/4, Board Workshop 5/15 1:30 pm, Hidden Valley Fire Wise 5/14 6 pm, EMS Week 5/18-5/24

Board/Staff Comments: none

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 7:43 p.m. The next regular meeting will be held on Tuesday, May 20, 2025.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

Ranges:	From:	To:		From:	To:
Checkbook ID	First	Last	Number	First	Last
Description	First	Last	Date	4/10/2025	5/14/2025
User-Defined 1	First	Last	Type	Check	Check

Sorted By: Date  
Include Trx: Reconciled, Unreconciled

\* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID		Description		User-Defined 1		Current Balance	
Number		Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
PLACER COUNTY		County Of Placer		\$1,364,499.31			
25238		4/29/2025	CHK	AUBURN TIRE SERVICE	No PMCHK00001113	\$4,942.12	
25239		4/29/2025	CHK	American Heat & Air	No PMCHK00001113	\$7,999.00	
25240		4/29/2025	CHK	BART INDUSTRIES	No PMCHK00001113	\$849.11	
25241		4/29/2025	CHK	FAIRA	No PMCHK00001113	\$2,500.00	
25242		4/29/2025	CHK	FOLSOM LAKE FORD	No PMCHK00001113	\$49.67	
25243		4/29/2025	CHK	Fire Risk Management Service	No PMCHK00001113	\$464,007.00	
25244		4/29/2025	CHK	GRAINGER, W.W.	No PMCHK00001113	\$536.14	
25245		4/29/2025	CHK	HARRIS INDUSTRIAL GASES	No PMCHK00001113	\$644.70	
25246		4/29/2025	CHK	Herbert P. Sears Co., Inc.	No PMCHK00001113	\$345.05	
25247		4/29/2025	CHK	Hall, Dustin	No PMCHK00001113	\$275.00	
25248		4/29/2025	CHK	Interwest Consulting Group I	No PMCHK00001113	\$10,683.75	
25249		4/29/2025	CHK	JRB Pest and Sanitation	No PMCHK00001113	\$330.00	
25250		4/29/2025	CHK	Kingsley Bogard, LLP	No PMCHK00001113	\$2,812.50	
25251		4/29/2025	CHK	Kaiser, Kenneth	No PMCHK00001113	\$250.00	
25252		4/29/2025	CHK	Kristy Babb Communications C	No PMCHK00001113	\$4,500.00	
25253		4/29/2025	CHK	KIMBALL MIDWEST	No PMCHK00001113	\$522.61	
25254		4/29/2025	CHK	Kelley, Jeremy	No PMCHK00001113	\$2,000.00	
25255		4/29/2025	CHK	LIFE ASSIST	No PMCHK00001113	\$4,786.92	
25256		4/29/2025	CHK	Magnuson, James	No PMCHK00001113	\$27.00	
25257		4/29/2025	CHK	Meraki Public Affairs, Inc	No PMCHK00001113	\$5,000.00	
25258		4/29/2025	CHK	MMI Refrigeration/ I C Hot L	No PMCHK00001113	\$816.12	
25259		4/29/2025	CHK	PG & E	No PMCHK00001113	\$4,472.66	
25260		4/29/2025	CHK	Placer County Water Agency	No PMCHK00001113	\$496.63	
25261		4/29/2025	CHK	Recology Auburn Placer	No PMCHK00001113	\$1,912.96	
25262		4/29/2025	CHK	Solarado Roofing & Solar	No PMCHK00001113	\$60,273.40	
25263		4/29/2025	CHK	Consolidated Communications	No PMCHK00001113	\$850.27	
25264		4/29/2025	CHK	SAMBA Holdings Inc	No PMCHK00001113	\$108.41	
25265		4/29/2025	CHK	TIFCO INDUSTRIES	No PMCHK00001113	\$119.06	
25266		4/29/2025	CHK	WITTMAN ENTERPRISES, LLC	No PMCHK00001113	\$10,465.67	
25267		4/29/2025	CHK	William L. Adams PC	No PMCHK00001113	\$427.50	
25268		4/29/2025	CHK	AFLAC	No PMCHK00001114	\$2,180.18	
25269		4/29/2025	CHK	California Assn of Prefessio	No PMCHK00001114	\$1,239.00	
25270		4/29/2025	CHK	California Assn of Prefessio	No PMCHK00001114	\$29.50	
25271		4/29/2025	CHK	NGLIC C/O Superior Vision Se	No PMCHK00001114	\$831.35	
25272		4/29/2025	CHK	PRINCIPAL MUTUAL	No PMCHK00001114	\$7,162.89	
25273		4/29/2025	CHK	Sacramento Area Fire Fighter	No PMCHK00001114	\$2,492.00	
25274		4/29/2025	CHK	TASC/ Total Admin Service	No PMCHK00001114	\$5,092.83	
25275		4/29/2025	CHK	TASC/ Total Admin Service	No PMCHK00001114	\$234.78	
25276		4/29/2025	CHK	Voya Financial Trust Co.	No PMCHK00001114	\$17,197.48	
25277		5/13/2025	CHK	Bank of New York Mellon	No PMCHK00001115	\$294,201.25	
25278		5/13/2025	CHK	P.E.R.S	No PMCHK00001115	\$97,268.59	
25279		5/13/2025	CHK	Sacramento Area Fire Fighter	No PMCHK00001115	\$2,492.00	
25280		5/13/2025	CHK	Voya Financial Trust Co.	No PMCHK00001115	\$17,288.22	
25281		5/14/2025	CHK	ALL STAR FIRE EQUIPMENT	No PMCHK00001116	\$877.69	
25282		5/14/2025	CHK	BURTONS FIRE APPARATUS	No PMCHK00001116	\$832.28	
25283		5/14/2025	CHK	Capital Public Finance Group	No PMCHK00001116	\$3,225.00	
25284		5/14/2025	CHK	Cline, Shawn	No PMCHK00001116	\$340.00	
25285		5/14/2025	CHK	Cook's Communications Corp.	No PMCHK00001116	\$961.42	
25286		5/14/2025	CHK	DAWSON OIL	No PMCHK00001116	\$7,184.30	
25287		5/14/2025	CHK	DC Solar Electric Inc.	No PMCHK00001116	\$18,142.50	

Checkbook ID		Description		User-Defined 1		Current Balance	
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
25288	5/14/2025	CHK	DR Associates International	No	PMCHK00001116	\$285.00	
25289	5/14/2025	CHK	FOLSOM LAKE FORD	No	PMCHK00001116	\$35.33	
25290	5/14/2025	CHK	Fuller, Devin	No	PMCHK00001116	\$250.00	
25291	5/14/2025	CHK	Fire Plan Review, Inc.	No	PMCHK00001116	\$2,337.50	
25292	5/14/2025	CHK	Green, Joshua	No	PMCHK00001116	\$340.00	
25293	5/14/2025	CHK	HI-TECH	No	PMCHK00001116	\$90.78	
25294	5/14/2025	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001116	\$456.75	
25295	5/14/2025	CHK	Interstate All Battery Cente	No	PMCHK00001116	\$1,409.32	
25296	5/14/2025	CHK	Interwest Consulting Group I	No	PMCHK00001116	\$11,346.25	
25297	5/14/2025	CHK	JRB Pest and Sanitation	No	PMCHK00001116	\$285.00	
25298	5/14/2025	CHK	KIMBALL MIDWEST	No	PMCHK00001116	\$66.28	
25299	5/14/2025	CHK	LIFE ASSIST	No	PMCHK00001116	\$4,536.61	
25300	5/14/2025	CHK	Mission Uniform Services	No	PMCHK00001116	\$154.96	
25301	5/14/2025	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001116	\$2,248.00	
25302	5/14/2025	CHK	Placer County Water Agency	No	PMCHK00001116	\$519.65	
25303	5/14/2025	CHK	Recology Auburn Placer	No	PMCHK00001116	\$1,513.81	
25304	5/14/2025	CHK	Sea-Western, Inc,	No	PMCHK00001116	\$491.42	
25305	5/14/2025	CHK	SAN JUAN WATER	No	PMCHK00001116	\$1,442.81	
25306	5/14/2025	CHK	Sierra-Sacramento Valley EMS	No	PMCHK00001116	\$2,124.00	
25307	5/14/2025	CHK	STERICYCLE INC	No	PMCHK00001116	\$151.50	
25308	5/14/2025	CHK	SCOTTS PPE RECON	No	PMCHK00001116	\$7,953.71	
25309	5/14/2025	CHK	SAMBA Holdings Inc	No	PMCHK00001116	\$83.41	
25310	5/14/2025	CHK	TIFCO INDUSTRIES	No	PMCHK00001116	\$276.43	
25311	5/14/2025	CHK	Thomas, Tyler	No	PMCHK00001116	\$300.00	
25312	5/14/2025	CHK	T-Mobile	No	PMCHK00001116	\$1,008.74	
25313	5/14/2025	CHK	WESTERN PLACER COUNTY FIRE C	No	PMCHK00001116	\$360.00	
25314	5/14/2025	CHK	WINDUSTRIAL	No	PMCHK00001116	\$153.88	
25315	5/14/2025	CHK	William L. Adams PC	No	PMCHK00001116	\$1,074.00	
25316	5/14/2025	CHK	Xerox Financial Services	No	PMCHK00001116	\$5,166.72	
25317	5/14/2025	CHK	ZEP MANUFACTURING CO.	No	PMCHK00001116	\$158.99	
						-----	-----
80 Transaction(s)						\$1,118,897.36	\$0.00
80 Total Transaction(s)							

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 1  
User ID: kmedeiros

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Checkbook ID	PLACER COUNTY
Vendor Name	First	Last	Check Number	First
Check Date	4/10/2025	5/14/2025		Last

Sorted By: Checkbook ID

Distribution Types Included: All

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A211	AUBURN TIRE SERVICE	PLACER COUNTY	25238	4/29/2025	\$4,942.12
38754	147763	Tires	\$2,986.69		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,986.69
	PURCH	0-000-2222-710	2006 Freightliner/Hi-Tech BR19	\$2,986.69	\$0.00
38755	148124	Tires	\$1,438.14		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,438.14
	PURCH	0-000-2222-023	2020 Ford Expedition Max	\$1,438.14	\$0.00
38756	148227	TPMS sensors	\$517.29		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$517.29
	PURCH	0-000-2222-021	2017 Ford F250 XL	\$517.29	\$0.00
A249	American Heat & Air	PLACER COUNTY	25239	4/29/2025	\$7,999.00
38753	45991391	HVAC duct & sanitation, Sta	\$7,999.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$7,999.00
	PURCH	0-000-2225-005	3505 Auburn Folsom Road	\$7,999.00	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	25240	4/29/2025	\$849.11
38757	638567	Transmission filter	\$26.96		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$26.96
	PURCH	0-000-2222-015	2009 Ford BC Vehicle	\$26.96	\$0.00
38758	639199	Wiper blades	\$65.57		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$65.57
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$65.57	\$0.00
38759	640987	Ground lights	\$44.51		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$44.51
	PURCH	0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380	\$44.51	\$0.00
38760	642082	Fog light bulbs	\$77.21		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$77.21
	PURCH	0-000-2222-017	2016 Ford BC Vehicle	\$77.21	\$0.00
38761	644597	Filters, windshield washr pu	\$138.41		
	Type	Account	Description	Debit	Credit

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 2  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$138.41
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$138.41	\$0.00
38762	643289	DEF	\$208.98		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$208.98
	PURCH 0-000-2124-001	Station 17 Fuel		\$208.98	\$0.00
38763	645880	Lawn mower fuel	\$287.47		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$287.47
	PURCH 0-000-2124-001	Station 17 Fuel		\$287.47	\$0.00
F101	FAIRA	PLACER COUNTY	25241	4/29/2025	\$2,500.00
38766	MD2025-10	Liability insurance	\$2,500.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,500.00
	PURCH 0-000-2028-000	Insurance (FAIRA)		\$2,500.00	\$0.00
F109	FOLSOM LAKE FORD	PLACER COUNTY	25242	4/29/2025	\$49.67
38767	799019	Power steering hose	\$49.67		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$49.67
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$49.67	\$0.00
F175	Fire Risk Management Services	PLACER COUNTY	25243	4/29/2025	\$464,007.00
38768	FRMS00257-2	Workers Comp insur, Qtrs 2-3	\$464,007.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$464,007.00
	PURCH 0-000-1315-000	Workmans Comp. Insurance		\$464,007.00	\$0.00
G110	GRAINGER, W.W.	PLACER COUNTY	25244	4/29/2025	\$536.14
38769	9452927503	Quarter turn valves	\$101.76		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$101.76
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$101.76	\$0.00
38770	9457344449	Cutting oil	\$323.45		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$323.45
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$323.45	\$0.00
38771	9465246792	Pipe thread sealant	\$40.03		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$40.03
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$40.03	\$0.00
38772	9466601383	Foam tank fitting	\$20.87		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$20.87
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$20.87	\$0.00



Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38773	9466802056	Foam tank fitting	\$31.18		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$31.18
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$31.18	\$0.00
38774	9466945319	Spring clamp, hose clamps	\$18.85		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$18.85
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$18.85	\$0.00
H141	HARRIS INDUSTRIAL GASES	PLACER COUNTY	25245	4/29/2025	\$644.70
38775	0001973956	Oxygen	\$135.95		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$135.95
	PURCH 0-000-2130-000	Oxygen		\$135.95	\$0.00
38776	0001975709	Cylinder rental	\$277.05		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$277.05
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
38777	0001975736	Cylinder rental	\$177.85		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$177.85
	PURCH 0-000-2130-000	Oxygen		\$177.85	\$0.00
38778	0001975837	Cylinder rental	\$53.85		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$53.85
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00
H190	Herbert P. Sears Co., Inc.	PLACER COUNTY	25246	4/29/2025	\$345.05
38779	011325152503310000	Collection service commissio	\$345.05		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$345.05
	PURCH 0-000-2025-000	Ambulance Billing Services		\$345.05	\$0.00
H211	Hall, Dustin	PLACER COUNTY	25247	4/29/2025	\$275.00
38811	20250501	DICO class, Fuller	\$275.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$275.00
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$275.00	\$0.00
I134	Interwest Consulting Group Inc	PLACER COUNTY	25248	4/29/2025	\$10,683.75
38780	1550594	March plan reviews	\$10,683.75		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$10,683.75
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$10,683.75	\$0.00
J128	JRB Pest and Sanitation	PLACER COUNTY	25249	4/29/2025	\$330.00
38781	84449	Monthly billing,, Sta 18	\$140.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$140.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$140.00	\$0.00
38782	85664	Monthly billing,, Sta 17	\$95.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$95.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$95.00	\$0.00
38783	85666	Monthly billing, Sta 20	\$95.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$95.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$95.00	\$0.00
K127	Kingsley Bogard, LLP	PLACER COUNTY	25250	4/29/2025	\$2,812.50
38786	32464	February services	\$2,812.50		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,812.50
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,812.50	\$0.00
K137	Kaiser, Kenneth	PLACER COUNTY	25251	4/29/2025	\$250.00
38812	20250408	Paramedic license	\$250.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$250.00
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
K144	Kristy Babb Communications Co	PLACER COUNTY	25252	4/29/2025	\$4,500.00
38787	01	Survey consultant	\$4,500.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$4,500.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$4,500.00	\$0.00
K154	KIMBALL MIDWEST	PLACER COUNTY	25253	4/29/2025	\$522.61
38785	103234747	Shop truck drill index	\$522.61		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$522.61
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$522.61	\$0.00
K170	Kelley, Jeremy	PLACER COUNTY	25254	4/29/2025	\$2,000.00
38784	20250418	AV system upgrade, Training	\$2,000.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,000.00
	PURCH 0-000-4456-000	Facilities		\$2,000.00	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	25255	4/29/2025	\$4,786.92
38788	1587146	Gurney mattress covers	\$321.75		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$321.75
	PURCH 0-000-2127-000	Medical Supplies		\$321.75	\$0.00
38789	1588495	Various supplies	\$2,100.16		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,100.16
	PURCH 0-000-2127-000	Medical Supplies		\$2,100.16	\$0.00

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 5  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38790	1592126	Various supplies	\$2,365.01		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,365.01
	PURCH 0-000-2127-000	Medical Supplies		\$2,365.01	\$0.00
M178	Magnuson, James	PLACER COUNTY	25256	4/29/2025	\$27.00
38813	20250402	M20 remount DMV fee	\$27.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$27.00
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$27.00	\$0.00
M204	Meraki Public Affairs, Inc	PLACER COUNTY	25257	4/29/2025	\$5,000.00
38791	1147	PR consulting, Feb services	\$5,000.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$5,000.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$5,000.00	\$0.00
M206	MMI Refrigeration/ I C Hot LLC	PLACER COUNTY	25258	4/29/2025	\$816.12
38792	17737	Kitchen wall & counters, St	\$816.12		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$816.12
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$816.12	\$0.00
P111	PG & E	PLACER COUNTY	25259	4/29/2025	\$4,472.66
38793	20250414	Monthly billing	\$4,472.66		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$4,472.66
	PURCH 0-000-2027-001	6900 Eureka Road		\$977.49	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$2,176.68	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$0.00	\$48.05
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$42.17	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$587.14	\$0.00
	PURCH 0-000-2027-028	Station 28		\$220.22	\$0.00
	PURCH 0-000-2027-029	Station 29		\$517.01	\$0.00
P125	Placer County Water Agency	PLACER COUNTY	25260	4/29/2025	\$496.63
38794	20250331-18A	Monthly billing, Sta 18	\$72.50		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$72.50
	PURCH 0-000-2041-028	Water - Station #28		\$72.50	\$0.00
38795	20250331-18B	Monthly billing, Sta 18	\$51.70		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$51.70
	PURCH 0-000-2041-028	Water - Station #28		\$51.70	\$0.00
38796	20250331-18M	Monthly billing, Sta 18	\$51.70		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$51.70
	PURCH 0-000-2041-028	Water - Station #28		\$51.70	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38797	20250403-19	Monthly billing, Sta 19	\$236.42		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$236.42
	PURCH 0-000-2041-003	Water - Station #19		\$236.42	\$0.00
38798	20250403-20	Monthly billing, Sta 20	\$84.31		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$84.31
	PURCH 0-000-2041-005	Water - Station #20		\$84.31	\$0.00
R129	Recology Auburn Placer	PLACER COUNTY	25261	4/29/2025	\$1,912.96
38799	365095	3 yd debris box.Sta 17	\$699.57		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$699.57
	PURCH 0-000-2026-000	Garbage		\$699.57	\$0.00
38800	76118405	Monthly billing, Sta 18	\$285.78		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$285.78
	PURCH 0-000-2026-000	Garbage		\$285.78	\$0.00
38801	76118595	Monthly billing, Sta 17	\$771.45		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$771.45
	PURCH 0-000-2026-000	Garbage		\$771.45	\$0.00
38802	76119841	Monthly billing, Sta 16	\$39.04		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$39.04
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
38803	76123066	Monthly billing, Sta 15	\$39.04		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$39.04
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
38804	76123389	Monthly billing, Sta 19	\$39.04		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$39.04
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
38805	76230200	Monthly billing, Sta 20	\$39.04		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$39.04
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
S068	Solarado Roofing & Solar	PLACER COUNTY	25262	4/29/2025	\$60,273.40
38807	1621	Sta 19 roof	\$60,273.40		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$60,273.40
	PURCH 0-000-4512-049	Solar Project		\$60,273.40	\$0.00

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 7  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S282 38764	Consolidated Communications In 20250409F	PLACER COUNTY Sta 17 fax line	25263 \$86.97	4/29/2025	\$850.27
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$86.97
	PURCH 0-000-2037-001	6900 Eureka Road		\$86.97	\$0.00
38765	20250409I	Sta 17 Internet	\$763.30		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$763.30
	PURCH 0-000-2037-001	6900 Eureka Road		\$763.30	\$0.00
S286 38806	SAMBA Holdings Inc INV01826203	PLACER COUNTY CDL monitoring	25264 \$108.41	4/29/2025	\$108.41
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$108.41
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$108.41	\$0.00
T117 38808	TIFCO INDUSTRIES 72075024	PLACER COUNTY Various hardware	25265 \$119.06	4/29/2025	\$119.06
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$119.06
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$119.06	\$0.00
W121 38810	WITTMAN ENTERPRISES, LLC 2503046	PLACER COUNTY March services	25266 \$10,465.67	4/29/2025	\$10,465.67
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$10,465.67
	PURCH 0-000-2025-000	Ambulance Billing Services		\$10,465.67	\$0.00
W203 38809	William L. Adams PC 585	PLACER COUNTY March services - Loomis 201	25267 \$427.50	4/29/2025	\$427.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$427.50
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$427.50	\$0.00
A212 38814	AFLAC 799786	PLACER COUNTY April premium	25268 \$2,180.18	4/29/2025	\$2,180.18
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,180.18
	PURCH 0-000-1550-000	Agency Share Insurance		\$2,180.18	\$0.00
C273 38815	California Assn of Prefessiona 05-2025 LTD	PLACER COUNTY 05-2025 Safety LTD	25269 \$1,239.00	4/29/2025	\$1,239.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,239.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,239.00	\$0.00
C273 38816	California Assn of Prefessiona 05-2025 NS LTD	PLACER COUNTY 05-2025 NSafety LTD	25270 \$29.50	4/29/2025	\$29.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$29.50
	PURCH 0-000-0215-000	Group Insurance Payable		\$29.50	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
N115 38817	NGLIC C/O Superior Vision Serv 890668	PLACER COUNTY 05-2025 vision premium	25271	4/29/2025	\$831.35
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$831.35
	PURCH 0-000-1550-000	Agency Share Insurance		\$831.35	\$0.00
P159 38818	PRINCIPAL MUTUAL 05-2025 DENTAL	PLACER COUNTY May 2025 dental premium	25272	4/29/2025	\$7,162.89
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$7,162.89
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,162.89	\$0.00
S043 38819	Sacramento Area Fire Fighters PP21 UNION 2025	PLACER COUNTY EE Union dues PP 21	25273	4/29/2025	\$2,492.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,492.00
	PURCH 0-000-0218-000	Union Dues Payable		\$2,492.00	\$0.00
T160 38820	TASC/ Total Admin Service PP21 DC/MR 2025	PLACER COUNTY EE/ER DC/MR PP 21	25274	4/29/2025	\$5,092.83
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$5,092.83
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$999.05	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,728.41	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$365.37	\$0.00
T160 38821	TASC/ Total Admin Service IN3426319	PLACER COUNTY Admin Fees, 6/1-6/30/25	25275	4/29/2025	\$234.78
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$234.78
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$234.78	\$0.00
V125 38822	Voya Financial Trust Co. PP21 DEF COMP 2025	PLACER COUNTY EE/ER Def Comp PP 21	25276	4/29/2025	\$17,197.48
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$17,197.48
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$16,320.44	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$877.04	\$0.00
B174 38823	Bank of New York Mellon 38823	PLACER COUNTY COP Bond	25277	5/13/2025	\$294,201.25
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$294,201.25
	PURCH 0-000-1552-001	COP Debt Service- Principal		\$185,000.00	\$0.00
	PURCH 0-000-1552-002	COP Debt Service - Interest		\$109,201.25	\$0.00
P101 38824	P.E.R.S 17896635	PLACER COUNTY May 2025 premiums	25278	5/13/2025	\$97,268.59
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$97,268.59
	PURCH 0-000-0215-000	Group Insurance Payable		\$23,635.90	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$19,795.93	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$47,354.77	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$6,481.99	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S043	Sacramento Area Fire Fighters	PLACER COUNTY	25279	5/13/2025	\$2,492.00
38825	PP22 UNION 2025	EE Union Dues PP 22	\$2,492.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,492.00
	PURCH	0-000-0218-000	Union Dues Payable	\$2,492.00	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	25280	5/13/2025	\$17,288.22
38826	PP22 DEF COMP 2025	EE/ER Def Comp PP 22	\$17,288.22		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$17,288.22
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$16,411.18	\$0.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$877.04	\$0.00
A137	ALL STAR FIRE EQUIPMENT	PLACER COUNTY	25281	5/14/2025	\$877.69
38827	263783	Ball valve	\$877.69		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$877.69
	PURCH	0-000-2135-000	Misc. Firefighting Equip/Supplies	\$877.69	\$0.00
B138	BURTONS FIRE APPARATUS	PLACER COUNTY	25282	5/14/2025	\$832.28
38828	S68041	Onboard charger	\$832.28		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$832.28
	PURCH	0-000-2222-015	2009 Ford BC Vehicle	\$832.28	\$0.00
C156	Capital Public Finance Group,	PLACER COUNTY	25283	5/14/2025	\$3,225.00
38829	2025-177	Comm Facilities Dist support	\$3,225.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$3,225.00
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$3,225.00	\$0.00
C268	Cline, Shawn	PLACER COUNTY	25284	5/14/2025	\$340.00
38888	20250324	HazMat IC class	\$340.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$340.00
	PURCH	0-000-2040-000	Education/Training	\$340.00	\$0.00
C331	Cook's Communications Corp.	PLACER COUNTY	25285	5/14/2025	\$961.42
38830	160434	Panorama anatenna	\$961.42		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$961.42
	PURCH	0-000-2221-000	Radio Repair	\$961.42	\$0.00
D101	DAWSON OIL	PLACER COUNTY	25286	5/14/2025	\$7,184.30
38831	790538	Fuel, Sta 17	\$1,671.93		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,671.93
	PURCH	0-000-2124-001	Station 17 Fuel	\$1,671.93	\$0.00
38832	790539	Fuel, Sta 19	\$1,461.03		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,461.03

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 10  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,461.03	\$0.00
38833	791163	Fuel, Sta 19	\$1,915.01		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,915.01
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,915.01	\$0.00
38834	791164	Fuel, Sta 17	\$2,136.33		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,136.33
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,136.33	\$0.00
D161	DC Solar Electric Inc.	PLACER COUNTY	25287	5/14/2025	\$18,142.50
38835	2025-102225	Station 19 solar project	\$18,142.50		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$18,142.50
	PURCH 0-000-4512-049	Solar Project		\$18,142.50	\$0.00
D162	DR Associates International	PLACER COUNTY	25288	5/14/2025	\$285.00
38836	8943	Personnel interview	\$285.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$285.00
	PURCH 0-000-2010-000	Labor Legal Fees		\$285.00	\$0.00
F109	FOLSOM LAKE FORD	PLACER COUNTY	25289	5/14/2025	\$35.33
38838	799490	Power steering line	\$35.33		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$35.33
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$35.33	\$0.00
F162	Fuller, Devin	PLACER COUNTY	25290	5/14/2025	\$250.00
38889	20250425	Paramedic recertification	\$250.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$250.00
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
F173	Fire Plan Review, Inc.	PLACER COUNTY	25291	5/14/2025	\$2,337.50
38837	1281	April plan reviews	\$2,337.50		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,337.50
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$2,337.50	\$0.00
G168	Green, Joshua	PLACER COUNTY	25292	5/14/2025	\$340.00
38890	20250313	HazMat IC class	\$340.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$340.00
	PURCH 0-000-2040-000	Education/Training		\$340.00	\$0.00
H116	HI-TECH	PLACER COUNTY	25293	5/14/2025	\$90.78
38842	180717	HVAC dryer	\$90.78		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$90.78
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$90.78	\$0.00



Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
H141	HARRIS INDUSTRIAL GASES	PLACER COUNTY	25294	5/14/2025	\$456.75
38839	0001978798	Cylinder rental	\$256.25		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$256.25
	PURCH	0-000-2130-000	Oxygen	\$256.25	\$0.00
38840	0001978825	Cylinder rental	\$148.25		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$148.25
	PURCH	0-000-2130-000	Oxygen	\$148.25	\$0.00
38841	0001978925	Cylinder rental	\$52.25		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$52.25
	PURCH	0-000-2130-000	Oxygen	\$52.25	\$0.00
I130	Interstate All Battery Center	PLACER COUNTY	25295	5/14/2025	\$1,409.32
38843	130047209	Group 31 batteries	\$1,240.97		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,240.97
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$1,240.97	\$0.00
38844	130047511	Group 65 battery	\$168.35		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$168.35
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$168.35	\$0.00
I134	Interwest Consulting Group Inc	PLACER COUNTY	25296	5/14/2025	\$11,346.25
38845	1689466	April plan reviews	\$11,346.25		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$11,346.25
	PURCH	0-000-2043-001	Prevention Consulting Fees	\$11,346.25	\$0.00
J128	JRB Pest and Sanitation	PLACER COUNTY	25297	5/14/2025	\$285.00
38846	84681	Monthly billing, Sta 15	\$95.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$95.00
	PURCH	0-000-2225-006	4650 East Roseville Parkway	\$95.00	\$0.00
38847	86100	Monthly billing, Sta 16	\$95.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$95.00
	PURCH	0-000-2225-016	5300 Olive Ranch Road	\$95.00	\$0.00
38848	86102	Monthly billing, Sta 19	\$95.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$95.00
	PURCH	0-000-2225-003	7070 Auburn Folsom Road	\$95.00	\$0.00
K154	KIMBALL MIDWEST	PLACER COUNTY	25298	5/14/2025	\$66.28

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 12  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38849	103346417	Hardware hose clamps	\$66.28		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$66.28
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$66.28	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	25299	5/14/2025	\$4,536.61
38850	1592490	Narcotics box	\$2,076.66		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,076.66
	PURCH 0-000-2127-000	Medical Supplies		\$2,076.66	\$0.00
38851	1596498	Various supplies	\$1,960.80		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,960.80
	PURCH 0-000-2127-000	Medical Supplies		\$1,960.80	\$0.00
38852	1598438	Medications	\$409.05		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$409.05
	PURCH 0-000-2127-000	Medical Supplies		\$409.05	\$0.00
38853	1598563	Saline flush	\$90.10		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$90.10
	PURCH 0-000-2127-000	Medical Supplies		\$90.10	\$0.00
M101	Mission Uniform Services	PLACER COUNTY	25300	5/14/2025	\$154.96
38854	523602160	Weekly billing	\$38.74		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$38.74
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
38855	523644438	Weekly billing	\$38.74		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$38.74
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
38856	523686246	Weekly billing	\$38.74		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$38.74
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
38857	523732233	Weekly billing	\$38.74		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$38.74
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$38.74	\$0.00
N226	NETWORK DESIGN ASSOC	PLACER COUNTY	25301	5/14/2025	\$2,248.00
38858	94688	IT consulting	\$1,113.75		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,113.75
	PURCH 0-000-2122-001	Software Support		\$1,113.75	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38859	94751	IT consulting	\$206.25		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$206.25
PURCH	0-000-2122-001	Software Support		\$206.25	\$0.00
38860	94869	Monthly software subscriptio	\$928.00		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$928.00
PURCH	0-000-2056-000	Software Subscriptions		\$928.00	\$0.00
P125	Placer County Water Agency	PLACER COUNTY	25302	5/14/2025	\$519.65
38861	20250429-18A	Monthly billing, Sta 18	\$71.37		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$71.37
PURCH	0-000-2041-028	Water - Station #28		\$71.37	\$0.00
38862	20250429-18B	Monthly billing, Sta 18	\$48.36		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$48.36
PURCH	0-000-2041-028	Water - Station #28		\$48.36	\$0.00
38863	20250429-18M	Monthly billing, Sta 18	\$48.36		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$48.36
PURCH	0-000-2041-028	Water - Station #28		\$48.36	\$0.00
38864	20250505-19	Monthly billing, Sta 19	\$259.38		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$259.38
PURCH	0-000-2041-003	Water - Station #19		\$259.38	\$0.00
38865	20250505-20	Monthly billing, Sta 20	\$92.18		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$92.18
PURCH	0-000-2041-005	Water - Station #20		\$92.18	\$0.00
R129	Recology Auburn Placer	PLACER COUNTY	25303	5/14/2025	\$1,513.81
38866	365755	30 yd debris box, Sta 17	\$719.57		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$719.57
PURCH	0-000-2026-000	Garbage		\$719.57	\$0.00
38867	76749191	3 yd bin, Sta 17	\$638.08		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$638.08
PURCH	0-000-2026-000	Garbage		\$638.08	\$0.00
38868	76750439	Toter, Sta 16	\$39.04		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$39.04
PURCH	0-000-2026-000	Garbage		\$39.04	\$0.00

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 14  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38869	76753656	Toter, Sta 15	\$39.04		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$39.04
PURCH	0-000-2026-000	Garbage		\$39.04	\$0.00
38870	76753979	Toter, Sta 19	\$39.04		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$39.04
PURCH	0-000-2026-000	Garbage		\$39.04	\$0.00
38871	76764497	Toter, Sta 20	\$39.04		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$39.04
PURCH	0-000-2026-000	Garbage		\$39.04	\$0.00
S065	Sea-Western, Inc,	PLACER COUNTY	25304	5/14/2025	\$491.42
38877	INV41904	Structure fire gloves	\$491.42		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$491.42
PURCH	0-000-2135-000	Misc. Firefighting Equip/Supplies		\$491.42	\$0.00
S107	SAN JUAN WATER	PLACER COUNTY	25305	5/14/2025	\$1,442.81
38873	20250507-15	Bi-monthly billing, Sta 15	\$741.49		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$741.49
PURCH	0-000-2041-006	Water - Station #15		\$741.49	\$0.00
38874	20250507-16	Bi-monthly billing, Sta 16	\$429.82		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$429.82
PURCH	0-000-2041-016	Water-Station 16 Olive Ranch		\$429.82	\$0.00
38875	20250507-17	Bi-monthly billing, Sta 17	\$271.50		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$271.50
PURCH	0-000-2041-001	Water - Station #17		\$271.50	\$0.00
S131	Sierra-Sacramento Valley EMS	PLACER COUNTY	25306	5/14/2025	\$2,124.00
38878	2025-038	EOA monitoring fee, FY 2024-	\$2,124.00		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$2,124.00
PURCH	0-000-2127-000	Medical Supplies		\$2,124.00	\$0.00
S145	STERICYCLE INC	PLACER COUNTY	25307	5/14/2025	\$151.50
38879	8010504223	Monthly billing	\$151.50		
Type	Account	Description		Debit	Credit
PAY	0-000-0203-000	Accounts Payable		\$0.00	\$151.50
PURCH	0-000-2046-000	Medical Waste Disposal		\$151.50	\$0.00
S213	SCOTTS PPE RECON	PLACER COUNTY	25308	5/14/2025	\$7,953.71

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 15  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38876	40063	Turnout cleaning	\$7,953.71		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$7,953.71
	PURCH	0-000-2228-000	Turnout Clothing Maint.	\$7,953.71	\$0.00
S286	SAMBA Holdings Inc	PLACER COUNTY	25309	5/14/2025	\$83.41
38872	INV1863105	Driver monitoring	\$83.41		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$83.41
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$83.41	\$0.00
T117	TIFCO INDUSTRIES	PLACER COUNTY	25310	5/14/2025	\$276.43
38880	72081740	Hardware & shop supplies	\$108.61		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$108.61
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$108.61	\$0.00
38881	72084362	Hardware	\$167.82		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$167.82
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$167.82	\$0.00
T138	Thomas, Tyler	PLACER COUNTY	25311	5/14/2025	\$300.00
38891	20250405	Driver Operator IB class	\$300.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$300.00
	PURCH	0-000-2040-000	Education/Training	\$300.00	\$0.00
T150	T-Mobile	PLACER COUNTY	25312	5/14/2025	\$1,008.74
38882	20250421	Monthly billing	\$1,008.74		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,008.74
	PURCH	0-000-2037-000	Telephone	\$1,008.74	\$0.00
W104	WESTERN PLACER COUNTY FIRE CHI	PLACER COUNTY	25313	5/14/2025	\$360.00
38883	SPL-20250428	Membership dues, CY 2025	\$360.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$360.00
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$360.00	\$0.00
W118	WINDUSTRIAL	PLACER COUNTY	25314	5/14/2025	\$153.88
38885	274515-01	Fittings	\$153.88		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$153.88
	PURCH	0-000-2222-710	2006 Freightliner/Hi-Tech BR19	\$153.88	\$0.00
W203	William L. Adams PC	PLACER COUNTY	25315	5/14/2025	\$1,074.00
38884	607	Legal services	\$1,074.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,074.00
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$1,074.00	\$0.00
X001	Xerox Financial Services	PLACER COUNTY	25316	5/14/2025	\$2,136.72

System: 5/14/2025 12:59:51 PM  
User Date: 5/14/2025

South Placer Fire District  
CHECK DISTRIBUTION REPORT  
Payables Management

Page: 16  
User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38886	40417107	Copier & DocuWare	\$5,166.72		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$5,166.72
	PURCH	0-000-2056-000	Software Subscriptions	\$5,166.72	\$0.00
Z101	ZEP MANUFACTURING CO.	PLACER COUNTY	25317	5/14/2025	\$158.99
38887	9011109442	Tuff Green	\$158.99		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$158.99
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$158.99	\$0.00

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: South Placer Fire District Policy Updates:**

**Action Requested:** Staff recommends a second reading and adoption of the proposed policy updates.

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

**Impact:** Policy update.

**Attachments:** Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
1022	Critical Incident Stress Debriefing	New
1023	Physical Fitness	New
1030	Badges	New
1032	On-Duty Injuries	New
1033	Temporary Modified Duty Assignments	New
1034	Release of HIPPA-Protected Information	New
1035	Return to Work	New
1036	Line of Duty Deaths	New
1020	Grievance	

**Mark Duerr**  
**Fire Chief**  
South Placer Fire Protection District

# Critical Incident Stress Debriefing

## 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The South Placer Fire District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

### 1022.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

## 1022.2 POLICY

It is the policy of the South Placer Fire District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

## 1022.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who represent all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following-up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.



## *Critical Incident Stress Debriefing*

---

### **1022.4 CISD COMPONENTS**

The CISD Program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### **1022.4.1 ACTIVATION**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support members or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

## *Critical Incident Stress Debriefing*

---

### 1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support members.
  - 4. Provide guidance to peer support members.
  - 5. Assist in training peer support members and with continuing education.
  - 6. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members related to CISD services include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Providing support and basic education to members and their families.
  - 4. Serving as a CISD provider with mental health professionals.

### 1022.5 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for

## *Critical Incident Stress Debriefing*

---

free expression of feelings. This expression should be met with acceptance, support and understanding.

- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

### **1022.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members involved should be out of service with radios, personal communications devices, and other distractions turned off.

### **1022.7 ROTATION OF PERSONNEL**

Command officers should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Peer support members may make a request to their command officer for relief or reassignment during a shift to participate in CISD activities. The peer support members should provide on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Battalion Chief is responsible for making the appropriate arrangements.

## *Critical Incident Stress Debriefing*

---

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

### **1022.8 CONFIDENTIALITY**

The District considers all CISD, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

Exceptions to confidentiality include when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable, and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

### **1022.9 RECORD-KEEPING**

Following a CISD, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

# Physical Fitness

## 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

## 1023.2 POLICY

It is the policy of the South Placer Fire District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

## 1023.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the company officer. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy and not result in a response delay.

All [fire suppression division](#) members shall be allowed at least one (1) hour a day to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment
  1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

*Physical Fitness*

---

**1023.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including the following:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
  - 1. Stretching.
  - 2. Running, jogging, walking, or rowing.
  - 3. Weight training (with spotter present).
  - 4. Stationary aerobic training (e.g. stair-climber, treadmill, stationary bicycle).
  - 5. Core strengthening.
  - 6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the District peer fitness trainers (PFTs).
- (d) Acceptable use of district-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the district HSO and be consistent with the district's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

**1023.5 INJURY PREVENTION**

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:

- Insufficient warm-up.
- Poor core stabilization.

## *Physical Fitness*

---

- Exceeding physical capabilities.
- Improper equipment use.
- Defective equipment.
- Lack of proper instruction.

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it if necessary.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

### **1023.6 PEER FITNESS TRAINERS (PFTS)**

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the District. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

## Badges

### 1030.1 PURPOSE AND SCOPE

The name of the South Placer Fire District and the district badge and uniform patches are property of the District. This policy establishes the rules associated with South Placer Fire District badges and any likeness of the badge.

### 1030.2 POLICY

The South Placer Fire District may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

### 1030.3 BADGE TYPES

#### 1030.3.1 MEMBER BADGES (SWORN)

Curved uniform badges issued to ~~non~~-sworn personnel shall be clearly marked to reflect the position of the assigned member (e.g., Battalion Chief, Captain, etc) ~~dispatcher, Public Information Officer, inspectors~~).

- (a) S ~~Non~~ -sworn personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Members of the fire district are prohibited from using their official badges or identification to obtain personal advantages, favors, or discounts. The badge is a symbol of public trust and must be worn and used only in the performance of official duties.
- (c) ~~Non -sworn personnel shall not display the -badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they are a sworn member of the -~~
- (d) Sworn personnel qualified as investigators may ~~not~~ purchase, carry or display a star flat badge. :

#### 1030.3.2 MEMBER BADGES MISCELLANEOUS

Curved uniform badges issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- (a) Non-sworn personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they are a sworn member of the District.
- (c) Non-sworn personnel may not purchase, carry or display a flat badge.



## Badges

---

~~Uniformed members shall wear a black mourning band across the uniform badge whenever a is killed in the line of duty. The following mourning periods will be observed:~~

- ~~(a) A of this : From the time of death until midnight on the 14th day after the death.~~
- ~~(b) A from this or an adjacent county: From the time of death until midnight on the day of the funeral.~~
- ~~(c) Funeral attendee: While attending the funeral of an out-of-region :~~
- ~~(d) As directed by the :~~

### 1030.3.3 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty or at the direction of the Fire Chief. The following mourning periods will be observed:

- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

### 1030.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

### 1030.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

### 1030.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear

### *Badges*

---

representation of the association and not the South Placer Fire District. The following modifications shall be included:

1. Any text referring to the South Placer Fire District shall be replaced with the name of the member association.
2. The badge number portion of the image shall display the name or acronym of the member association.

## On-Duty Injuries

### 1032.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the South Placer Fire District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

#### 1032.1.1 DEFINITIONS

Definitions related to this policy include:

**Permanent and stationary** - The status of an injured member whose medical condition has reached maximum medical improvement.

**Permanent disability** - The status of an injured member who is permanently disabled.

**Temporary disability** - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

**Third-party administrator** - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

**Work-related injury** - Any injury, disease, or mental health issue arising out of employment or occurring in the course of employment duties (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.); includes the contraction of a communicable disease (Labor Code § 5500.5).

### 1032.2 POLICY

It is the policy of the South Placer Fire District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

### 1032.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the South Placer Fire District.

To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication, or medical equipment. Workers' compensation may pay for wages lost as a result of

### *On-Duty Injuries*

---

an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

#### 1032.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Personnel / Human Resources. Any member who is involved in any accident while on-duty shall report such injury, illness, or accident as soon as practicable to his/her supervisor (8 CCR 14300.35).

An injured member or member who has suffered a work-related illness shall report as soon as practicable to his/her immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

As soon as possible following each appointment with a physician, the employee is responsible for contacting the Deputy Chief to update their status and provide a copy of their current work status report. The obligation to provide a current work status rests solely with the employee. The following updated information must be provided:

- (a) Current work status
- (b) Work restrictions and availability for modified duty
- (c) Date and time of their next doctors evaluation or date to return to work

A physician's work status report must clearly indicate the employee's name, date and time of visit, work status, and reference the employee's injury date and type of injury. The physician's work status shall be submitted to the Deputy Chief as soon as possible after their medical appointment.

Members should contact the person designated by the District for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1). If a member has not predesignated a physician, the District 's Workers Compensation medical provider is Kaiser Permanente On-the-Job Occupational Health. They can be found at 1600 Eureka Road, Bldg C, 1st Floor, Roseville, CA 95661. The phone number is 916-784-4100.

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

#### DWC Form 9783

#### 1032.3.2 SUPERVISOR RESPONSIBILITIES

If the injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

## *On-Duty Injuries*

---

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the district-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician, [if not members will be treated by the District's workers compensation provider - Kaiser Roseville.](#) - [See attachment: Kaiser Occ Injury Illness Referral Form -BLANK.pdf](#)

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Worker's Compensation Claim Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well. [See attachment: DWC1 - Workers Compensation Claim.pdf](#)

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

[When a member is injured at work or in the course of performing their job, the supervisor will complete the Fire Service Casualty section in ImageTrend.](#)

- [If the injury occurred during a call, add the casualty section to the existing incident and complete as directed.](#)
- [If the injury was sustained outside of an incident, the supervisor will contact PCSO dispatch and request an incident number. The supervisor will then complete the ImageTrend report for all aspects of the injury including the Fire Fighter Casualty section of the report.](#)

[All completed paperwork will be routed to the Personnel / Human Resources for review and an email will be sent to the Fire Chief, Personnel / Human Resources, Deputy Chief, and the Safety Officer . The email will include the following:](#)

- [Injured employee's name](#)
- [Date, time, and type of injury or illness](#)
- [Location of employee and destination if transported](#)
- [Status of paperwork, forms, and any notifications that have been made](#)
- [Status of employee - what is the employee's planned course of action](#)

[If the injury/illness is significant and requires sending the employee home, the member seeks medical attention - either self-directed or sent by the supervisor, the member is hospitalized, or killed - phone contact is to be made with the Deputy Chief and/or the Fire Chief depending on the severity. Please refer to Policies:](#)

### *On-Duty Injuries*

---

- [South Placer Fire District Policy Manual: 902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES](#)
- [South Placer Fire District Policy Manual: 1037.4 DEATH NOTIFICATIONS](#)

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Administration Division.

#### 1032.3.3 PERSONNEL / HUMAN RESOURCES RESPONSIBILITY

The Personnel / Human Resources should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

The Personnel / Human Resources, in consultation with the appropriate Division Chief will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding his/her return to work.

#### 1032.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the District informed regarding his/her absence and to immediately advise the person designated by the District when the member believes that he/she will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of his/her potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

#### 1032.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on his/her ability to perform normal job duties. See the Temporary Modified Duty Assignments Policy for additional information.

### 1032.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District, and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

## *On-Duty Injuries*

---

### 1032.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

### 1032.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

### 1032.5 MONTHLY WORKERS' COMPENSATION CLAIM REVIEW

A representative from the Administration Division will ensure there is a monthly workers' compensation claim review with appropriate managers from the Personnel / Human Resources, any third-party administrator, and the [Deputy Chief](#) -. At these monthly meetings, the following should be reviewed and discussed:

- Notable cases, such as those with customer relations, legal, time lost, medical, and other related claim issues
- Number of the previous month's new claims categorized by shift and or station
- Number of permanent disability settlements approved the previous month
- Notable positive claim results
- Any actuarial studies, workers' compensation program audits, and injury trends
- Executive management direction on complex cases, such as those with organization-wide impact, future precedent, sub-rosa investigations and the direction of the workers' compensation and the safety and injury prevention programs.

### 1032.6 MANAGEMENT REPORTS

There are three key management reports that shall be completed. These reports will provide management with the necessary reports to ensure the district's workers' compensation program is accomplishing the following:

- Meeting the needs of members following an injury or illness
- Complying with workers' compensation laws
- Minimizing workers' compensation costs while ensuring the provision of benefits to injured/ill members.

### *On-Duty Injuries*

---

The three management reports shall be:

**Annual Workers' Compensation Program Report** - This report will summarize the past calendar year of program activity, including but not limited to settlements, loss control, injury analysis, and recommendations for program improvement.

**Annual Actuary Report** - An independent actuary shall complete an analysis to project the reserves needed by the District to insure its workers' compensation program. Annual funding needs are generally based on the actuary's analysis of the district's loss history, insurance levels, and changes in state law.

**Annual Third-Party Administrator Stewardship Report** - The stewardship report will assist the District in measuring the effectiveness of the services contract with the workers' compensation program third-party administrator. The report will include the following:

- Utilization of the third-party administrator's services
- Cost savings achieved
- The average incurred and total costs paid per claim
- Workers' compensation and temporary disability costs paid by fiscal year
- Injuries by body part and nature of loss (e.g., sprain, contusion, laceration)



## Attachments

## Kaiser Occ Injury Illness Referral Form -BLANK.pdf

# Occupational Injury/Illness Treatment Referral Form

To ensure timely treatment, please call ahead for injury care.

DATE OF REFERRAL

DATE OF INJURY

EMPLOYEE'S NAME

EMPLOYER

EMPLOYER'S CONTACT PERSON

EMPLOYER'S INSURANCE CARRIER

JOB DESCRIPTION (PLEASE CHECK ONE):

☐ ATTACHED   ☐ ON FILE

EMPLOYER SIGNATURE

CONTACT NAME/TITLE

CONTACT PHONE NUMBER

FAX

To locate the nearest occupational health center, refer to the list of Kaiser Permanente On-the-Job Centers found on the reverse side of this slip.

**Our Kaiser Permanente On-the-Job® Centers in Northern California**

**CENTRAL CALIFORNIA AREA**

**Fresno Medical Center**  
Oak 1 Building  
7300 N. Fresno St.  
Fresno, CA 93720  
**559-448-4886**

**Manteca Medical Offices**  
Yosemite Building, Suite 202  
1779 W. Yosemite Ave.  
Manteca, CA 95337  
**209-825-3531**

**Modesto Medical Center**  
4601 Dale Road, 4th Floor  
Modesto, CA 95356  
**209-476-3694**

**Stockton Medical Offices**  
7373 West Lane, 1st Floor  
Stockton, CA 95210  
**209-476-3694**

**DIABLO AREA**

**Antioch Medical Center**  
Sand Creek Building, 3rd Floor  
4501 Sand Creek Road  
Antioch, CA 94531  
**925-813-3770**

**Livermore Medical Offices**  
3000 Las Positas Road  
2nd Floor  
Livermore, CA 94551  
**925-243-4880**

**Martinez Medical Offices**  
Hacienda Building, 1st Floor  
200 Muir Road  
Martinez, CA 94553  
**925-313-0301**

**Park Shadelands Medical Offices**  
Lassen Building, 2nd Floor  
320 Lennon Lane  
Walnut Creek, CA 94598  
**925-906-2060**

**MARIN AND SONOMA AREA**

**Petaluma Medical Offices**  
Medical Office Building 2  
3900 Lakeville Highway  
Petaluma, CA 94954  
**707-765-3800**

**Rohnert Park Medical Offices**  
5900 State Farm Drive  
Rohnert Park, CA 94928  
**707-206-3091**

**San Rafael Medical Center**  
Medical Office Building 2  
1st Floor  
99 Montecillo Road  
San Rafael, CA 94903  
**415-444-2900**

**Santa Rosa Medical Offices**  
Medical Office Building 5  
Suite 152  
3975 Old Redwood Highway  
Santa Rosa, CA 95403  
**707-566-5555**

**NAPA AND SOLANO AREA**

**Napa Medical Offices**  
3285 Claremont Way  
2nd Floor  
Napa, CA 94558  
**707-258-4907**

**Vacaville Medical Center**  
Medical Office Building A  
1 Quality Drive  
Vacaville, CA 95688  
**707-624-2480**

**Vallejo Medical Center**  
975 Sereno Drive, Dept. 128  
Vallejo, CA 94589  
**707-651-1370**

**OAKLAND AREA**

**Fremont Medical Center**  
Mission Building  
39400 Paseo Padre Parkway  
Fremont, CA 94538  
**510-248-3015**

**Oakland Medical Center**  
Broadway Medical  
Office Building  
5th Floor  
3701 Broadway  
Oakland, CA 94611  
**510-752-1244**

**Richmond Medical Center**  
Building 1, 1st Floor  
901 Nevin Ave.  
Richmond, CA 94801  
**510-307-1560**

**Union City Medical Offices**  
Building B, 2nd Floor  
3555 Whipple Road  
Union City, CA 94587  
**510-675-4807**

**SACRAMENTO AREA**

**Folsom Medical Offices**  
2155 Iron Point Road  
2nd Floor  
Folsom, CA 95630  
**916-817-5660**

**Roseville Medical Center**  
Building C, 1st Floor  
1600 Eureka Road  
Roseville, CA 95661  
**916-784-4100**

**Sacramento Medical Center**  
2016 Morse Ave.  
Sacramento, CA 95825  
**916-973-5499**

**South Sacramento Medical Center**  
Building 3, 2nd Floor, Suite 235  
6600 Bruceville Road  
Sacramento, CA 95823  
**916-688-2005**

**SAN FRANCISCO PENINSULA AREA**

**Bayhill Medical Offices**  
801 Traeger Ave., 2nd Floor  
San Bruno, CA 94066  
**650-742-7110**

**Mission Bay Medical Offices**  
1600 Owens St.  
San Francisco, CA 94158  
**415-833-9600**

**Redwood City Medical Center**  
1400 Veterans Blvd., 1st Floor  
Redwood City, CA 94063  
**650-299-4785**

**San Francisco Medical Center**  
Opera Plaza, Mezzanine Level  
Suite 2008  
601 Van Ness Ave.  
San Francisco, CA 94102  
**415-833-9600**

**SAN JOSE AREA**

**Cupertino Medical Offices**  
10050 N. Wolfe Road  
Suite SW1-190  
Cupertino, CA 95014  
**408-236-6160**

**San Jose Medical Center**  
Medical Office Building  
5th Floor  
275 Hospital Parkway  
San Jose, CA 95119  
**408-972-6800**

## DWC1 - Workers Compensation Claim.pdf



## Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility *Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad*

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

**Medical Care:** Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

**The Primary Treating Physician (PTP)** is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

### **Switching to a Different Doctor as Your PTP:**

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

**Atención Médica:** Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

**El Médico Primario que le Atiende (Primary Treating Physician- PTP)** es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

### **Cambiando a otro Médico Primario o PTP:**

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

**Disclosure of Medical Records:** After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

**Problems with Medical Care and Medical Reports:** At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

**Payment for Temporary Disability (Lost Wages):** If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

**Stay at Work or Return to Work:** Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

**Payment for Permanent Disability:** If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

**Supplemental Job Displacement Benefit (SJDB):** If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

**Death Benefits:** If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

**Divulgación de Expedientes Médicos:** Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

**Problemas con la Atención Médica y los Informes Médicos:** En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

**Pago por Incapacidad Temporal (Sueldos Perdidos):** Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

**Permanezca en el Trabajo o Regreso al Trabajo:** Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

**It is illegal for your employer** to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

**Resolving Problems or Disputes:** You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at [www.edd.ca.gov](http://www.edd.ca.gov).

**You Can Contact an Information & Assistance (I&A) Officer:** State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

**You can consult with an attorney.** Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at [www.californiaspecialist.org](http://www.californiaspecialist.org).

**Learn More About Workers' Compensation:** For more information about the workers' compensation claims process, go to [www.dwc.ca.gov](http://www.dwc.ca.gov). At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

**Pago por Incapacidad Permanente:** Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

**Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDB):** Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

**Beneficios por Muerte:** Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

**Es ilegal que su empleador** le castigue o despidan por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

**Resolviendo problemas o disputas:** Ud. tiene derecho a no estar de acuerdo con las decisiones que afectan su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance- SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en [www.edd.ca.gov](http://www.edd.ca.gov).

**Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A):** Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a [www.dwc.ca.gov](http://www.dwc.ca.gov) o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

**Ud. puede consultar con un abogado.** La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en [www.californiaspecialist.org](http://www.californiaspecialist.org).

**Aprenda Más Sobre la Compensación de Trabajadores:** Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a [www.dwc.ca.gov](http://www.dwc.ca.gov). En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.





**WORKERS' COMPENSATION CLAIM FORM (DWC 1)**

**PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)**

**Employee:** Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at **(800) 736-7401**. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

**Empleado:** Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al **(800) 736-7401** para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

**Employee—complete this section and see note above**

**Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* \_\_\_\_\_ Today's Date. *Fecha de Hoy.* \_\_\_\_\_
  2. Home Address. *Dirección Residencial.* \_\_\_\_\_
  3. City. *Ciudad.* \_\_\_\_\_ State. *Estado.* \_\_\_\_\_ Zip. *Código Postal.* \_\_\_\_\_
  4. Date of Injury. *Fecha de la lesión (accidente).* \_\_\_\_\_ Time of Injury. *Hora en que ocurrió.* \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
  5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* \_\_\_\_\_
  6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* \_\_\_\_\_
  7. Social Security Number. *Número de Seguro Social del Empleado.* \_\_\_\_\_
  8. ☐ Check if you agree to receive notices about your claim by email only. ☐ Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico. Employee's e-mail. \_\_\_\_\_ Correo electrónico del empleado. \_\_\_\_\_
- You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*
9. Signature of employee. *Firma del empleado.* \_\_\_\_\_

**Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.**

10. Name of employer. *Nombre del empleador.* \_\_\_\_\_
11. Address. *Dirección.* \_\_\_\_\_
12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* \_\_\_\_\_
13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* \_\_\_\_\_
14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* \_\_\_\_\_
15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* \_\_\_\_\_
16. Insurance Policy Number. *El número de la póliza de Seguro.* \_\_\_\_\_
17. Signature of employer representative. *Firma del representante del empleador.* \_\_\_\_\_
18. Title. *Título.* \_\_\_\_\_ 19. Telephone. *Teléfono.* \_\_\_\_\_

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

**Empleador:** Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/Copia del Empleador ☐ Employee copy/Copia del Empleado ☐ Claims Administrator/Administrador de Reclamos ☐ Temporary Receipt/Recibo del Empleado

## Temporary Modified Duty Assignments

### 1033.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

### 1033.2 POLICY

Subject to operational considerations, the South Placer Fire District may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

### 1033.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the District, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on or off-duty or an illness as a result of an exposure shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Personnel / Human Resources as soon as practicable, and the form should state:
  1. the starting date
  2. limitations/restrictions for modified duty
  3. next appointment or return to work date ;
  4. must be signed by the physician
- (c) The Personnel / Human Resources should contact the respective Chief Officer or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.

## *Temporary Modified Duty Assignments*

---

- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the district's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the district's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.
- (f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

On the first day of the modified duty, the employee will report to the Deputy Chief or the designee. The employee will be provided with a modified duty assignment, and the employee will be asked to sign a modified duty assignment **expectations form**. The employee will provide the Deputy Chief with the report/form stating the employee is released to modified duty prior to starting modified duty. When the physician releases the employee from modified duty, the employee is to report to the Deputy Chief with a physician's release to regular duty. At that time, the employee's last day of modified duty will be determined.

Modified work assignments may occur in any section of the department. Depending on the job assignment, the employee will be under the direction of a designated person and must report each morning to his/her designated/assigned supervisor. All job reassignments must be authorized by the Deputy Chief or their designee.

Employees are to report for modified duty in Dress Code - Class B uniform unless otherwise directed. Modified duty hours will conform to the administrative 4/10 work schedule, with one 15-minute break in the morning and one in the afternoon. Any deviation from this work schedule must be authorized by the Deputy Chief or their designee.

A Work Status Report will be used any time the employee visits his/her physician or therapist. Advance notice of appointments should be given to the assigned supervisor. Attendance of all doctor and therapy appointments must be confirmed with a written verification by the physician/therapist upon the employee's return to work. Every attempt should be made to schedule follow-up physician/therapist appointments at the beginning or end of the work day.

- (a) For non-work related injury/illness follow-up appointments and therapy, a maximum of two hours for said appointment should be sufficient. Any time used beyond the two-hour limit will require a note of explanation from the physician or therapist. All time off for appointments in this section will be deducted from sick leave, but if no sick leave is available, then time may be taken from other available leave banks.

### *Temporary Modified Duty Assignments*

---

- (b) [For work-related injury/illness \(accepted claims\) follow-up appointments and therapy appointments, a maximum of two hours for said appointment should be sufficient and will be deducted from sick leave. Any time used beyond the two-hour limit will require a note of explanation from the physician or therapist.](#)

[If an employee's condition worsens during the work day, the supervisor may require the employee to be reevaluated.](#)

[If, during a modified work assignment, the employee anticipates being absent from work, he/she must call their designated/assigned supervisor. The supervisor may require the employee to be reevaluated.](#)

[Refer to Policy 1032, "On-Duty Injuries," for additional information](#)

#### **1033.4 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

#### **1033.5 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

#### **1033.6 ACCOUNTABILITY**

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Division Chief.

##### **1033.6.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Division Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

## *Temporary Modified Duty Assignments*

---

### **1033.6.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but are not limited to:

- (a) Periodically apprising the Division Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Division Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

### **1033.7 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

### **1033.8 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the District should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; Government Code § 12945).

#### **1033.8.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

## Attachments

## SPFD Modifed duty assignment and expectations.pdf

## **SOUTH PLACER FIRE DISTRICT MODIFIED DUTY ASSIGNMENT AND EXPECTATIONS**

It is the policy of the South Placer Fire District to provide modified duty work for employees who have suffered work and non-work related injuries or illness. The following is your modified duty assignment and a list of expectations required by you during your modified duty assignment.

**Check one:**            Work Related Injury    ☐

                              Personal Injury        ☐

**Employee Name:**

**Date of Injury:**            **Type of Injury:**

**Modified Duty Start Date:**

**Modified Duty Ending Date:**

**Restrictions:**

**You are assigned to (Division or Company):**

**Assigned Supervisor:**

---

### **THE FOLLOWING IS A LIST OF EXPECTATIONS REQUIRED DURING YOUR MODIFIED DUTY ASSIGNMENT.**

1. Modified duty work hours are to conform to the administrative 4/10 work schedule, with one 15 minute break in the morning and one in the afternoon.
2. Dress Code - Class "B" uniform
3. You are to report each morning to your designated/assigned supervisor . If your assigned supervisor is not available, please report to . Should you need time off for any other issue (dentist appointment, vacation, sick leave, etc.) that is not related to your Worker's Comp issue, you must
  - a. Contact your immediate supervisor. If he/she is not available
  - b. Contact the Division Chief in the division you are assigned. If he/she is not available
  - c. Contact the Deputy Chief of Administration
  - d. Under no circumstances are you to contact a member of the clerical staff for a request of notification or time off.
4. Every attempt should be made to schedule follow-up physician/therapy appointments at the beginning or end of the workday. Advance notice of appointments should be given to your assigned supervisor.

*— Continued on Back —*



■ For **non-work related injury/illness** follow-up appointments and therapy, a maximum of two hours for said appointment should be sufficient. Any time used beyond the two-hour limit will require a note of explanation from your physician or therapist. Your lost work time will be deducted from your sick leave.

■ For **work related injury/illness** (accepted claims) follow-up appointments and therapy appointments, a maximum of two hours for said appointment should be sufficient and will be deducted from your sick leave. Any time used beyond the two-hour limit will require a note of explanation from your physician or therapist.

5. Upon your return from physician/therapist appointments, you are to provide confirmation of attendance and your work status by submitting verification. Acceptable verification would be a the physician's note dated and signed by the physician or therapist. If verification is not submitted, your absence will be charged to your sick leave.
6. Taking into consideration any medical restrictions, you will be expected to perform the assignments given to you to the best of your ability.

---

*I have read and understand what is expected of me during my modified/light duty assignment.*

*Date:* \_\_\_\_\_ *Employee's Signature:* \_\_\_\_\_

Copies to: Employee  
Assigned Supervisor  
SPFD File

## Release of HIPAA-Protected Information

### 1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

### 1034.2 POLICY

It is the policy of the South Placer Fire District to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

### 1034.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- (a) The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- (b) The location of storage and method of security of completed pre-authorization forms
- (c) The process for a supervisor to access completed forms during both business and non-business hours
- (d) Expiration, renewal and revocation processes for the pre-authorization form
- (e) Define a list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

## Return to Work

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

#### 1035.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1035.2 POLICY

It is the policy of the South Placer Fire District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

### 1035.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Personnel / Human Resources.

### 1035.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Personnel / Human Resources in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.

### *Return to Work*

---

- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The Personnel / Human Resources, in consultation with the district representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Personnel / Human Resources should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

# Line-of-Duty Deaths

## 1036.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or EMS activities off-duty is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

## 1036.2 POLICY

It is the policy of the South Placer Fire District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

## 1036.3 RESPONSIBILITIES

### 1036.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the District at the appropriate time. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration .
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the District.
- (f) Document all actions, contacts, requests, and other pertinent data.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

## *Line-of-Duty Deaths*

---

- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

### 1036.3.2 BATTALION CHIEF

In the event of a line-of-duty death, the Battalion Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Division Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members who may need or request Critical Incident Stress Debriefing (CISD) services.

### 1036.3.3 PIO

In the event of a line-of-duty death, the PIO shall:

- (a) Collect facts of the incident from the Battalion Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Battalion Chief.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the PIO.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Release of HIPAA Protected Information Policy in this manual.

### 1036.3.4 AUDITING OFFICER

The [Division](#) auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that are kept on district property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of personal effects:

## *Line-of-Duty Deaths*

---

- (a) All personal effects at the station house shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

### **1036.3.5 ADMINISTRATION DIVISION**

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officer's Benefit Program to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

### **1036.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

### **1036.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

### **1036.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

# Grievance Procedure

## 1020.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

### 1020.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

Any grievance, which may arise between the Association, or any of its members, and the District, with respect to the interpretation or application of any of the terms of the MOU, or with respect to such matters as the alleged discriminatory or arbitrary discharge, demotion, or discipline of an individual regular employee, shall be determined by the provisions of this Policy and the MOU.

Probationary employees shall not be entitled to invoke this Article with regard to matters of discipline, demotion, or discharge. This shall not, however, prevent a probationary employee from exercising any other rights under this policy or the MOU

## 1020.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is



## *Grievance Procedure*

---

the philosophy of this district is to promote free verbal communication between members and supervisors.

### **1020.3 RETALIATION PROHIBITED**

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

### **1020.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

#### **1020.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Personnel / Human Resources without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

#### **1020.4.2 GRIEVANCE RECEIPT**

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Personnel / Human Resources are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

## Grievance Procedure

---

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

### 1020.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussions with members.
- (b) If unresolved by the supervisors, commence with the process outlined in the MOU under Article 6 of the MOU.

#### 1. Step One

- (a) The initial step in processing a grievance shall be an informal discussion between the employee (or the employee's representative) and the person or persons most directly responsible for the circumstances that gave rise to the grievance. The person or persons most responsible will answer within fourteen (14) days.
- (b) This step shall be started within thirty (30) days of the date of the action complained of or the date the grievant became aware of the incident, which is the basis for the grievance. This step may be taken during the working hours of the grievant. This step may be bypassed only by mutual agreement of the employee (or the employee's representative) and the District's Fire Chief

#### 2. Step Two

- (a) If a grievance is not resolved in the initial step, the second step shall be the presentation of the grievance in writing by the employee (or the employee's representative) to the Operations Chief, who shall answer within fourteen (14) days.
- (b) This step shall be taken within fourteen (14) days of the date of the answer in Step One
- (c) The written presentation shall be a clear, concise statement of the grievance, the circumstances involved, the pertinent dates, the decision rendered at the previous step, the section of this MOU alleged to be violated, and the specific remedy sought.

#### 3. Step Three

- (a) If a grievance is not resolved in the second step, the third step shall be the presentation of the grievance in writing by the employee (or the employee's representative) to the Fire Chief, who shall answer within fourteen (14) days.
- (b) This step shall be taken within fourteen (14) days of the date of the answer in Step Two.
- (c) The written presentation shall be a clear, concise statement of the grievance, the circumstances involved, the pertinent dates, the decision

# South Placer Fire District

## SPFD Policy Manual

### Grievance Procedure

---

rendered at the previous step, the section of this MOU alleged to be violated, and the specific remedy sought.

(d) Step Four, set forth below, may be bypassed as follows:

1. Employee (or the employee's representative) submits to the Board of Directors a written request to bypass Step Four, within five (5) business days of the Fire Chief's Answer in Step Three above; and
2. The Board of Directors approves bypassing Step Four. The Board of Directors has the sole discretion to approve such a request.
3. If the employee (or their representative) chooses to submit the petition to the Board of Directors and the Board approves hearing it, the Board's decision shall be final and binding and Step 4 set forth below, shall not apply.

4. Step Four

- (a) If Step Four is not bypassed as set forth above, and a grievance is not resolved in the third step, the fourth step shall be referral by the Association to mediation within twenty (20) days of the answer in Step Three
- (b) Whenever a grievance is referred to mediation, either the Association or the District may request that the California State Mediation and Conciliation Service refer a state mediator. The mediator shall assist the Parties in the resolution of the grievance in the same manner as that which is normally used in the mediation of rights and disputes.
- (c) Referral to Step Five shall not occur until the mediator has released the Parties from the mediation process.

1.

5. Step Five

- (a) If a grievance is not resolved in the fourth step, the fifth step shall be referral by the Association to the Board of Directors
- (b) The fifth step shall be taken within twenty (20) days of the date of the answer in Step Four. The Board of Directors shall hold such hearings and shall consider such evidence as to the Board appears necessary and proper. The first hearing shall be held as soon as practicable for the Parties involved.
- (c) The decision of the Board of Directors shall be final and binding on the District, the Association, and the aggrieved employee.

(c) General Provisions

1. The District and the Association shall pay the compensation and expenses of their respective appointees and witnesses in both the mediation and the hearing proceedings set forth above.
2. At the Association's request, the District shall release employees from duty to participate in hearing or mediation proceedings. This shall not impair the

# South Placer Fire District

## SPFD Policy Manual

### Grievance Procedure

---

District's state of operational readiness. In such a case, the hearing or mediation shall be placed in abeyance until employees can be released

3. Failure by the employee or the employee's representative to meet any of the aforementioned time limits as set forth above will result in forfeiture unless the time limits have been extended by mutual agreement. Whenever the District fails to provide a timely answer to a grievance at any of the foregoing steps requiring an answer by the District, the employee or the employee's representative may go forward with the grievance to the next step of the established procedure
  4. An individual employee shall have the right to present grievances to the District and to have such grievances adjusted without the intervention of the Association. The adjustment, however, shall not be inconsistent with this MOU, and the Association's Labor Representative shall be given an opportunity to be present at such adjustment.
- (d) ~~If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the :~~
- (e) ~~If a successful resolution is not found with the , the member may request a meeting with the :~~
- (f) ~~If the member and the are unable to arrive at a mutual solution, then the member shall proceed as follows:~~
1. ~~Submit in writing a written statement of the grievance and deliver one copy to the and another copy to the immediate supervisor and include the following information:~~
    - (a) ~~The basis for the grievance~~
    - (b) ~~What remedy or goal is being sought by this grievance~~
  - (g) ~~The will receive the grievance in writing. The and the executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the executive is considered final.~~

## 1020.5 RESPONSIBILITIES

### 1020.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements

### *Grievance Procedure*

---

made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Personnel / Human Resources.

#### **1020.5.2 SUPERVISORS**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Division Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

#### **1020.5.3 COMMAND STAFF**

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

#### **1020.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

[An individual employee shall have the right to present grievances to the District, and to have such grievances adjusted without the intervention of the Association. The adjustment, however, shall not be inconsistent with this MOU and the Association's Labor Representative shall be given an opportunity to be present at such adjustment](#)

### *Grievance Procedure*

---

#### **1020.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division Chief.

#### **1020.8 GRIEVANCE AUDITS**

The Administration Division Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Division Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item:** **Appointment of a New Member to the Loomis Citizens' Oversight Committee:**

**Action Requested:** Staff recommends the appointment of a new member to the Loomis Citizens' Oversight Committee as required under the Proposition 218 Benefit Assessment

**Background:** Due to the appointment of one of our longstanding Oversight Committee members, Jenine Windeshausen, to the Board of Directors, there is an open seat on the mandated Committee. This committee comprises people who own property in the assessment district and do not have a conflict of interest with the district or the services funded by the assessment.

Over the last few months, District staff, Fire Board, and Oversight Committee members interviewed interested public members for the position and have decided on a recommendation for the vacant seat pending Board approval.

**Impact: Benefits Assessment Oversight**

**Attachments:** None

**Mark Duerr**  
**Fire Chief**  
South Placer Fire District

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Resolution to Adopt Non-safety, Unrepresented, and Safety Management Agreements:**

**Action Requested:** Staff recommends adopting updated resolutions to establish an agreement between the identified groups and the District Board.

**Background:** A recent CalPERS compliance review of reportable compensation for our unrepresented members identified special compensation that should not be reported as earned. CalPERS specifically concluded that the District's reporting of special compensation for unrepresented employees did not comply with Government Code Section 20636 or California Code of Regulations Section 571. The District had separate employment agreements with each unrepresented employee; however, CalPERS concluded that the individual contracts were not a part of a larger, documented, and uniformly applied compensation plan ("Labor Policy or Agreement"). Government Code Section 20049 defines a "Labor Policy or Agreement" as *any written policy, agreement, memorandum of understanding, legislative action of the elected or appointed body governing the employer...*

To correct this issue, the Staff asked the Board in February to adopt resolutions to comply with Government Code Section 20049 and establish the District's Labor Policy/Agreement consistent with the existing employment contracts, which was completed as Resolutions 14-2024/25 and 15-2024/25.

This additional update results from further review by PERS, who assures that these revised resolutions and contracts fully comply with current PERS law. This review did not affect any of the represented groups.

**Impact:** The adoption of these Resolutions will have no financial impact on the District. Approval merely ensures that compensation and special compensation promised to unrepresented employees are reported in accordance with the California Public Employees' Retirement Law.



**Attachments:** Resolution 19-2024/25 – Non safety; Resolution 20-2024/25 – Safety

**Mark Duerr**

**Fire Chief**

South Placer Fire District

## **RESOLUTION NO. 19-2024/25**

### **A RESOLUTION AFFECTING UNREPRESENTED NON-SAFETY EMPLOYEES**

WHEREAS, the Board of Directors of the South Placer Fire District (“Board”) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups; and

WHEREAS, the Board wishes to adopt a Labor Policy/Agreement, in accordance with California Government Code section 20049 to identify all of the terms and conditions of the District’s Non-Safety Unrepresented Employees; and

WHEREAS, this Resolution applies to all Non-Safety Unrepresented employees, a bona fide group or class, as provided in Government Code section 20636; and

NOW THEREFORE, THE BOARD OF THE SOUTH PLACER FIRE DISTRICT DOES RESOLVE AS FOLLOWS:

#### **Section 1. Positions covered under this resolution**

All Unrepresented Non-Safety Employees are covered under this Resolution, including the following classifications (hereinafter collectively referred to as “Non-Safety Employees”):

- A. Non-Safety Senior Management employees include, any person employed in or assigned to the following classification:
  - 1. Business Manager
- B. Non-Safety Unrepresented Confidential employees who are FLSA non-exempt include any person employed in or assigned to the following classifications:
  - 1. Administrative Assistant/Fire Inspector 1
  - 2. District Secretary
  - 3. Journey Person Mechanic
  - 4. Apprentice Mechanic

#### **Section 2. FLSA Status and Business Hours**

- A. All Non-Safety Senior Management, identified in Section 1(A), are exempt from Fair Labor Standards Act (FLSA) over time requirements and are therefore paid a salary.
- B. All Non-safety Unrepresented employees identified in Section 1 (B), are non-exempt and subject to FLSA, compensation for overtime.
  - 1. All hours worked in excess of the employee's regularly scheduled hours shall be compensated at the rate of one and one-half times the employee's

base wage exclusive of incentives. CTO hours will be compensated at the employee's base hourly compensation rate, including incentives.

- i. Effective each employee's first full FLSA work period beginning on or after January 1, 2023, all paid leave will be considered "hours worked" for purposes of determining District overtime.
- C. All Unrepresented Non-Safety Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedules must satisfy workplace requirements as determined by their supervisor.
1. Schedule:
    - i. a 40-hour work week, configured as four (4) ten (10) hour workdays Monday through Thursday from 07:00 to 17:30; or
    - ii. a 9/80 schedule, which constitutes eight (8), nine (9) hour workdays, and a ninth workday of eight (8) hours. The typical schedule would be a two-week cycle with hours Monday through Thursday from 07:30 to 17:00, one Friday from 07:30 to 16:00, and the second Friday being a day off.

### Section 3. Compensation

For the term covering January 1, 2022 through December 31, 2025, all Non-Safety Employees are subject to the following wage increases which are available publicly on the District's website.

- A. Upon ratification of all contracts in 2023, a ten percent (10%) increase in base salary
- B. On January 1, 2024, a four percent (4%) increase in base salary
- C. On January 1, 2025, a four percent (4%) increase in base salary

Salary Table Reflecting 2023 Monthly Pay Scale<sup>1</sup>

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Admin Asst/Insp1	6,240	6,552	6,880	7,224	7,585
Business Manager	9,456	9,929	10,426	10,947	11,494
Apprentice Mechanic					4,420
Journey Person Mechanic	7,029	7,380	7,749	8,137	8,544
District Secretary	7,264	7,628	8,009	8,409	8,830

<sup>1</sup> The Pay Scale is exclusive of any incentives or special compensation provided herein.

## Section 4. Longevity Pay

Non-Safety Employees shall be entitled to receive longevity pay in the amount of one percent (1%) of their base salary for every five (5) years of service with South Placer Fire District. Longevity pay is based on years of service with South Placer Fire District – volunteer, part-time, or full-time. Longevity will be paid bimonthly in the employee's normal paychecks and reported as earned.

### Longevity Pay Schedule

Completed Years of Service	Annual Amount
5	One percent (1%) of Base Salary
10	Two percent (2%) of Base Salary
15	Three percent (3%) of Base Salary
20	Four percent (4%) of Base Salary
25	Five percent (5%) of Base Salary
30	Six percent (6%) of Base Salary
35	Seven percent (7%) of Base Salary

## Section 5. Education Incentive

- A. Non-Safety Employees shall receive an educational incentive for possession of the following, which enhances their ability to do their job:
1. Four percent (4.0%) for an AA/AS degree,
  2. Six percent (6.0%) for a BA/BS degree
  3. Three percent (3%) CSFM Fire Inspector 1 Certificate
  4. Two percent (2%) ICC Fire Inspector 1 Certificate
  5. One percent (1%) Business Certificate
  6. Two percent (2%) Board Clerk certification from CSDA
  7. One percent (1%) Emergency Vehicle Technician (EVT) 1 Certification
  8. Two percent (2%) EVT 2 Certification
  9. Three percent (3%) EVT 3 Certification
- B. Incentives may be accumulated to a total of 12.0% and applied to the base salary. Incentives shall be applied to the Non-Safety Employee's step placement on the salary schedule.
- C. Application Process and General Provisions:
1. The Non-Safety Employee shall initiate the process by completing a request with the Personnel Officer and the Fire Chief. Credit shall only be given for coursework that:
    - i. The Non-Safety Employee completed the course(s) and/or

certification(s) on their own time and at the EMPLOYEE's own expense.

- ii. Enhances the Non-Safety Employee's ability to do their job.
2. An educational incentive shall commence at the beginning of the month following approval by the personnel officer and submission of proof of completion, as set forth below.
3. The EMPLOYEE's responsibility is to provide the personnel Officer with all necessary proof of meeting the requirements. This shall include but is not limited to, copies of all certificates, degrees, or transcripts for which the benefits are requested.

## Section 6. Uniform Allowance

- A. Non-Safety Employees shall receive an annual uniform allowance of one thousand dollars (\$1000), eighty-three dollars and thirty-three cents (\$83.33) monthly. Payment shall be made monthly in the Non-Safety Employee's paycheck.
- B. Effective January 1, 2023, the District will provide Non-Safety Employees hired after January 1, 2020, a one-time, non-reportable, additional payment of \$1000 to be used solely for the purchase of a Class A uniform.

## Section 7. Vacation

- A. Non-Safety Employees will be "front-loaded" vacation hours in January of 2023. Beginning January 1, 2024, Non-Safety Employees will earn hours as accrued per the Chart, below. Once the Non-Safety Employee reaches the maximum accrual hours, the EMPLOYEE will stop earning and accruing vacation hours while the EMPLOYEE's accrual remains at the maximum allowed, as per the Chart, below.
- B. Non-Safety Employee may elect to take all or part of an earned vacation or may carry over to the next service year. The maximum accrual of vacation hours may not exceed twice the Non-Safety Employee's annual accrual rate
- C. Non-Safety Employee may sell up to 150 hours of accrued vacation to the DISTRICT at straight time on the last full pay period in May or the last full pay period in December of the year.

### Vacation Leave Schedule

Service Category	Pay Period Accrual	Monthly Accrual	Max Accrual Hours
New Employee to completion of fifth (5) year	4.37 hrs.	9.47 hrs.	227.28 hrs.

Start of sixth (6) year to completion of tenth (10) year	5.91 hrs.	12.81 hrs.	307.44 hrs.
Start of 11 <sup>th</sup> year	7.45 hrs.	16.14 hrs.	387.36 hrs.

## Section 8. Sick Leave

Sick leave is front-loaded in January of every year. Non-Safety Employees shall receive ten (10) hours per month. Beginning January 1, 2024, all sick leave hours will be earned as accrued at a rate of 4.615 hours per pay period.

## Section 9. Holidays

Non-Safety Employees on a 40-hour work week that are required to work holidays, shall receive 105 hours of holiday pay per calendar year, which accounts for the following holidays:

- New Years Day
- Martin Luther King Jr. Day
- President Lincoln's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day

An employee may schedule holiday time in the same manner as a vacation. If not used, up to 105 hours of holiday time for the prior calendar year can be sold back to the District in the first full pay period in January of the following year. Hours shall be sold at a straight time. Holiday time cannot be accumulated from year to year. Non-Safety Employees are required to work all Holidays unless taken off using an approved method. Pensionable compensation for PEPRA Members does not include a cash out for unused vacation, annual leave, personal leave, sick leave, or compensatory time of off (CTO).

## Section 10. Administrative Leave

A. In express recognition of being "exempt" under the provisions of Federal and State

Law, each Non-Safety Senior Management employees, those listed in sections 1(A) above, shall receive one hundred and twenty (120) hours of administrative leave each January 1<sup>st</sup> offered at ten (10) hours of administrative leave per month, which will be front-loaded every January.

1. Non-Safety Senior Management Employees may maintain one hundred and eighty hours (180) of ATO but will be required to either take off or sell back any hours over this limit within one hundred and eighty (180) days.
2. ATO buyback will be available on an as-needed basis when overall hours exceed one hundred and eighty (180) hours.

## Section 11. Benefits

IRC Section 125 Plan: The District shall maintain an IRC Section 125 Plan to benefit the Non-Safety Employees. Monthly IRC 125 Section plan costs, if any, shall be borne by the Non-Safety Employees. The District shall “fund” an Non-Safety Employee’s 125 Plan account with a monthly amount as follows:

- A. The current funding for the Non-Safety Employee IRC 125 Plan is \$1600 per month.
  1. \$858 is allocated to the medical plan; an Additional \$142.00 is to be allocated to dental and vision plans
    - i. As soon as possible, preferably January 14th, the District will provide an additional \$100 per month to \$1700/month flex plan credit to be used by active Non-Safety Employees for any benefit covered under the 125 Plan.
    - ii. Effective January 2024, the flex plan contribution by the District will increase to \$200 per month for a total District contribution of \$1800 per month
    - iii. Effective January 2025, the flex plan contribution by the District will increase to \$300 per month for a total District contribution of \$1900 per month.
- B. Payroll Deduction: Non-Safety Employees who are enrolled IRC 125 Plan set forth above, which costs more than the District’s required specific monthly contribution, must sign a payroll deduction form and pay the monthly difference by payroll deduction. Failure to execute a payroll deduction form will immediately cancel insurance for non-payment of premiums.
- C. Employee Assistance Program (EAP): The District will maintain an Employee Assistance Program at the District’s expense.

## Section 12. Retirement

The District agrees to provide and maintain membership in the California Public Employees Retirement System (CalPERS.) for the benefit of eligible Non-Safety Employees.

- A. 3% at 60 miscellaneous formula based on the last highest year. Miscellaneous Non-Safety Employees who qualify as “new members” under PEPRA shall be 2% at age 62 formula.
- B. One hundred percent (100%) of a Non-Safety Employee’s accumulated sick leave is to be credited to years of service at no cost to the Non-Safety Employees upon retirement from the District.
- C. The District agrees to maintain the 1959 Survivor Benefit, level four (4). Non-Safety Employees’ shall contribute two Dollars (\$2.00) per month.

#### Non-Safety Employees’ Contribution

- A. For all "classic" unit members hired before January 1, 2013: Each "classic" unit member shall pay one hundred percent (100%) of his/her required contribution (currently eight percent (8%)) to the Public Employees Retirement System (CalPERS). Effective immediately upon CalPERS contract amendment, all "classic" unit members hired before January 1, 2013, will pay an additional three percent (3%) cost-sharing for a total of eleven percent (11%) to (CalPERS).
- B. For employees who meet the definition of a “new member” under PEPRA, the member’s contribution shall be 50% of normal cost, as determined by CalPERS (currently 7.75%).

### Section 13. Deferred Compensation

The District will match \$50 per month in the deferred compensation plan when a Non-Safety Employee contributes at least \$50 per month.

### Section 14. Other Post-Employment Benefits

- A. Current Non-Safety Employees are required to contribute a maximum of 5% of their base salary per year to fund their portion of the OPEB fund. These contributions are mandatory. Non-Safety Employees are not permitted to elect in or out of participation. Non-Safety Employees cannot elect to vary their individual contributions nor add voluntary or elective contributions, including one-time irrevocable elections. These exclusions cover all such contributions, including and not limited to: Pre-tax salary reduction contributions, Elections between cash or non-tax future benefits, and voluntary or elective contributions of the cash value of unused paid time off.
- B. Non-Safety Employees have no claim or right to any assets held in the trust; thus, no cash out of mandatory contributions is permitted at any time.
- C. These contributions will be used to fund post-retirement medical expenses of the employees as defined by federal, state, and local law as well as the California Public Employees Retirement System (CalPERS) as otherwise permitted by applicable tax provisions and Section 115 trust.



D. Current Non-Safety Employees will contribute on the following basis to a maximum and ongoing of five percent (5%) of base salary per year

1. Year one – three percent (3%)
2. Year two – an additional one percent (1%) for a total of four percent (4%)
3. Year three – an additional one percent (1%) for a total of five percent (5%)

This Resolution supersedes Resolution No. 14-2024/25.

PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025, by the following roll call vote.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk of the Board

## **RESOLUTION NO. 20-2024/25**

### **A RESOLUTION AFFECTING SENIOR SAFETY AND SAFETY MANAGEMENT EMPLOYEES**

WHEREAS, the Board of Directors of the South Placer Fire District (“Board”) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups; and

WHEREAS, the Board wishes to adopt a Labor Policy/Agreement, in accordance with California Government Code section 20049 to identify all of the terms and conditions of the District’s Senior Safety and Safety Management Employees; and

WHEREAS, this Resolution applies to all Senior Safety and Safety Management Employees, a bona fide group or class, as provided in Government Code section 20636; and

NOW THEREFORE, THE BOARD OF THE SOUTH PLACER FIRE DISTRICT DOES RESOLVE AS FOLLOWS:

#### **Section 1. Positions covered under this resolution**

All Senior Safety Management and Safety Management are covered by this Resolution, including the following classifications (hereinafter collectively referred to as Management or Chief Officer):

- A. Senior Safety Management
  - 1. Fire Chief
  - 2. Deputy Chief
- B. Safety Management
  - 1. Division Chief

#### **Section 2. FLSA Status and Business Hours**

- A. Managers are exempt from the Fair Labor Standards Act (FLSA) overtime requirements and are therefore paid a salary.
- B. Managers are responsible for keeping their supervisors apprised of their work schedules and location. Manager's work schedules must satisfy workplace requirements as determined by their supervisor.
- C. Schedule:
  - 1. The Safety administrative staff will work a 40-hour work week, configured as four (4) ten (10) hour workdays Monday through Thursday from 07:00 to

17:30 or a 9/80 schedule, which constitutes eight (8), nine (9) hour workdays, and a ninth workday of eight (8) hours. The typical schedule would be a two-week cycle with hours Monday through Thursday from 07:30 to 17:00, one Friday from 07:30 to 16:00, and the second Friday being a day off.

2. Safety administrative staff will rotate 24-hour duty coverage seven (7) days per week
3. Safety administrative staff are required to work all Holidays unless taken off by an approved method.

### Section 3. Compensation

For the term covering January 1, 2022, through December 31, 2025, Managers are subject to the following wage increases, which are available publicly on the District's website.

- A. Upon ratification of all contracts in 2023, a ten percent (10%) increase in base salary
- B. On January 1, 2024, a four percent (4%) increase in base salary
- C. On January 1, 2025, a four percent (4%) increase in base salary

Salary Table Reflecting 2023 Monthly Pay Scale<sup>1</sup>

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Fire Chief	14,215	14,926	15,672	16,456	17,279
Deputy Chief	12,279	12,893	13,538	14,215	14,926
Division Chief	10,613	11,143	11,700	12,286	12,900

### Section 4. Longevity Pay

Managers shall be entitled to receive longevity pay in the amount of one percent (1%) of the Manager's base salary for every five (5) years of service with South Placer Fire District. Longevity pay is based on years of service with South Placer Fire District – volunteer, part-time, or full-time. Longevity will be paid bimonthly in the employee's normal paychecks and reported as earned.

Longevity Pay Schedule

Completed Years of Service	Annual Amount
----------------------------------	---------------

<sup>1</sup> This pay scale is exclusive of incentives or special compensation included herein.

5	One percent (1%) of Base Salary
10	Two percent (2%) of Base Salary
15	Three percent (3%) of Base Salary
20	Four percent (4%) of Base Salary
25	Five percent (5%) of Base Salary
30	Six percent (6%) of Base Salary
35	Seven percent (7%) of Base Salary

## Section 5. Education Incentive

- A. Manager shall receive an educational incentive for possession of the following, which enhances their ability to do their job:
  1. Two percent (2.0%) for a Company Officer Certificate,
  2. Two percent (2.0%) for a Chief Officer Certificate,
  3. Four percent (4.0%) for an AA/AS degree,
  4. Six percent (6.0%) for a BA/BS degree
- B. Incentives may be accumulated to a total of 12.0% and applied to the base salary. Incentives shall be applied to the Manager's step placement on the salary schedule.
- C. Application Process and General Provisions:
  1. The Manager shall initiate the process by completing a request with the Personnel Officer and the Fire Chief. Credit shall only be given for coursework that:
    - i. Manager completed on his/her own time and at the Manager's own expense; and
    - ii. Enhances the Managers ability to do their job; and
    - iii. if the Fire Chief, approval is from the Board
  2. An educational incentive shall commence at the beginning of the month following approval by the personnel officer.
  3. The Manager's responsibility is to provide the personnel Officer with all necessary proof of meeting the requirements. This shall include but is not limited to, copies of all certificates, degrees, or transcripts for which the benefits are requested.

## Section 6. Paramedic Stipend

Managers shall provide the Personnel Officer with all necessary proof of meeting the requirements of a Paramedic. This shall include but is not limited to, copies of all certificates, licenses, and accreditations for which the stipend is requested. The Paramedic stipend is \$300/month, paid bi-monthly and reported in the period earned. This stipend is publicly available on the District website.

## Section 7. Uniform Allowance

- A. Managers shall receive an annual uniform allowance of one thousand dollars (\$1000), eighty-three dollars, and thirty-three cents (\$83.33) monthly. Payment shall be made bi-weekly in the Manager's paycheck.
- B. Effective January 1, 2023, the District will provide Managers hired after January 1, 2020, a one-time, non-reportable, additional payment of \$1000 to be used solely for the purchase of a Class A uniform.

## Section 7. Vacation

- A. Managers will be "front-loaded" vacation hours in January of 2023. Beginning January 1, 2024, Managers will earn hours as accrued per the Chart below. Once the Manager reaches the maximum accrual hours, the Manager will stop earning and accruing vacation hours while the Manager's accrual remains at the maximum allowed, as per the Chart, below.
- B. Manager may elect to take all or part of an earned vacation or may carry over to the next service year. As specified above, the maximum accrual of vacation hours may not exceed twice the Manager's annual accrual rate
- C. Manager may sell up to 150 hours of accrued vacation to the District at straight time on the last full pay period in May or the last full pay period in December of the year.

### Vacation Leave Schedule

Service Category	Pay Period Accrual	Monthly Accrual	Max Accrual Hours
New Employee to completion of fifth (5) year	4.37 hrs.	9.47 hrs.	227.28 hrs.
Start of sixth (6) year to completion of tenth (10) year	5.91 hrs.	12.81 hrs.	307.44 hrs.
Start of 11 <sup>th</sup> year	7.45 hrs.	16.14 hrs.	387.36 hrs.

## Section 8. Sick Leave

Sick leave is front-loaded in January of every year. Manager shall receive ten (10) hours per month. Beginning January 1, 2024, all sick leave hours will be earned as accrued at a

rate of 4.615 hours per pay period.

## Section 9. Holidays

Managers on a 40-hour work week that are required to work holidays, shall receive 105 hours of holiday pay per calendar year, which accounts for the following holidays:

- New Years Day
- Martin Luther King Jr. Day
- President Lincoln's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day

Managers may schedule holiday time in the same manner as a vacation. If not used, up to 105 hours of holiday time for the prior calendar year can be sold back to the District in the first full pay period in January of the following year. Hours shall be sold at a straight time. Holiday time cannot be accumulated from year to year. Managers are required to work all Holidays unless taken off using an approved method. Pensionable compensation for PEPRA Members does not include a cash out for unused vacation, annual leave, personal leave, sick leave, or compensatory time of off (CTO).

## Section 10. Administrative Leave

A. In express recognition of being "exempt" under the provisions of Federal and State Law, each Manager assigned to a 40-hour per week "day" assignment shall receive one hundred and twenty (120) hours of administrative leave each January 1<sup>st</sup> offered at ten (10) hours of administrative leave per month, which will be front-loaded every January.

1. When a qualified Chief Officer works as the duty officer (covering for a regularly scheduled shift Battalion Chief) during the Chief Officer's regularly scheduled time off (nights and weekends), the Chief Officer will be compensated on an hour-for-hour basis with ATO when working in the District office. Every one (1) hour worked on shift will result in one (1) hour credited to the ATO bank.
2. When a qualified Chief Officer is working a 40-hour work week and is deployed for emergency response that is outside of normal District working

- hours,
- 3. Chief Officer may maintain one hundred and eighty hours (180) of ATO but will be required to either take off or sell back any hours over this limit within one hundred and eighty (180) days.
- 4. ATO buyback will be available on an as-needed basis when overall hours exceed one hundred and eighty (180) hours.
- B. Out-of-Area Assignment: If the Chief Officer is assigned to an out-of-area assignment, the Chief Officer will be reimbursed straight pay for the hours assigned if the District is reimbursed for the incident.

## Section 11. Benefits

IRC Section 125 Plan: The District shall maintain an IRC Section 125 Plan to benefit Managers. Monthly IRC 125 Section plan costs, if any, shall be borne by the Managers. The District shall “fund” an Manager’s 125 Plan account with a monthly amount as follows:

- A. The current funding for Managers’ IRC 125 Plan is \$1600 per month.
  - 1. \$858 is allocated to the medical plan; an Additional \$142.00 is to be allocated to dental and vision plans
    - i. As soon as possible, preferably January 14th, the District will provide an additional \$100 per month to \$1700/month flex plan credit to be used by active Managers for any benefit covered under the 125 Plan.
    - ii. Effective January 2024, the flex plan contribution by the District will increase to \$200 per month for a total District contribution of \$1800 per month
    - iii. Effective January 2025, the flex plan contribution by the District will increase to \$300 per month for a total District contribution of \$1900 per month.
- B. Payroll Deduction: Managers who are enrolled IRC 125 Plan set forth above, which costs more than the District’s required specific monthly contribution, must sign a payroll deduction form and pay the monthly difference by payroll deduction. Failure to execute a payroll deduction form will immediately cancel insurance for non-payment of premiums.
- C. Employee Assistance Program (EAP): The District will maintain an Employee Assistance Program at the District’s expense.

## Section 12. Retirement

The DISTRICT agrees to provide and maintain membership in the Public Employees Retirement System (P.E.R.S.) for the benefit of eligible employees.

- A. 3% @ 55 formula based on the single highest years used for final computation on retirement.

- B. One hundred percent (100%) of a Manager's accumulated sick leave is to be credited to years of service at no cost to the Manager.
- C. The District agrees to maintain the 1959 Survivor Benefit, level four (4). Manager shall contribute two Dollars (\$2.00) per month. The District will contract with CalPERS for a retiree death benefit of \$2000 during the contract period.

#### Manager Contribution

- A. For all "classic" unit members hired before January 1, 2013: Each "classic" unit member shall pay one hundred percent (100%) of his/her required contribution (currently nine percent (9%)) to the Public Employees Retirement System (CalPERS). Effective immediately upon CalPERS contract amendment, all "classic" unit members hired before January 1, 2013, will pay an additional three percent (3%) cost-sharing for a total of eleven percent (12%) to (CalPERS).

### Section 13. Deferred Compensation

The District will match \$50 per month in the deferred compensation plan when a Manager contributes at least \$50 per month.

### Section 14. Other Post-Employment Benefits

- A. Current Managers are required to contribute a maximum of 5% of their base salary per year to fund the employer's portion of the OPEB fund. These contributions are mandatory. Managers are not permitted to elect in or out of participation. Managers cannot elect to vary their individual contributions nor add voluntary or elective contributions, including one-time irrevocable elections. These exclusions cover all such contributions, including and not limited to: Pre-tax salary reduction contributions, Elections between cash or non-tax future benefits, and voluntary or elective contributions of the cash value of unused paid time off.
- B. Managers have no claim or right to any assets held in the trust; thus, no cash out of mandatory contributions is permitted at any time.
- C. These contributions will be used to fund post-retirement medical expenses of the employees as defined by federal, state, and local law as well as the California Public Employees Retirement System (CalPERS) as otherwise permitted by applicable tax provisions and Section 115 trust.
- D. Current Managers will contribute on the following basis to a maximum and ongoing



of five percent (5%) of base salary per year

1. Year one – three percent (3%)
2. Year two – an additional one percent (1%) for a total of four percent (4%)
3. Year three – an additional one percent (1%) for a total of five percent (5%)

This Resolution supersedes Resolution No. 15-2024/25.

PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025, by the following roll call vote.

AYES:

NOES:

ABSENT:

---

President

ATTEST:

---

Clerk of the Board

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Strategic Plan Update**

**Action Requested:** The Chief will provide an update on the strategic plan.

**Background:** The District adopted a Strategic Plan, and a critical component of this plan is regular updates to ensure the efforts are directed to the completion of the plan as well as to continually update and evolve.

This update will focus primarily on items listed as “critical” or those with a 90-day timeline.

Domain	Total	# Critical	Complete	In progress	Not Started
Training	19	4	3	1	0
Fiscal Sustainability	11	1	0	1	0
Service Delivery	15	2	2	0	0
CRR	21	0			
Community Engagement	20	7	2	4	1

**Training:**

**Goal #3 - Formalize Training Cadre**

1. Identify subject matter leads - Complete
2. Identify subject matter adjuncts - Complete
3. Develop a training cadre org chart – Complete

District staff have established a training cadre to implement the Training Initiative outlined in the strategic plan (SP). The critical components identified in the SP were to identify the leads and adjuncts and develop an organizational chart, which is attached to this memo. These tasks have been completed, and the training cadre is now focused on achieving the remaining goals in the Training Initiative.

#### Goal #4 – Develop Program Budget

1. Evaluate training budget needs – In progress

This item is in process and coincides with the development of the overall District budget, which will be presented in the June Board meeting.

#### **Fiscal Sustainability:**

##### Goal #1 – Identify current fiscal needs

1. Evaluate personnel costs (salaries/benefits) – In progress

Engineer Patterson, the goal owner, is working on developing a personnel cost comparison matrix with comparable agencies to evaluate personnel costs. At this time, he does not have an anticipated completion date.

#### **Service Delivery**

##### Goal #1- Enhance service delivery

1. Research factors affecting employee retention – Complete
2. Survey current and former employees – Complete

The District partnered with KB Communications to conduct a survey of current and former employees, assessing key factors in employee retention. This was a completely anonymous survey that was offered to all current employees and any former employees for whom we had contact information. In the end, 14 current and former employees were interviewed, and the “Summary of Employee Survey Key Takeaways” is attached.

#### **Community Engagement:**

##### Goal #1 – Establish public messaging

1. Establish clear, consistent, and unified messaging for the public – In progress

Staff is working with Cherri Spriggs of Meraki Public Affairs to develop this messaging.

##### Goal #2 – Enhance public education programs

1. Reinstitute fire prevention programs in elementary schools – Not started

These events typically occur in the fall, and we will soon begin reaching out to schools to schedule.

##### Goal #3 - Expand District-hosted events

1. Identify new opportunities to attend community events – In progress

The District staff is continually evaluating community events to increase our interactions with the public as well as looking at ways to increase our District-hosted events, including increasing our open houses from four to six this year.

Goal #4– Develop relationships with external stakeholders

1. Attend HOA meetings and provide District talking points - Complete
2. Attend career days at local educational institutions – Complete

The District has a list of local HOAs and is working to attend as many as possible, beginning with Hidden Valley. Additionally, our Fire Marshal has been active in the community, working with several local realtors to present on fire safety and prevention. Finally, Chief Ingolia recently attended Career Day at Del Oro to help seniors prepare for careers in the fire service after graduation. This is something the District has done over the last few years and we are looking to increase our presence in the coming years.

Goal #9 – Establish a formalized PIO program

1. Identify the needs for a PIO – In progress
2. Identify the costs associated with a PIO - Complete
3. Identify the criteria/scope of work for the PIO – In progress

The Public Information Officer (PIO) program is currently under review as we assess both the District’s needs and the most effective implementation strategies. Options under consideration include outsourcing PIO services to a private firm, hiring a part-time PIO, assigning PIO responsibilities to existing staff as an additional duty, or appointing a dedicated full-time PIO. Each approach carries its own set of risks, benefits, and cost implications.

At this stage, the two most promising options are outsourcing the role or assigning PIO duties to a current staff member. In the coming weeks, we will conduct further research and analysis to evaluate these options in greater detail. Our goal is to develop a practical and cost-effective plan to present during the upcoming budget development process.

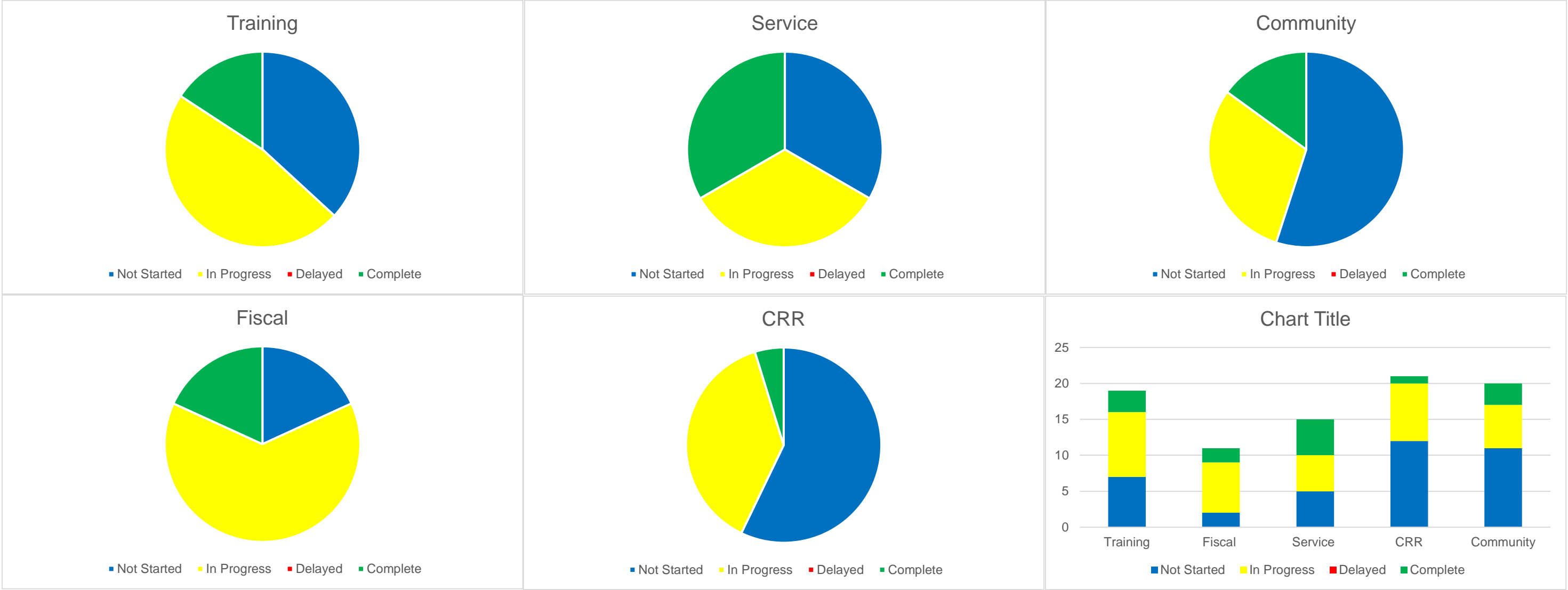
**Impact:** Informational

**Attachments:** Copy of Strategic Plan Tracker; Training Organization Chart; Summary of Employee Survey Key Takeaways.

**Mark Duerr**

**Fire Chief**

**South Placer Fire District**





## Training Initiative

### Status Color Legend & Toggle

Not Started	In Progress	Delayed	Complete	Ongoing
ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Goal 1 - Develop Training Program Needs											
Assess the need for a training officer	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Develop a clear path for career development	In Progress	Matt Feeley	Brian Midtlyng	Short Term	10/28/2024	12/1/2025		6/30/2025		\$0	
Develop standarized training content	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Enhance Current training calendar	In Progress	Matt Feeley	Matt Feeley	Short Term	1/6/2025	1/6/2025		5/30/2025		\$0	
Develop position specific training	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Develop training manual	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$1,000	
Develop standard company evolutions	In Progress	Matt Feeley	Brian Midtlyng	Short Term	1/6/2025	1/6/2025		9/30/2025			
Develop multi-company evolutions	In Progress	Matt Feeley	Brian Midtlyng	Short Term	1/6/2025	1/6/2025		5/30/2025		TBD	
Develop standard operating guidelines	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Review performamnce standards and revise	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Goal 2: Identify Training Needs											
Identify mandatory training	In Progress	Matt Feeley	Matt Feeley	Short Term	1/6/2025	1/6/2025		6/30/2025		\$0	
Identify annual training	In Progress	Matt Feeley	Brian Midtlyng	Short Term	1/6/2025	1/6/2025		6/30/2025		\$0	
Identify emerging topics/issues	In Progress	Matt Feeley	Brian Midtlyng	Short Term	1/6/2025	1/6/2025		6/30/2025		\$0	
Identify industry best practices	Not Started	Matt Feeley	Brian Midtlyng	Short Term	1/6/2025					\$0	
Goal 3:Formalize Training Cadre											
Identify subject matter leads	Complete	Matt Feeley	Brian Midtlyng	Critical	1/1/2025	1/1/2025			2/24/2025	\$0	
Identify subject matter adjuncts	Complete	Matt Feeley	Brian Midtlyng	Critical	1/1/2025	1/1/2025			2/24/2025	\$0	
Develop a training cadre org chart	Complete	Matt Feeley	Brian Midtlyng	Critical	1/1/2025	1/1/2025			2/24/2025	\$0	
Goal 4: Develop Program Budget											
Evaluate training budget needs	In Progress	Matt Feeley	Brian Midtlyng	Critical	1/6/2025	1/6/2025		5/30/2025		\$0	

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Maximize CAL JAC funding oppprtunites	In Progress	Matt Feeley	Matt Feeley	Short Term	1/6/2025	1/6/2025		5/30/2025		\$0	



## Fiscal Sustainability

### Status Color Legend & Toggle

Not Started	In Progress	Delayed	Complete	Ongoing
ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Goal 1: Identify Current Fiscal Needs											
Evaluate District program needs	Not Started	Mark Duerr	Mark Duerr	Short Term	4/1/2025						
Evaluate personnel costs (salaries/benefits)	In Progress	Mark Duerr	Pat Patterson	Critical		1/20/2025		5/30/2025			
Evaluation of budget to maximize efficiencies	In Progress	Mark Duerr	Mark Duerr	Short Term		12/15/2025		5/30/2025			
Goal 2: Identify Future Fiscal Needs											
Conduct a comparable analysis of labor market	Not Started	Mark Duerr	Pat Patterson	Short Term		2/1/2025					
Identify capital and equipment funding needs	In Progress	Mark Duerr	Matt Feeley	Short Term	1/1/2025	1/1/2025		6/30/2025			
Evaluate financial reserve needs	In Progress	Mark Duerr	BoD	Short Term	1/1/2025	1/1/2025		6/30/2025			
Goal 3: Evaluate current and potential revenue streams											
Continue to evaluate/pursue grant opportunities	Complete	Mark Duerr	Mark Duerr	Short Term	1/1/2025	1/1/2025		5/30/2025	Ongoing	\$0	
Identify underutilized revenue streams	In Progress	Mark Duerr	Mark Duerr	Short Term	1/1/2025	1/1/2025		12/31/2025			
Consider additional revenue stream through voter approved measures	In Progress	Mark Duerr	Mark Duerr	Mid Term	4/1/2025			6/1/2026			
Goal 4: Increase Communications and Transparency if financial standings to stakeholders											
Provide information (annual report, 1/4 newsletter, social, mtgs) to stakeholders	Complete	Mark Duerr	Mark Duerr	Short Term	1/1/2025	1/1/2025		5/1/2025	Ongoing	\$1,200	
Evaluate current budgeting principles	In Progress	Mark Duerr	Matt VanVoltinb	Short Term	1/1/2025						





## Service Delivery

### Status Color Legend & Toggle

Not Started	In Progress	Delayed	Complete	Ongoing
ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Goal 1: Enhance Service Delivery											
Research factors affecting employee retention	Complete	Matt Feeley	Pat Patterson	Critical	1/1/2025	1/31/2025			5/1/2025		
Survey current and former employees	Complete	Matt Feeley	Kelly Moretti	Critical	3/7/2025		4/15/2025	5/20/2025		\$5,000	\$4,500
Goal 2: Improve Emergency Service Delivery											
Implement three person engine companies	In Progress	Matt Feeley	Mark Duerr	Mid Term				1/1/2027		\$650,000	
Evaluate the need to reestablish a truck company	In Progress	Matt Feeley	Mark Duerr	Short Term	2/3/2025	2/24/2025		6/20/2025		\$0	
Goal 3: Expand Ambulance services											
Increase the transportation service delivery boundary	In Progress	Matt Feeley	Mark Duerr	Short Term	12/1/2025	12/17/2025		1/1/2026		\$0	
Evaluate the fiscal viability of expanding ambulance services	Complete	Matt Feeley	Mark Duerr	Short Term		12/17/2025		4/1/2025	5/15/2025	\$0	
Research and evaluate various ambulance service delivery models	In Progress	Matt Feeley	James Magnuson	Short Term		12/17/2025		5/30/2025		\$0	
Evaluate the use of single role ambulance	In Progress	Matt Feeley	James Magnuson	Short Term		2/21/2025		5/30/2025		\$0	
Goal 4: Explore other service programs											
Evaluate the need for a water rescue program	Not Started	Matt Feeley	Brian Midtlyng	Short Term	4/1/2025					\$0	
Evaluate the need for CP/MIH	Not Started	Matt Feeley	James Magnuson	Mid Term	7/1/2025					\$0	
Evaluate the need for a drone program	Complete	Matt Feeley	Brian Midtlyng	Short Term		1/13/2025			3/25/2024	\$0	\$0
Goal 5: Ensure Adequacy of facilities and apparatus											
Evaluate fleet maintenance program	Not Started	Matt Feeley	Matt Feeley	Short Term							
Evaluate station alerting system	Not Started	Matt Feeley	Mark Duerr	Long Term		1/1/2026					
Goal 6: Assess the effectiveness of the current deployment model											
Identify models to improve response times	Complete	Matt Feeley	Matt Feeley	Short Term		12/1/2025		3/8/2025	Ongoing		
Identify models that ensure an ERF	Not Started	Matt Feeley	Matt Feeley	Short Term							



## CRR

### Status Color Legend & Toggle

Not Started	In Progress	Delayed	Complete	Ongoing
ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Goal 1: Identify the current risks impacting the District											
Review response data to guide program development	In Progress	Jeff Ingolia	Jeff Ingolia	Short Term	4/1/2025	5/1/2025		12/1/2025			
Develop a plan to identify and address access/egress concerns	Not Started	Jeff Ingolia	Battalion Chiefs	Short Term	4/1/2025						
Goal 2: Evaluate the current and future staffing needs of the CRR program											
Identify the needs for a plan examiner	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term	1/1/2026						
Survey retired annuitants to determine available options for limited term positions	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term	9/1/2026						
Goal 3: Determine the costs of the CRR program											
Review the fee schedule and update as needed	In Progress	Jeff Ingolia	Jeff Ingolia	Short Term	1/1/2025	3/18/2025		12/1/2025		\$25,000	
Conduct Cost benefit analysis	Not Started	Jeff Ingolia	Jeff Ingolia	Short Term							
Goal 4: Formalize the Public Education Program											
Identify target audiences	Not Started	Jeff Ingolia	Jeff Ingolia	Short Term							
Develop a public education curriculum	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term							
Develop performance metrics for evaluating the impact of the pub ed program	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term							
Goal 5: Develop a relationship with key stakeholders in the community											
Identify key stakeholders	In Progress	Jeff Ingolia	Jeff Ingolia	Short Term	1/1/2025	1/14/2025		None	Ongoing		
Partner with organizations	In Progress	Jeff Ingolia	Jeff Ingolia	Mid Term		3/1/2025		None	Ongoing		
Goal 6: Investigate current inspection processes											
Enhance business inspections	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term							
Expand non-construction inspections	Not Started	Jeff Ingolia	Jeff Ingolia	Mid Term							
Evaluate weed abatement program	Not Started	Jeff Ingolia	Jeff Ingolia	Short Term							
Implement electronic inspections	In Progress	Jeff Ingolia	Jeff Ingolia	Short Term	7/1/2025			12/31/2025			

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Implement pre plan program	In Progress	Jeff Ingolia	Mark Duerr	Short Term	4/1/2025	5/1/2025		12/31/2025		\$7,500	
Goal 7: Enhance Customer Service Opportunities											
Implement electronic plan review	In Progress	Jeff Ingolia	Jeff Ingolia	Short Term		12/1/2025		6/1/2026		\$75,000	
Implement customer feedback survey	Complete	Jeff Ingolia	Mark Duerr	Short Term		1/1/2025			1/1/2025	\$500	
Evaluate the effectiveness of signboards and determine best utilization	Not Started	Jeff Ingolia	Jeff Ingolia	Short Term							
Goal 8:Develop CWPP											
Partner with Placer county to develop community wildfire protection plan	In Progress	Jeff Ingolia	Mark Duerr	Mid Term		12/1/2024		6/30/2025		\$0	
Goal 9: Develop a COOP											
Develop a continuity of operations plan	Not Started	Jeff Ingolia	Mark Duerr	Mid Term							

## Community Engagement

### Status Color Legend & Toggle

Not Started	In Progress	Delayed	Complete	Ongoing	Custom 4
ON	ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Goal 1: Establish public messaging											
Establish clear, consistent, and unified messaging for the public	In Progress	Matt Feeley	Mark Duerr	Critical		1/13/2025		6/30/2025			
Goal 2: Enhance Public Education Program											
Re-institute fire prevention programs in elementary schools	Not Started	Jeff Ingolia	Jeff Ingolia	Critical	3/10/2025						
Establish Public Service Announcements	Not Started	Matt Feeley	Mike Long	Short Term	3/10/2025						
Goal 3: Expand District Hosted Events											
Identify new opportunities to host community events	Not Started	Matt Feeley	Mark Robertson	Short Term	4/1/2025						
Identify new opportunities to attend community events	In Progress	Matt Feeley	Mark Robertson	Critical	3/3/2025	4/1/2025		Never	Ongoing		
Goal 4: Develop Relationships with External Stakeholders											
Attend HOA meetings and provide district talking points	Complete	Matt Feeley	Matt Feeley	Critical	3/3/2025	3/11/2025		Never	Ongoing	\$0	
Attend career days at local educational institutions	Complete	Matt Feeley	Matt Feeley	Short Term	4/1/2025	4/1/2025		Never	Ongoing	\$0	
Identify and attend organization events	In Progress	Matt Feeley	Matt Feeley	Short Term	4/1/2025	5/1/2025		Never	Ongoing		
Determine criteria for attending school events, community sporting events etc	Not Started	Matt Feeley	Matt Feeley	Short Term							
Goal 5: Evaluate the benefits of a CERT Program											
Research CERT to identify needs and cost of implementation	In Progress	Matt Feeley	Matt VanVortinburg	Short Term	1/1/2025	4/8/2025		12/31/2025			
Develop a survey to evaluate the interest in a CERT Program	Not Started	Matt Feeley	Matt VanVortinburg	Short Term							
Goal 6: Evaluate the benefits of a fire cadet program											
Research cadet programs to identify needs and costs	Not Started	Matt Feeley	Anthony Rydell	Short Term							
Develop a survey to evaluate interest	Not Started	Matt Feeley	Anthony Rydell	Short Term							
Goal 7: Evaluate the need to implement a community CPR program											
Research CPR programs to identify needs and costs	Not Started	Matt Feeley	James Magnuson	Short Term							

Task	Status	Owner	Assigned to	Timeline	Anticipated Start Date	Actual Start Date	District Update	Anticipated End Date	Actual End Date	Estimated Cost	Actual Cost
Develop a survey to evaluate interest	Not Started	Matt Feeley	James Magnuson	Short Term							
Goal 8: Evaluate the need to re-establish a car seat installation program											
Research car seat programs to identify needs and cost of implementation	Not Started	Matt Feeley	Katrina Hoop	Short Term							
Goal 9: Establish a formalized PIO program											
Identify the needs for a PIO	In Progress	Matt Feeley	Mark Duerr	Critical		1/3/2025		6/1/2025		\$0	
Identify the costs associated with a PIO	Complete	Matt Feeley	Mark Duerr	Critical		1/3/2025		4/30/2025	4/30/2025	\$50,000	
Identify the criteria/scope of work for the PIO	In Progress	Matt Feeley	Mark Duerr	Critical		1/3/2025		6/1/2025		\$0	
Develop a PSA for car seats	Not Started	Matt Feeley	Mike Long	Short Term							



## Strategic Plan Lists

Name	Title
Mark Duerr	Fire Chief
Matt Feeley	Deputy Chief
James Magnuson	Div Chief EMS/Safety
Jeff Ingolia	Div Chief Fire Marshall
Brian Midtlyng	Battalion Chief
Kelly Moretti	Battalion Chief
Matt VanVoltinburg	Battalion Chief
Pat Patterson	Labor Unit Rep
BoD	Board of Directors
Battalion Chiefs	All
Mike Long	Captain
Mark Robertson	Captain
Anthony Rydell	Firefighter
Katrina Hoop	Admin Assitant/Fire Inspector

Timeline	Priority
Critical	90 Days
Short Term	1 year
Mid Term	2-3 years
Long Term	3-5 years

# SOUTH PLACER FIRE

## TRAINING CADRE

# ORGANIZATIONAL CHART





# **SOUTH PLACER FIRE**

## **TRAINING CADRE**

# **SUBJECTS AND CADRE**

**BOLD** INDICATES LEAD INSTRUCTOR

## **ENGINE CADRE**

**Captain Buathier**, Captain Kincheloe, Captain Paskey

## **ENGINEER TRAINING**

**Engineer Kolster**, Engineer, Kaiser

## **WILDLAND**

**Chief Midtlyng**, Captain Buathier, Engineer McKinley, Engineer Cooney

## **HAZMAT**

**Chief Midtlyng**

## **EMS**

**Captain Long**

## **RESCUE**

Vacant

## **EXTRICATION**

**Captain Stephens**





## MEMO

**TO:** South Placer Fire District Board of Directors & Chief Mark Duerr

**FROM:** Kristy Babb, Principal, KB Communications Co.

**DATE:** April 9, 2025

**SUBJECT:** Summary of Employee Survey Key Takeaways

---

### Introduction

This memorandum summarizes the key takeaways from the recent employee retention survey conducted on behalf of the South Placer Fire District. The survey aimed to gather feedback on various aspects of the work environment, including culture, support systems, challenges, and professional development opportunities. The survey was conducted via phone with a total of 14 respondents made up of current and past employees across various roles within the District. The following points highlight the main themes and sentiments expressed by the respondents.

### Key Findings

#### Culture

- **Mixed Views:** Employees expressed varied opinions on the district's culture. Some described a positive, family-like atmosphere with strong camaraderie, while others perceived a lack of unified culture, citing a "stick it to the man" mentality and a perceived distrust of administration.

- **Negative Elements:** Several respondents highlighted negative aspects such as negativity, toxic behavior from a minority, and a perceived lack of support from leadership. Some feel that this is driving good employees away.
- **Division:** A noticeable divide was indicated between line staff and administration, with some employees feeling that their concerns are not heard or addressed.
- **Impact of Leadership:** The influence of leadership on the culture was a recurring theme. While some praised the current Chief for being proactive and transparent, others criticized a perceived lack of openness, micromanagement, and a perceived favoritism towards external hires. It is worthy to note that this issue of distrust with leadership in the District has existed for years and is not just isolated to Chief Duerr and his administration.

## Support Systems

- **Colleague Support:** Support among colleagues, particularly within stations, was generally viewed positively. However, some respondents noted a lack of support from administration and instances of undermining among peers.
- **Battalion Chief Support:** Opinions on Battalion Chief support were mixed. Some respondents felt supported, while others expressed concerns about inconsistencies, lack of advocacy, and an unwillingness to hold people accountable.
- **District Chief and Administration Support:** Feedback on support from the District Chief and administration varied widely. Some employees appreciated the current Chief's efforts to address issues and his transparency, while others felt unsupported, devalued, and unheard.

## Challenges and Negative Impacts

- **Negativity:** A significant concern was the prevalence of negativity and complaining, which some respondents felt created a toxic environment and negatively affected morale.
- **Lack of Action:** Some employees expressed frustration with a perceived lack of action on issues, contributing to a sense that "nothing gets fixed."
- **Micromanagement:** Concerns were raised about micromanagement and excessive rules, which some employees felt stifled morale and a positive culture.
- **Staffing and Workload:** Issues related to understaffing, particularly of paramedics, and the resulting impact on workload and job satisfaction were highlighted.

## Training and Development

- **Training Gaps:** Respondents identified several gaps in training, including live fire training, multi-story response, truck operations, and EMS training. There was a desire for more hands-on training and less reliance on online modules.
- **EMS Training Concerns:** The quality and availability of EMS training were specifically criticized, with concerns raised about inadequately trained new hires and a lack of support for maintaining certifications.
- **Succession Planning:** A need for better succession planning and promotional training was expressed by some respondents.

## Supervisor Effectiveness

- **Mixed Feedback:** Feedback on supervisor effectiveness varied. Some employees praised their supervisors for being supportive and encouraging, while others reported a lack of support, particularly with career development and task book completion.
- **Paramedic Concerns:** A unique concern was raised about captains who are not paramedics supervising paramedics, which some employees feel hinders their ability to provide adequate support.

## Former Employees

Previous employees who were interviewed expressed the following reasons for their departure.

- **Training Deficiencies:** Concerns about the quality availability, and focus of training programs within the District and the lack of a clear path for promotions.
- **Negative Sentiment:** There was a stark contrast in the work environment. While most coworkers were positive and great to work with, a core group of peers and captains fostered a negative and toxic atmosphere.
- **Workplace Dynamics:** There is a clear divide between admin and the employees. This dynamic has a snowball effect that rolls down to everyone in the District.

## Conclusion

The employee survey reveals a complex picture of the South Placer Fire District. While there are positive aspects, particularly regarding camaraderie among colleagues and the efforts of some leaders to improve the organization, there are also significant challenges that need to be addressed. These include cultural issues, inconsistencies in support from leadership, training gaps, and the impact of staffing issues on employee morale. It is important to note, that these challenges are not isolated to the current Chief and his administration. Several respondents noted that there is a long history of these issues at the District. All respondents did agree on one thing though and that is how much they love serving their community and the pride they take in providing exceptional service.

Addressing these concerns will be crucial for improving employee satisfaction, retention, and the overall effectiveness of the District.

**\*Appendix: Verbatim responses can be found in the separate excel file provided.**

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: South Placer Fire District Policy Updates:**

**Action Requested:** Staff recommends a first reading and discussion of the proposed policy updates.

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

**Impact:** Policy update.

**Attachments:** Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
505	Controlled Substance Accountability	07/17/2023
522	Leave Behind Narcan Policy	New

**Mark Duerr**  
**Fire Chief**  
South Placer Fire Protection District

# Controlled Substance Accountability

## 505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the supply, use, and accountability of controlled substances administered by the South Placer Fire District.

### 505.1.1 DEFINITIONS

Definitions related to this policy include:

**Classification** - Controlled substances are classified into five Schedules according to their abuse potential: Schedule I, which are highly abused and have no approved medical use, through Schedule V, which have minimum abuse potential. The South Placer Fire District will carry Fentanyl, Versed, [and Ketamine](#). Currently, Fentanyl [is a Schedule II narcotic and is](#) required by the Drug Enforcement Agency (DEA) to be tracked on a DEA 222 Form. [Ketamine is a Schedule III narcotic](#). Versed is a Schedule IV narcotic. [Both Versed and Ketamine can be tracked using invoices](#).

**Controlled substance** - A drug, substance, or immediate precursor listed in any federal Controlled Substances Act schedule.

**Emergency Medical Services Automated Drug Delivery System (EMSADDS)** - An automated drug delivery system that stores and distributes drugs to restock a secured emergency pharmaceutical supplies container used by an EMS agency to provide Emergency Medical Services (Business and Professions Code § 4034.5).

Forms:

**DEA Form 222:** The Drug Enforcement Administration (DEA), Office of Diversion Control will accept requests from distributors that require a large volume of Order Forms (DEA Form 222) with the pin feed tracking left on the form. Order Forms are used to **distribute Schedule I or II controlled substances** .

**DEA Form 223:** Duplicate Certificate Request. Drug Enforcement Administration (DEA)

**DEA Form 224:** Applies to new registration applications for practitioners, hospitals and clinics, retail pharmacies, online pharmacies, central fill pharmacies, and teaching institutions.

**DEA Form 106:** Form used to report Theft or Loss of narcotic medication. [See attachment: DEA\\_Form\\_106.pdf](#)

**Licensed Designated Paramedic** - A paramedic who receives a designated paramedic license from the California State Board of Pharmacy (Business and Professions Code § 4202.5).

**Medical Director** - A licensed physician or surgeon designated by a county or joint powers agreement to provide medical control and assure medical accountability of the EMS system (Health and Safety Code § 1797.202).

**S-SV** - Sierra-Sacramento Valley EMS Agency.

## *Controlled Substance Accountability*

---

**Unit-** Any ambulance, transport unit, or fire response apparatus.

### **505.2 POLICY**

It is the policy of the South Placer Fire District to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use, and accountability of all controlled substances.

#### **S-SV 710 Management Of Controlled Substances**

##### **505.2.1 DEA REGISTRATION AND FORMS**

1. Every person or entity that handles controlled substances must be registered with the DEA or be exempt by regulation. The South Placer Fire District and its Fire Stations are registered and have a DEA FR#'s.
2. The Department's Medical Director or his/her appointee will complete the entity application and registration DEA form-224.
3. The DEA Certificate of Registration (DEA Form 223) must be maintained at the registration location in a readily retrievable manner and kept available for official inspections. A copy of the DEA 223 Registration Form will be located in the EMS supply cabinets at each registered fire station. The originals will be located in the EMS Division Chief's office.
4. When authorized via a power of attorney, the Medical Director or EMS Division Chief will complete a DEA Form 222 (the official order form) as specified on the form. The DEA Form 222 tracks the shipping and receiving of [Fentanyl](#) from [the supplier to the provider](#).
5. DEA Form 222 must have the Department Medical Director or Division Chief of EMS approval and signature before submission.
6. DEA Form 222 form will be mailed in accordance with the guidelines on the back of the form. To properly complete the DEA forms the District's medical supply distributor provides written guidelines on how to complete the forms correctly. Forms cannot contain errors, corrections, or stray marks.

##### **505.3 STORAGE AND INVENTORY**

To prevent unauthorized access to controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The Division Chief EMS/Safety will determine the secured emergency pharmaceutical supplies container for vehicles containing controlled substances. Controlled substances should be stored in the secured emergency pharmaceutical supplies container whenever the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the Division Chief EMS/Safety or the authorized designee:

## Controlled Substance Accountability

- (a) All controlled substances are to be secured by district members in the designated secured emergency pharmaceutical supplies container provided by the District. All new products will be inventoried and secured in the controlled substance storage cabinet upon the supplier's receipt of the controlled substance. Additional tracking barcodes will be added to each vial. Each vial will be added to the Narcotic tracking module in Vector Solutions Check It. A Program Administrator or Paramedic and the Division Chief of EMS or designee will complete this process.
- (b) At every personnel change, the incoming paramedic and a witness (preferably the off-going paramedic) shall, in each other's presence, inspect the quantities, the integrity of the containers, and the expiration dates of the controlled substance inventories. Each person shall attest to the quantity available by printing and signing his/her full name on a controlled substance daily report in Vector Solutions Check It Narcotics Module. **At no time shall an individual enter a name or signature on behalf of another person.** Per DEA requirements, narcotics are to be inventoried daily. The district expects this inspection to be completed every day by 0900. If a paramedic works a partial shift, he/she will conduct an inventory at the start of their partial shift. This inspection will require the paramedic and witness (preferably the off-going paramedic) to sign in Vector Solutions Check It Narcotics module. This daily inventory will be conducted in Vector Solutions Check It Narcotics Module. If the inspection cannot be completed prior to 0900, the paramedic should notify their supervisor via email with a CC to their Battalion Chief and Division Chief EMS/Safety.
- (c) If the inventory of any controlled substance results in a discrepancy, the paramedics must immediately attempt to reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the Captain, the Battalion Chief, and the Division Chief EMS/Safety. The Division Chief EMS/Safety shall be responsible for completing and submitting the online DEA Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76).
- (d) If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practical upon returning to the station. If the outgoing paramedics have already left the station, one on-duty paramedic and the Captain from the on-duty shift may conduct the inventory and reconciliation process.
- (e) In the event that a paramedic works two consecutive shifts on the same unit, the inventory shall be performed by the paramedic and witnessed and verified by another paramedic assigned to the station, a Captain, or an on-duty shift member.
- (f) Daily inventories will be conducted on all controlled substances in Vector Solutions Check It Narcotics Module. Records will be stored electronically in Vector Solutions Check It Narcotics Module.

### 505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

- (a) The standard complement of controlled substances shall be established by the Division Chief EMS/Safety.
  - 1. SPFD has established that all apparatus are to carry the following maximum amounts of narcotics: 600 mcg of Fentanyl, ~~1 - (6- Vials~~ 500 mg of Ketamine, and 40 mg of Midazolam. ~~(8-vials)~~ At



## Controlled Substance Accountability

2. At no time shall an apparatus fall below the minimum amount of narcotics: 400 mcg of Fentanyl, 200 mg of Ketamine, and 20 mg of Midazolam (4 vials) as required by S-SV.
- (b) Any modification to the standard complement of controlled substances shall be justified and approved by the Division Chief EMS/Safety or the authorized designee.
- (c) The supply of controlled substances will be obtained from the district's controlled substances vault, or other authorized source.
1. Anytime an ALS unit needs to restock its narcotic supply, the apparatus shall meet either the on-duty Battalion Chief or the Division Chief of EMS at Station 17 for resupply. Both members will access the vault and ensure the medication request is filled out accurately. The transfer will be completed in Vector Solutions Check It Narcotics Module, and both members will sign to verify that the transfer was accurate and complete. The receiving apparatus will then conduct an inventory of all narcotics in their storage container to ensure the accuracy of the new inventory.
- (d) Only the medical director, a paramedic, Division Chief EMS/Safety, or a designee is authorized to remove controlled substances from the controlled substances vault and shall be observed by an authorized second person. Both individuals shall record their participation by signature in Vector Solutions Check It Narcotics Module.
- (e) When a controlled substance is received, the paramedic receiving the drug must immediately conduct a daily count (i.e. Inventory) to ensure the accuracy of the restock and then secure the drug into the secured emergency pharmaceutical supplies container on the unit.
- (f) Any expired unused controlled substance vials shall be retained and secured in the narcotics safe in the appropriately marked storage area until returned through the reverse distribution process. These vials shall be transferred from their assigned unit to the SPFD Narcs Supply Disposal Vault in Vector Solutions Check It Narcotics Module by the On Duty Battalion Chief and a paramedic or Division Chief EMS/Safety.
- (g) In addition to the standard accounting of controlled substances, periodic inspections by the Division Chief EMS/Safety will be conducted to verify security and compliance with these procedures. Inspections will be random and unannounced.

### 505.3.2 REQUIREMENTS SPECIFIC TO EMSADDS

The medical director and either the designated pharmacist or the licensed designated paramedic shall develop, adopt, and maintain policies and procedures about the operation of the EMSADDS, including inventory controls, training, storage, and security of controlled substances and dangerous devices, and safeguards to limit access (Business and Professions Code § 4119.01).

The South Placer Fire District shall restrict access to the EMSADDS to members licensed by the state and authorized by statute. A record of each access to the EMSADDS containing the information required by Business and Professions Code § 4119.01, as well as all records used to compile an inventory reconciliation report, shall be maintained for three years in a readily retrievable form.

## *Controlled Substance Accountability*

---

### **505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION**

- (a) Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the drug, dose, and administration route shall be documented on the ePCR in compliance with local EMS agency guidelines. In addition, the following information shall be recorded on the controlled substance disposition and restock record in Vector Solutions Check It Narcotics Module:
  - 1. Date of administration
  - 2. The incident number associated with the event and/or
  - 3. PCR number
  - 4. Drug and dose administered. The waste will be calculated and recorded automatically based on the amount administered.
  - 5. The paramedic will select their name from the choices in Vector Solutions Check It Narcotics Module, sign electronically.
  - 6. The witness will select their name from the choices in Vector Solutions Check It Narcotics Module, sign electronically.
- (b) If the transporting paramedic does not administer the entire amount of a controlled substance, a licensed staff member for the hospital that received the patient shall witness the proper disposal of the remaining amount. The hospital staff member's signature must be obtained on the controlled substance disposition and restock record (In the Imagetrend ePCR). If waste of a controlled substance occurs at the incident scene, another paramedic or Captain must witness the waste and sign the record. This verification occurs in the ImageTrend ePCR.
- (c) When a controlled substance is restocked, the transfer shall occur in Vector Solutions Check It Narcotics Module, and both members will sign to verify that the transfer was accurate and complete. The receiving apparatus will then conduct an inventory of all narcotics in their storage container to ensure the accuracy of the new inventory.

#### **505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS**

When a controlled substance is administered on scene, the paramedic preferably will maintain care of the patient to the hospital. This will allow the paramedic to complete any narcotic waste and documentation in the presence of a nurse or doctor. If the paramedic does not accompany the patient to the hospital and transfers care to a transport paramedic, he/she cannot transfer the remaining narcotics to the transport medic. The remaining medication shall be wasted on scene or back in quarters and shall be documented in both Vector Solutions Check It Narcotics Module and in Imagetrend in the narcotics section.

If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall not be provided to the transporting paramedic and must be wasted. If additional medication is needed after the transfer of patient care, the controlled substance shall be used from the inventory of the transporting paramedic.

## *Controlled Substance Accountability*

---

### 505.4.2 MOVEMENT AND USAGE OF NARCOTICS

Documentation will occur in Vector Solutions Check It Narcotics Module Narcs module for narcotics in the following situations:

- (a) Restocking of the master vault upon receiving narcotics from the Pharmaceutical Supplier.
- (b) Transferring the movement of the narcotic vial to the unit (i.e. vault to M16).
- (c) Transferring the movement of the narcotics from unit to unit (i.e. M16 goes out of service and moves onto the Reserve Medic).
- (d) Usage of the narcotic for patient care.
- (e) Disposal of narcotics due to expiration or damage.

In all cases, documentation will occur with two people present requiring signatures from both members in Vector Solutions Check It Narcotics Module.

### 505.5 CONTROLLED SUBSTANCE VAULT SUPPLY AND RESUPPLY

- (a) The Division Chief EMS/Safety shall submit a completed DEA Form 222 to the designated district supplier to order controlled substances to maintain established levels.
- (b) Upon receipt of the controlled substance from the supplier, the Division Chief EMS/Safety and a program administrator or the designated paramedic shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).
- (c) The Division Chief EMS/Safety and a program administrator or the designated paramedic will immediately place the controlled substance in the EMSADDS or the controlled substance vault and ensure that inventory is reconciled with any electronic data files. An EMSADDS may be restocked only by the medical director, a pharmacist, or a licensed designated paramedic (Business and Professions Code § 4119.01).
- (d) The Division Chief EMS/Safety and a program administrator or the designated paramedic will inventory the controlled substance vault and any EMSADDS units monthly to ensure the existing inventory is reconciled with any electronic data files. These inventories' records will be printed and maintained as provided in the records retention schedule and for at least three years (21 CFR 1304.04; Business and Professions Code § 4119). A monthly inventory and inventory reconciliation meeting the requirements of Business and Professions Code § 4119.01 shall be conducted by the medical director, designated pharmacist, or licensed designated paramedic. Any inventory losses from the EMSADDS shall be reported to the Board of Pharmacy within seven days of the identification of the loss.
- (e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the Battalion Chief, and a DEA Form 106, Report of Theft or Loss of Controlled Substances, shall be completed and submitted if required (21 CFR 1301.76).

## *Controlled Substance Accountability*

---

505.5.1

### **505.6 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES**

Controlled substances due to expire or that are damaged may be replaced as follows:

- Note the expiration date or damage, the date of replacement, and the source of restocking on the district's controlled substance disposition and restock record.
- Place the expired or damaged container in the supplied envelope and label it with the type of drug, dosage, unit identifier, and name of the paramedic who returned the drug and the date.
- Put the envelope in the locked return drug box to be returned to the designated supplier.
- Record the exchange of a damaged or expired controlled substance using district's Vector Solutions Check It Narcotics Module.

This process may also be used to replace controlled substances due to expiration.

Only a medical director, [Division Chief EMS/Safety](#) may remove outdated controlled substances or dangerous devices from the Storage Vault. Any items removed shall be provided to a licensed reverse distributor for destruction (Business and Professions Code § 4119.01).

Any expired unused controlled substance vials shall be retained and secured in the narcotics safe in the appropriately marked storage area until returned through the reverse distribution process. These vials shall be transferred from their assigned unit to the SPFD Narcs Supply Disposal Vault in Vector Solutions Check It Narcotics Module by the On Duty Battalion Chief or Division Chief EMS/Safety

All expired and/or unused controlled substances shall be disposed of through a "Reverse Distributor." These controlled substances shall be transferred via the DEA Form 222.

All controlled substance empty containers may be disposed of in the regular trash or Sharps Container. Tracking these medications' use will be done through the PCR, controlled substance use form, and replacement inventory form.

All controlled substance forms will be stored in accordance with all Federal, State, and Local Laws (minimum of 3 years).

### **505.7 ACCOUNTABILITY**

The Division Chief EMS/Safety shall:

- (a) Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with the established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.

## *Controlled Substance Accountability*

---

- (b) Create, complete, maintain, and annually update the district's signature log [for vault access](#). Any changes in personnel will result in an update of the signature log.
- (c) Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with the established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.
- (d) Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum period of three years (21 CFR 1304.04; Business and Professions Code § 4119).
- (e) Notify the responsible Battalion Chief of any item that deviates from this policy.

### **505.8 NARCOTIC DIVERSION**

Immediately upon discovery of a theft or loss of a controlled substance, the Paramedic or supervising Captain must notify the on-duty Battalion Chief. If the loss of the controlled substance is from a Fire apparatus, place the unit out of service. If the on-duty Battalion Chief is unavailable, the next officer of higher rank will be notified.

The Division Chief EMS/Safety will be notified as soon as possible, or in his/her absence the on-duty Battalion Chief will make the following notifications:

- Fire Chief
- Medical Director
- Placer County Sheriff's Office
- U.S. Drug Enforcement Administration (DEA), Sacramento Office @ 916-480-7250 within 24 hours

Once the investigating officer has completed his initial report, and there is no reason to keep the unit out of service controlled substances will be reassigned to the medic unit and place the unit back into service.

Prior to the end of the shift, the on-duty crew will complete an incident report. This report should include the details leading up to the discovery and post-discovery of the missing or lost controlled substance. The completed report will be reviewed and accepted by the on-duty Battalion Chief, and then forwarded to the Division Chief EMS/Safety.

The EMS Division Chief or their designee will complete a DEA Form 106, obtained from the DEA website, and submit it to the nearest DEA Field Office for any lost, broken, or missing controlled substances. DEA forms can be found at [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov).

If medication containers are broken or leak at any time during a shift, the medication should be replaced. A report depicting the circumstances surrounding the broken/leaking container should be completed and forwarded to the Division Chief EMS/Safety.

## Attachments

## DEA\_Form\_106.pdf



Type of Report: *(check one box only)* ☐ New Report ☐ Amendment Key *(prior report dated):* \_\_\_\_\_

1. **DEA Registration Number:** \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Date of the Theft or Loss *(or first discovery of theft or loss)*: \_\_\_\_\_ Number of Thefts and Losses in the past 24 months: \_\_\_\_\_

Principal Business of Registrant: ☐ Pharmacy ☐ Practitioner ☐ Manufacturer ☐ Hospital/Clinic ☐ Distributor ☐ NTP ☐ Other *(Specify)* \_\_\_\_\_

2. **Type of Theft or Loss:**

3. **Loss in Transit.** *(Fill out this section only if there was a loss in transit, or hijacking of transport vehicle.)*

Name of Common Carrier: \_\_\_\_\_

Telephone Number of Common Carrier: \_\_\_\_\_ Package Tracking Number: \_\_\_\_\_

Have there been losses in transit from this same carrier in the past? ☐ No ☐ Yes *(If yes, how many, excluding this theft or loss?):* \_\_\_\_\_

Was the package received and accepted by the consignee? ☐ No ☐ Yes *(If yes, the consignee is responsible for reporting the theft or loss.)*

If the package was accepted by the consignee, did it appear to be tampered with? ☐ No ☐ Yes

Name of Consignee / Supplier: \_\_\_\_\_

*Enter the Name of Consignee (if reported by the supplier), or the Name of Supplier (if the package was accepted by the consignee).*

*If the consignee does not have a DEA Registration Number, e.g. if this was a shipment to a patient, or a nursing home emergency kit, enter "Patient" or "Nursing Home Kit."*

DEA Registration Number of Consignee / Supplier: \_\_\_\_\_

*Enter the DEA Registration Number of Consignee (if reported by the supplier), or DEA Registration Number of Supplier, (if the package was accepted by the consignee). If the controlled substances were shipped to a non-registrant, leave blank, unless a registered pharmacy shipped to an emergency kit held on site at a nursing home. In this case, the supplying pharmacy is required to report the theft or loss.*

4. **If this was a robbery, were any people injured?** ☐ No ☐ Yes *(If yes, how many?):* \_\_\_\_\_ Were any people killed? ☐ No ☐ Yes *(If yes, how many?):* \_\_\_\_\_

5. **What is the total value of the controlled substances stolen or lost?:** \$ \_\_\_\_\_  
*(This is the amount you paid for the controlled substances, not the retail value.)*

6. **Was theft reported to Police?** ☐ No ☐ Yes *(If yes, fill out the following information):*

Name of Police Department: \_\_\_\_\_ Police Report number: \_\_\_\_\_

Name of Responding Officer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

7. **Which corrective measure(s) have you taken to prevent a future theft or loss?**

☐ Installed monitoring equipment (e.g. video camera).

☐ Increased employee monitoring (e.g. random drug tests).

☐ Installed metal bars or other security on doors or windows.

☐ Secured Controlled Substances within safe.

☐ Other *(Please describe on last page).*

☐ Provided security training to staff.

☐ Requested increased security patrols by Police.

☐ Hired security guards for premises.

☐ Terminated employee.

8. **Were any pharmaceuticals or merchandise taken?**

No

Yes *(Estimated Value):*



**Report of Theft or Loss of Controlled Substances**

OMB No. 1117-0001 (Exp. Date 7/31/2023)

U.S. Department of Justice  
Drug Enforcement Administration  
Diversion Control Division**LIST OF CONTROLLED SUBSTANCES LOST OR STOLEN****Examples**

Trade Name of Substance or Preparation	NDC Number	Name of Controlled Substance in Preparation	Dosage Strength	Dosage Form	Total Quantity Lost or Stolen
Desoxyn	00074-3377-01	Methamphetamine Hydrochloride	5 mg	Tablets	300
Demerol	00409-1181-30	Meperidine Hydrochloride	50 mg/ml	Vial	150 ml
Robitussin A-C	00031-8674-25	Codeine Phosphate	2 mg/cc	Liquid	5676 ml
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**Remarks:** (Optional)Express Quantity  
in Dosage Units,  
or Milliliters for  
Liquids**Diversion Control Division**

**Report of Theft or Loss of Controlled Substances**

OMB No. 1117-0001 (Exp. Date 7/31/2023)

U.S. Department of Justice  
Drug Enforcement Administration  
Diversion Control Division

Form DEA-106 (10/23/2020) Pg. 3

**LIST OF MAIL-BACK PACKAGES OR INNER LINERS LOST OR STOLEN***Examples*

Mail-Back Package	Inner Liner	Unique Identification Number(s)	Size of Inner Liner	Total Quantity Lost or Stolen
<b>X</b>		<b>MBP1106, MBP1108 – MBP1110, MBP1112</b>	<b>N/A</b>	<b>5</b>
	<b>X</b>	<b>CRL1007 – CRL1027</b>	<b>15 GALLON</b>	<b>21</b>
	<b>X</b>	<b>CRL1201</b>	<b>5 GALLON</b>	<b>1</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>Remarks:</b> (Optional)				Express in Total Quantities

If you are an authorized Retail Pharmacy or Hospital/Clinic with an onsite Pharmacy and reporting a theft or loss at a Long-Term Care Facility (LTCF), provide name and address of LTCF.

\_\_\_\_\_  
Name of LTCF\_\_\_\_\_  
Address, City, State, Zip Code



Describe any other corrective measure(s) you have taken to prevent a future theft or loss:

Enter remarks, if required. Description of how theft or loss occurred.

The foregoing information is correct to the best of my knowledge and belief: By signing my full name in the space below, I hereby certify that the foregoing information furnished on this DEA Form 106 is true and correct, and understand that this constitutes an electronic signature for purposes of this reporting requirement only.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**NOTICE:** In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection of information is 1117-0001. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Freedom of Information:** Please prominently identify any confidential business information per 28 CFR 16.8(c) and Exemption 4 of the Freedom of Information Act (FOIA). In the event DEA receives a FOIA request to obtain such information, DEA will give written notice to the registrant to obtain such information. DEA will give written notice to the registrant to allow an opportunity to object prior to the release of information.

#### Privacy Act Information

**AUTHORITY:** Section 301 of the Controlled Substances Act of 1970 (PL 91-513)

**PURPOSE:** Reporting of unusual or excessive theft or loss of a Listed Chemical

**ROUTINE USES:** The Controlled Substances Act authorizes the production of special reports required for statistical and analytical purposes. Disclosures of information from this system are made to the following categories of users for the purposes stated:

- A. Other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes.
- B. State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes.

**EFFECT:** Failure to report theft or loss of Listed Chemicals may result in penalties under 21 U.S.C. § 842 and § 843 of the Federal Criminal Code.

# Leave-Behind Narcan Policy

## 522.1 POLICY

It is the policy of the South Placer Fire District to participate in the Leave-Behind Narcan program

## 522.2 PURPOSE

Opioid overdose is one of the leading causes of death in the United States. Naloxone is a life-saving medication that reverses an opioid overdose by blocking the opioid receptor, reversing the toxic effects of the overdose, with minimal to no effect on an individual if opioids are not present in their system. Providing overdose prevention, recognition, and response education to drug users and their neighbors, friends, and families is a harm reduction intervention that saves lives. The Naloxone Distribution Project (NDP) is a federally funded "Leave-Behind Naloxone" initiative administered by the Department of Health Care Services (DHCS) in California to combat opioid overdose-related deaths through the free distribution of naloxone to qualifying entities for the purpose of distribution to persons at risk for opioid overdose and those in a position to assist those persons at risk. EMS agencies in California are qualified entities to participate in this program. EMS personnel are encouraged to distribute naloxone to individuals at risk for opioid overdose, or any person in a position to assist individuals at risk and train these individuals on appropriate naloxone use.

## 522.3 PROCEDURE

1. All South Placer Fire District Engines and Medic units will carry Leave-Behind Naloxone kits for delivery in the field.
2. EMS personnel may, at their discretion, leave an intra-nasal delivery device with individuals whom EMS personnel deem to be at risk for unintentional opioid overdose (e.g., patients whose medication regimen includes high doses of narcotics or at-risk family members or bystanders), even if the call does not specifically involve an opioid overdose.
3. Personnel may consider offering Leave-Behind Naloxone delivery devices regardless of the nature of the contact between EMS personnel and the subject(s) receiving the device. Leave-Behind Naloxone distribution is not limited to 911 emergency calls for service for a suspected opioid overdose.
4. If a Leave-Behind Naloxone kit is provided, an email to the EMS Chief with the date, incident number, and location shall be sent for tracking and community outreach purposes.
5. Each apparatus will receive 2 Naloxone Kits. If additional kits are required, contact the EMS Chief.
6. Kits will be added to medication inventory to allow for expiration tracking.

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item:** **FY 2024/2025 3<sup>rd</sup> Quarter Budget Report:**

**Action Requested:** The Chief recommends a short presentation on the FY 2024/25 budget status.

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

**Impact:** Informational

**Attachments:** 3rd Quarter Budget overview sheet, March 2025 Profit and Loss Statement.

**Mark Duerr**  
**Fire Chief**  
**South Placer Fire District**

### FY 2024/25 3rd Quarter Budget Report (July - March)

Revenue	3rd Quarter	Budgeted	Percentage
General Revenue	\$10,256,949	\$17,136,814	59.9 %
Consolidated Mitigation Revenue	\$376,698	\$335,000	112.4 %
CFAA Staffing Reimbursements	\$590,108	\$250,000	236.0 %
<b>Total Revenue</b>	<b>\$11,223,755</b>	<b>\$17,721,814</b>	<b>63.3 %</b>

Expenditures	3rd Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2 -20) 19 PP's	\$9,058,910	\$13,323,423	68.0 %
CFAA Expenditures	\$498,871	\$250,000	199.5 %
Service and Operations	\$1,487,189	\$2,511,992	59.2 %
Fixed Assets	\$48,575	\$274,038	17.7 %
Capital Expenditures	\$72,570	\$436,000	0.0 %
Consolidated Mitigation Expenditures	\$724,093	\$1,275,205	56.8 %
<b>Total Expenditures</b>	<b>\$11,890,208</b>	<b>\$18,070,658</b>	<b>65.8 %</b>

Report Prepared By Kathy Medeiros April 2025

South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Monday, March 31, 2025

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
<b>REVENUES</b>					
Secured Property Tax General	0-000-6000-001	\$5,528,764	\$10,054,486	\$4,525,722	45.01%
Unitary & Op Non-Unitary	0-000-6000-002	110,752	201,368	90,616	45.00%
Current Unsecured Property Tax	0-000-6000-003	208,601	219,600	10,999	5.01%
Delinquent Secured Property Taxes	0-000-6000-004	0	850	850	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	3,041	2,600	(441)	(16.96%)
Current Supplemental Property Tax	0-000-6000-006	112,761	255,000	142,239	55.78%
Delinquent Supplemental Property Tax	0-000-6000-008	463	550	87	15.78%
SPFD Special Tax	0-000-6001-000	395,914	713,100	317,186	44.48%
Loomis Special Tax	0-000-6001-001	327,800	594,378	266,578	44.85%
Loomis Fire Protection & Response Assessment	0-000-6002-000	678,966	1,194,097	515,131	43.14%
Railroad Unitary Tax	0-000-6106-000	3,264	5,800	2,536	43.73%
Interest-County	0-000-6950-000	88,173	50,000	(38,173)	(76.35%)
Sect. 5151 Interest Refunded	0-000-6957-000	0	(400)	(400)	100.00%
HOPERS Intergovernmental Revenue	0-000-7000-000	26,069	50,785	24,716	48.67%
Ambulance Services	0-000-8192-000	1,553,435	2,100,000	546,565	26.03%
Uniform Reimbursement	0-000-8193-001	0	100	100	100.00%
Other Miscellaneous	0-000-8193-010	62,077	175,000	112,923	64.53%
Fees For Service & Cost Recovery Charges	0-000-8193-011	335,953	350,000	14,047	4.01%
4850 Reimbursements	0-000-8193-014	21,512	30,000	8,488	28.29%
Cellular Tower Lease	0-000-8193-015	85,213	106,000	20,787	19.61%
MVA Fees	0-000-8193-016	2,540	7,500	4,960	66.14%
Local/State/Federal Grants	0-000-8193-018	711,651	1,026,000	314,349	30.64%
CFAA Revenues	8197	590,108	250,000	(340,108)	(136.04%)
<b>TOTAL GENERAL REVENUES</b>		<b>10,847,057</b>	<b>17,386,814</b>	<b>6,539,758</b>	<b>37.61%</b>
Consolidated Mitigation Fee Revenue	0-000-8267-000	332,428	300,000	(32,428)	(10.81%)
Consolidated Mitigation Interest	0-000-8264-007	44,270	35,000	(9,270)	(26.49%)
<b>TOTAL RESTRICTED MITIGATION REVENUES</b>		<b>376,698</b>	<b>335,000</b>	<b>(41,698)</b>	<b>(12.45%)</b>
<b>TOTAL ALL REVENUES</b>		<b>11,223,755</b>	<b>17,721,814</b>	<b>6,498,060</b>	<b>36.67%</b>
<b>OPERATING EXPENSES</b>					
<b>SALARIES/BENEFITS</b>					
Salaries & Wages	1002:1003	4,756,330	7,200,000	2,443,670	33.94%
Sellback/Admin. & FF's	1004	43,452	100,000	56,548	56.55%
Intern FF/Board/Res.App FF/PT	1005	7,100	20,000	12,900	64.50%
Callback/Overtime-Firefighter	1006	977,808	1,000,000	22,192	2.22%
Comp For Absence/Illness	1007	20,601	27,500	6,899	25.09%
Out of Grade Pay	1008	501	3,000	2,499	83.29%
Other Payroll	1015	2,000	10,000	8,000	80.00%
Volunteer Length of Service Award	1016	1,000	1,000	0	0.00%
PERS Retirement	1300	860,231	1,152,411	292,180	25.35%
PERS Lump Sum Payment	1302	1,229,847	1,230,000	153	0.01%
Employer 457 Def. Comp. Match	1305	17,472	30,000	12,528	41.76%
Employment Taxes (FICA/Medicare/SUI)	1301	85,810	113,200	27,390	24.20%
Workmans Comp. Insurance	1315	154,669	700,000	545,331	77.90%
Agency Share Insurance	1550	734,241	1,242,312	508,071	40.90%
COP Debt Service	1552	109,201	400,000	290,799	72.70%
Labor Legal	2010	8,828	40,000	31,172	77.93%
Uniform Allowance/Cell Phone	2017	40,819	45,000	4,181	9.29%
Employees Assistance Program	2019	9,000	9,000	0	0.00%
CFAA Expenditures	1997	498,871	250,000	(248,871)	(99.55%)
<b>TOTAL SALARIES/BENEFITS/CFAA</b>		<b>9,557,781</b>	<b>13,573,423</b>	<b>4,015,642</b>	<b>29.58%</b>
<b>SERVICE &amp; OPERATIONS</b>					
Audit	2020	16,415	15,925	(490)	(3.08%)
Propane	2021	0	3,750	3,750	100.00%
Employee Physicals/DL/Wellness	2023	38,944	47,286	8,342	17.64%
ParamedicCert.EMT/CPR Classes	2024	3,526	9,538	6,012	63.03%
Ambulance Billing Service	2025	116,833	205,000	88,167	43.01%
Garbage	2026	7,094	12,500	5,406	43.25%
Gas & Electric	2027	45,999	55,000	9,001	16.36%

South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Monday, March 31, 2025

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Insurance (FAIRA)	2028	168,961	168,700	(261)	(0.15%)
Memberships/Subscriptions	2030	17,135	25,713	8,578	33.36%
News Publications & Ads	2032	2,097	2,000	(97)	(4.84%)
Sewer	2035	907	7,000	6,093	87.04%
Telephone	2037	20,683	34,490	13,807	40.03%
Training Supplies	2038	219	25,000	24,781	99.13%
Business/Conference	2039	8,225	20,000	11,775	58.88%
Education/Training	2040	23,361	90,000	66,639	74.04%
Water	2041	11,709	17,500	5,791	33.09%
Laundry	2042	1,164	2,000	836	41.80%
Legal/Consulting Fees	2043-000	182,666	275,000	92,334	33.58%
Prevention Consulting Fees	2043-001	73,798	125,000	51,202	40.96%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	5,617	20,000	14,383	71.92%
Medical Waste Disposal	2046	1,228	4,000	2,772	69.30%
County Charges (Tax Collection/LAFCO/Refunds)	2050	202,710	220,000	17,290	7.86%
Elections	2051	25,884	35,000	9,116	26.05%
Food/Drink-Incident Supplies	2053	3,378	7,500	4,122	54.96%
Safety Awards	2055	896	7,250	6,354	87.64%
Software Subscriptions	2056	89,915	151,808	61,893	40.77%
Cleaning/Maintenance Supplies	2120	7,139	17,000	9,861	58.01%
Computer Service & Maint.	2122	11,889	22,000	10,111	45.96%
Fire Prevention Supplies	2123	7,957	14,050	6,093	43.37%
Fuel & Oil	2124	69,881	123,000	53,119	43.19%
Medical Supplies	2127	70,591	125,000	54,409	43.53%
Miscellaneous Supplies	2128	308	1,000	692	69.17%
Office Supplies/Computer	2129	2,490	8,500	6,010	70.70%
Oxygen	2130	4,893	8,250	3,357	40.69%
Postage/Shipping	2131	520	2,000	1,480	73.98%
Storage	2132	2,592	3,000	408	13.60%
Uniform Supplies	2133	6,397	14,000	7,603	54.31%
Misc. Firefighting Equip/Supplies	2135	4,079	19,775	15,696	79.37%
Radio Repair	2221	10,482	16,000	5,518	34.49%
Automotive Repairs/Supplies	2222	108,279	134,800	26,521	19.67%
Facilities Maintenance	2225	55,922	98,100	42,178	42.99%
SCBA Maintenance	2226	15,362	13,640	(1,722)	(12.62%)
Equipment Service Maintenance	2227	2,015	33,585	31,570	94.00%
Turnout Clothing Maint.	2228	10,798	19,762	8,964	45.36%
Outside Services/Printing	2523	1,189	1,320	131	9.89%
Miscellaneous Expense	2599	25,042	0	(25,042)	0.00%
Bad Debt Expense	8510 + 4521	0	250,000	250,000	100.00%
TOTAL SERVICE & OPERATIONS		1,487,189	2,511,992	1,024,804	40.80%
FIXED ASSETS					
Facilities,	4456	0	19,758	19,758	100.00%
Firefighting Equipment	4462	29,294	79,900	50,606	63.34%
EMS Equipment	4464	0	15,000	15,000	100.00%
Office & Communication Equipment	4465	8,157	33,500	25,343	75.65%
Radio & Communications	4469	0	15,000	15,000	100.00%
Shop Equipment	4470	0	57,500	57,500	100.00%
Training/Operations Equipment	4472	1,995	1,452	(543)	(37.38%)
Fitness Equipment	4474	8,987	10,000	1,013	10.13%
Rescue Equipment	4475	0	1,928	1,928	100.00%
Aparatus Upgrades	4476	142	40,000	39,858	99.65%
TOTAL FIXED ASSETS		48,575	274,038	225,464	82.27%
CAPITAL EXPENDITURES					
Medic 16B Replacement	0-000-4510-018	0	185,000	185,000	100.00%
Fuel Storage	0-000-4512-002	0	35,000	35,000	100.00%
Station 17 Seal Coat and Restripe	0-000-4512-025	0	95,000	95,000	100.00%
Solar - 4 Stations	0-000-4512-049	72,570	121,000	48,430	40.02%
TOTAL CAPITAL EXPENDITURES		72,570	436,000	363,430	83.36%
TOTAL GENERAL OPERATING EXPENSES		11,166,115	16,795,453	5,629,340	33.52%



South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Monday, March 31, 2025

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
CONSOLIDATED MITIGATION EXPENDITURES					
Portable Radios	0-000-4523-017	161,440	435,000	273,560	62.89%
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	146,158	147,000	842	0.57%
Tablet Command	0-000-4523-054	3,205	3,205	0	0.00%
2023 Ambulance	0-000-4523-059	341,882	425,000	83,118	19.56%
2023 EMS Chief Vehicle	0-000-4523-060	71,408	100,000	28,592	28.59%
Compressor	0-000-4523-061	0	125,000	125,000	100.00%
Drone Program	0-000-4523-062	0	40,000	40,000	100.00%
TOTAL RESTRICTED MITIGATION		724,093	1,275,205	551,112	43.22%
TOTAL ALL EXPENSES		11,890,208	18,070,658	6,180,451	34.20%
EXCESS GENERAL REVENUE LESS		(319,058)	591,361	910,418	153.95%
EXCESS MITIGATION REVENUE LESS					
MITIGATION EXPENDITURES		(347,395)	(940,205)	(592,810)	63.05%
COMBINED EXCESS		(666,453)	(348,844)	317,609	(91.05%)
BEGINNING FUND BALANCES		5,481,563	5,481,563	0	0.00%
ENDING FUND BALANCES		4,815,110	5,132,719	317,609	6.19%
COMPONENTS OF FUND BALANCE					
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	(669,771)	(669,771)	100.00%
Ending FB Unassigned	0-000-0554-000	0	(2,676,422)	(2,676,422)	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	(362,487)	(362,487)	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	(207,627)	(207,627)	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	(714,457)	(714,457)	100.00%
		0	(5,132,719)	(5,132,719)	100.00%

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: 2024/25 Emergency Medical Services (EMS) Fee Adjustment:**

**Action Requested:** Staff recommends reviewing and discussing the current ambulance rate schedule and area rates.

**Background:** During the 2006 EMS rate adjustment, the Board requested that the costs and fees associated with the ambulance transporting service be reviewed and presented to the Board each year. At the April 2018 Board meeting, the Chief requested that the fee adjustment in part be tied to a CPI as other Fire Districts have done. The Board passed an ordinance that allowed the rate adjustment by the percentage change in the Consumer Price Index (CPI) Series Title Medical Care in the U.S. City Average, All Urban Consumers, Not Seasonally Adjusted, as published by the U.S. Department of Labor, Bureau of Labor Statistics for the twelve months ending December 31 of the preceding calendar year; however, Staff recommends an alternate methodology this cycle due to changes in state law.

AB716 (attached) adopted since the last rate change, has the potential to streamline the way services and charges are handled moving forward.

Given the law's implications, it now makes sense to align certain charges with base rates, ensuring a more efficient and simplified billing structure. Specifically, we recommend considering the following adjustments:

- EKG, Oxygen, and Mileage: These can still be stand-alone charges.
- ALS/BLS Supplies: These charges can be streamlined by incorporating them into the base rates. Supplies such as IV tubing and other itemized supplies will be factored into this categorization.
- Drug Charges: To further simplify billing, drug charges will be incorporated into the base rate.

- **First Responder Fees:** We also suggest that first responder fees be factored into the base rate, which will provide a more cohesive and efficient approach to billing.

These changes aim to reduce complexity, improve consistency, and align with the new legislative requirements. We strongly recommend implementing these adjustments to ensure compliance and ease of operations moving forward.

**Impact: Recover the cost of EMS Services.**

**Attachments:** Proposed fee schedule; Ordinance No. 2-2019/20 EMS Fee Ordinance; Assembly Bill 716

**Mark Duerr**  
**Fire Chief**  
South Placer Fire District

**South Placer Fire District**  
**Emergency Medical Services Rates**

<b>Base Rates</b>	<b>Current</b>	<b>Proposed</b>
ALS Transport	\$ 2,294.38	\$ 2,655
BLS Transport	\$ 2,294.38	\$ 2,655
ALS/BLS Mileage	\$ 47.08	\$ 48
Night Charge	\$ 164.23	\$ 165
ALS Engine First Responder Fee	\$ 328.06	\$ 435
Treat no Transport Fee	\$ 328.09	\$ 435
ePCR	\$ 39.80	\$ 40

<b>New</b>	<b>Rate</b>
Advanced Airway	\$ 275.00
Cardiac Monitor	\$ 145.00
CPAP	\$ 285.00
Interosseous Performed	\$ 385.00
Narcotic Pain Medication	\$ 125.00
Oxygen	\$ 215.83

South Placer Fire District  
Emergency Medical Services Rates

March 13th, 2024

2024 Adjustment = -0.3%

Base Rates	Current	Proposed 24/25
ALS Transport	\$2,301.28	\$2,294.38
BLS Transport	\$2,301.28	\$2,294.38
ALS/BLS Mileage	\$47.22	\$47.08
Night Charge	\$164.72	\$164.23
ALS Engine First Responder Fee	\$329.05	\$328.06
Treat no Transport Fee	\$329.08	\$328.09
ePCR + QAF Fee	\$39.92	\$39.80

South Placer Fire District  
Emergency Medical Services Supply Charges

Supply Charges

	Current	Proposed 24/25		Current	Proposed 24/25		Current	Proposed 24/25
Activated Charcoal	\$47.69	\$47.55	EKG	\$143.15	\$142.72	Nitro Tablet	\$7.89	\$7.87
Adenosine	\$62.46	\$62.27	Epinepherine 1mg 1:10K	\$24.65	\$24.58	Needle Cric	\$143.39	\$142.96
Albuterol Nebulizer	\$53.68	\$53.52	Epinepherine 1mg 1:1K	na	\$45.60	O2 Supplies	\$25.44	\$25.36
Amiodarone	\$14.99	\$14.95	Epinepherine MDV	\$499.68	\$498.18	OB Kit	\$50.31	\$50.16
Aspirin	\$12.92	\$12.88	Fentanyl	\$44.55	\$44.42	Oxygen	\$216.48	\$215.83
Atropine	\$21.78	\$21.71	Glucagon	\$441.10	\$439.78	Pelvic Sling Device	na	\$147.20
Atrovent Nebulizer	\$34.14	\$34.04	Glucometer Use	\$131.67	\$131.27	PPE	\$26.03	\$25.95
Bag Valve Mask	\$95.27	\$94.98	Glucose Oral	\$20.24	\$20.18	Pulse Oximetry	\$86.48	\$86.22
C02 Detection Supply	\$75.00	\$74.78	Interosseous Performed	\$383.51	\$382.36	Restraints	\$14.01	\$13.97
Calcium Chloride	\$35.33	\$35.22	Intubation Performed	\$270.27	\$269.46	Sodium Bicarb	\$42.50	\$42.37
Chest Decompression	\$314.99	\$314.05	ISOL/Decontamination	\$57.54	\$57.37	Spinal Immobilization	\$114.48	\$114.14
CPAP	\$286.92	\$286.06	IV Drip Supplies	\$100.36	\$100.06	SAM Splint	\$21.65	\$21.59
D10 IV Solution 250ml	\$66.86	\$66.66	Ketamine	na	\$181.93	Sterile H2O Irrigation	\$7.44	\$7.42
Diphenhydramine	\$18.40	\$18.34	Ketorolac	na	\$24.75	Suctioning	\$76.53	\$76.30
Defib Electrodes	\$91.04	\$90.77	Lidocaine Preload	\$46.64	\$46.50	Tylenol- IV	\$63.70	\$63.51
Disposable Linen	\$54.05	\$53.89	Morphine	\$40.11	na	CAT Tourniquet	\$47.00	\$46.86
Dressing-Major	\$73.45	\$73.23	MAD Device	\$8.15	\$8.13	Versed 5mg	\$65.86	\$65.66
Dressing-Minor	\$25.84	\$25.76	Narcan	\$86.48	\$86.22	Zofran 4mg/4ml	\$12.91	\$12.87

ORDINANCE NO. 2-2019/20

ORDINANCE OF THE SOUTH PLACER FIRE PROTECTION DISTRICT REVISING THE DISTRICT'S SCHEDULE OF FEES AND CHARGES FOR CERTAIN EMERGENCY MEDICAL SERVICES

THE SOUTH PLACER FIRE DISTRICT ORDAINS:

WHEREAS, THE SOUTH PLACER FIRE PROTECTION DISTRICT is a fire protection district duly organized and existing under the laws of the State of California, including California Fire Protection District Law of 1997 (California Health and Safety Code Sections 13800 and following), and

WHEREAS, pursuant to said Health and Safety Code, the District provides various fire protection services, emergency medical services, ambulance transporting services and related activities; and

WHEREAS, there was previously established in 2002 a schedule of fees and charges for the above referenced services, among others, with said schedule of fees and charges has been followed and imposed thereafter by this district, and

WHEREAS, California Health and Safety Code Section 13916 now authorizes the District to charge a fee to cover the costs of any of the services provided by the District, and

WHEREAS, in 2006 the Board of Directors requested these schedules of fees and charges for the above referenced services be reviewed each year, and

WHEREAS, the District has undertaken and completed a current analysis of the cost and expenses incurred and necessary to provide, carry on, conduct and perform the above referenced services and related activities and has found that the revenues pursuant to the existing schedule are not sufficient to meet such costs and expenses and that it is necessary to revise the schedule of such fees and charges – accordingly and increase the same so as to generate sufficient revenue to meet the costs reasonably necessary and estimated to be incurred by the District in providing such services;

WHEREAS, the Board of Directors has determined that the fees and charges as revised hereunder are regulatory in nature and not property-related fees and charges as referred to in California Constitution Sections XIIIc and XIIId (former Proposition 218),

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

SECTION 1. DEFINITIONS

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

DISTRICT – shall mean South Placer Fire Protection District.

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

EMERGENCY MEDICAL SERVICES DIVISION – shall mean and comprise those individuals duly appointed from time to time by the Board and constituting the EMS Division of this District.

MEDICAL AID AND AMBULANCE TRANSPORTING SERVICE FEES – shall mean the schedule of fees and charges established hereunder by this ordinance for the various respective services and related activities referred to in said schedule as approved and any revisions to the schedule found within Exhibit #1.

## SECTION 2. GENERAL POLICIES

LEGISLATIVE INTENT AND FINDING. The Board of Directors deems it necessary and in the best interests of the District in the providing as emergency medical services and activities that various charges and fees are instrumental in providing such services. That a current analysis of the costs and expenses being incurred by the District, providing such services has indicated, that the current schedule of fees and charges for such services and the revenue generated hereunder is inadequate to meet the costs necessarily incurred by the District in order to provide such service and conduct such activities and that pursuant to the foregoing, therefore, it is necessary that the schedule of fees are sufficient hereunder and be revised accordingly and in an amount sufficient to generate revenues to meet the estimated financial needs of the District providing such services and performing such activities. All fees and charges hereunder shall be assessed if patient is transported or services are rendered on scene and patient is released against medical advice. All fees for specified services and activities, the subject of the schedule shall be calculated by the EMS DIVISION OF THE DISTRICT.

## SECTION 3. REVISED SCHEDULE OF FEES AND CHARGES ESTABLISHED

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

## SECTION 4. FEE ANNUAL ADJUSTMENT

The fees identified in the Exhibit #1 shall be adjusted annually, beginning July 1, 2019 and each July 1<sup>st</sup> thereafter, by the percentage change in the Consumer Price Index (CPI) Series Title Medical Care in the U.S. City Average, All Urban Consumers, Not Seasonally Adjusted, as published by the U.S. Department of Labor, Bureau of Labor Statistics for the twelve month period ending December 31 of the preceding calendar year.

## SECTION 5. REVISION OF FEE SCHEDULE

The Board of Directors of the South Placer Fire District may, from time to time, revise the schedule found in Exhibit #1 as a result of changes in operating expenses of the District outside of Section 4 Annual Fee Adjustment. Such revisions shall be adopted in the form of amendments to this ordinance, after public comment at a regularly scheduled meeting of the Board in accordance with Health and Safety Code Section 13916.

## SECTION 6. SEVERABILITY CLAUSE

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

## SECTION 7. EFFECTIVE DATE

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

The rates and charges established pursuant to this shall become applicable within the current fiscal year commencing **July 10<sup>th</sup>, 2020** and remain in effect thereafter.

## SECTION 8. REVISIONS AND REVOCATIONS

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

The provisions and revised schedule of fees and charges shall supersede prior ordinances and serve as the current ordinance until such time as the South Placer Fire District Board of Directors adopt an up-dated ordinance relating to said matters.

PASSED AND ADOPTED pursuant to hearing and at a regular meeting of the Board of Directors of the SOUTH PLACER FIRE PROTECTION DISTRICT, duly called and held in the DISTRICT on **May 8th, 2020**, by the following

AYES: 6 Gibson, Grenfell, Harris, Ryland, Millward, Kelley

NOES: 0

ABSENT: 1, Mullin

By:   
President of the Board

ATTEST:

By:   
Clerk of the Board  
VICE PRESIDENT OF THE BOARD



## **EXHIBIT #1**

**South Placer Fire District**  
**Emergency Medical Services Rates**  
7/10/2020

Base Rates	Current
ALS Transport	\$2,016.69
BLS Transport	\$2,016.69
ALS/BLS Milage	\$41.38
ALS Engine First Responder Fee	\$288.35
Treat no Transport Fee	\$288.35
IPCR + QAF Fee	\$34.98

## **Assembly Bill No. 716**

### **CHAPTER 454**

An act to add Sections 1371.56, 1797.124, and 1797.233 to, and to repeal Section 1367.11 of, the Health and Safety Code, and to add Section 10126.66 to, and to repeal Section 10352 of, the Insurance Code, relating to medical transportation.

[Approved by Governor October 8, 2023. Filed with Secretary  
of State October 8, 2023.]

#### **LEGISLATIVE COUNSEL'S DIGEST**

**AB 716, Boerner. Ground medical transportation.**

Existing law creates the Emergency Medical Services Authority to coordinate various state activities concerning emergency medical services. Existing law requires the authority to report specified information, including reporting ambulance patient offload time twice per year to the Commission on Emergency Medical Services.

This bill would require the authority to annually report the allowable maximum rates for ground ambulance transportation services in each county, including trending the rates by county, as specified.

Existing law, the Knox-Keene Health Care Service Plan Act of 1975, provides for the licensure and regulation of health care service plans by the Department of Managed Health Care and makes a willful violation of the act a crime. Existing law also provides for the regulation of health insurers by the Department of Insurance. Existing law requires that health care service plan contracts and health insurance policies provide coverage for certain services and treatments, including medical transportation services, and requires a policy or contract to provide for the direct reimbursement of a covered medical transportation services provider if the provider has not received payment from another source.

This bill would delete that direct reimbursement requirement and would require a health care service plan contract or a health insurance policy issued, amended, or renewed on or after January 1, 2024, to require an enrollee or insured who receives covered services from a noncontracting ground ambulance provider to pay no more than the same cost-sharing amount that the enrollee or insured would pay for the same covered services received from a contracting ground ambulance provider. The bill would prohibit a noncontracting ground ambulance provider from sending to collections a higher amount, would limit the amount an enrollee or insured owes a noncontracting ground ambulance provider to no more than the in-network cost-sharing amount, and would prohibit a ground ambulance provider from billing an uninsured or self-pay patient more than the established payment by Medi-Cal or Medicare fee-for-service amount, whichever is greater. The

bill would require a plan or insurer to directly reimburse a noncontracting ground ambulance provider for ground ambulance services the difference between the in-network cost-sharing amount and an amount described, as specified, unless it reaches another agreement with the noncontracting ground ambulance provider. Because a willful violation of the bill's requirements relative to a health care service plan would be a crime, the bill would impose a state-mandated local program.

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

This bill would provide that no reimbursement is required by this act for a specified reason.

*The people of the State of California do enact as follows:*

SECTION 1. Section 1367.11 of the Health and Safety Code is repealed.

SEC. 2. Section 1371.56 is added to the Health and Safety Code, to read:

1371.56. (a) (1) Unless otherwise required by this chapter, a health care service plan contract issued, amended, or renewed on or after January 1, 2024, shall require an enrollee who receives covered services from a noncontracting ground ambulance provider to pay no more than the same cost-sharing amount that the enrollee would pay for the same covered services received from a contracting ground ambulance provider. This amount shall be referred to as the "in-network cost-sharing amount."

(2) An enrollee shall not owe the noncontracting ground ambulance provider more than the in-network cost-sharing amount for services subject to this section. At the time of payment by the plan to the noncontracting provider, the plan shall inform the enrollee and the noncontracting provider of the in-network cost-sharing amount owed by the enrollee and shall disclose whether or not the enrollee's coverage is regulated by the department or if the coverage is not state-regulated.

(b) (1) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall count toward the limit on annual out-of-pocket expenses established under Section 1367.006.

(2) Cost sharing arising pursuant to this section shall count toward any deductible in the same manner as cost sharing would be attributed to a contracting provider.

(3) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall satisfy the enrollee's obligation to pay cost sharing for the health service.

(c) A noncontracting ground ambulance provider shall only advance to collections the in-network cost-sharing amount, as determined by the plan pursuant to subdivision (a), that the enrollee failed to pay.

(1) A noncontracting ground ambulance provider, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence

civil action against the enrollee for a minimum of 12 months after the initial billing regarding amounts owed by the enrollee pursuant to subdivision (a).

(2) With respect to an enrollee, a noncontracting ground ambulance provider, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.

(d) (1) Unless otherwise agreed to by the noncontracting ground ambulance provider and the health care service plan, the plan shall directly reimburse a noncontracting ground ambulance provider for ground ambulance services the difference between the in-network cost-sharing amount and an amount described, as follows:

(A) If there is a rate established or approved by a local government, at the rate established or approved by the governing body of the local government having jurisdiction for that area or subarea, including an exclusive operating area pursuant to Section 1797.85.

(B) If the local government having jurisdiction where the service was provided does not have an established or approved rate for that service, the amount established by Section 1300.71 (a)(3)(B) of Title 28 of the California Code of Regulations.

(2) A local government has jurisdiction over the ground ambulance transport if either of the following applies:

(A) The ground ambulance transport is initiated within the boundaries of the local government's regulatory jurisdiction.

(B) In the case of ground ambulance transports provided on a mutual or automatic aid basis into another jurisdiction, the local government where the noncontracting ground ambulance provider is based.

(3) A payment made by the health care service plan to the noncontracting ground ambulance provider for services as required in subdivision (a), plus the applicable cost sharing owed by the enrollee, shall constitute payment in full for services rendered.

(4) Notwithstanding any other law, the amounts paid by a health care service plan for services under this section shall not constitute the prevailing or customary charges, the usual fees to the general public, or other charges for other payers for an individual ground ambulance provider.

(e) A health care service plan or a provider may seek relief in any appropriate court for the purpose of resolving a payment dispute. A ground ambulance provider may use a health care service plan's existing dispute resolution processes.

(f) Ground ambulance service providers remain subject to the balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

(g) This section does not apply to a Medi-Cal managed health care service plan or any entity that enters into a contract with the State Department of Health Care Services pursuant to Chapter 7 (commencing with Section 14000), Chapter 8 (commencing with Section 14200), and Chapter 8.75 (commencing with Section 14591) of Part 3 of Division 9 of the Welfare and Institutions Code.

SEC. 3. Section 1797.124 is added to the Health and Safety Code, to read:

1797.124. (a) On or before March 1, 2024, and on or before each January 1 thereafter, the authority shall annually develop and publish on its internet website a report showing the allowable maximum rates for ground ambulance transportation services in each county, including trending the rates by county. If feasible, this report shall include the applicable Medicare rate for the year.

(b) The authority shall annually submit each report to the Department of Insurance and the Department of Managed Health Care for purposes of rate review, as well as to the Office of Health Care Affordability.

SEC. 4. Section 1797.233 is added to the Health and Safety Code, to read:

1797.233. (a) A ground ambulance provider shall not require an uninsured patient or self-pay patient to pay an amount more than the established payment by Medi-Cal or Medicare fee-for-service amount, whichever is greater.

(b) (1) A ground ambulance provider shall only advance to collections the Medicare or Medi-Cal payment amount, as determined pursuant to subdivision (a), that the uninsured or self-pay patient failed to pay.

(2) The ground ambulance provider, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the individual for a minimum of 12 months after the initial billing regarding amounts owed by the individual pursuant to subdivision (a).

(3) With respect to an uninsured patient or self-pay patient, the ground ambulance provider, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.

(c) Ground ambulance service providers remain subject to balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

SEC. 5. Section 10126.66 is added to the Insurance Code, to read:

10126.66. (a) (1) Unless otherwise required by this chapter, a health insurance policy issued, amended, or renewed on or after January 1, 2024, shall require an insured who receives covered services from a noncontracting ground ambulance provider to pay no more than the same cost-sharing amount that the insured would pay for the same covered services received from a contracting ground ambulance provider. This amount shall be referred to as the “in-network cost-sharing amount.”

(2) An insured shall not owe the noncontracting ground ambulance provider more than the in-network cost-sharing amount for services subject to this section. At the time of payment by the insurer to the noncontracting provider, the insurer shall inform the insured and the noncontracting provider of the in-network cost-sharing amount owed by the insured and shall disclose whether or not the insured’s coverage is regulated by the department or if the coverage is not state-regulated.

(b) (1) The in-network cost-sharing amount paid by the insured pursuant to this section shall count toward the limit on annual out-of-pocket expenses established under Section 10112.28.

(2) Cost sharing arising pursuant to this section shall count toward any deductible in the same manner as cost sharing would be attributed to a contracting provider.

(3) The in-network cost-sharing amount paid by the insured pursuant to this section shall satisfy the insured's obligation to pay cost sharing for the health service.

(c) A noncontracting ground ambulance provider shall only advance to collections the in-network cost-sharing amount, as determined by the insurer pursuant to subdivision (a), that the insured failed to pay.

(1) A noncontracting ground ambulance provider, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the insured for a minimum of 12 months after the initial billing regarding amounts owed by the insured pursuant to subdivision (a).

(2) With respect to an insured, a noncontracting ground ambulance provider, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.

(d) (1) Unless otherwise agreed to by the noncontracting ground ambulance provider and the health insurer, the insurer shall directly reimburse a noncontracting ground ambulance provider for ground ambulance services the difference between the in-network cost-sharing amount and an amount described, as follows:

(A) If there is a rate established or approved by a local government, at the rate established or approved by the governing body of the local government having jurisdiction for that area or subarea, including an exclusive operating area pursuant to Section 1797.85 of the Health and Safety Code.

(B) If the local government having jurisdiction where the service was provided does not have an established or approved rate for that service, the reasonable and customary value for the services rendered, based upon statistically credible information that is updated at least annually and takes into consideration all of the following:

(i) The ambulance provider's training, qualifications, and length of time in practice.

(ii) The nature of the services provided.

(iii) The fees usually charged by the ambulance provider.

(iv) Prevailing ground ambulance provider rates charged in the general geographic areas in which the services were rendered.

(v) Other aspects of the economics of the ambulance provider's practice that are relevant.

(vi) Any unusual circumstances in the case.

(2) A local government has jurisdiction over the ground ambulance transport if either of the following applies:

(A) The ground ambulance transport is initiated within the boundaries of the local government's regulatory jurisdiction.

(B) In the case of ground ambulance transports provided on a mutual or automatic aid basis into another jurisdiction, the local government where the noncontracting ground ambulance provider is based.

(3) A payment made by the health insurer to the noncontracting ground ambulance provider for services as required in subdivision (a), plus the applicable cost sharing owed by the insured, shall constitute payment in full for services rendered.

(4) Notwithstanding any other law, the amounts paid by a health insurer for services under this section shall not constitute the prevailing or customary charges, the usual fees to the general public, or other charges for other payers for an individual ground ambulance provider.

(e) A health insurer or ground ambulance provider may seek relief in any appropriate court for the purpose of resolving a payment dispute. A ground ambulance provider may use a health insurer's existing dispute resolution process under Section 10123.137.

(f) This section does not affect the balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

SEC. 6. Section 10352 of the Insurance Code is repealed.

SEC. 7. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.



---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item:** **Resolution of Intention to Continue Assessments for Fiscal Year 2025-2026**

**Action Requested:** Staff recommends discussion and adoption of Resolution No. 21-2024/25 Preliminarily Approving Engineer's Report and Providing the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment.

**Background:** In 2008, property owners in the former Loomis Fire District approved a Benefit Assessment by 68.76% of the weighted ballots. Each year, an engineer's report is prepared, and the assessment is adjusted by the change in the cost price index (CPI) so that it does not exceed 4%. This year, the CPI adjustment is 2.38% allowed under the terms of the assessment, for FY 2025/26. This equates to an increase of \$6.42 per single-family equivalent benefit unit. Resolution No. 21-2024/25 preliminarily approves the Engineer's Report and the CPI adjustment and sets a public hearing date for final approval at the June Board meeting. Staff recommends approval.

**Impact:** The proposed assessment rate for fiscal year 2025/26 is \$276.70 per single-family equivalent unit, generating an estimated \$1,267,839 in revenue for the Fire District. The assessment accounts for approximately 50% of the Fire District's total revenue to support operations within the Loomis Emergency Response Services Assessment District.

**Attachments:** Engineer's Report and Resolution No. 21-2024/25

**Mark Duerr**  
**Fire Chief**  
South Placer Fire District

Fiscal Year 2025-26

# ENGINEER'S REPORT

## South Placer Fire Protection District

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

May 2025

Preliminary Report

Engineer of Work:



4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)

(This page intentionally left blank)

## South Placer Fire Protection District

---

### Board of Directors

Tracy Randall, Board President  
Ken Musso, Board Vice President  
Chris Gibson, Clerk  
Dan Bajtos, Director  
Gary Flanagan, Director  
Pete Gallegos, Director  
Jenine Wineshausen, Director

---

### South Placer Fire Chief

Mark Duerr, Fire Chief

---

### Secretary of the Board

Katherine Medeiros

---

### Engineer of Work

SCI Consulting Group  
Edric Kwan, P.E.

## Table of Contents

<b>South Placer Fire Protection District .....</b>	<b>i</b>
<b>Introduction.....</b>	<b>1</b>
Legal Analysis .....	2
Assessment Process .....	4
<b>Description of Services.....</b>	<b>6</b>
<b>Cost and Budget.....</b>	<b>7</b>
<b>Method of Apportionment .....</b>	<b>8</b>
Method of Apportionment .....	8
Discussion of Benefit.....	8
Benefit Factors .....	9
Benefit Finding .....	11
General Versus Special Benefit .....	11
Calculating General Benefit .....	12
Benefit Finding .....	15
Zones of Benefit .....	15
Assessment Apportionment .....	16
Method of Assessment .....	17
An Example of Benefit Calculation.....	19
<b>Assessment.....</b>	<b>25</b>
<b>Assessment Diagram.....</b>	<b>27</b>
<b>Appendices .....</b>	<b>29</b>
Appendix A – Assessment Roll, Fiscal Year 2025-26.....	29
<b>End Notes .....</b>	<b>30</b>

## List of Tables

Table 1 - Cost and Budget.....	7
Table 2 – Fire Risk Factors .....	18
Table 3 – Structure Value Factors .....	19
Table 4 – Benefit Summary per Property Type .....	21
Table 5 – Summary Cost Estimate .....	25

## Introduction

In June 2017, Loomis Fire Protection District (the “former District”) completed the necessary steps, as directed by the Placer County Local Agency Formation Commission (PCLAFCO), in order to merge with South Placer Fire Protection District (the “Consolidated District”). The former District was formed in 1930 as a volunteer department. In 1984, the former District hired the first paid firefighter. The former District is located in the rural foothills of Placer County along Interstate 80, and its service area encompasses approximately 18 square miles. The former District includes most of the Town of Loomis as well as some unincorporated areas. The former District also provides service along Interstate 80 and the main line for Amtrak and the Union Pacific Railroad, a major tourist transportation corridor.

The Consolidated District maintains and operates six fire stations, and currently has 60 full-time employees and 1 volunteer. In addition to providing fire suppression, fire prevention, emergency response, emergency services, technical rescue, and advanced life support services the Consolidated District also provides basic hazardous materials response, emergency vehicle maintenance, and other services relating to the protection of lives and property. The Consolidated District is governed by a seven-member Board of Directors that are elected by divisions: three Directors from the boundaries of the former District and four Directors elected from the original Boundaries of the South Placer Fire District. The Directors serve staggered four-year terms.

The former District’s operations and services are funded from several sources: a fraction of ad valorem property taxes, special taxes, and the Loomis Fire Protection and Emergency Response Services Assessment (the “Assessment District”).

This Engineer’s Report (the “Report”) was prepared to:

- Describe the fire suppression, safety, and emergency response services and equipment that would be funded by the assessments (the “Services”);
- Establish a budget for the Services that would be funded by the proposed 2025-26 assessments;
- Determine the benefits received from the Services by property within the Assessment District; and
- Determine and assign a method of assessment apportionment to lots and parcels within the Assessment District.

This Report and the proposed assessments have been made pursuant to the California Government Code Section 50078 et seq. (the “Code”) and Article XIID of the California Constitution (the “Article”).

The Assessment District is narrowly drawn to include only properties that will benefit from the additional fire protection services that are provided by the assessment funds. The Assessment Diagram included in this report shows the boundaries of the Assessment District.

## Legal Analysis

### Proposition 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996 and is now Article XIII C and XIII D of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

### Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District

This Engineer’s Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article XIII C and XIII D of the California Constitution because the Services to be funded are clearly defined; the Services are available to all benefiting property in the Assessment District, the benefiting property in the Assessment District will directly and tangibly benefit from improved protection from fire damage, increased safety of property and other special benefits and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. There have been a number of clarifications made to the analysis, findings, and supporting text in this Report to ensure that this consistency is well communicated.



---

### **Dahms v. Downtown Pomona Property**

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms, the court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

---

### **Bonander v. Town of Tiburon**

On December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

---

### **Beutz v. County of Riverside**

On May 26, 2010, the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified, and separated from the special benefits.

---

### **Golden Hill Neighborhood Association v. City of San Diego**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with services were not explicitly calculated, quantified, and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

---

### **Compliance with Current Law**

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the SVTA decision because the Services to be funded are clearly defined; the Services are available to and will be directly provided to all benefiting property in the Assessment District; and the Services provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with Dahms because, similar to the Downtown Pomona assessment validated in Dahms, the Services will be directly provided to properties in the Assessment District. Moreover, while Dahms could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with Bonander because the Assessments have been apportioned based on the overall cost of the Services and proportional special benefit to each property. Finally, the Assessments are consistent with Beutz and Greater Golden Hill because the general benefits have been explicitly calculated and quantified and excluded from the Assessments.

## Assessment Process

In Fiscal Year 2008-09, the former Loomis Fire Protection District Board of Directors (the "former Board") by Resolution No. 11-2007 passed on November 7, 2007, called for an assessment ballot proceeding and public hearing on the proposed establishment of a Fire Protection and Emergency Response Services Assessment District. The new assessment was proposed because former District costs significantly exceeded revenues, and the former District could no longer afford to provide the levels of fire protection service desired by the Loomis community.

On November 19, 2007, a notice of assessment and assessment ballot was mailed to property owners within the proposed Assessment District boundaries. Such notice included a description of the Services to be funded by the proposed assessments, a proposed assessment amount for each parcel owned, and an explanation of the method of voting on the assessments. Each notice also included a postage prepaid ballot on which the property owner could mark his or her approval or disapproval of the proposed assessments as well as affix his or her signature.

After the ballots were mailed to property owners in the Assessment District, the required minimum 45 day time period was provided for the return of the assessment ballots. Following this 45 day time period, a public hearing was held on January 3, 2008 for the purpose of allowing public testimony regarding the proposed assessments. At the public hearing the public had the opportunity to speak on the issue.

With the passage of Proposition 218 on November 6, 1996, The Right to Vote on Taxes Act, now Article XIIC and XIID of the California Constitution, the proposed assessments could be levied for Fiscal Year 2008-09, and to continue to levy them in future years, only if the ballots submitted in favor of the assessments were greater than the ballots submitted in opposition to the assessments. (Each ballot is weighted by the amount of proposed assessment for the property that it represents).

After the conclusion of the public input portion of the Public Hearing, all valid received ballots were tabulated by Judge Garbolino and it was determined that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (weighted by the proportional financial obligation of the property for which ballots are submitted). Of the ballots received, 68.76% were in support of the proposed assessments.

As a result, the Board gained the authority to approve the levy of the assessments for Fiscal Year 2008-09 and to continue to levy them in future years. The Board took action, by Resolution No. 1-2008 passed on January 3, 2008, to approve the first year levy of the assessments for Fiscal Year 2008-09.

The authority granted by the ballot proceeding was for a maximum assessment rate of \$173.80 per single family home, increased each subsequent year by the San Francisco Bay Area Consumer Price Index (CPI) not to exceed 4% per year. In the event that the annual change in the CPI exceeds 4%, any percentage change in excess of 4% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 4%.

In each subsequent year for which the assessments will be levied, the Board must preliminarily approve at a public meeting a budget for the upcoming fiscal year's costs and services, an updated annual Engineer's Report, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At this meeting, the Board will also call for the publication in a local newspaper of a legal notice of the intent to continue the assessments for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

If the assessments are so confirmed and approved, the levies would be submitted to the Placer County Auditor/Controller for inclusion on the property tax roll for Fiscal Year 2025-26. The levy and collection of the assessments would continue year-to-year until terminated by the Authority Board of Directors.

The Fiscal Year 2025-26 assessment budget includes outlays for supplies, firefighter salaries, and other fire suppression and protection programs. If the Board approves this Engineer's Report for Fiscal Year 2025-26 and the continuation of the assessments by Resolution, a notice of assessment levies must be published in a local paper at least 10 days prior to the date of the public hearing. Following the minimum 10-day time period after publishing the notice, a public hearing will be held for the purpose of allowing public testimony about the proposed continuation of the assessments for the Fiscal Year 2025-26.

The public hearing is currently scheduled for June 24, 2025. At this hearing, the Board would consider approval of a resolution confirming the assessments for the Fiscal Year 2025-26. If so confirmed and approved, the assessments would be submitted to the Placer County Auditor/Controller for inclusion on the property tax rolls for Fiscal Year 2025-26.

## Description of Services

The Consolidated District provides a range of fire suppression protection, prevention, and educational services to its residents. The Services proposed to be undertaken by the Consolidated District and the cost thereof paid from the continuation of the annual assessment provide special benefit to Assessor Parcels within the Assessment District as defined in the Method of Assessment herein.

Following is a description of the Services that are provided for the benefit of property in the Assessment District. As previously discussed, due to inadequate funding peaking in 2007, the baseline level of service was diminishing and would have diminished further had this assessment not been instituted. With the passage of this assessment, the services were enhanced significantly, and current level of service is equal to, and above the level of service prior to the funding inadequacies in 2007. The formula below describes the relationship between the final level of improvements, the baseline level of service had the assessment not been instituted, and the enhanced level of improvements funded by the assessment.

<b>Final Level of Service</b>	=	<b>Baseline Level of Service</b>	+	<b>Enhanced Level of Service</b>
-------------------------------	---	----------------------------------	---	----------------------------------

In addition to the definitions provided by the Code, the Services to be funded by the Assessment District are generally described as follows: obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of volunteer personnel performing fire suppression, protection and emergency services; hazardous material response; disaster preparedness; community fire prevention education and fire inspection.

The Assessment District would also contribute to cover the general costs of administering the Consolidated District, its facilities and operations, as well as the salaries and benefits of firefighting personnel who provide fire suppression, protection, and emergency services to parcels, improvements or property in the Assessment District.

## Cost and Budget

The following budget lists the proposed expenditures funded by the Assessment District in Fiscal Year 2025-26.

**Table 1 - Cost and Budget**

<b>LOOMIS FIRE PROTECTION DISTRICT</b> <b>Improved Fire Protection and Emergency Response Assessment</b> Estimate of Cost Fiscal Year 2025-26			<i><b>Total Budget</b></i>
Beginning Fund Balance July 1, 2025			\$0
Services Costs			
<b>Staffing, Salaries and Benefits</b>			<b>\$2,277,080</b>
Salaries, Wages, Payroll Taxes	\$1,228,760.00		
Fringe Benefits	\$1,048,320.00		
<b>Service and Operations/Maintenance</b>			<b>\$359,989</b>
Apparatus & Equipment	\$73,260.00		
Facilities Maintenance & Supplies	\$61,194.00		
Personal Safety Equipment	\$31,643.00		
Emergency Medical Supplies	\$22,840.00		
Operations	\$134,211.00		
Training	\$15,333.00		
Prevention & Public Education	\$21,508.00		
<b>Capital Equipment/Fixed Assets/Reserve</b>			<b>\$68,443</b>
Apparatus	\$19,167.00		
Major Equipment	\$34,276.00		
Facility	\$15,000.00		
<b>Mitigation Fee Expenditures/Reserve</b>			<b>\$24,500</b>
Facilities and Apparatus	\$24,500.00		
Totals for Servicing			<b>\$2,730,012</b>
Incidental Costs			
Allowance for Contingencies and Uncollectables	\$28,838		
Totals for Incidental Costs			\$28,838
<b>Total Benefit of Services and Related Expenses</b>			<b>\$2,758,850</b>
SFE Units			4582
<b>Benefit received per Single Family Equivalent Unit</b>			<b>\$602.11</b>
Less:			
Beginning Fund Balance			\$0
Emergency Medical Supplies paid from other sources			(\$22,840)
District Contribution for General Benefits			(\$86,622)
District Contribution toward Special Benefits			(\$1,381,549)
Transfers to (from) reserves			\$0
Total Revenue from Other Sources <sup>1</sup>			(\$1,491,011)
Net Cost of Fire Suppression and Protection Services			<b>\$1,267,839</b>
<b>Total Fire Suppression and Protection Services Budget</b>			<b>\$1,267,839</b>
(Net Amount to be Assessed)			
Budget Allocation to Property			
	Total SFE Units	Assessment per SFE	Total Assessment
	4,582	\$276.70	\$1,267,839

## Method of Apportionment

### Method of Apportionment

This section includes an explanation of the special benefits to be derived from the Services, the criteria for the expenditure of assessment funds and the methodology used to apportion the total assessments to properties within the Assessment District.

The Assessment District area consists of all Assessor Parcels within the former Loomis Fire Protection District, including all parcels within the Town of Loomis and the former Loomis Fire Protection District of Placer County. The method used for apportioning the assessment is based upon the proportional special benefits from the Services to be derived by the properties in the assessment area over and above general benefits conferred on real property or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Calculation of the proportion of these benefits that are general
3. Determination of the relative special benefit within different areas within the Assessment District
4. Determination of the relative special benefit per property type
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

### Discussion of Benefit

California Government Code Section 50078 et seq. allows agencies which provide fire suppression services, both the Town of Loomis and former Loomis Fire Protection District of Placer County, to levy assessments for fire suppression services. Section 50078 states the following:

*“Any local agency which provides fire suppression services directly or by contract with the state or a local agency may, by ordinance or by resolution adopted after notice and hearing, determine and levy an assessment for fire suppression services pursuant to this article.”*

In addition, California Government Code Section 50078.1 defines the term “fire suppression” as follows:

*“(c) “Fire suppression” includes firefighting and fire prevention, including, but not limited to, vegetation removal or management undertaken, in whole or in part, for the reduction of a fire hazard.”*

Therefore, the Services to be provided by the Assessment District fall within the scope of services that may be funded by assessments under the Code.

The assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's specific use of the Services or a property owner's specific demographic status. With reference to the requirements for assessments, Section 50078.5 of the California Government Code states:

*"(b) The benefit assessment shall be levied on a parcel, class of improvement to property, or use of property basis, or a combination thereof, within the boundaries of the local agency, zone, or area of benefit."*

*"The assessment may be levied against any parcel, improvement, or use of property to which such services may be made available whether or not the service is actually used."*

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The following section describes how and why the Services specially benefit properties. This benefit is particular and distinct from its effect on property in general or the public at large.

## Benefit Factors

In order to allocate the assessments, the Engineer identified the types of special benefit arising from the Services that will be provided to property in the Assessment District. These benefit factors must confer a direct advantage to the assessed properties; otherwise they would be general benefit.

The following benefit categories have been established that represent the types of special benefit conferred to residential, commercial, industrial, institutional and other lots and parcels resulting from the improved fire protection and emergency response services that will be provided in the Assessment District. These categories of special benefit are derived from the statutes passed by the California Legislature and other studies, which describe the types of special benefit received by property from the Services by the Assessment District. These types of special benefit are summarized as follows:

---

### **Increased safety and protection of real property assets for all property owners within the Assessment District.**

The Assessments will fund improved fire protection and emergency response services, and thereby can reduce significantly the risk of property damage associated with fires. Clearly, fire mitigation helps to protect and specifically benefits both improved properties and vacant properties in the Assessment District.

*"Fire is the largest single cause of property loss in the United States. In the last decade, fires have caused direct losses of more than \$120 billion and countless billions more in related cost."*<sup>1</sup>

*"Over 140,000 wildfires occurred on average each year, burning a total of almost 14.5 million acres. And since 1990, over 900 homes have been destroyed each year by wildfires."*<sup>2</sup>

*"A reasonably disaster-resistant America will not be achieved until there is greater acknowledgment of the importance of the fire service and a willingness at all levels of government to adequately fund the needs and responsibilities of the fire service."*<sup>3</sup>

*"The strategies and techniques to address fire risks in structures are known. When implemented, these means have proven effective in the reduction of losses."*<sup>4</sup>

*"Statistical data on insurance losses bears out the relationship between excellent fire protection...and low fire losses."*<sup>5</sup>

---

### **Protection of views, scenery and other resource values, for property in the Assessment District.**

The Assessment District will provide funding for improved fire protection and emergency response services to protect public and private resources in the Assessment District. This benefits even those properties that are not directly damaged by fire by maintaining and improving the aesthetics and attractiveness of public and private resources in the community, as well as ensuring that such resources remain safe and well maintained.

*"Smoke affects people...for example, in producing haze that degrades the visual quality of a sunny day...The other visual quality effect is that of the fire on the landscape. To many people, burned landscapes are not attractive and detract from the aesthetic values of an area."*<sup>6</sup>

*"A visually preferred landscape can be the natural outcome of fuels treatments."*<sup>7</sup>

---

### **Enhanced utility and desirability of the properties in the Assessment District.**

The Assessments will fund improved fire protection and emergency response services in the Assessment District. Such Services will enhance the utility and desirability of the properties in the assessment district.

*"The quality of life of rural areas is affected by the quality of services produced and provided by local government...In addition, the quantity and quality of services produced and provided*



*have a direct effect on the competitiveness of an area, its ability to appeal to, and retain private enterprises in economically viable activities.” 8*

*“A community committed to saving lives and property needs trained firefighters, proper equipment, and adequate supplies of water. Insurance companies consider it good public policy –and good business– to promote and encourage the efforts of individual communities to improve their fire-protection services.” 9*

## Benefit Finding

In summary, real property located within the boundaries of the Assessment District distinctly and directly benefits from increased safety and protection of real property, increased protection of scenery and views, and enhanced utility of properties in the Assessment District. These are special benefits to property in much the same way that sewer and water facilities, sidewalks, and paved streets enhance the utility and desirability of property and make them more functional to use, safer, and easier to access.

## General Versus Special Benefit

Article XIII C of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	<b>=</b>	<b>Total General Benefit</b>	<b>+</b>	<b>Total Special Benefit</b>
--------------------------	----------	----------------------------------	----------	----------------------------------

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the 2007 baseline level of service, had the assessment not been approved by the community. The assessment will fund Services “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	=	<b>Benefit to Real Property Outside the Assessment District</b>	+	<b>Benefit to Real Property Inside the Assessment District that is Indirect and Derivative</b>	+	<b>Benefit to the Public at Large</b>
------------------------	---	---	---	--	---	---------------------------------------

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the former District or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, the improved Services are available when needed to all properties in the Assessment District, so the overwhelming proportion of the benefits conferred to property is special, and are only minimally received by property outside the Assessment District or the public at large.

Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) Arguably, all of the Services being funded by the assessment would be a special benefit because the Services would particularly and distinctly benefit the properties in the Assessment District over and above the baseline benefits.

Nevertheless, arguably some of the Services would benefit the public at large and properties outside the Assessment District. In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided to property in the assessment district. Similar to the assessments in Pomona that were validated by Dahms, the Assessments described in this Engineer’s Report fund fire suppression services directly provided to property in the assessment area. Moreover, every property within the Assessment District will receive the Services, when and if a fire occurs. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

### Calculating General Benefit

This section provides a measure of the general benefits from the assessments.

---

### **Benefit to Property Outside the Assessment District**

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services will be provided solely in the Assessment District boundaries. (It should be noted that these Services may, at times, be used outside the Assessment District boundaries. However, this use is part of a mutual aid agreement and should be exactly offset by use of Services from other agencies within the Assessment District boundaries.) Properties proximate to, but outside of, the proposed boundaries of the Assessment District receive some benefit from the proposed Services due to some degree of indirectly reduced fire risk to their property. These parcels that are proximate to the boundaries of the Assessment District are estimated to receive less than 50% of the benefits relative to parcels within the Assessment District because they do not directly receive the improved fire protection resulting from the Services funded by the Assessments.

At the time the Assessment District was formed, there were approximately 214 of these “proximate” properties.

#### Criteria:

- 214 parcels outside the assessment district but proximate to the assessment District Boundaries
- 4,632 parcels in the Assessment District
- 50% relative benefit compared to property within the assessment district

#### Calculation:

General Benefit to property outside the Assessment district =  $214/4,846 \times .5 = 2.21\%$

Although it can reasonably be argued that properties protected inside, but near the Assessment District boundaries are offset by similar fire protection provided outside, but near the Assessment District’s boundaries, we use the more conservative approach of finding that 2.21% of the Services may be of general benefit to property outside the Assessment District.

---

### **Benefit to Property *Inside* the District that is *Indirect and Derivative***

The “indirect and derivative” benefit to property within the Assessment District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Assessment District is special, because the Services are clearly “over and above” and “particular and distinct” when compared with the 2007 baseline level of Services, had the assessment district not passed.

In determining the proposed Assessment District area, the District has been careful to limit it to an area of parcels that will directly receive the benefit of the improved Services. All parcels will directly benefit from the use of the improved Services throughout the Assessment District in order to maintain the same improved level of fire suppression and protection throughout the area. Fire protection and suppression will be provided as needed throughout the area. The shared special benefit - reduced severity and number of fires - would be received on an equivalent basis by all parcels in the Assessment District. Furthermore, all parcels in the Assessment District would directly benefit from the ability to request service from the Consolidated District and to have a Consolidated District firefighter promptly respond directly to the parcel and address the owner's or resident's service need.

The SVTA vs. SCCOSA decision indicates that the fact that a benefit is conferred throughout the Assessment District area does not make the benefit general rather than special, so long as the Assessment District is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension of a local government service to benefit lands previously not receiving that particular service. The Consolidated District therefore concludes that, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits and it is not possible or appropriate to separate any general benefits from the benefits conferred on parcels in the Assessment District.

---

### **Benefit To The Public At Large**

With the type and scope of Services to be provided to the Assessment District, it is very difficult to calculate and quantify the scope of the general benefit conferred on the public at large. Because the Services directly serve and benefit all of the property in the Assessment District, any general benefit conferred on the public at large would be small. Nevertheless, there would be some indirect general benefit to the public at large.

The public at large uses the public highways, streets and sidewalks, and when traveling in and through the Assessment District and they may benefit from the services without contributing to the assessment. Although the protection of this critical infrastructure is certainly a benefit to all the property within the former District, it is arguably "indirect and derivative" and possibly benefits people rather than property. A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway, street, and sidewalk area within the Assessment District relative to the overall land area. An analysis of maps of the Assessment District shows that approximately 3.7% of the land area in the Assessment District is covered by highways, streets, and sidewalks. This 3.7% therefore is a fair and appropriate measure of the general benefit to the public at large within the Assessment District.

### Summary of General Benefits

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 6% of the benefits conferred by the proposed Fire Protection and Emergency Response Assessment may be general in nature and should be funded by sources other than the assessment.

GENERAL BENEFIT =

2.2 % (OUTSIDE THE FORMER DISTRICT)

+ 0.0 % (INSIDE THE FORMER DISTRICT - INDIRECT AND DERIVATIVE)

+ 3.7 % (PUBLIC AT LARGE)

**=5.9% (TOTAL GENERAL BENEFIT)**

The Assessment District's total budget for Fiscal Year 2024-25 is \$2,702,498. Of this total budget amount, the Consolidated District will contribute approximately \$1,169,068 over 55.82% of the total budget from sources other than this assessment. This contribution constitutes significantly more than the 5.9% general benefits estimated by the Assessment Engineer.

### Benefit Finding

As noted, the assessment funds will be used to improve fire protection and emergency response services throughout the Assessment District. This Engineer's Report finds that the Services are a significant, tangible benefit that should reasonably and rationally confer more special benefit to properties in the Assessment District than the base assessment rate of \$270.28 per benefit unit.

### Zones of Benefit

The Assessment District has been narrowly drawn. The assessments will fund improved fire protection and emergency response services relatively uniformly throughout the Assessment District. Therefore properties of similar type will receive essentially equivalent levels of special benefits and no Zones of Benefit are justified.

The SVTA vs. SCCOSA decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not "particular and distinct" and are not "over and above" the benefits received by other properties "located in the district."*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefitting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values).*

In the assessment, the advantage that each parcel receives from the proposed fire suppression Services is direct, and the boundaries for the Assessment District are narrowly drawn so each parcel receives a similar level of benefit from the improved fire suppression Services. Therefore, the even spread of assessment throughout the Assessment District is indeed consistent with the OSA decision.

### Assessment Apportionment

In the process of determining the appropriate method of assessment, the Assessment Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because vacant, commercial, industrial and other properties also receive special benefits from the assessments.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger commercial/industrial properties and residential properties with multiple dwelling units receive a higher degree of benefit than other similarly used properties that are significantly smaller. For two properties used for commercial purposes, there clearly is a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from improved fire protection and emergency response services. This benefit ultimately flows to the property. Larger parcels, therefore, receive an increased benefit from the assessments.

The Assessment Engineer determined that the appropriate method of assessment should be based on the type of property, the relative risk of fire by type of property, the relative size of the property, and the relative damage value of fires by property type. This method is further described below.

## Method of Assessment

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Benefit Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to a single family home on one parcel.

The relative benefit to properties from fire related services is:

### Equation 1 – Relative Benefit to Properties

$$\text{Benefit} \approx \sum (\text{Fire Risk Factors}) * \sum (\text{Structure Value Factors})$$

That is, the benefit conferred to property is the "sum" of the risk factors multiplied by the "sum" of the structure value factors.

### Fire Risk Factors

Typical fire assessments are evaluated based upon the fire risk of a certain property type. These evaluations consider factors such as use of structure (e.g. used for cooking), type of structure (centralized heating), etc.

In 2003, the National Fire Protection Association ("NFPA"), one of the pre-eminent authorities on fire protection in the United States, published the 2003 US Fire Problem Overview Report. This report comprehensively tabulates the number of fires for each property type within the United States in the year 1999, and serves as a reasonable and rational basis to determine fire risk.

The number of fires for each property is then divided by the total number of that property type to determine un-normalized fire risk factor. Finally, the risk factors are normalized based upon a factor of 1.00 for a single family property. Table 2 below tabulates the Fire Risk Factors for each property type.

**Table 2 – Fire Risk Factors**

<b>Property Type</b>	<b>Normalized Fire Risk Factors</b>
Single Family	1.0000
Multi-Family	1.8081
Commercial/Industrial	3.4403
Office	2.4102
Institutional	6.9004
Storage	20.4131
Agriculture - Orchards & Vineyards	0.4130
Agriculture - Rice & Flood Irrigation	0.4130
Agriculture - Pasture & Row Crops	0.3754
Agriculture - Dairy, Livestock, Animals	0.3379
Range Land & Open Space	0.0650
Vacant	0.2416

Analysis based upon: 2003 US Fire Problem Overview Report, NFPA

### Structure Value Factors

The relative value of different property types was evaluated within the Assessment District area to determine the Structure Value Factor according to the following formula:

**Equation 2 - Structure Value Factors**

$$\sum (\text{Structure Value Factors}) \approx \frac{((\text{Structure Weighting Factor} * \text{Average Improved Value}) + (\text{Land Weighting Factor} * \text{Average Total Value}))}{* (\text{Unit Density Factor})}$$

Where:

“Structure Weighting Factor” = 10 to “weight” relative importance of structure over land.

“Average Improved Value” is average of value of all improvements (e.g. structures), per property type, as provided by County Assessor records.

Land Weighting Factor = 1

“Average Total Value” is average of value of all land + improvements (e.g. structures), per property type, as provided by County Assessor records. County assessor land values were not used directly because experience has shown total values to be more comprehensive.

Unit Density Factor corresponds to values with units (i.e. “per residential unit” or “per acre”) based upon effective density of structures on parcels. It is used to correlate relative sizes of lots for different property uses.

Table 3 below is a tabulation of the Structure values for each property type as defined by Equation 2, above.



**Table 3 – Structure Value Factors**

Property Type	Normalized Structure Value Factor	Unit
Single Family	1.0000	each
Multi-Family	0.0734	res unit
Commercial/Industrial	1.7238	acre
Office	2.0106	acre
Institutional	0.3753	each
Vacant	0.5416	each
Storage	0.1328	acre
Agriculture - Orchards & Vineyards	0.0069	acre
Agriculture - Rice & Flood Irrigation	0.0063	acre
Agriculture - Pasture & Row Crops	0.0063	acre
Agriculture - Dairy, Livestock, Animals	0.0076	acre
Range Land & Open Space	0.0084	acre

### An Example of Benefit Calculation

Below is an example of the benefit calculation per Formula 1 for Commercial/Industrial parcels to illustrate the methodology. (A summary of the results of all calculations is given in Table 4):

#### Commercial/Industrial Example

The benefit is the fire risk times the structure value.

<b>Benefit</b>	=	<b>Fire Risk</b>	*	<b>Structure Value</b>
----------------	---	------------------	---	------------------------

The fire risk of commercial/industrial parcels is determined by taking the percentage of all fires in commercial/industrial parcels, and dividing it by the percentage of parcels that are commercial/industrial. The fire percentages are taken from the NFPA 2003 US Fire Problem Overview Report. The resulting figure is normalized relative to the risk of a single family home by taking the percentage of fires in single family homes over the percentage of parcels that are single family homes, and dividing that figure into the commercial/industrial fire risk figure.

Fire Risk = ((% of all fires) / (% of parcels)) / (normalization factor versus Single Family Homes)

% of all fires = 9.147% for commercial/industrial, and 67.617% for single family homes

% of parcels = 3.366% for commercial/industrial, and 53.408% for single family homes

Fire Risk = ((9.147% of all fires) / (3.366% of all parcels)) / ((67.617% of all fires) / (53.408% of all parcels))

Fire Risk = 3.4403

The structure value is determined by analyzing the County Assessor's data and adding the weighted average structure value to the weighted average total value and normalizing the result in relation to a single family home. The weighted average structure value is determined by taking the total improved value for all commercial/industrial parcels in the benefit area, and dividing that number by the total acres for all commercial/industrial parcels in that area to determine the average improved value per acre, and weighting the result by multiplying it by 10. Similarly, the average total value is determined by taking the total value for all commercial/industrial parcels in the benefit area, and dividing that number by the total acres for all commercial/industrial parcels in that area, and weighting the result by multiplying it by 1. The weighted average structure value is added to the weighted average total value, and the resulting figure is normalized relative to the risk of a single family home by dividing it by the total improved value of all single family homes in the benefit area and then dividing the result by the average unit density of single family homes (in order to convert this information to acreage).

Structure Value = ((Avg. Structure Value \* 10) + (Avg. Land Value \* 1)) / (normalization factor versus Single Family Homes) \* (Avg. Unit Density (to convert to acreage))

Average Structure Value for commercial/industrial = \$1,015,467/acre

Average Land Value for commercial/industrial = \$423,572/acre

Normalization Factor for Single Family Homes = \$2,270,581

Average Unit Density = 0.37 acres

Structure Value = ((((\$1,015,467 \* 10) + (\$423,572 \* 1)) / (\$2,270,581)) \* (0.37)

Structure Value = 1.7238/acre

Since the Benefit is the Fire Risk times the Structure Value, the Commercial/Industrial benefit is 5.930:

Benefit = (3.4403) \* (1.7238) = 5.930/acre

---

### Summary of Benefits for Each Property Type

Per Equation 1, the relative special benefit for each property type (the "SFE" or "Single Family Equivalent" Benefit Units) is determined as the product of the normalized Fire Risk Factors and the normalized Structure Value Factors. Table 4 below, summarizes the benefit for each property type.

**Table 4 – Benefit Summary per Property Type**

<b>Property Type</b>	<b>Fire Risk Factors</b>	<b>Structure Value Factors</b>	<b>SFE Factors</b>	<b>Unit</b>
Single Family	1.0000	1.0000	1.0000	each
Multi-Family	1.8081	0.0734	0.1327	res unit
Commercial/Industrial	3.4403	1.7238	5.9302	acre
Office	2.4102	2.0106	4.8458	acre
Institutional	6.9004	0.3753	2.5900	each
Storage	20.4131	0.1328	2.7115	acre
Vacant			0.2500	each
Agriculture - Orchards & Vineyards	0.4130	0.0069	0.0029	acre
Agriculture - Rice & Flood Irrigation	0.4130	0.0063	0.0026	acre
Agriculture - Pasture & Row Crops	0.3754	0.0063	0.0024	acre
Agriculture - Dairy, Livestock, Animals	0.3379	0.0076	0.0026	acre
Range Land & Open Space	0.0650	0.0084	0.0005	acre

\*SFE factor has been converted from “Per Acre” to “Per Each Parcel” by multiplying by effective average area.

---

### **Residential Properties**

All improved residential properties with a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Residential properties on parcels that are larger than one acre receive additional benefit and are assigned additional SFEs on an “Agricultural/Rangeland” basis. Detached or attached houses, zero-lot line houses and town homes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the Services in proportion to the number of dwelling units that occupy each property. The relative benefit for multi-family properties was determined per Equation 1 to be 0.1327 SFEs per residential unit. This rate applies to condominiums as well.

---

### **Commercial/Industrial & Office Properties**

Commercial and industrial properties are assigned benefit units per acre, since there is a relationship between parcel size, structure size and relative benefits. The relative benefit for commercial and industrial properties was determined per Equation 1 to be 5.9302 SFEs per acre. The relative benefit for office properties was determined per Equation 1 to be 4.8458 SFEs per acre.

---

### **Vacant and Undeveloped Properties**

The relative benefit for vacant properties was determined per Equation 1 to be 0.2500 SFEs per parcel.

---

### **Rangeland & Open Space and Duck Club Properties**

The relative benefit for range land & open space properties was determined per Equation 1 to be 0.0005 SFEs per acre.

---

### **Agricultural Properties**

The relative benefit for agricultural properties requires additional analysis, as required by Government Code 50078 and the unique agricultural properties within the boundaries. This analysis considered how agricultural operations may mitigate risk, onsite or proximate water availability, response time, capability of the fire suppression service, and any other factors which reflect the benefit to the land resulting from the fire suppression service provided. Agricultural properties have been categorized as Agriculture - Orchards & Vineyards, Agriculture - Rice & Flood Irrigation, Agriculture - Pasture & Row Crops, Agriculture - Dairy, Livestock, Animals according to use and other attributes, and have been analyzed for fire risk and structure value per Equation 1. The relative benefit for agricultural properties was determined per Equation 1 to be 0.0029 SFEs per parcel for Agriculture - Orchards & Vineyards, 0.0026 SFEs per parcel for Agriculture - Rice & Flood Irrigation, 0.0024 SFEs per parcel for Agriculture - Pasture & Row Crops, and 0.0026 SFEs per parcel for Agriculture - Dairy, Livestock, Animals.

---

### **Other Properties**

Institutional properties such as publicly owned properties (and are used as such), for example, churches, are assessed at 2.5900 SFEs per parcel. The relative benefit for storage properties was determined per Equation 1 to be 2.7115 SFEs per acre.

Article XIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from assessment unless there is clear and convincing evidence that those properties receive no special benefit.

All public properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

---

### **Criteria and Policies**

This sub-section describes the criteria that shall govern the expenditure of assessment funds and ensures equal levels of benefit for properties of similar type. The criteria established in this Report, as finally confirmed, cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report or to establish additional criteria or policies that do not conflict with this Report.

---

### **Duration of Assessment**

The Assessment was originally levied for the first time in Fiscal Year 2008-09 and it was to be continued to be levied every year thereafter, so long as the risk of fire on property in the Assessment District remains in existence and the Consolidated District requires funding from the Assessment for its fire suppression Services. As noted previously, because the Assessment and the continuation of the Assessment were approved by property owners in an assessment ballot proceeding, the Assessment can be levied annually after the South Placer Fire Protection District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Services to be provided, and other specifics of the Assessment. In addition, the Consolidated District Board of Directors must hold an annual public hearing to continue the Assessment.

---

### **Appeals of Assessments Levied to Property**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment or for any other reason may file a written appeal with the Fire Chief of the South Placer Fire Protection District or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the Chief or his or her designee will promptly review the appeal and any information provided by the property owner. If the Chief or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the Chief or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the Chief or his or her designee shall be referred to the South Placer Fire Protection District Board of Directors and the decision of the Board shall be final.

---

**Additional Background on Relative Benefit**

When property owners are deciding how to cast their ballot for a proposed assessment, each property owner weighs the perceived value of the Services proposed to them and their property with the proposed cost of the assessment to their property. If property owners of a certain type of property are either opposed or in support of the assessment in much greater percentages than owners of other property types, this is an indication that, as a group, these property owners perceive that the proposed assessment has relatively higher or lower “utility” or value to their property relative to owners of other property types. One can also infer from these hypothetical ballot results, that the apportionment of benefit (and assessments) was too high or too low for that property type. In other words, property owners, by their balloting, ultimately indicate if they perceive the special benefits to their property to exceed the cost of the assessment, and, as a group, whether the determined level of benefit and proposed assessment (the benefit apportionment made by the Assessment Engineer) is consistent with the level of benefits perceived by the owners of their type of property relative to the owners of other types of property.

---

**Assessment Funds Must Be Expended Within the Assessment District Area**

The net available assessment funds, after incidental, administrative, financing and other costs, shall be expended exclusively for Services within the boundaries of the Assessment District, namely, the former District area.

---

**Citizens’ Oversight Committee**

A Citizens’ Oversight Committee (the “Citizens’ Oversight Committee”) will be established for the Assessment District. The Citizens’ Oversight Committee shall review potential projects that may be funded by the assessments and shall make recommendations about the expenditure of assessment funds. Members of the Citizens’ Oversight Committee will be nominated and approved by the Board of Directors of the Consolidated District. All members of the Citizens’ Oversight Committee shall own property within the Assessment District and shall not have conflicts of interest with the Assessment District or the Services funded by the Assessments.

## Assessment

**WHEREAS**, the former Board of Directors of the former Loomis Fire Protection District formed the Fire Protection and Emergency Response Services Assessment District and is proceeding with the proposed continuation of assessments under California Government Code sections 50078 et seq. (the “Code”) and Article XIID of the California Constitution (the “Article”);

**WHEREAS**, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the Services upon all assessable parcels within the Assessment District;

**NOW, THEREFORE**, the undersigned, by virtue of the power vested in me under said Code and Article and the order of the Board of said Consolidated District, hereby make the following assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for said Services and the expense incidental thereto, to be paid by the Assessment District for the Fiscal Year 2025-26 is generally as follows:

**Table 5 – Summary Cost Estimate**

<b>FISCAL YEAR 2025-26 BUDGET</b>	
Total for Servicing	\$2,730,012
Total Incidental Costs	\$28,838
Less Total Revenue from Other Sources	(\$1,491,011)
Total Fire Suppression & Protection Services Budget	\$1,267,839

An Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of said Assessment district. The distinctive number of each parcel or lot of land in said Assessment district is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said Services, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment District, in accordance with the special benefits to be received by each parcel or lot, from the Services, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 4%. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 4% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2023 to December 2024 was 2.38% and there is no remaining Unused CPI that can be carried forward from the previous fiscal year. Therefore, the maximum authorized assessment rate for Fiscal Year 2025-26 is increased to 2.38% which equates to \$276.70 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for Fiscal Year 2025-26 at the rate of \$276.70, which is equal to the maximum authorized assessment rate.

Since property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule, the assessment may continue to be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Placer for the Fiscal Year 2025-26. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of Placer County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the Fiscal Year 2025-26 for each parcel or lot of land within the said Assessment District.

Dated: May 20, 2025



Engineer of Work

By

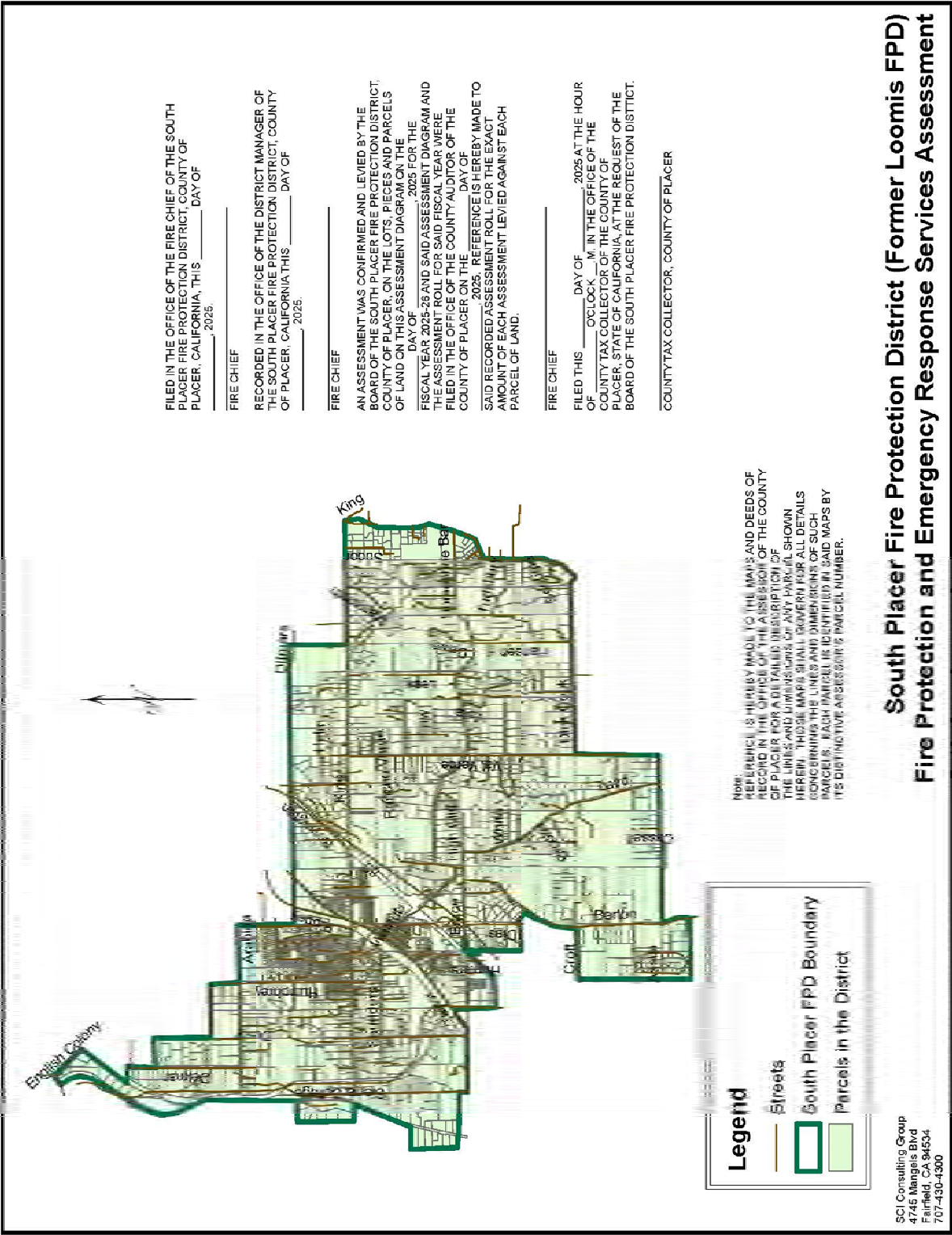
A handwritten signature in blue ink, appearing to read "Edric W. H. Kwan", written over a horizontal line.

Edric W. H. Kwan, P.E.  
License No. C062829



## Assessment Diagram

The Assessment District includes all properties within the boundaries of the Fire Protection and Emergency Response Services District. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of Placer County, and are incorporated herein by reference, and made a part of this Diagram and this Report.



## Appendices

### Appendix A – Assessment Roll, Fiscal Year 2025-26

The Assessment Roll is made part of this report and is available for public inspection during normal office hours. Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference, made part of this report. These records shall govern for all details concerning the description of the lots of parcels.

## End Notes

---

<sup>1</sup> Insurance Services Offices Inc.

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

<sup>2</sup> Institute for Business & Home Safety, "Protect Your Home Against Wildfire Damage,"

<http://www.ibhs.org/publications/view.asp?id=125>

<sup>3</sup> U.S. Fire Administration, Department of Homeland Security, "America Burning, Recommissioned: Principal Findings and Recommendations," p.1, <http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>

<sup>4</sup> U.S. Fire Administration, Department of Homeland Security, "America Burning, Recommissioned: Principal Findings and Recommendations," p.2, <http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>

<sup>5</sup> Insurance Services Offices Inc., p. 1,

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

<sup>6</sup> Weldon, Leslie A. C., "Dealing with Public Concerns in Restoring Fire to the Forest," General Technical Report INT-GTR-341 The Use of Fire in Forest Restoration, U.S. Forest Service, June 1996, p. 3

<sup>7</sup> U.S. Forest Service, Department of Agriculture, "Social Science to Improve Fuels Management: A Synthesis of Research on Aesthetics and Fuels Management," p. 1, [http://ncrs.fs.fed.us/pubs/gtr/gtr\\_nc261.pdf](http://ncrs.fs.fed.us/pubs/gtr/gtr_nc261.pdf)

<sup>8</sup> Michigan State University Extension, Ag Experiment Station Special Reports – SR399301 – 07/28/98, "Community Resources and Restraints," p. 9, <http://web1.msue.msu.edu/imp/modsr/sr399301.html>

<sup>9</sup> Insurance Services Offices Inc., p. 1,

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

## RESOLUTION NO. 21-2024/25

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

#### A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR THE FISCAL YEAR 2025-26, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE SOUTH PLACER FIRE PROTECTION DISTRICT, FIRE PROTECTION, AND EMERGENCY RESPONSE SERVICES ASSESSMENT

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. It is the intention of this Board to continue and to collect assessments for the Fire Protection and Emergency Response Services Assessment for fiscal year 2025-26. Within the Assessment District, the proposed projects and services are generally described as including, but not limited to, obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of paid and personnel performing said fire suppression, protection and emergency services; community fire prevention education and fire inspection. (the "Services").

SECTION 3. The estimated fiscal year 2025-26 cost of providing the Services is \$1,267,839. This cost results in a proposed assessment rate of TWO HUNDRED SEVENTY-SIX DOLLARS AND SEVENTY CENTS (\$276.70) per single-family equivalent benefit unit for the fiscal year 2025-26. The Assessments include a provision for an annual increase equal to the change in the San Francisco Bay Area Consumer Price Index ("CPI"), not to exceed 4% (four percent) per year without a further vote or balloting process. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The change in the CPI in 2024 was 2.38% and there is no remaining Unused CPI carried forward from the previous fiscal year. Therefore, the maximum authorized assessment rate for fiscal year 2025-26 is increased to 2.38% which equates to \$276.70 per single-family equivalent benefit unit. The assessment rate proposed to be levied for the fiscal year 2025-26 is \$276.70, which is the same as the maximum authorized rate.

SECTION 4. Notice is hereby given that on June 24, 2025, at the hour of six (6:00) p.m. at the Fire Station, located at 6900 Eureka Rd, Granite Bay, the Board will hold a public hearing to consider the ordering of the Services and the levy of the assessments for fiscal year 2025-26.

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

PASSED and ADOPTED by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on May 20, 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Tracy Randall, President, Board of Directors  
South Placer Fire Protection District

ATTEST:

---

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

**SOUTH PLACER FIRE DISTRICT**  
**PARS Post-Employment Benefits Trust**

Account Report for the Period  
3/1/2025 to 3/31/2025

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

## Account Summary

Source	Balance as of 3/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 3/31/2025
OPEB	\$1,714,912.84	\$0.00	-\$38,316.05	\$837.91	\$0.00	\$0.00	\$1,675,758.88
<b>Totals</b>	<b>\$1,714,912.84</b>	<b>\$0.00</b>	<b>-\$38,316.05</b>	<b>\$837.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,675,758.88</b>

## Investment Selection

Source	
OPEB	Moderate - Strategic Blend

## Investment Objective

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

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-2.23%	0.23%	5.56%	4.07%	8.61%	5.74%	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



Ok on Last Duen.

Thank you for participating  
in the Fire Information  
in Loomis. I am so  
sorry I didn't have a  
chance to tell you in  
person. It was a crazy,  
busy, yet successful  
evening.

Sincerely,

John Goularte

To South Placer Board  
+ Chief,

I would like to thank  
E17's crew Joe Stephens,  
Justin Silva + Joe Peter-  
son + M16's crew Justin  
Bautheir + Greg Warren  
for their quick response  
+ care that they provided  
1/30/25. They were all  
very professional, caring +  
friendly at one of my  
worse times. Greg was  
wonderful in his care  
in the ambulance + at  
the hospital. These  
truly are the faces you  
want to see in your time  
of need!

Again thank you to  
all of them.  
Mary Washburn  
Laird Rd., Loomis

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** TUESDAY, MAY 20<sup>TH</sup>, 2025  
**CC:** BOARD SECRETARY KATHERINE MEDEIROS

---

**Agenda Item:** Chief's Report

**Action Requested:** Staff recommends a monthly District update.

**Background:**

- Station 19 - The construction part of the project is mostly complete. The new roof is installed, and solar panels are up. The next step is for PG&E to cut power so DC Solar can make a connection. After that, there is a waiting period for PG&E to transfer the metering.
- Station 18 – The sidewalk and front apron of the driveway in front of Station 18 are being replaced.
- Connect Conference – Chief Magnuson, Captain Gray, and I attended the ImageTrend Connect conference in St. Paul, MN. We spent time learning about the existing program capabilities, the upcoming change in fire reporting from NFIRS to NERIS and sought information about future programs we are interested in, such as staffing.
- PCWA Public Outreach Campaign – PCWA is launching a public outreach campaign aimed at educating the community about the local water supply and hydrants. They are collaborating with the Western Placer County Fire Chiefs Association to develop media content, and there is a possibility that SPFD could be featured in some of the campaign materials.
- SSV Meeting – South Placer attended the Local Emergency Medical Services Agency (LEMSA) meeting to discuss the contract extension for services in western Placer County, specifically for the exclusive operating area outside our jurisdiction. The current contract expires on November 30, 2025, and SSV is working on a possible two-year extension while conducting a system analysis of EMS services in western Placer County.

- Wildland Season is here, and to make sure the District is ready to respond, we are working on the following:
  - Wildland training for all members will be held at the end of May in preparation for the upcoming fire season,
  - We are moving to tandem unit operations to ensure readiness for wildfire,
  - PCSO is now dispatching under fire season operations, which means more units will be sent to wildfire-type calls.
- CAD to CAD – Five dispatch centers in Placer County send units to fire and medical calls. Currently, the only means of communication are phone calls or the radio system, but that is about to change. Placer County has agreed to cover part of the costs to implement a CAD-to-CAD system that would link all dispatch systems, allowing each agency to view available calls and resources across the county. This represents a significant step forward in enhancing service and response times for all communities in Placer County. This project is expected to take approximately 18 months to complete and will be carried out in phases, with the PCSO (SPFD dispatch) as the first phase.

**Attachments:** None

**Impact:** Monthly update

**Mark Duerr**

**Fire Chief**

South Placer Fire District