

AGENDA  
SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Wednesday, September 11<sup>th</sup>, 2024

**1. 6:00 p.m. Regular Session –**

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

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

- i. Any 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. Authorization of Deposits:

Ambulance	\$149,509.98
Consolidated Mitigation Fees	\$42,091.22
Plans/Inspections	\$46,410.00
Cell Tower Leases	\$5,438.15
Refunds/Reimbursements	\$2,051.52

PG#4

FEMA Grant Water Tender Funds	\$386,363.63
Staffing reimbursements	\$626.68
Report Fees	\$50.00
<b>TOTAL</b>	<b><u>\$632,541.18</u></b>

D. Approval of the September 2024 Expenditures: \$362,608.94 PG#12

E. Personnel Items  
Separations: None  
Promotions: None  
Reassignments: None  
New Hires: None  
Interns/Volunteers: None

5. **Special Presentation:** None

6. **Old Business:**

A. **South Placer Fire District Policy Updates:** Staff recommends second reading and adoption of the proposed policy updates. PG#24

B. **FY 2024/25 District Goals:** Staff recommends discussion and possible action on District Goals and Strategic Plan Goals for 2024/25. PG#66

C. **FY 2024/25 Final Budget Adoption:** Staff recommends discussion and adoption of the FY 2024/2025 Final Budget. PG#68

D. **Response Time Standards:** Staff will present recommendations to achieve an eight (8) minute response time goal as adopted by the Board PG#76

E. **Resolution of Intention to Approve the Formation of a Community Facilities District:** Staff recommends adopting the Resolution of Intention to approve formation of a community facilities district to fund public safety. PG#77

7. **New Business**

A. **South Placer Fire District Policy Updates:** Staff recommends a first reading of the proposed policy updates. PG#100

B. **Fiscal Year 2023/24 Draft Quarterly Budget Report:** Staff recommends a short presentation on the status of the draft 4<sup>th</sup> quarter fiscal year 2023/24 unaudited final budget. PG#120

- C. **California Public Employee Retirement System (Cal PERS) 2025-26 Contribution Rate Increases and Employer Payment of Unfunded Liability Increases**: Staff recommends reviewing and discussing CalPERS's most recent Annual Valuation Reports for the District's four retirement plans. PG#125
- D. **GASB 75 OPEB Actuarial**: Staff recommends discussion and comments on the GASB 75 actuarial. PG#130
- E. **LAFCO Service Delivery Review**: Staff recommends discussion and adoption of a resolution to implement changes to the District service plan as authorized in the consolidation approved by the Placer County Local Agency Formation Commission. PG#149
- 8. **Correspondence** PG#171
- 9. **Chief's Report** PG#172
- 10. **Labor Report** PG#173
- 11. **Functions**
- 12. **Board/Staff Comments**
- 13. **Future Agenda Items**
- 14. **Closed Session**  
At any time during the regular session, the legislative body may adjourn to a closed session to confer with real property negotiators, labor negotiators, or legal counsel regarding existing or anticipated litigation. The legislative body may also adjourn to a closed session to consider liability claims, threats to public services or facilities, public employee appointment, public employment, public employee performance evaluation, or public employee discipline/dismissal/release.
  - A. Potential Litigation, Govt. Code 54956.9(d)(2) – 1 case**
- 15. **Adjournment**

**Next Board Meeting:  
October 9th, 2024 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Workshop Meeting Minutes  
August 14, 2024

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:00 p.m. on Wednesday, August 14, 2024, by President Tracy Randall.

Board Present:

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

Absent:

None

Staff Present:

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

Fire Chief Duerr, the Board of Directors, and staff reviewed the last developed goals list from 2023/24 to make recommendations for the 2024/25 goals. The Board and Chief Duerr discussed the prior goals, and how the board has been successful in accomplishing them all.

2023/24 Board Goals

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

Chief Duerr noted that the fiscal stability goals were all met with diligent expense management, strategic operational cost controls, all despite the constraints of limited revenues. Board and staff have continued to work on increasing revenue within ambulance services, implementing future Community Facility Districts, and successfully obtaining grant monies. Preliminary financials for the 2023/24 fiscal year reflect a balanced budget pending allowances for bad debt. For the fiscal year ending 2023/24 the board should see these goals demonstrated by a fiscally conservative approach to operations and purchases.

The Board agreed that the three board goals were a priority to continue for 2024/25.

2023/24 Administration/District Goals

2. Develop and Implement long-term District Plans
3. Ensure future fiscal solvency as measured by maintaining a balanced budget and working to increase District reserves through progress of 1-2% a year, effectively deploy District resources, review all services and contracts, and evaluate for value to the District.
4. Increase positive interactions with the community and brand recognition.

5. Improve internal service delivery and business operations as measured by: update and publish SOG's, review update and consolidate policies into a single manual, continue to improve trust and working relationships between labor and management

It was noted that goal number 2 had been obtained with the master plan both completed and adopted while a strategic plan is currently in process.

Director Johnson recommended streamlining the remaining goals: keeping SPFD goal number 3, discussing future fiscal solvency, retaining goal number 4 to continue to keep community outreach a high priority, and adding language to goal 5 to evaluate the current deployment model. He continued that the board goal should have language discussing maintaining a level of transparency to the public. President Randall agreed and noted that goal 5 for service delivery should continue to discuss Standard Operating Guidelines, deployment model evaluations, and policy reviews. President Randall added that it should be noted to add Company Evolutions annually as a goal for Standard Operating Guidelines. He continued that goal 4 should remain the same with the addition of language for PIO within the goal for community education.

Chief Duerr reported that he would take the board's suggestions and rewrite the 2024/25 Board and Administration/ District Goals to be presented at the September Board meeting.

There being no further items to be discussed at the workshop, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,



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Kathy Medeiros  
Recording Secretary

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
August 14, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 14, 2024, at 6:31 p.m. by President, Tracy Randall

Board Present:

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

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr  
Deputy Chief, Matt Feeley  
Division Chief, Jeff Ingolia  
Division Chief, James Magnuson  
Engineer Paramedic, Pat Patterson  
Captain Paramedic, Nick Paskey

Public Comment: Member of the public, Dianne Will, reported to the board that the two open board positions from Division 1 had no applicants for the upcoming election; therefore they will be vacant. She recommended to the Board that they consider retiring the two seats as there is a discrepancy in the representation between the two divisions.

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

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

Special Presentation: New Hire Firefighter paramedic Michael Lopez and recently promoted Engineer Paramedic Kevin Cooney were brought forward and pinned by their spouses with their official badges.

OLD BUSINESS

Director Resolutions for Dedicated Service to South Placer Fire District: Staff recommends the adoption of the resolution recognizing Teresa Ryland for her outstanding service to the Fire District and the community. Chief Duerr presented Ms. Ryland with a plaque commemorating her 10 years of service to the District. He noted her accomplishments during her time with the District and the Board wished her well in her future endeavors. Director Gibson made a motion to approve Resolution No. 2-2024/25 for the commendation of dedicated service to the South Placer Fire District. Director Johnson made a second to the motion.

Roll Call:

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

Presentation, Discussion, and Action for a Public Relations Contract: Staff recommends a presentation and possible action by Meraki and 3Fold Communications regarding a proposed contract for PR services related to a future ballot measure, including contract authority to agree for services. Following the failure of the July 2022 benefit assessment, the District has implemented cost controls to address the revenue shortfalls. Recently, the District has utilized FM3 for a public opinion survey to assess the possibility of a future ballot measure. Cherry Spriggs of Meraki and Gordon Fowler from 3Fold presented their recommendations based on the recent survey results. Both agencies stress the importance of community engagement and education, leading to a more informed and supportive community. Ms. Spriggs noted the contract would bring a developed message to constituents alongside 3Fold amplifying social media and PIO events. The Board would have input on messaging. Costs for the two contracts are \$125,000 and would cover both media and public relations. President Randall noted that he saw value in the education and transparency of this contract. Director Johnson made a motion to approve authority for services for the proposed contracts. Director Gibson made a second to the motion.

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

South Placer Fire District Policy Updates: Staff recommends a second reading and approval of the proposed policy updates. The following policies are up for review and discussion: 709 Photography, 710 District Social Media Use, and 1046 Member Speech, Expression, and Social Networking. Chief Duerr remarked that labor has reviewed and had no edits or comments. Director Bajtos made a motion to approve the Policy updates. Director Gibson made a second to the motion.

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

Compliance Engine: The Chief recommends the adoption of Brycer’s “The Compliance Engine,” a software tool to enhance community safety through tracking and driving code compliance, reducing false alarm activity, and providing for a safer community. As discussed at last month’s meeting, the Compliance Engine would track and drive code compliance and reduce false alarm activity. There is no cost to the District. Contracting inspectors would pay \$35 fee per system/inspection/premise. The fee is then divided between TCE and the District to cover the costs of maintaining the TCE system and providing administrative oversight. Director Johnson made a motion to approve the contract with Brycer for The Compliance Engine. Director Gibson made a second to the motion.

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

Resolution of Intention to Create a Community Facilities District: Staff recommends adopting the resolution of intention to form a Community Facilities District to fund public safety. Chief Duerr reported that the item needed to be pulled from the agenda as the required information had not been completed before the meeting. He continued that the item could still be passed next month to be on track for final approval in November, incurring no additional delay.

Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit, Regarding the position of Firefighter Trainee: Chief recommends discussion and action to approve the negotiated side letter of agreement. Chief Duerr noted that discussion for the additional position of Firefighter Trainee was approved in January. After a successful meet and confer process, SAFF Local 522, staff, and the negotiating team presented the side letter, new job classification, and pay scale for the position of Firefighter Trainee. Director Musso made a motion to approve the Side letter of agreement with SAFF Local 522. Director Gibson made a second to the motion.

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

## NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Ten policies to be reviewed for their first reading. Chief Duerr noted that most of the policies presented were required by law and not in the current policy manual. He continued that the policies will return next month for approval.

Assistance to Firefighters Grant (AFG) Award Acceptance: Staff recommends accepting the grant from FEMA in the amount of \$346,079 to purchase portable radios. The District was successful in obtaining the \$380,000 grant including the District's match of \$34,000. Director Gibson made a motion to accept the FEMA grant to purchase portable radios. Director Musso made a second to the motion.

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

## INFORMATION AND DISCUSSION

Correspondence: Two PARS financial statements received: fiscal year 2023/24 annual earnings and for the month of June.

### Chief's Report:

- 2<sup>nd</sup> Quarterly Newsletter distributed. QR codes distributed for all that would like to sign up -150-160 signed up
- Generators are operational
- Call volume: 409 calls, up 30 from this time last year
- M16 E17 Busiest units
- Fires: 17 total: 4 vegetation, 2 structure, 3 vehicle, 8 mutual aid
- Turn out time down 1.46 average, travel time up slightly
- Ambulance response 97% compliance with SSV times
- Fire Prevention department (Chief Ingolia): 4 new residential projects, 1 commercial project pulled. 58 sets of plans submitted, 29,460 square feet of remodels. 44 new construction inspections completed, 0 remodels. All large projects completed.
- Facilities (Chief Ingolia): St.18 and shop heaters completed, A/C in shop complete, UL testing on emergency generators at St. 16 and St.17,
- Fire Investigations (Chief Ingolia): No final or pending investigations.
- Weed Abatements (Chief Ingolia): 18 total, 3 pending.
- Overtime: 25% due to open positions, 13% Misc., 23 % Vacation, 21% OES, 18 % sick leave
- Volunteer vs. mandatory: Volunteer Overtime 78% mandatory is 22%
- Overtime totals averaging down, total hours down
- Sick leave up, overtime overall up, vacation hours up
- Loomis Library hosted Reading with a Firefighter
- National Night Out
- Numerous wildland deployments/station coverage

Labor Report: Engineer Pat Patterson reported that the SAFF 522 Firefighter's unit has received fewer mandates with the staffing of the recent new hires. He continued that they also facilitated many strike team deployments. He noted that he anticipates more separations as employees test at other agencies.



The retention issue is difficult to quantify but costly for the District. The Unit is reviewing the projected revenue increases in property tax revenues and possible realignments with LAFCO.

Functions: Strategic plan August 19-21, Special Meeting 8/22 at 4 p.m., Loomis Public Safety Event September 14<sup>th</sup>, Open house pancake breakfast Station 18 October 5<sup>th</sup> from 7-11 am

Board/Staff Comments: Director Musso noted that he would like updates to the Board when the District is participating in strike team incidents.

Committee Reports: none

Future Agenda Items: President Randall noted there could be a review of information on the reduction of board members to a total of five members.

There being no further business to come before the Board, the meeting adjourned at 8:06 p.m. The next regular meeting will be held on Wednesday, September 11, 2024.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Special Board Meeting Minutes  
August 22, 2024

The South Placer Fire District Board of Directors Special Meeting was called to order on Thursday, August 22, 2024, at 4:00 p.m. by President, Tracy Randall.

Present:

Tracy Randall, President  
Chris Gibson, Vice President  
Ken Musso, Clerk  
Gary Grenfell, Director  
Dan Bajtos, Director

Absent:

Mike Johnson, Director

Staff in Attendance:

Fire Chief, Mark Duerr

Public Comment: None

Interviews for interested candidates for the Board of Directors Vacancy: The board is meeting to appoint a registered voter of Division 2 to fill the vacancy created by Director Ryland's resignation. Interviews were allotted 20 minutes per candidate. The board took a few minutes to discuss the questions before beginning the process. The following interviews were held:

1. Sandra Harris
2. Diane Will
3. Elizabeth Vigil
4. Vincent Ma
5. Jeffery Moss
6. Stephen Davito
7. Pete Gallegos

6:32 p.m. Recess: The board took a short recess.

6:39 p.m. Reconvene to open session.

The board discussed the strengths of all seven candidates and expressed gratitude for their interest in serving the District. Board members opted to write down their lead candidate to be read aloud. Both Ms. Will and Mr. Gallegos led with two votes each.

Director Musso made a motion to appoint Diane Will to the Board. Director Bajtos made a second to the motion.

Roll Call:

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

Director Gibson made a motion to appoint Pete Gallegos to the Board. Director Randall made a second to the motion.

Roll Call:

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

Members of the public expressed concern to the Board regarding the heavy fire presence already seated within the District's board members. President Randall noted the upcoming elections would open a total of four new seats to interested parties.

Director Bajtos made a motion to appoint Pete Gallegos to the Board. Director Gibson made a second to the motion.

Roll Call:

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

Director Randall read the oath of office to newly appointed Director Pete Gallegos.

There being no further business to come before the Board, the meeting adjourned at 7:42 p.m. The next regular meeting will be held on Wednesday, September 11, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:  
 Checkbook ID First Last Number First Last  
 Description First Last Date 8/7/2024 9/3/2024  
 User-Defined 1 First Last Type Check Check

Sorted By: Date  
 Include Trx: Reconciled, Unreconciled

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

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
PLACER COUNTY	County Of Placer					\$1,322,993.39	
24674	8/26/2024	CHK	AUBURN TIRE SERVICE	No	PMCHK00001076	\$352.20	
24675	8/26/2024	CHK	Aztec Solar, Inc	No	PMCHK00001076	\$350.00	
24676	8/26/2024	CHK	BART INDUSTRIES	No	PMCHK00001076	\$487.28	
24677	8/26/2024	CHK	Benz Air Engineering Co, Inc	No	PMCHK00001076	\$805.74	
24678	8/26/2024	CHK	Bromley, Taylor	No	PMCHK00001076	\$250.00	
24679	8/26/2024	CHK	Cook's Communications	No	PMCHK00001076	\$386.07	
24680	8/26/2024	CHK	DAWSON OIL	No	PMCHK00001076	\$4,456.91	
24681	8/26/2024	CHK	Fire Plan Review, Inc.	No	PMCHK00001076	\$1,588.75	
24682	8/26/2024	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001076	\$656.70	
24683	8/26/2024	CHK	Interwest Consulting Group I	No	PMCHK00001076	\$10,972.51	
24684	8/26/2024	CHK	Kolster, Kenneth	No	PMCHK00001076	\$262.89	
24685	8/26/2024	CHK	Mission Uniform Services	No	PMCHK00001076	\$123.28	
24686	8/26/2024	CHK	Meri-Cal Fire	No	PMCHK00001076	\$995.92	
24687	8/26/2024	CHK	Manchester, Jeremy	No	PMCHK00001076	\$124.49	
24688	8/26/2024	CHK	Northwest Pump & Equipment C	No	PMCHK00001076	\$892.89	
24689	8/26/2024	CHK	Placer County Water Agency	No	PMCHK00001076	\$595.25	
24690	8/26/2024	CHK	PL. CO. AIR POLL. CONTR.	No	PMCHK00001076	\$1,216.77	
24691	8/26/2024	CHK	Recology Auburn Placer	No	PMCHK00001076	\$755.20	
24692	8/26/2024	CHK	Roper, Skylar	No	PMCHK00001076	\$287.73	
24693	8/26/2024	CHK	Sprinkler Medic Inc	No	PMCHK00001076	\$418.99	
24694	8/26/2024	CHK	Simonoff, Natalie	No	PMCHK00001076	\$525.00	
24695	8/26/2024	CHK	SAMBA Holdings Inc	No	PMCHK00001076	\$128.84	
24696	8/26/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001076	\$769.17	
24697	8/26/2024	CHK	US Bank Corporate Payment Sy	No	PMCHK00001076	\$24,505.74	
24698	8/26/2024	CHK	WESTERN STATE DESIGN	No	PMCHK00001076	\$2,396.85	
24699	8/26/2024	CHK	Xerox Financial Services	No	PMCHK00001076	\$2,583.36	
24700	8/26/2024	CHK	ZEP MANUFACTURING CO.	No	PMCHK00001076	\$790.42	
24701	8/29/2024	CHK	Atwal, Jatinder	No	PMCHK00001077	\$102.15	
24702	8/29/2024	CHK	BART INDUSTRIES	No	PMCHK00001077	\$1,824.53	
24703	8/29/2024	CHK	Cappello, Norma	No	PMCHK00001077	\$126.07	
24704	8/29/2024	CHK	DAWSON OIL	No	PMCHK00001077	\$3,437.19	
24705	8/29/2024	CHK	Downtown Ford	No	PMCHK00001077	\$55,174.78	
24706	8/29/2024	CHK	JRB Pest and Sanitation	No	PMCHK00001077	\$310.00	
24707	8/29/2024	CHK	LIFE ASSIST	No	PMCHK00001077	\$5,047.23	
24708	8/29/2024	CHK	Motorola Solutions Inc	No	PMCHK00001077	\$32,821.90	
24709	8/29/2024	CHK	McKinley, Lance	No	PMCHK00001077	\$221.09	
24710	8/29/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001077	\$2,370.77	
24711	8/29/2024	CHK	PG & E	No	PMCHK00001077	\$3,656.63	
24712	8/29/2024	CHK	Rydell, Anthony	No	PMCHK00001077	\$250.00	
24713	8/29/2024	CHK	Schultz, Janice	No	PMCHK00001077	\$65.16	
24714	8/29/2024	CHK	STERICYCLE INC	No	PMCHK00001077	\$319.07	
24715	8/29/2024	CHK	Consolidated Communications	No	PMCHK00001077	\$738.61	
24716	8/29/2024	CHK	T-Mobile	No	PMCHK00001077	\$1,008.24	
24717	8/29/2024	CHK	WESTERN STATE DESIGN	No	PMCHK00001077	\$23.07	
24718	8/29/2024	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001077	\$16,461.80	
24719	8/29/2024	CHK	Xerox Financial Services	No	PMCHK00001077	\$2,583.36	
24720	9/3/2024	CHK	AFLAC	No	PMCHK00001078	\$2,072.32	
24721	9/3/2024	CHK	AFLAC	No	PMCHK00001078	\$1,036.16	
24722	9/3/2024	CHK	California Assn of Prefessio	No	PMCHK00001078	\$59.00	
24723	9/3/2024	CHK	California Assn of Prefessio	No	PMCHK00001078	\$1,298.00	

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
24724	9/3/2024	CHK	NGLIC C/O Superior Vision Se No	PMCHK00001078	\$887.28	
24725	9/3/2024	CHK	P.E.R.S	PMCHK00001078	\$1,400.00	
24726	9/3/2024	CHK	P.E.R.S	PMCHK00001078	\$104,491.82	
24727	9/3/2024	CHK	PRINCIPAL MUTUAL	PMCHK00001078	\$7,300.14	
24728	9/3/2024	CHK	Sacramento Area Fire Fighter No	PMCHK00001078	\$2,492.00	
24729	9/3/2024	CHK	Sacramento Area Fire Fighter No	PMCHK00001078	\$2,492.00	
24730	9/3/2024	CHK	TASC/ Total Admin Service	PMCHK00001078	\$6,162.54	
24731	9/3/2024	CHK	TASC/ Total Admin Service	PMCHK00001078	\$6,162.54	
24732	9/3/2024	CHK	TASC/ Total Admin Service	PMCHK00001078	\$6,162.54	
24733	9/3/2024	CHK	TASC/ Total Admin Service	PMCHK00001078	\$234.78	
24734	9/3/2024	CHK	Voya Financial Trust Co.	PMCHK00001078	\$17,887.18	
24735	9/3/2024	CHK	Voya Financial Trust Co.	PMCHK00001078	\$18,250.04	
62 Transaction(s)					\$362,608.94	\$0.00
62 Total Transaction(s)						

Ranges: From: To: From: To:  
 Vendor ID First Last Checkbook ID PLACER COUNTY WELLS FARGO OP  
 Vendor Name First Last Check Number First Last  
 Check Date 8/7/2024 9/3/2024

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A211	AUBURN TIRE SERVICE	PLACER COUNTY	24674	8/26/2024	\$352.20
37819	144533 Tires		\$352.20		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-016 LFPD Ford Expedition \$352.20 \$0.00				
A246	Aztec Solar, Inc	PLACER COUNTY	24675	8/26/2024	\$350.00
37820	24-0253 Refund, solar plan review fe		\$350.00		
	Type Account Description Debit Credit				
	PURCH 0-000-8193-011 Fees For Service & Cost Recovery Ch \$350.00 \$0.00				
B147	BART INDUSTRIES	PLACER COUNTY	24676	8/26/2024	\$487.28
37821	6091-599202 AC compressor kit		\$487.28		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-508 2017 Ford E450 Medix Type III \$487.28 \$0.00				
B178	Benz Air Engineering Co, Inc	PLACER COUNTY	24677	8/26/2024	\$805.74
37822	AWF072524 Nederman anchor plate		\$805.74		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-901 2024 Freightliner Water Tanker \$805.74 \$0.00				
B202	Bromley, Taylor	PLACER COUNTY	24678	8/26/2024	\$250.00
37823	20240702 Paramedic renewal		\$250.00		
	Type Account Description Debit Credit				
	PURCH 0-000-2024-000 ParamedicCert.EMT/CPR Cert Classes \$250.00 \$0.00				
C331	Cook's Communications	PLACER COUNTY	24679	8/26/2024	\$386.07
37824	158064 Input module keypad		\$386.07		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-813 2005 Spartan Hi-Tech Type One Engin \$386.07 \$0.00				
D101	DAWSON OIL	PLACER COUNTY	24680	8/26/2024	\$4,456.91
37825	740276 Fuel, Sta 17		\$2,683.01		
	Type Account Description Debit Credit				
	PURCH 0-000-2124-001 Station 17 Fuel \$2,683.01 \$0.00				
37826	740277 Fuel, Sta 19		\$1,773.90		
	Type Account Description Debit Credit				
	PURCH 0-000-2124-003 Station 19 Fuel \$1,773.90 \$0.00				
F173	Fire Plan Review, Inc.	PLACER COUNTY	24681	8/26/2024	\$1,588.75
37827	1198 July services		\$1,588.75		
	Type Account Description Debit Credit				
	PURCH 0-000-2043-001 Prevention Consulting Fees \$1,588.75 \$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	24682	8/26/2024	\$656.70
37828	0001953305	Cylinder rental	\$277.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
37829	0001952855	Medical oxygen	\$147.95		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$147.95	\$0.00
37830	0001953334	Cylinder rental	\$177.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$177.85	\$0.00
37831	0001953440	Cylinder rental	\$53.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$53.85	\$0.00
I134	Interwest Consulting Group Inc	PLACER COUNTY	24683	8/26/2024	\$10,972.51
37832	540790	July services	\$10,972.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$10,972.51	\$0.00
K141	Kolster, Kenneth	PLACER COUNTY	24684	8/26/2024	\$262.89
37833	20240628	Residntl Search/Rescue class	\$262.89		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$262.89	\$0.00
M101	Mission Uniform Services	PLACER COUNTY	24685	8/26/2024	\$123.28
37841	521916232	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37842	521956375	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37843	522000867	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37844	522045070	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
M143	Meri-Cal Fire	PLACER COUNTY	24686	8/26/2024	\$995.92
37835	43685	Extinguisher service, Sta 18	\$150.06		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$150.06	\$0.00
37836	43686	Extinguisher service, Sta 20	\$183.59		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$183.59	\$0.00
37837	43687	Extinguisher service, Sta 19	\$116.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$116.44	\$0.00
37838	43688	Extinguisher service, Sta 16	\$144.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$144.04	\$0.00
37839	43689	Extinguisher service, Sta 15	\$81.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$81.44	\$0.00
37840	43690	Extinguisher service, Sta 17	\$320.35		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$320.35	\$0.00
M165	Manchester, Jeremy	PLACER COUNTY 24687		8/26/2024	\$124.49
37834	118900856	Pressure switch, reimburseme	\$124.49		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-711	2013 Freightliner/ BR17		\$124.49	\$0.00
N146	Northwest Pump & Equipment Co	PLACER COUNTY 24688		8/26/2024	\$892.89
37845	3513078-00	Fuel dispensing hose	\$475.45		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$475.45	\$0.00
37846	3513078-01	Fuel whip hose	\$417.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$417.44	\$0.00
P125	Placer County Water Agency	PLACER COUNTY 24689		8/26/2024	\$595.25
37847	20240729-20	Monthly billing, Sta 20	\$84.52		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$84.52	\$0.00
37848	20240730-18-1	Monthly billing, Sta 18	\$51.97		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$51.97	\$0.00
37849	20240730-18-2	Monthly billing, Sta 18	\$109.22		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$109.22	\$0.00
37850	20240730-18-3	Monthly billing, Sta 18	\$49.87		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$49.87	\$0.00



Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37851	20240801-19	Monthly billing, Sta 19	\$210.40		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$210.40	\$0.00
37852	20240801-20	Monthly billing, Sta 20	\$89.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$89.27	\$0.00
P136	PL. CO. AIR POLL. CONTR.	PLACER COUNTY	24690	8/26/2024	\$1,216.77
37868	220630	Fuel tank permit, Sta 19	\$689.99		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$689.99	\$0.00
37869	220317	Fuel tank permit, Sta 17	\$526.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$526.78	\$0.00
R129	Recology Auburn Placer	PLACER COUNTY	24691	8/26/2024	\$755.20
37853	74588427	Monthly billing, Sta 17	\$638.08		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$638.08	\$0.00
37854	74589755	Monthly billing, Sta 16	\$39.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
37855	74593120	Monthly billing, Sta 15	\$39.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
37856	74604729	Monthly billing, Sta 20	\$39.04		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
R183	Roper, Skylar	PLACER COUNTY	24692	8/26/2024	\$287.73
37857	20240727	Residntl Search/Rescue class	\$287.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$287.73	\$0.00
S061	Sprinkler Medic Inc	PLACER COUNTY	24693	8/26/2024	\$418.99
37860	20240619	Sprinkler repair, Sta 20	\$418.99		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$418.99	\$0.00
S062	Simonoff, Natalie	PLACER COUNTY	24694	8/26/2024	\$525.00
37859	24-0210	Refund, TI plan review fee	\$525.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-8193-011	Fees For Service & Cost Recovery Ch		\$525.00	\$0.00
S286	SAMBA Holdings Inc	PLACER COUNTY	24695	8/26/2024	\$128.84

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
37858	INV01571288	Driver monitoring	\$128.84		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$128.84	\$0.00
T117	TIFCO INDUSTRIES	PLACER COUNTY	24696	8/26/2024	\$769.17
37861	71996975	Hardware & wiring supplies	\$550.15		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$550.15	\$0.00
37862	72000430	Ty-rap, retaining ring	\$219.02		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$219.02	\$0.00
U109	US Bank Corporate Payment Syst	PLACER COUNTY	24697	8/26/2024	\$24,505.74
37863	20240722	July statement	\$24,505.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$65.00	\$0.00
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$354.00	\$0.00
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$1,985.00	\$0.00
	PURCH 0-000-2032-000	News Publications & Ads		\$434.36	\$0.00
	PURCH 0-000-2037-001	6900 Eureka Road		\$130.16	\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$19.98	\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$9.99	\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$108.81	\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$9.99	\$0.00
	PURCH 0-000-2037-028	Station 28		\$19.98	\$0.00
	PURCH 0-000-2039-000	Business/Conference		\$933.96	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$666.93	\$0.00
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$29.40	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$549.13	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$651.79	\$0.00
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$6,235.29	\$0.00
	PURCH 0-000-2127-000	Medical Supplies		\$532.74	\$0.00
	PURCH 0-000-2132-000	Storage		\$2,592.00	\$0.00
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$1,071.06	\$0.00
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$189.77	\$0.00
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$21.33	\$0.00
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$304.58	\$0.00
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380		\$365.47	\$0.00
	PURCH 0-000-2222-901	2024 Freightliner Water Tanker		\$776.84	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$149.20	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$1,386.48	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$416.15	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$445.35	\$0.00
	PURCH 0-000-4465-028	Station IT		\$846.12	\$0.00
	PURCH 0-000-4523-054	Tablet Command		\$3,204.88	\$0.00
W113	WESTERN STATE DESIGN	PLACER COUNTY	24698	8/26/2024	\$2,396.85
37864	0589709-IN	Extractor repairs, Sta 19	\$438.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$438.50	\$0.00
37865	0605973-IN	Extractor repairs, Sta 19	\$1,958.35		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$1,958.35	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
X001 37866	Xerox Financial Services 6045176	PLACER COUNTY DocuWare & Copier lease	24699	8/26/2024	\$2,583.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,583.36	\$0.00
Z101 37867	ZEP MANUFACTURING CO. 9010063359	PLACER COUNTY Shop supplies	24700	8/26/2024	\$790.42
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$790.42	\$0.00
A247 37870	Atwal, Jatinder SP240000041	PLACER COUNTY Ambulance refund	24701	8/29/2024	\$102.15
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$102.15	\$0.00
B147 37871	BART INDUSTRIES 6091-599491	PLACER COUNTY Replacement drill press	24702	8/29/2024	\$1,824.53
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$1,166.87	\$0.00
37872	6091-602983	Two stroke fuel			\$657.66
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$657.66	\$0.00
C342 37873	Cappello, Norma SP240000139	PLACER COUNTY Ambulance refund	24703	8/29/2024	\$126.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$126.07	\$0.00
D101 37875	DAWSON OIL 740855	PLACER COUNTY Fuel, Stn 19	24704	8/29/2024	\$3,437.19
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$820.84	\$0.00
37876	740862	Fuel, Stn 17			\$2,616.35
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,616.35	\$0.00
D197 37877	Downtown Ford KD62524	PLACER COUNTY 2024 Ford F150	24705	8/29/2024	\$55,174.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-060	2023 EMS Chief Vehicle		\$55,174.78	\$0.00
J128 37878	JRB Pest and Sanitation 83591	PLACER COUNTY Monthly billing	24706	8/29/2024	\$310.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
37879	83608	Monthly billing			\$90.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37880	83627	Monthly billing			\$130.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	24707	8/29/2024	\$5,047.23
37881	1498129	Various supplies			\$2,566.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,566.00	\$0.00
37882	15000893	Various supplies			\$2,481.23
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,481.23	\$0.00
M138	Motorola Solutions Inc	PLACER COUNTY	24708	8/29/2024	\$32,821.90
37884	8281949872	Mobile radio - 2023 Ambulanc			\$17,032.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-059	2023 Ambulance		\$17,032.59	\$0.00
37885	8281950039	Mobile radio - 2023 EMS Ch V			\$15,789.31
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-060	2023 EMS Chief Vehicle		\$15,789.31	\$0.00
M179	McKinley, Lance	PLACER COUNTY	24709	8/29/2024	\$221.09
37883	20240815	Park Fire lodging reimbrsmnt			\$221.09
	Type Account	Description		Debit	Credit
	PURCH 0-000-1997-000	CFAA Expenditures		\$221.09	\$0.00
N226	NETWORK DESIGN ASSOC	PLACER COUNTY	24710	8/29/2024	\$2,370.77
37886	92048	IT services			\$520.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$520.00	\$0.00
37887	92146	IT services			\$65.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$65.00	\$0.00
37888	92219	July subscriptions			\$914.96
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$914.96	\$0.00
37889	92491	August subscriptions			\$870.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$870.81	\$0.00
P111	PG & E	PLACER COUNTY	24711	8/29/2024	\$3,656.63
37890	20240814	Monthly billing			\$3,656.63
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$911.74	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,262.18	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$9.53	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$56.82	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$938.75	\$0.00
	PURCH 0-000-2027-028	Station 28		\$352.03	\$0.00
	PURCH 0-000-2027-029	Station 29		\$125.58	\$0.00
R151 37891	Rydell, Anthony 20240530	PLACER COUNTY Paramedic recertification	24712 \$250.00	8/29/2024	\$250.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
S063 37892	Schultz, Janice SP240001710	PLACER COUNTY Ambulance refund	24713 \$65.16	8/29/2024	\$65.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$65.16	\$0.00
S145 37893	STERICYCLE INC 8007768899	PLACER COUNTY Monthly billing	24714 \$319.07	8/29/2024	\$319.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$319.07	\$0.00
S282 37874	Consolidated Communications In 20240809	PLACER COUNTY Internet Stn 17	24715 \$738.61	8/29/2024	\$738.61
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$738.61	\$0.00
T150 37894	T-Mobile 20240822	PLACER COUNTY Monthly billing	24716 \$1,008.24	8/29/2024	\$1,008.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,008.24	\$0.00
W113 37895	WESTERN STATE DESIGN 0607130-IN	PLACER COUNTY Extractor repair parts, Stn	24717 \$23.07	8/29/2024	\$23.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$23.07	\$0.00
W121 37896	WITTMAN ENTERPRISES, LLC 2406046	PLACER COUNTY June services	24718 \$6,778.69	8/29/2024	\$16,461.80
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$6,778.69	\$0.00
37897	2407046	July services	\$9,683.11		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$9,683.11	\$0.00
X001 37898	Xerox Financial Services 6160234	PLACER COUNTY Copier & Docuware lease	24719 \$2,583.36	8/29/2024	\$2,583.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,583.36	\$0.00
A212 37899	AFLAC 447333/785729	PLACER COUNTY June & July premiums	24720 \$2,072.32	9/3/2024	\$2,072.32
	Type Account	Description		Debit	Credit
					21 Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,036.16	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,036.16	\$0.00
A212 37900	AFLAC 125116	PLACER COUNTY August premium	24721	9/3/2024	\$1,036.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,036.16	\$0.00
C273 37901	California Assn of Professiona 9-2024 NS LTD	PLACER COUNTY 09-2024 NSafety LTD	24722	9/3/2024	\$59.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$59.00	\$0.00
C273 37902	California Assn of Professiona 9-2024 LTD	PLACER COUNTY 09-2024 Safety LTD	24723	9/3/2024	\$1,298.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,298.00	\$0.00
N115 37903	NGLIC C/O Superior Vision Serv 843299	PLACER COUNTY 9-2024 vision premium	24724	9/3/2024	\$887.28
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$887.28	\$0.00
P101 37904	P.E.R.S 17644934	PLACER COUNTY GASB 68 reports & schedules	24725	9/3/2024	\$1,400.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,400.00	\$0.00
P101 37905	P.E.R.S 17647192	PLACER COUNTY September 2024 premium	24726	9/3/2024	\$104,491.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$22,630.99	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$16,021.97	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$58,885.29	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$6,953.57	\$0.00
P159 37906	PRINCIPAL MUTUAL 9-2024 DENTAL	PLACER COUNTY September 2024 dental premiu	24727	9/3/2024	\$7,300.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,300.14	\$0.00
S043 37907	Sacramento Area Fire Fighters PP03 UNION 2024	PLACER COUNTY EE Union dues PP 3	24728	9/3/2024	\$2,492.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,492.00	\$0.00
S043 37908	Sacramento Area Fire Fighters PP04 UNION 2024	PLACER COUNTY EE Union dues PP 4	24729	9/3/2024	\$2,492.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,492.00	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24730	9/3/2024	\$2,162.54

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
37909	PP03 DC/MR 2024	EE/ER DC/MR	PP 3		\$6,162.54
	Type Account		Description	Debit	Credit
	PURCH 0-000-0216-000		Flexible Benefits Payable	\$838.42	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$4,812.61	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$511.51	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24731	9/3/2024	\$6,162.54
37910	PP04 DC/MR 2024	EE/ER DC/MR	PP 4		\$6,162.54
	Type Account		Description	Debit	Credit
	PURCH 0-000-0216-000		Flexible Benefits Payable	\$838.42	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$4,812.61	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$511.51	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24732	9/3/2024	\$6,162.54
37911	PP05 DC/MR 2024	EE/ER DC/MR	PP 5		\$6,162.54
	Type Account		Description	Debit	Credit
	PURCH 0-000-0216-000		Flexible Benefits Payable	\$838.42	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$4,812.61	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$511.51	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24733	9/3/2024	\$234.78
37912	IN3191804	Admin fees, 10/1/24-10/31/24			\$234.78
	Type Account		Description	Debit	Credit
	PURCH 0-000-0215-000		Group Insurance Payable	\$234.78	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24734	9/3/2024	\$17,887.18
37913	PP03 DEF COMP 2024	EE/ER/ Def Comp	PP 3		\$17,887.18
	Type Account		Description	Debit	Credit
	PURCH 0-000-0214-000		457 Deferred Comp. Payable	\$16,940.92	\$0.00
	PURCH 0-000-0214-000		457 Deferred Comp. Payable	\$946.26	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24735	9/3/2024	\$18,250.04
37914	PP04 DEF COMP 2024	EE/ER Def Comp	PP 4		\$18,250.04
	Type Account		Description	Debit	Credit
	PURCH 0-000-0214-000		457 Deferred Comp. Payable	\$17,303.74	\$0.00
	PURCH 0-000-0214-000		457 Deferred Comp. Payable	\$946.30	\$0.00

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**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>
219	Americans With Disabilities Act Compliance	New
220	Limited English Proficiency Services	New
1012	Discriminatory Harassment	New
1024	Workplace Violence	New
1025	Lactation Breaks	New
1028	Drug and Alcohol-Free Workplace	New
1043	Pregnancy Disability Leave	New
1045	Nepotism and Conflicting Relationships	New
1108	Restrooms/Shower/Locker Room	New

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



# Americans with Disabilities Act (ADA) Compliance

## 219.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to South Placer Fire District services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

### 219.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

**ADA coordinator** – The member designated by the Fire Chief to coordinate the [Department\_Agency]'s efforts to comply with the ADA (28 CFR 35.107).

**Assistive devices, auxiliary aids, and services** - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

**Facility** - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

**Modification** - Any change, adjustment, alteration, adaptation, or accommodation that renders a [department\_agency] service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

**Power-driven mobility device** - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

## *Americans with Disabilities Act (ADA) Compliance*

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**Qualified interpreter** - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

### **219.2 POLICY**

It is the policy of the District that persons with disabilities have equal access to district services, programs, and activities.

The District will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

### **219.3 ADA COORDINATOR**

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts within the District and with the District ADA coordinator to provide equal access to services, programs, and activities including:
  - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
  - 1. Inspection of current district buildings and facilities to identify access issues.
  - 2. Review of current district services, activities, and programs for access issues.
  - 3. Assessment and update of current compliance measures.
  - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
  - 5. Review of the district's emergency programs, services, and activities as they apply to persons with disabilities.
  - 6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to district services, programs, and activities.

# South Placer Fire District

## SPFD Policy Manual

### *Americans with Disabilities Act (ADA) Compliance*

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- (e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to district services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing district services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
  - 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing district services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the district's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
  - 1. The ADA coordinator or the authorized designee should serve as a liaison to District members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

#### **219.4 REQUESTS**

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability and should limit questions to

## *Americans with Disabilities Act (ADA) Compliance*

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information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

### 219.4.1 DENIAL OF REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
  1. A substantial alteration of the service, program, or activity.
  2. An undue financial or administrative burden on the District.
  3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
  4. A threat to or the destruction of the historic significance of an historic property.
  5. A direct threat to the health or safety of others (28 CFR 35.139).
  6. If any of the above circumstances are present, the ADA coordinator should work with district staff and the person requesting the modification to determine if an alternative modification is available.
- (b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with district staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
  1. Reassigning services, programs, or activities to accessible buildings or facilities.
  2. Utilizing technology, equipment, rolling stock, or other conveyances.
  3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
  4. Any other means or methods that would make services, programs, or activities readily accessible.
- (c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

## *Americans with Disabilities Act (ADA) Compliance*

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### 219.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

### 219.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

## **219.5 MOBILITY DEVICES**

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

### 219.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

## **219.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES**

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

# South Placer Fire District

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### *Americans with Disabilities Act (ADA) Compliance*

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The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

#### 219.6.1 TYPES OF ASSISTANCE AVAILABLE

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The District will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The District will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept District-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

District-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

#### 219.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The District may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

#### 219.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, press conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

# South Placer Fire District

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### *Americans with Disabilities Act (ADA) Compliance*

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- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use district-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

#### 219.6.4 TTY AND RELAY SERVICES

The District will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

#### 219.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the District to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, District members must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

#### 219.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

## *Americans with Disabilities Act (ADA) Compliance*

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- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

### 219.6.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

### 219.7 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all District buildings and facilities and other areas where the general public is allowed. District members are expected to treat people with service animals with the same courtesy and respect that the District affords to all members of the public (28 CFR 35.136).

#### 219.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Altering a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.



## *Americans with Disabilities Act (ADA) Compliance*

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### **219.7.2 INQUIRIES REGARDING SERVICE ANIMALS**

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

### **219.7.3 CONTACT WITH SERVICE ANIMALS**

Service animals are not pets. District members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

### **219.7.4 REMOVAL OF SERVICE ANIMALS**

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

## **219.8 WEBSITE ACCESS**

The ADA coordinator should work with appropriate District members to develop online content that is readily accessible to persons with disabilities. District web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice.

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

## **219.9 DOCUMENTATION**

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

- (a) The type of modification, aid, or service provided.

## *Americans with Disabilities Act (ADA) Compliance*

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- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the District or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

### **219.10 COMPLAINTS**

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access a [department\_agency] program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

### **219.11 TRAINING**

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

## Limited English Proficiency Services

### 220.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 220.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the District to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficiency (LEP) individual** - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the District, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 220.2 POLICY

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department\_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

### 220.3 LEP COORDINATOR

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

## *Limited English Proficiency Services*

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- (a) Coordinating and implementing all aspects of the district's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
  - 1. Languages spoken.
  - 2. Contact information.
  - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
  - 1. Content on the district website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding district LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.
- (k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

### **220.4 FOUR-FACTOR ANALYSIS**

Because there are many different languages that members could encounter, the District will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures

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will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.
- (b) The frequency with which LEP individuals are likely to come in contact with district members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

### **220.5 TYPES OF LEP ASSISTANCE AVAILABLE**

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

### **220.6 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

### **220.7 AUDIO RECORDINGS**

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

### **220.8 QUALIFIED BILINGUAL MEMBERS**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services

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must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the [department\_agency] as having the requisite skills and competence may be requested.

### **220.9 AUTHORIZED INTERPRETERS**

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

#### **220.9.1 SOURCES OF AUTHORIZED INTERPRETERS**

The District may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another district within the District.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this district, and with whom the District has a resource-sharing or other arrangement that they will interpret according to district guidelines.

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### 220.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

### **220.10 CONTACT AND DOCUMENTATION**

Although all public contacts, services, and individual rights are important, this [department\_agency] will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

### **220.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### 220.11.1 EMERGENCY ASSISTANCE

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

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### **220.12 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

### **220.13 TRAINING**

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

#### **220.13.1 TRAINING FOR AUTHORIZED INTERPRETERS**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.



## Discriminatory Harassment

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 1012.2 POLICY

The South Placer Fire District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 1012.3 DEFINITIONS

Definitions related to this policy include:

#### 1012.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

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### 1012.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

### 1012.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

### 1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Civil Rights Department guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

## **1012.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the South Placer Fire District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Deputy Chief and/or Business Manager, or the Board President.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

### 1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Deputy Chief and/or Business Manager, the Board President, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

### 1012.4.2 SUPERVISOR RESPONSIBILITIES

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

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Deputy Chief and/or Business Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

### 1012.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

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### **1012.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the South Placer Fire District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

#### **1012.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### **1012.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Deputy Chief and/or Business Manager, or the Board President.

#### **1012.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

### **1012.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

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- (a) Approved by the Fire Chief, the Board President, or the Deputy Chief and/or Business Manager, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

### 1012.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

## **1012.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

### 1012.7.1 STATE-REQUIRED TRAINING

The Training Officer should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Training Officer should ensure that employees are provided the website address for the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

### 1012.7.2 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

## **1012.8 REQUIRED POSTERS**

The District shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

## Workplace Violence

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent (Labor Code § 6401.9).

This policy supplements the Workplace Violence Plan implemented by the Health and Safety Officer pursuant to the Illness and Injury Prevention Program Policy.

### 1024.2 POLICY

It is the policy of the South Placer Fire District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1024.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

### 1024.4 REPORTING AND INVESTIGATING

#### 1024.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1024.4.2 SUPERVISOR, MANAGER, BATTALION CHIEF, AND DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation.

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If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

### **1024.4.3 INVESTIGATION**

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

### **1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

District members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

### **1024.5 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify their supervisor.

### **1024.6 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Deputy Chief and/or Business Manager. The District needs this information in order to provide a safe workplace.

### **1024.7 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act

## *Workplace Violence*

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- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

### **1024.8 LEGAL ACTION**

The Administration Division, in consultation with the district's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior or harassment in the workplace (Code of Civil Procedure § 527.8).

### **1024.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1024.10 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District shall provide initial and annual training to members regarding this policy and the district Workplace Violence Prevention Plan (Labor Code § 6401.9).

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy and the district Workplace Violence Prevention Plan. The Fire Chief shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence (Labor Code § 6401.9).



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### **1024.11 VIOLENT INCIDENT LOG**

All workplace violence incidents shall be documented in a violent incident log as provided in Labor Code § 6401.9 and the [department\_agency] Workplace Violence Prevention Plan. The log shall be retained for a minimum of five years and as required by the district records retention schedule (Labor Code § 6401.9 ).

## Lactation Breaks

### 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for an infant child.

### 1025.2 POLICY

It is the policy of the [agencyName] to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child for up to one year after the child's birth (29 USC § 218d; Labor Code § 1030).

### 1025.3 LACTATION BREAK TIME

A rest period should be permitted each time the member needs to express breast milk (29 USC § 218d; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding 15 minutes will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify Placer Dispatch or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1025.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 218d; Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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### **1025.5 STORAGE OF EXPRESSED MILK**

Any member storing expressed milk in any authorized refrigerated area within the [Department\_Agency] shall clearly label it as such and shall remove at the end of their shift.

### **1025.6 STATE REQUIREMENTS**

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy, or who believe that they have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but they may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

## Drug and Alcohol Free Workplace

### 1028.1 PURPOSE AND SCOPE

The South Placer Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere (41 USC § 8103).

### 1028.2 POLICY

It is the policy of the South Placer Fire District to provide a drug free workplace for all members.

### 1028.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1028.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 1028.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

### 1028.4 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Personnel / Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

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### **1028.5 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Battalion Chief respond to the location of the impaired member. The Battalion Chief shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

### **1028.6 REQUESTING SCREENING TESTS**

A supervisor or Battalion Chief may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Battalion Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) The employee discharges a firearm in the performance of duties excluding training.
- (d) The employee discharges a firearm issued by the District while off-duty, resulting in injury, death, or substantial property damage.

#### **1028.6.1 BATTALION CHIEF RESPONSIBILITY**

The Battalion Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### **1028.6.2 SCREENING TEST DISPOSITION**

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

## *Drug and Alcohol Free Workplace*

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### **1028.7 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

### **1028.8 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

### **1028.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

## Pregnancy Disability Leave

### 1043.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the South Placer Fire District to manage pregnancy disability leave in accordance with the California Fair Employment and Housing Act (FEHA) (Government Code § 12945; 2 CCR 11040) and the Pregnancy Discrimination Act of 1978 (42 USC § 2000e(k)).

#### 1043.1.1 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.

### 1043.2 POLICY

The South Placer Fire District recognizes pregnancy as a disability and shall treat pregnant members in a manner consistent with other members with disabilities. The District shall defer to a pregnant member's qualified health care provider in assessing the member's ability to work.

### 1043.3 ELIGIBLE MEMBERS

Members who are disabled by pregnancy, childbirth or related medical conditions are eligible for pregnancy disability leave. There is no required minimum amount of service time or number of hours worked in order to be eligible (2 CCR 11037).

### 1043.4 TIME AND DURATION OF LEAVE

Under certain circumstances, an eligible member may be entitled to take pregnancy disability leave of up to four months and leave allowed under the Family and Medical Leave Act (FMLA) of up to 12 weeks, for a combined total of approximately seven months.

Members may take up to four months of pregnancy disability leave per pregnancy for any actual disability caused by pregnancy, childbirth or related medical conditions (Government Code § 12945).

Pregnancy disability leave need not be taken in one continuous period of time and may be taken intermittently, on an as-needed basis (2 CCR 11042).

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth is allowed by pregnancy disability leave.

If affected by pregnancy, childbirth or related medical conditions, a member may be permitted to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is recommended by the member's physician after reviewing the member's job description and required duties (2 CCR 11041).

## *Pregnancy Disability Leave*

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A member may also receive reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions, if recommended by a qualified health care professional (Government Code § 12945(3)).

### **1043.5 BENEFITS DURING LEAVE**

A member on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave (2 CCR 11044; Government Code § 12945) if:

- (a) The member is eligible for concurrent family medical leave.
- (b) The member has not already exhausted the 12-week group health insurance coverage benefit in the current FMLA eligibility period.

The District shall maintain and pay for the coverage for the duration of the leave as required in Government Code § 12945(2).

The District may recover premiums it paid to maintain health coverage, as provided by FMLA laws and Government Code § 12945(2), if a member does not return to work following pregnancy disability leave.

A member on pregnancy disability leave, who is not eligible to receive group health insurance coverage, may receive health insurance coverage in conjunction with Consolidated Omnibus Budget Reconciliation Act (COBRA) guidelines by making monthly premium payments to the District.

Sick leave, vacation leave and seniority do not accrue while a member is on unpaid pregnancy disability leave.

### **1043.6 USE OF OTHER LEAVES**

Members are required to use accrued sick leave for any authorized pregnancy disability leave. At the member's option, accrued vacation or other accrued time off may be applied toward the pregnancy disability leave. If no accrued sick or vacation leave is available, pregnancy disability leave is unpaid (2 CCR 11044).

Pregnancy disability leave will run concurrently with FMLA and any short-term disability leave for those members who are eligible for both.

### **1043.7 PROCEDURE**

The following procedures apply to all members requesting pregnancy disability leave:

- (a) Members who wish to take pregnancy disability leave shall provide their supervisor with 30 days of advance notice if the need for leave is foreseeable or as soon as practicable if the need for leave was not foreseeable (2 CCR 11050). The 30-day advance notice may be waived with the supervisor's written approval.
- (b) A member shall submit a written request for pregnancy disability leave approved by the member's supervisor or the Personnel / Human Resources before the leave begins.



## *Pregnancy Disability Leave*

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The request shall be supported by a written certification from a physician or qualified health care professional that the member is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work (Government Code § 12945; 2 CCR 11050).

- (c) The supervisor should forward requests for pregnancy disability leave, including medical certifications, to the Personnel / Human Resources and ensure that the pregnancy disability leave or transfer request is responded to as soon as practicable and in no event later than 10 days after receiving the request (2 CCR 11050).
- (d) Members shall submit any request for an extension of leave in writing to their supervisor prior to the agreed date of return. The request for extension must be supported by a written certification from the attending physician that the member continues to be disabled by pregnancy, childbirth or a related medical condition.
- (e) Members returning from pregnancy disability leave shall provide a written statement from a qualified health care professional attesting that the member is fit to return to full duty (2 CCR 11050).

### **1043.8 REINSTATEMENT FOLLOWING LEAVE**

Upon the expiration of pregnancy disability leave or transfer, and the district's receipt of a written return to full duty certification, the member will be reinstated to her original or an equivalent position, unless the position has been eliminated for a legitimate business reason during the leave (2 CCR 11043).

If the same position is no longer available, as in a layoff, the member will be entitled to a position that is comparable in pay, location, job content, promotional opportunity and geographic location if such a comparable position exists.

If upon return from pregnancy disability leave a member is unable to perform the essential functions of the job because of a disability, the member's supervisor should work with the Personnel / Human Resources or legal counsel to engage in an interactive process with the member to identify a potential reasonable accommodation.

### **1043.9 RESPONSIBILITY**

Supervisors should work with the Personnel / Human Resources to review requests for leave and any request to return to duty under temporary modified duty limitations. The Personnel / Human Resources should advise the supervisor and inform members of their rights and responsibilities. Also see the Temporary Modified Duty Assignments Policy and the Return to Work Policy.

### **1043.10 RECORDS**

The District will maintain leave-related records for at least four years or in compliance with the district's established record retention schedule (Government Code § 12946).

# South Placer Fire District

SPFD Policy Manual

## *Pregnancy Disability Leave*

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Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/California Family Rights Act (CFRA) and this policy shall be maintained as confidential medical records in separate files from the member's personnel files.

## Nepotism and Conflicting Relationships

### 1045.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district (Government Code § 12940). These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### 1045.1.1 DEFINITIONS

Definitions related to this policy include:

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

### 1045.2 POLICY

The South Placer Fire District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

## *Nepotism and Conflicting Relationships*

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### **1045.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

#### **1045.3.1 EMPLOYEE RESPONSIBILITY**

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with

# South Placer Fire District

## SPFD Policy Manual

### *Nepotism and Conflicting Relationships*

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whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

#### 1045.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors shall also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

## Restrooms/Showers/Locker Room

### 1108.1 PURPOSE AND SCOPE

To provide South Placer Fire District members with a safe, clean, private shower and bathroom facility.

### 1108.2 POLICY

It is the policy of the South Placer Fire District that a means will be provided at each station to protect individual privacy in the locker, shower, and restroom facilities.

### 1108.3 PROCEDURE

All firehouses will post a copy of the Restroom/Shower and Locker Room attachment adjacent to each bathroom. Captains shall review this policy with all newly assigned personnel.

## Attachments

## 1108\_Policy\_Attachment\_6\_24.pdf





## **Restroom/Shower Policy**

- 1. On-duty personnel shall have priority use of "all" facilities.**
- 2. Respect the property and rights of your fellow firefighters. Use common courtesy and good sense.**
- 3. Implement the classic firehouse rule: "If you used it, clean it and put it back in its proper place."**
- 4. Knock before entering any closed door, whether an office or bathroom.**
- 5. Facilities will be cleaned with the employee announcing his/her presence before entering facilities.**
- 6. Facility doors shall be kept closed during mixed-gender personnel assignments.**
- 7. Unusual circumstances can be accommodated with the permission of captains.**

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item:** **FY 2024/24 District Goals**

**Action Requested:** Staff recommends discussion on the 2024/25 District Goals and possible action if the Board warrants it.

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

**Impact:** Future planning

**Attachments:** 2024/25 District Goals

Mark Duerr  
Fire Chief  
South Placer Fire District

# SPFD 2024/25 Goals

## **Board Goals**

1. Our goal is to uphold and enhance the financial stability of our fire district by implementing prudent fiscal practices. We are committed to delivering exceptional fire and emergency services that align with our District's master and strategic plans, ensuring our operations are effective and efficient. We will foster a strong connection with our community and actively improve our outreach efforts. We endeavor to maintain transparency and openness in all our communications and decision-making processes. Through these efforts, we aim to build trust, ensure safety, and support the well-being of the communities we serve.

## **Administration/District Goals**

1. Uphold and Enhance Fiscal Stability through:

- a. Maintain a balanced budget.
- b. Work to increase District reserves through incremental progress of 1-2% annually.
- c. Review all services and contracts and evaluate for value to the District.

2. Improve service delivery by :

- a. Effectively deploy District resources in alignment with the District's Master and Strategic plans.
- a. Update and publish Standard Operating Guidelines
- b. Review, update, and consolidate policies into a single manual.

3. Enhance Community Outreach via:

- a. Improved community outreach as measured through regularly scheduled interactions.
- b. Implementation of a formal Public Information Officer.
- c. Partner with outside agencies to decrease the wildfire risk in the community.

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
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**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: FY 2024/25 Final Budget Adoption:**

**Action Requested:** Staff recommends discussion and adoption of the FY 2024/25 Final Budget.

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

Notable observations:

1. Estimated \$18,119,087 in revenues.
2. Board Adopted Goals Report:

	Goal	Budget
a. Wages and benefits	80.25%	77.52 %*
b. Service and Operations	12%	14.9 %
c. Fixed Assets	1%	1.54 %
d. Apparatus	3%	0.49 %
e. Facilities	3%	0.98 %
f. Major Equipment	<u>0.75%</u>	<u>0.49 %</u>
	100%	95.92%
3. The 1% property tax revenue has been increased by 5.06% from the FY 2023/24 budgeted amount.
4. The 24/25 budget and Board adopted goals are affected by the receipt of 23/24 grant revenue in FY 24/25 shifting all budget percentages lower as part of the overall budget. Wages and benefits, without the benefit of grant revenue, are at 82% and Service and Ops is closer to 16%.

**Impact:** Estimated \$18,119,087 spending plan resulting in a balanced budget.

**Attachments:** Proposed Final Budget.

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

<b>Estimated Revenues 2024-25</b>				
	General Revenue	\$17,101,367		
	Mitigation Revenue	\$309,000		
	CFAA Revenue	\$250,000		
	Mitigation Reserves	\$938,000		
	<b>Total</b>	<b>\$18,598,367</b>		
<b>Estimated Expenditures 2024-25</b>				
	Operational Expenditures (salaries, operations, fixed assets)	<b>\$15,978,878</b>		
	Capital Expenditures- Capital Facilities General Budget	\$570,000		
	Mitigation Expenditures	\$1,247,000		
	CFAA Expenditures	\$250,000		
	<b>Total</b>	<b>\$18,045,878</b>		



Account Number		2023/2024 Amount	2023/2024 *thru 6/30/24	2024/25 Budget	Percent Change
<b>General Revenues</b>					
6000-000-001	Secured Property Tax General	\$9,567,127	\$9,566,175	\$10,050,879	5.06%
0-000-6000-002	Unitary & Op Non-Unitary	\$191,854	\$191,954	\$199,528	4.00%
0-000-6000-003	Current Unsecured Property Tax	\$207,260	\$199,475	\$219,600	5.95%
0-000-6000-004	Delinquent Secured Property Taxes	\$836	\$0	\$850	1.67%
0-000-6000-005	Delinquent Unsecured Property Tax	\$2,593	\$4,804	\$2,600	0.27%
0-000-6000-006	Current Supplemental Property Tax	\$243,400	\$264,814	\$255,000	4.77%
0-000-6000-008	Delinquent Supplemental Property Tax	\$550	\$1,097	\$550	0.00%
0-000-6001-000	SPFD Special Tax	\$713,370	\$713,336	\$713,100	-0.04%
0-000-6002-000	Loomis Fire Protection & Response Assessment	\$1,147,591	\$1,147,591	\$1,194,097	4.05%
	Loomis Parcel Tax	\$539,943	\$539,943	\$594,378	10.08%
0-000-6106-000	Railroad Unitary Tax	\$5,709	\$5,957	\$5,800	1.59%
0-000-6950-000	Interest-County	\$20,000	\$88,187	\$20,000	0.00%
0-000-6957-000	Sect. 5151 Interest Refunded	-\$385	-\$402	-\$400	3.90%
0-000-7000-000	HOPTERS Intergovernmental Revenue	\$51,221	\$52,363	\$50,785	-0.85%
0-000-8192-000	Ambulance Services	\$1,960,000	\$1,966,762	\$2,100,000	7.14%
0-000-8193-001	Uniform Reimbursement	\$100	\$29	\$100	0.00%
0-000-8193-009	Other Staffing Reimbursements	\$0	\$0	\$0	#DIV/0!
0-000-8193-010	Other Miscellaneous	\$130,000	\$66,634	\$175,000	34.62%
0-000-8193-011	Fees For Service & Cost Recovery Charges	\$310,000	\$547,098	\$350,000	12.90%
0-000-8193-014	4850 Reimbursements	\$30,000	\$32,645	\$30,000	0.00%
0-000-8193-015	Cellular Tower Lease	\$107,700	\$105,485	\$106,000	-1.58%
0-000-8193-016	MVA Fees	\$7,500	\$9,643	\$7,500	0.00%
0-000-8193-018	Local/State/Federal Grants	\$771,496	\$74,307	\$1,026,000	32.99%
0-000-8300-000	Grant Revenue	\$0	\$0		
0-000-8372-000	Automotive Fund Mat & Services	\$0	\$0	\$0	
	<b>Total General Revenue</b>	<b>\$16,007,865</b>	<b>\$15,577,897</b>	<b>\$17,101,367</b>	<b>6.39%</b>
0-000-8267-000	Consolidated Mitigation Fee Revenue	\$300,000	\$520,617	\$300,000	0.00%
0-000-8264-007	Consolidated Mitigation Interest	\$6,000	\$47,952	\$9,000	50.00%
	<b>Total Mitigation Revenue</b>	<b>\$306,000</b>	<b>\$568,569</b>	<b>\$309,000</b>	<b>0.98%</b>
0-000-8300-000	<b>CFAA Revenues (Strike Teams)</b>				
	<b>Total CFAA Revenue</b>	<b>\$180,000</b>	<b>\$129,321</b>	<b>\$250,000</b>	
	<b>Total Budget With Mitigation Fees &amp; CFAA Revenues</b>	<b>\$16,493,865</b>	<b>\$16,275,787</b>	<b>\$17,660,367</b>	<b>6.61%</b>

<b>OPERATIONAL EXPENDITURES</b>							
Account			2023/2024	2023/2024	2024/25 Budget	Percent	
Number			Amount	*thru 6/30/24		Change	
<b>Personnel Salaries and Benefits</b>							
1002		Salaries & Wages	\$6,684,168	\$6,220,588	\$7,113,076	6.42%	
1004		Sellback/Admin. & FF's	\$105,000	\$79,413	\$100,000	-4.76%	
1005		Intern FF/Board/App FF/PT	\$20,000	\$8,500	\$20,000	0.00%	
1006		Callback/Overtime-Firefighter	\$1,000,000	\$1,650,715	\$1,000,000	0.00%	
1007		Comp For Absence/Illness	\$25,000	\$52,163	\$27,500	10.00%	
1008		Out of Grade Pay	\$3,000	\$152	\$3,000	0.00%	
1015		Other Payroll	\$10,000	\$3,340	\$10,000	0.00%	
1016		Volunteer Length of Service Award	\$1,000	\$1,000	\$1,000	0.00%	
1300		PERS Retirement	\$1,151,541	\$1,119,587	\$1,152,411	0.08%	
1302		PERS Lump Sum Payment	\$930,800	\$930,786	\$1,250,000	34.29%	
1305		Employer 457 Def. Comp. Match	\$30,000	\$23,957	\$30,000	0.00%	
1301		Employment Taxes (FICA/Medicare/SUI)	\$108,649	\$117,586	\$113,200	4.19%	
1315		Workmans Comp. Insurance	\$770,000	\$751,268	\$700,000	-9.09%	
1550		Agency Share Insurance	\$1,230,179	\$990,571	\$1,242,312	0.99%	
1551		OPEB Contribution	\$0	\$0	\$0	#DIV/0!	
1552		COP Debt Service	\$400,404	\$400,403	\$400,000	-0.10%	
2010		Labor Legal	\$60,000	\$39,354	\$40,000	-33.33%	
2017		Uniform Allowance/Cell Phone	\$117,320	\$73,488	\$45,000	-61.64%	
2019		Employees Assistance Program	\$5,800	\$2,833	\$9,000	55.17%	
		<b>Total Salaries/Benefits</b>	<b>\$12,652,861</b>	<b>\$12,465,704</b>	<b>\$13,256,499</b>	<b>4.77%</b>	
8197		<b>CFAA Expenditures (Strike Teams) Estimates</b>					
8197-001		Personnel Overtime	\$145,000	\$109,343	\$205,000	29.27%	
8197-002		Administration Costs	\$17,500		\$17,500		
8197-003		Apparatus	\$12,500		\$15,000		
8197-004		FICA & FASIS Reimbursement	\$5,000		\$12,500		
		<b>Total CFAA Expenditures</b>	<b>\$180,000</b>	<b>\$109,343</b>	<b>\$250,000</b>	<b>28.00%</b>	
		<b>Total Salaries and Benefits including CFAA Est.</b>	<b>\$12,832,861</b>	<b>\$12,575,047</b>	<b>\$13,506,499</b>		
	1	Fire Chief		3	Shift Battalion Chief	1	Volunteer Firefighter
	1	/Personnel/Operations - Deputy Chief		15	Captains (6 PM)	0	Intern Firefighters
	1	Division Chief - Fire Marshal		12	Engineers (6 PM)		
	1	Division Chief - EMS/Safety		12	Firefighters		
	1	Business Manager		3	Apprentice Firefight	1	Volunteer Positions
	1	Prevention Specialist/Admin. Assistant					
	1	Journeyman Mechanic					
	1	District Secretary-Full Time					
	1	Apprentice Mechanic					

Service & Operations		2023/24 Budget	2023/24 YTD	2024/25 Budget	
2020	Audit	\$15,925	\$15,925	\$15,925	0.00%
2021	Propane	\$3,750	\$1,432	\$3,750	0.00%
2023	Employee Physicals/DL/Wellness	\$84,550	\$79,212	\$47,286	-44.07%
2024	Paramedic Cert. EMT/CPR Classes	\$6,140	\$4,884	\$9,538	55.34%
2025	Ambulance Billing Service	\$205,000	\$199,024	\$205,000	0.00%
2026	Garbage	\$12,500	\$9,548	\$12,500	0.00%
2027	Gas & Electric	\$50,000	\$50,462	\$55,000	10.00%
2028	Insurance (FAIRA)	\$147,061	\$158,312	\$168,700	14.71%
2030	Memberships/Subscriptions	\$21,183	\$17,478	\$23,063	8.88%
2032	News Publications & Ads	\$2,000	\$2,269	\$2,000	0.00%
2035	Sewer	\$7,000	\$6,754	\$7,000	0.00%
2037	Telephone	\$58,076	\$41,897	\$34,490	-40.61%
2038	Training Supplies	\$17,500	\$9,082	\$25,000	42.86%
2039	Business/Conference	\$15,000	\$16,744	\$20,000	33.33%
2040	Education/Training	\$25,000	\$21,911	\$90,000	260.00%
2041	Water	\$16,500	\$18,430	\$17,500	6.06%
2042	Laundry	\$1,850	\$1,790	\$2,000	8.11%
2043-000	Legal/Consulting Fees	\$70,000	\$126,055	\$275,000	292.86%
2043-001	Prevention Consulting Fees	\$95,000	\$157,517	\$125,000	31.58%
2044	Petty Cash Fund	\$250	\$0	\$250	0.00%
2045	Pre-Employment Testing/Background Inv.	\$20,000	\$9,169	\$20,000	0.00%
2046	Medical Waste Disposal	\$4,500	\$3,723	\$4,000	-11.11%
2050	County Charges (Tax Collection/LAFCO/Refunds)	\$203,439	\$207,187	\$220,000	8.14%
2051	Elections	\$0	\$0	\$35,000	#DIV/0!
2053	Food/Drink-Incident Supplies	\$7,500	\$4,585	\$7,500	0.00%
2055	Safety Awards	\$7,250	\$2,617	\$7,250	0.00%
2056	Software Subscriptions	\$139,067	\$122,726	\$150,908	8.51%
2120	Cleaning/Maintenance Supplies	\$17,000	\$8,996	\$17,000	0.00%
2122	Computer Service & Maint.	\$12,000	\$8,886	\$22,000	83.33%
2123	Fire Prevention Supplies	\$10,000	\$6,275	\$14,050	40.50%
2124	Fuel & Oil	\$116,000	\$108,849	\$123,000	6.03%
2127	Medical Supplies	\$125,000	\$117,864	\$125,000	0.00%
2128	Miscellaneous Supplies	\$1,000	\$32	\$1,000	0.00%
2129	Office Supplies	\$8,000	\$7,378	\$8,500	6.25%
2130	Oxygen	\$8,250	\$7,653	\$8,250	0.00%
2131	Postage/Shipping	\$2,000	\$1,609	\$2,000	0.00%
2132	Storage	\$3,000	\$2,592	\$3,000	0.00%
2133	Uniform Supplies	\$14,000	\$8,379	\$14,000	0.00%
2135	Misc. Firefighting Equip/Supplies	\$20,000	\$19,040	\$19,775	-1.13%
2221	Radio Repair	\$16,000	\$2,675	\$16,000	0.00%
2222	Automotive Repairs/Supplies	\$125,000	\$109,320	\$134,800	7.84%
2225	Facilities Maintenance	\$98,100	\$91,788	\$98,100	0.00%
2226	SCBA Maintenance	\$12,990	\$5,945	\$13,640	5.00%
2227	Equipment Service Maintenance	\$39,085	\$19,963	\$33,585	-14.07%
2228	Turnout Clothing Maint.	\$9,280	\$7,258	\$19,762	112.95%
2523	Outside Services	\$1,320	\$907	\$1,320	0.00%
8510 + 4521	Bad Debt Expense	\$225,000	\$0	\$200,000	-11.11%
	<b>Total Service &amp; Operations</b>	<b>\$2,099,066</b>	<b>\$1,824,142</b>	<b>\$2,458,442</b>	<b>17.12%</b>



<b>Fixed Assets</b>		<b>2023/24 Budget</b>	<b>2023/24 YTD</b>	<b>2024/25 Budget</b>	
4456	<b>Facilities</b>	\$19,758	\$18,654	\$19,758	\$0
4462	<b>Firefighting Equipment</b>	\$32,000	\$4,844	\$79,900	
	Turnouts			\$46,900	
	Yellows			\$10,000	
	Structure Gloves			\$2,500	
	Structure helmets			\$7,500	
	Wildland gloves			\$1,500	
	Hose			\$7,500	
	Wildland equipment			\$4,000	
4464	<b>EMS Equipment</b>	\$15,000	\$802	\$15,000	\$0
4465	<b>Office, Telephone &amp; Computer Equipment</b>	\$15,500	\$9,370	\$18,400	
	Station IT			\$9,900	
	Vehicle IT			\$2,500	
	Replacement switches			\$3,500	
	Director iPads			\$2,500	
4469	<b>VHF Radio, &amp; Communications</b>	\$0		\$20,000	
	Mobile radio			\$10,000	
	Portable			\$10,000	
4470	<b>Shop Equipment</b>	\$5,000	\$4,535	\$57,500	
	Bandsaw			\$3,000	
	Airlines			\$2,500	
	2000 gallon fuel tank			\$30,000	
	Pump test pit			\$15,000	
	Ford Muster truck tranny			\$7,000	
4472	<b>Training/Operations Equipment</b>	\$0		\$1,452	
4475	<b>Rescue Equipment</b>	\$0		\$1,928	
	Equipment			\$1,928	
4476	<b>Apparatus Up-Grades</b>	\$0		\$40,000	
	Upfit one resrve appratus			\$40,000	
447X	<b>Fitness Equipment</b>	\$8,105	\$0	\$10,000	
	<b>Total Fixed Assets</b>	<b>\$95,363</b>	<b>\$38,205</b>	<b>\$263,938</b>	

<b>Capital Expenditures</b>					
	<b>Capital Expenditures Reserves</b>	<b>2023/24 Budget</b>	<b>2023/24 YTD</b>	<b>2024/25 Budget</b>	
	<b>Total Capital Expenditures Reserve Account</b>			<b>\$0</b>	
	<b>Capital Expenditures General Budget</b>	<b>2023/24 Budget</b>	<b>2023/24 YTD</b>	<b>2024/25 Budget</b>	
4510	<b>Apparatus</b>	\$15,000	\$446,021	<b>\$84,000</b>	
	Reserves			\$84,000	
4511	<b>Major Equipment</b>	\$62,300	\$374,970	<b>\$189,000</b>	
	Reserves			\$84,000	
	Extractor			\$30,000	
	Vehicle lift			\$75,000	
4512	<b>Capital Facilities Projects</b>	\$58,360	\$169,827	<b>\$297,000</b>	
	Reserves			\$167,000	
	Fuel Storage (Co 17)			\$35,000	
	Asphalt @ Co 17			\$95,000	
					\$167,000
	<b>Total Capital Expenditures General Budget</b>	<b>\$1,116,914</b>	<b>\$990,818</b>	<b>\$570,000</b>	
	<b>Total Capital Expenditures Reserves and General Budget</b>	<b>\$1,116,914</b>	<b>\$990,818</b>	<b>\$570,000</b>	

<b>Mitigation Expenditures</b>		\$784,000	\$146,953		
	<b>Mitigation Expenditures Reserves</b>	<b>2023/24 Budget</b>	<b>2023/24 YTD</b>	<b>2024/25 Budget</b>	<b>Change YOY</b>
			\$418,720		
	<b>Total Mitigation Expenditures Reserve Account</b>	<b>\$0</b>			
	<b>CONSOLIDATED MITIGATION EXPENDITURES</b>				
4523-052	Portable Radios			<b>\$410,000</b>	
	Portable Radios			\$410,000	
4523-XX	Apparatus			<b>\$147,000</b>	
	2021 Pierce			\$147,000	
4523-XX	Compressor			\$125,000	
4523-059	ISRAM Ambulance			\$425,000	
4523-XXX	EMS Vehicle (pull forward 24/25)			\$100,000	
4523-XXX	Drone Program			\$40,000	
	<b>Consolidated Mitigation Expenditures</b>	<b>\$784,000</b>	<b>\$257,090</b>	<b>\$1,247,000</b>	

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Response Time Standards:**

**Action Requested:** Staff will present recommendations to achieve an eight (8) minute response time goal as adopted by the Board.

**Background:** One of the Administrative/District Goals for 2023/2024 is to *effectively deploy resources*, and a mid-term recommendation from the recently adopted Master Plan is to adopt performance objectives (Recommendation B-3). In January 2024, the Board approved Policy 306 – Response Time Standards, which identified response goals as the following:

	NFPA	SPFD Goal	Actual
Dispatch Processing	1:04	1:00	
Turnout Time			1:41
EMS	1:00	1:00	
Non-EMS	1:20	1:20	
Total Reflex First Unit	6:24	8:00	9:00

Staff will provide recommendations with supporting data to achieve eight (8) minute total response times 90% of the time.

**Impact:** Improve community emergency response

**Attachments:** None

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

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Resolution of Intention to Approve the Formation of a Community Facilities District**

**Action Requested:** Staff recommends discussion and approval of the Resolution of Intention to approve the formation of a Community Facilities District.

**Background:** Mello-Roos Community Facilities Districts are an important tool for communities like Granite Bay and Loomis that need to find ways to assist with financing services related to growth and development. This trend will likely continue, given the ongoing struggle to maintain a balanced budget while delivering essential public safety services at current levels. The Mello-Roos Community Facilities Act of 1982 (the “Act”) authorizes public agencies to form Community Facilities Districts (“CFDs”) secured by the levy of special taxes to finance services, such as public safety. The South Placer Fire District will utilize CFDs to help offset the added cost of providing essential public safety services to areas of new residential development.

Section 53312.7(a) of the California Government Act, as amended by AB 373 in 2007, requires that we (the “District”) consider and adopt local goals and policies concerning the use of the Act prior to the initiation of proceedings to establish a new CFD under the Act.

These Local Goals and Policies for Community Facilities Districts (the “Policies”) provide guidance and conditions for the use of CFDs for services and for the conduct by the District of proceedings for special taxes levied in a CFD established under the Act. The Policies are intended to be general in nature; specific details will depend on the nature of each particular financing. The Policies are applicable to financings under the Act and are intended to comply with Section 53312.7 (a), as amended, of the Government Code. These Policies shall not apply to any assessment financing or any certificate of participation or similar financings involving leases of or security in public property. The Policies are subject to amendment by District Board at any time.

**Attachments:** Resolution of Intention, Goals and Policies

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

**RESOLUTION NO. 04-2024/25**

**BEFORE THE BOARD OF DIRECTORS  
for the  
SOUTH PLACER FIRE DISTRICT**

**RESOLUTION DECLARING THE INTENTION TO ESTABLISH COMMUNITY  
FACILITIES DISTRICT AND AUTHORIZE THE LEVY OF A SPECIAL TAX  
THEREIN TO FUND FIRE SERVICES FOR FUTURE ANNEXATION AREA**

**COMMUNITY FACILITIES DISTRICT No. 1  
(FIRE SERVICES)**

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**WHEREAS**, under the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code, this Board of Directors (the “Board”) of the South Placer Fire Protection District (the “District”) is authorized to establish a Community Facilities District and to act as the legislative body for such Community Facilities District; and

**WHEREAS**, the Board received a petition in accordance with Government Code Section 53319 requesting the District initiate proceedings for the establishment of a Community Facilities District pursuant to the Act, for fire protection services, rescue services, emergency medical services, hazardous emergency response services, ambulance services and other services relating to the protection of lives and property, as authorized by Government Code Section 53313, subdivision b; and

**WHEREAS**, the District desires to proceed with the establishment of Community Facilities District No. 1 and a Future Annexation Area; and

**WHEREAS**, the Community Facilities District shall include the territory identified in the boundaries of the map, attached hereto as **Exhibit A** and hereby made a part of this resolution; and

**WHEREAS**, the Future Annexation Area shall include the territory identified in the boundaries of the map, attached hereto as **Exhibit B** and hereby made a part of this resolution; and

**WHEREAS**, the services to be financed by Community Facilities District No. 1 and Future Annexation Area shall be those services described in **Exhibit C** and hereby made a part of this resolution (“Services”); and

**WHEREAS**, Government Code Section 53320, the Board is required to adopt a Resolution of Intention to establish Community Facilities District No. 1 and Future Annexation Area; and

**WHEREAS**, funds raised cannot be appropriated by the District for other needs, and may only be used to pay for the Services as described herein, as the term “services” is defined in the Act; and

**WHEREAS**, pursuant to the Act, the District has adopted local goals and policies.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the South Placer Fire District has considered and hereby orders:

**Section 1. Acceptance of Petition.** The Petition is hereby accepted, and the Board hereby determines that the public convenience and necessity require proceedings be undertaken to authorize the establishment of the proposed Community Facilities District and Annexation Area pursuant to the Act.

**Section 2. Proposed CFD.** The name proposed for the Community Facilities District is South Placer Fire Protection District Community Facilities District No. 1 (the “CFD”).

**Section 3. Description and Map of Boundaries.**

**Section 3.1** The proposed boundaries of the CFD are as shown on the map on file with the District Clerk and attached hereto as **Exhibit A**, which boundaries are preliminarily approved (“Boundaries”). The District Clerk is hereby directed to record, or cause to be recorded, said map of the boundaries of the CFD in the office of the County Recorder of Placer County within fifteen days of the date of adoption of this Resolution, but in any event at least fifteen days prior to the hearing specified in Section 8, below.

**Section 3.2** The proposed boundaries of the Future Annexation Area are as shown on the map on file with the District Clerk and attached hereto as **Exhibit B**, which boundaries are preliminarily approved (“Future Annexation Boundaries”). Parcels within the Future Annexation Boundaries may be annexed to the CFD only with unanimous approval of the owner or owners of each parcel or parcels at the time that parcel or parcels are annexed, without any requirements for further public hearings or additional proceedings.

**Section 4. Services.** The type of services proposed to be funded by the CFD and pursuant to the Act shall consist of those Services listed in **Exhibit C**, attached hereto.

**Section 5. Special Tax.** Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax (the “Special Tax”) sufficient to pay the costs thereof, secured by recordation of a continuing lien against all nonexempt real property in the CFD, will be levied annually within the CFD in perpetuity, and collected in the same manner as ordinary ad valorem property taxes, or in such other manner as this Board or its designee shall determine, including direct billing of the affected property owners.

The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD shall be described in sufficient detail to allow each

landowner within the proposed CFD to estimate the maximum amount such owner will have to pay are described in **Exhibit D**, attached hereto and hereby incorporated herein.

Under no circumstances will the special tax to be levied against any parcel subject to the foregoing sentence be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within the CFD by more than 10 percent. As specified by the Act, for purposes of this paragraph, a parcel shall be considered “used for private residential purposes” not later than the date on which an occupancy permit for private residential use is issued.

**Section 6. Voting Procedure.** The levy of said proposed Special Tax shall be subject to the approval of the qualified electors of the CFD at a special election. The proposed voting procedure shall be by mail or hand-delivered ballot among all registered voters within the Boundaries, with each registered voter having one vote. The ballots shall be canvassed and the results certified at the same meeting of the Board as the public hearing on the CFD under the Act or as soon thereafter as possible.

**Section 7. CFD Public Hearing Report.** The Fire Chief, as the officer having charge and control of the Services in and for the CFD, or the designee of such official, is hereby directed to study said proposed Services and to make, or cause to be made, and file with the District a report in writing (“CFD Public Hearing Report”) presenting the following information: (a) A description of the Services by type which will be required to adequately meet the needs of the CFD; (b) An estimate of the fair and reasonable cost of the Services including the cost of incidental expenses in connection therewith. The CFD Public Hearing Report shall be made a part of the record of the public hearing specified below.

**Section 8. Public Hearing.** On November 13, 2024, or as soon as possible thereafter, at Station 17 in the Board Room, 6900 Eureka Road, Granite Bay, this Board, as legislative body for the CFD, will conduct a public hearing on the establishment of the CFD and consider and finally determine whether the public interest, convenience and necessity require the formation of the CFD and the levy of the Special Tax.

**Section 9. Notice of Hearing.** The Fire Chief is hereby directed to cause notice of the public hearing as required by Government Code Section 53322. Said notice shall be published at least seven (7) days before the date of the hearing and shall contain the information required by Section 53322.

**Section 10. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**THE FOREGOING RESOLUTION** was duly passed and adopted by the Board of Directors of the South Placer Fire District at a regular meeting held on the 11th day of September 2024, by the following roll call vote:

AYES:

NOES:



ABSENT:

Signed and approved by me after its passage.

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Tracy Randall  
President – Board of Directors

ATTEST:

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Katherine Medeiros  
Secretary – Board of Directors

# Exhibit A

# EXHIBIT A

## PROPOSED BOUNDARIES OF SOUTH PLACER FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 (FIRE SERVICES) COUNTY OF PLACER STATE OF CALIFORNIA

### CLERK'S STATEMENT:

FILED IN THE OFFICE OF THE CLERK OF SOUTH PLACER FIRE PROTECTION DISTRICT THIS \_\_\_\_ DAY OF \_\_\_\_, 20\_\_.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF SOUTH PLACER FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 (FIRE SERVICES), COUNTY OF PLACER, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF SOUTH PLACER FIRE PROTECTION DISTRICT AT A REGULAR MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_.

BY: \_\_\_\_\_

CLERK OF SOUTH PLACER FIRE PROTECTION DISTRICT

### RECORDER'S STATEMENT:

FILED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT THE HOUR OF \_\_\_\_ O'CLOCK \_\_\_\_ M. IN BOOK \_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE \_\_\_\_\_, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF PLACER, STATE OF CALIFORNIA

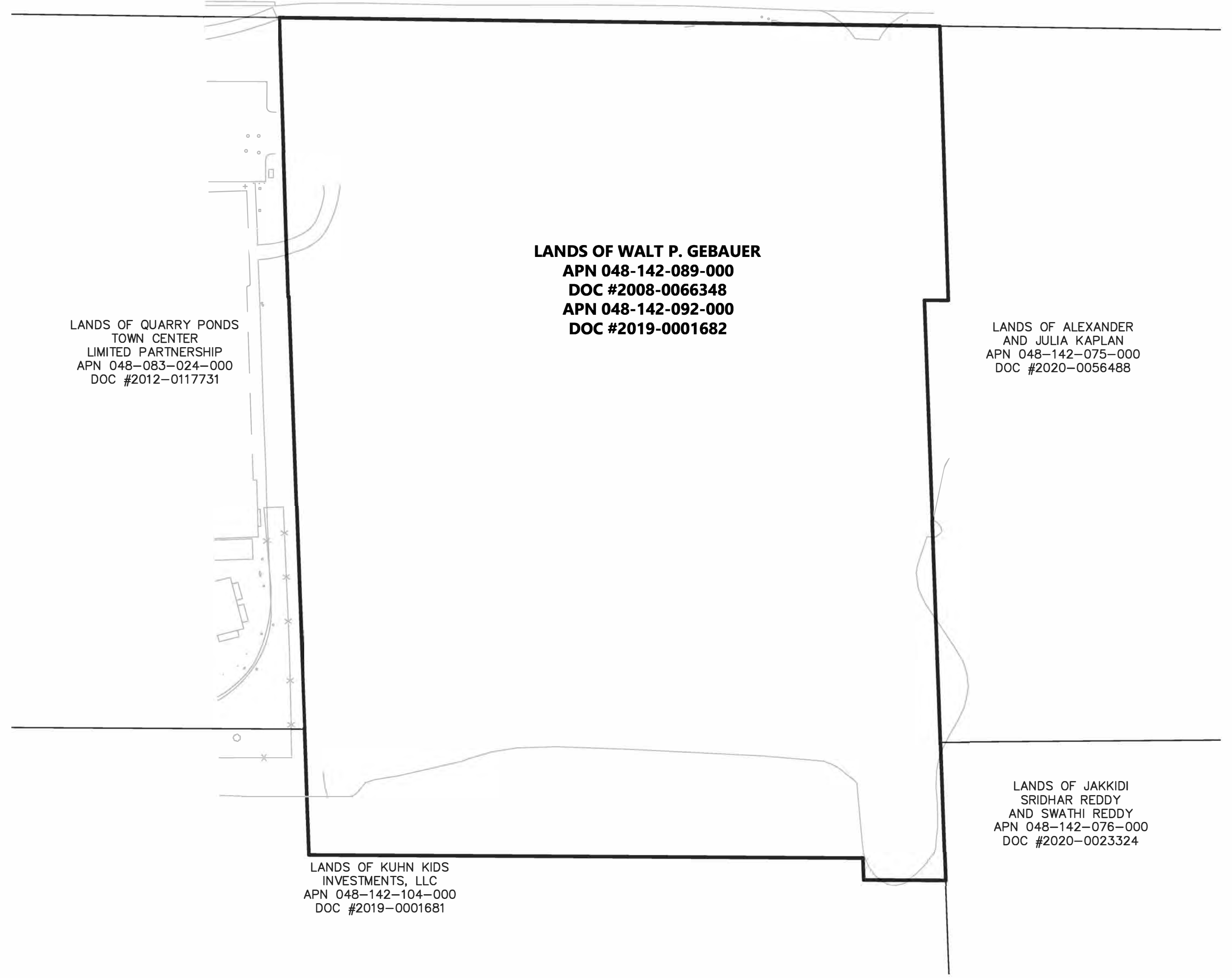
BY: \_\_\_\_\_

COUNTY RECORDER, COUNTY OF PLACER

### LEGEND

- BOUNDARY LINE
- ADJACENT BOUNDARY LINE

**DOUGLAS BOULEVARD (D0010)**  
**(FORMERLY ROCKY RIDGE ROAD) (WIDTH VARIES)**  
LANDS OF THE COUNTY OF PLACER, CA  
BK 730 PG 581



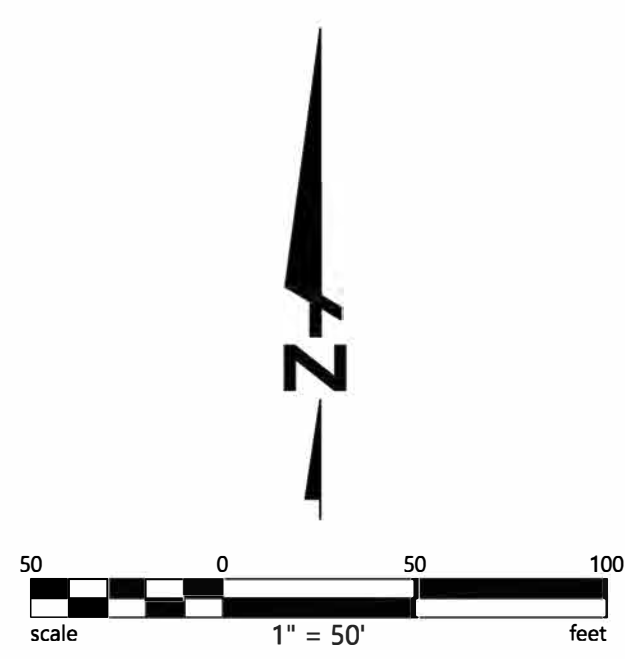
LANDS OF QUARRY PONDS  
TOWN CENTER  
LIMITED PARTNERSHIP  
APN 048-083-024-000  
DOC #2012-0117731

**LANDS OF WALT P. GEBAUER**  
**APN 048-142-089-000**  
**DOC #2008-0066348**  
**APN 048-142-092-000**  
**DOC #2019-0001682**

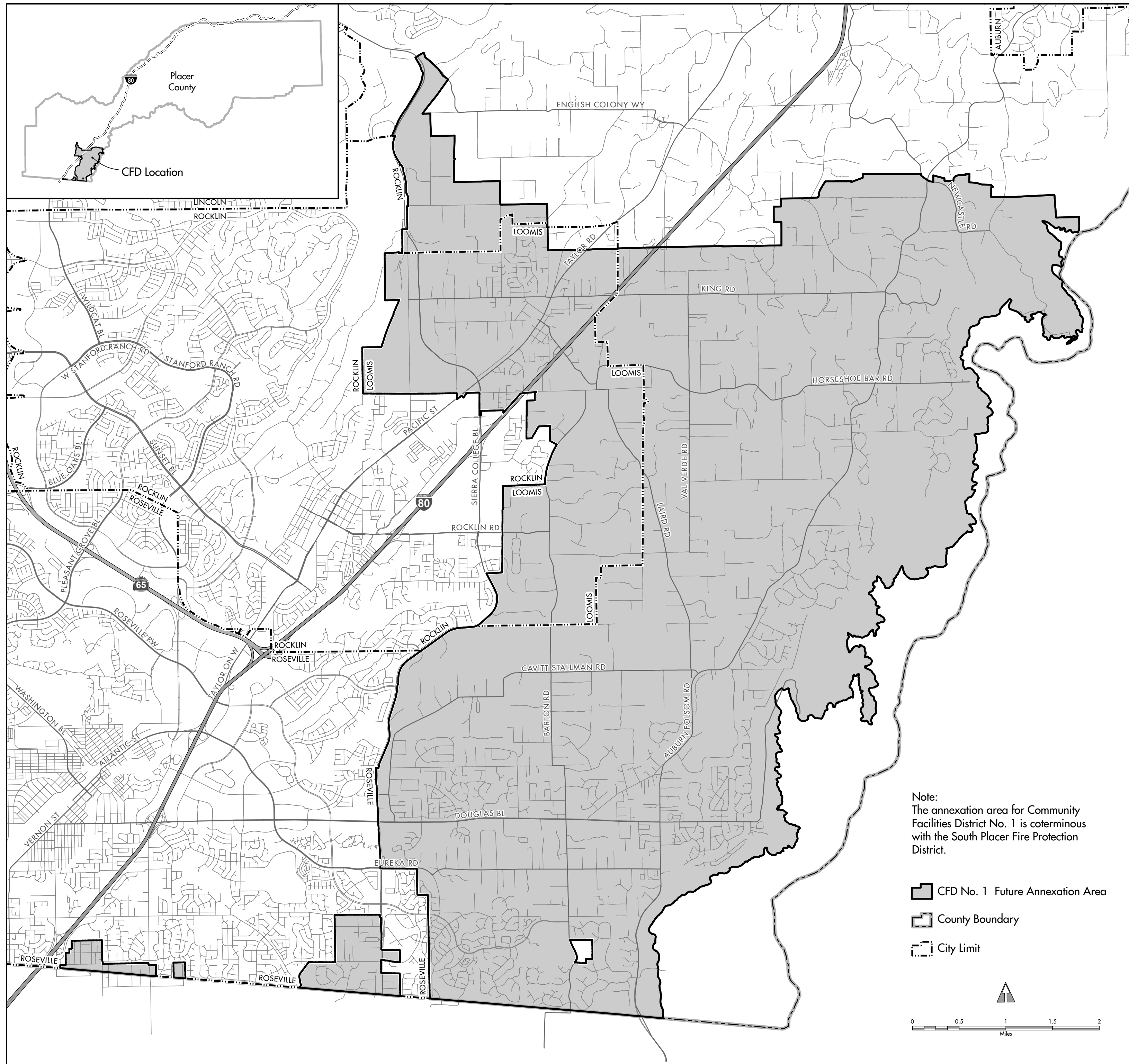
LANDS OF ALEXANDER  
AND JULIA KAPLAN  
APN 048-142-075-000  
DOC #2020-0056488

LANDS OF JAKKIDI  
SRIDHAR REDDY  
AND SWATHI REDDY  
APN 048-142-076-000  
DOC #2020-0023324

LANDS OF KUHN KIDS  
INVESTMENTS, LLC  
APN 048-142-104-000  
DOC #2019-0001681



# Exhibit B



**Proposed Boundaries of the Future Annexation Area  
South Placer Fire Protection District  
Community Facilities District No. 1 (Fire Services)  
County of Placer, State of California**

Filed in the office of the Clerk of South Placer Fire Protection District  
this \_\_\_\_ day of \_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Clerk of South Placer Fire Protection District

I hereby certify that the within map showing proposed boundaries  
of the future annexation area South Placer Fire Protection District  
Community Facilities District No. 1 (Fire Services), County of Placer,  
State of California, was approved by the Board of Directors of  
South Placer Fire Protection District at a regular meeting thereof,  
held on the \_\_\_\_ day of \_\_\_\_, 20\_\_, by its Resolution No. \_\_\_\_.

By: \_\_\_\_\_  
Clerk of South Placer Fire Protection District

Filed this \_\_\_\_ day of \_\_\_\_, 20\_\_, at the hour of \_\_\_\_ o'clock \_\_m. in  
Book \_\_\_\_ of Maps of Assessment and Community Facilities Districts  
at page \_\_\_\_, in the office of the county recorder in the County  
of Placer, State of California.

By: \_\_\_\_\_  
County Recorder, County of Placer

# Exhibit C

**EXHIBIT B**  
**DESCRIPTION OF SERVICES**

Fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development including but not limited to (i) the costs of contracting services, (ii) equipment, vehicles, ambulances and paramedics, fire apparatus, supplies, (iii) the salaries and benefits of District staff that directly provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development as defined herein, respectively, and (iv) District overhead costs associated with providing such services within the CFD. On each July 1 following the Base Year, the increases attributed to salaries and benefits shall be calculated and limited to the increase based on the Annual Escalation Factor. The Special Tax will finance Services that are in addition to those provided in or required for the territory within the CFD and will not be replacing Services already available. The Special Tax provides only partial funding for fire suppression services, emergency medical services, and fire prevention activities operation and maintenance.

# Exhibit D



**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX  
SOUTH PLACER FIRE PROTECTION DISTRICT  
Community Facilities District No. 1  
(Fire Services)**

A Special Tax authorized under the Mello-Roos Community Services and Facilities Act of 1982 applicable to the land in the Community Facilities District No. 1 (the "CFD") of the South Placer Fire Protection District (the "District") shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate, as shown below.

**A. DEFINITIONS**

"**Act**" means the Mello-Roos Community Services and Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California, as amended, which authorizes the establishment of the CFD to finance: a) fire protection and suppression Services and Facilities; b) fire and emergency medical equipment; and c) other fire department operations, Services and Facilities provided by the District.

"**Accessory Dwelling Unit**" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County or Town for construction of a secondary dwelling unit with complete independent living facilities for one or more persons as defined by the County and/or Town, and shall not exceed 1,200 square feet.

"**Administrative Expenses**" means the actual or estimated costs incurred by the District to determine, levy, and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs as determined by the District.

"**Age-Restricted Commercial**" means residential retirement communities or occupancies, as described in Section 51.3 of the Civil Code, which are restricted to adults or senior citizens only, but are owned and managed by a commercial entity that rents or leases residential units such as apartments or rooms to the aforementioned individuals. This includes properties classified by the County zoning ordinance definition of Medical Services-Hospital and Extended Care.

"**Age-Restricted Residential**" means residential retirement communities or occupancies, as described in Section 51.3 of the Civil Code, which are restricted to adults or senior citizens only.

"**Annual Escalation Factor**" means an amount equal to the percentage increase during the preceding year as determined by the Consumer Price Index for All Urban Consumers (CPI), as published by the U.S. Department of Labor, Bureau of Labor Statistics, as reflected in the then-current April update, or if this index ceases publication, an equivalent index. In the event that the percentage change in the CPI is negative, the Annual Escalation Factor shall be 0%.

"**Annual Special Tax**" means the annual Special Tax, determined in accordance with Section E below to be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

"**Assessor's Parcel**" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

"**Authorized Services and Facilities**" means those Services and Facilities listed in the Resolution of the Board of Directors of the South Placer Fire Protection District Declaration Intention to Establish the CFD.

"**Base Year**" means the Fiscal Year ending June 30, 2025.

"**Building Area**" means the total of the gross area of the floor surfaces within the exterior wall of the building constructed or to be constructed, including basements, garages, and enclosed patios, but not including covered public pedestrian circulation areas or unenclosed patio covers or other shelters.

"**Board**" means the Board of Directors of the South Placer Fire Protection District, acting as the legislative body of the District and the CFD.

"**CFD**" means South Placer Fire Protection District Community Facilities District No. 1 (Fire Services).

"**CFD Administrator**" means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Taxes.

"**County**" means the County of Placer, California.

"**Developed Property**" means all Assessor's Parcels subject to the Special Tax for which a building permit has been approved and recorded by June 1 of the prior Fiscal Year.

"**District**" means the South Placer Fire Protection District.

"**Fire Protection Service and Facility Costs**" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus, and supplies; c) the salaries and benefits of District staff that directly provide fire suppression services, emergency medical services, fire prevention activities, and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFD.

"**Fiscal Year**" means the period starting July 1 and ending the following June 30.

"**High Hazard Non-Residential**" means Non-Residential property with a building occupancy determined to be a high hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

**“Low Hazard Non-Residential”** means Non-Residential property with a building occupancy determined to be a low hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

**"Maximum Special Tax"** means the maximum Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor's Parcel.

**"Multi-Family Residential"** means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County or Town for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, condominiums, duplexes, triplexes, fourplexes, or mobile homes.

**"Non-Residential"** means all Assessor Parcels of Developed Property for which a building permit has been issued by the County or Town for the construction of one or more units not classified as residential property.

**"Single-Family Residential"** means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County or Town for construction of at least one single family residential unit and is not Multi-Family Residential. This category includes detached Age-Restricted Residential properties.

**"Special Tax"** means the Special Tax to be levied, in each Fiscal Year, on Taxable Parcels, pursuant to Sections B, C, and D below.

**"Special Tax Requirement"** means the amount required in any Fiscal Year for the CFD to: a) pay for Fire Protection Service and Facility Costs; b) pay for reasonable Administrative Expenses; c) pay any amounts required to establish or replenish any reserve funds; and d) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

**“Square Foot”** means the measured square footage of Building Area.

**"State"** means the State of California.

**"Residential Unit" or "Residential Units"** means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

**"Taxable Parcel"** means any Parcel that is not exempt from Special Taxes as defined within this Rate and Method of Apportionment of Special Tax.

**"Tax-Exempt Property"** means any Parcel within the CFD which is not Developed or Undeveloped Property, and includes property owned or operated by a public agency or exempted for some other reason.

**“Town”** means Town of Loomis, California.

"**Undeveloped Property**" means any Assessor's Parcel which is Zoned for any use, is not Tax-Exempt Property, and for which no building permit has been approved and issued by June 1 of the previous Fiscal Year.

"**Unit**" means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

"**Zoned**" means use, zoning, allowed or designated on the applicable General Plan, Specific Plan, or Community Plan which the County and/or Town utilizes and relies upon for planning purposes and for the approval of development.

**B. CALCULATION OF MAXIMUM SPECIAL TAX**

The Maximum Special Tax shall be calculated as follows:

**1. Classification of Parcels.** Each Fiscal Year, using the Definitions above and the parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each parcel of land in the CFD to be classified as Developed Property, Undeveloped Property, or Tax-Exempt Property. The District shall cause all Developed Property to be further classified as Single Family Residential, Multi-Family Residential, Accessory Dwelling Unit, Age-Restricted Commercial, Non-Residential, Low Hazard Non-Residential, and High Hazard Non-Residential.

**2. Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax Rates shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax Rate for the upcoming Fiscal Year.

<b>Parcel Classification</b>	<b>Base Year Maximum Tax Rate</b>
Single Family Residential	\$0.15 per Square Foot
Multi-Family Residential	\$150 per Unit
Accessory Dwelling Unit	\$0.15 per Square Foot
Age-Restricted Commercial	\$300 per Unit
Non-Residential	\$0.15 per Square Foot
Low Hazard Non-Residential	\$0.10 per Square Foot
High Hazard Non-Residential	\$0.30 per Square Foot
Tax-Exempt Property	\$0

**3. Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.

**C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX**

Beginning on July 1, 2025 and each July 1 thereafter, the Maximum Special Tax shall be adjusted by the Annual Escalation Factor.

**D. CALCULATION OF THE ANNUAL SPECIAL TAX**

Commencing with Fiscal Year 2024-25, and for each subsequent Fiscal Year, the Board shall determine the Special Tax Requirement and shall levy the Annual Special Tax on each Assessor's Parcel of Developed Property to fund the Special Tax Requirement. The Board shall not levy an Annual Special Tax on 1) Undeveloped Property or 2) Tax-Exempt Property. Subject to the foregoing, the amount of Annual Special Tax levied upon any Developed Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

**E. DURATION OF THE SPECIAL TAX**

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

The Special Tax may not be prepaid.

**F. APPEALS AND INTERPRETATION PROCEDURE**

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the Fire Chief or his or her designee, appealing the levy of the Special Tax on the subject property. The Fire Chief or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant and decide the merits of the appeal. If the findings of the Fire Chief or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made.

Any dispute over the decision of the Fire Chief or his or her designee shall be referred to the Board and the decision of the Board shall be final. Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate or the method of apportionment or the classification of properties or any definition applicable to the CFD.

#### **G. COLLECTION OF THE SPECIAL TAX**

The Special Tax shall be collected each year in the same manner and at the same time as *ad valorem* property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for *ad valorem* taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such *ad valorem* taxes for the applicable Fiscal Year.

The District may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of the District, and may collect delinquent Special Taxes through foreclosure or other available methods.

#### **H. ANNEXATION OF TERRITORY**

Any territory within the District has been identified as the future annexation area of the CFD. Any territory to be annexed to the CFD shall, in addition to payment of Special Taxes at the rate set forth above, may subject to payment of any costs incurred by the District in conducting the annexation process.

BOARD POLICY NO.1216

South Placer Fire Protection District, California

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

Statement of Purpose

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

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

Fundamental Policy

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

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

Relationship to Other Goals and Policies

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

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

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

### Eligible Services

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

### Financing Priorities

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

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

### Equity of Tax Allocation Formulas

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

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

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

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



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

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

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

#### Issuance of Bonds—Statement Regarding Credit Policy and Appraisal Standards

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

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

#### Responsible Department

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

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

#### Transparency and Notification

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

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

#### CFD Costs Deposits and Reimbursements

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

#### Interpretation

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

### Amendment

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

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

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**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>
405	Public Education	New
407	Hazardous Materials Disclosures	New
700	Use of District-Owned and Personal Property	New
704	Information Technology Use	New
705	Mobile Data Terminal Use	New
708	Public Alerts	New

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

## Public Education

### 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities.

### 405.2 POLICY

The South Placer Fire District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program.

### 405.3 PROCEDURE

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts, and Brownies).
- Service clubs and organizations are generally voluntary non-profit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary, and Masons).

The fire station visit program is not intended to be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities, and activities are not appropriate for inclusion in the fire station visit program:

- **Birthday party groups**
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity, or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

## Public Education

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Groups or organizations can request a fire station visit by completing and submitting an application to the [fire prevention division](#). Applications ~~should~~ **must** be submitted at least ~~30~~ **45** days before the date requested for the fire station visit. ~~The prevention division~~ personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate ~~for~~ station and crew ~~for~~ assignment.

### 405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, The Chief may elect to limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the personnel of the station and crew assigned to conduct each scheduled visit. The Captain should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

### 405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of District personnel on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

## 405.4 RECORDKEEPING

The Fire Prevention Division should maintain a record of all applications for the station visit program. The records should include:

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.

# South Placer Fire District

## SPFD Policy Manual

### *Public Education*

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- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, or no crew availability).
- The scheduled date and time of each approved visit.
- The Battalion Chief, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.
- The number of adults and children in the group.

This information should be captured in ImageTrend under the Training and Activities Station Visit form.

These records should be retained in accordance with the district's established records retention schedules.

## Hazardous Materials Disclosures

### 407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the review of Hazardous Materials Business Plan (HMBP) submittals and for the inspection of the businesses that handle hazardous materials (Health and Safety Code § 25500 et seq.).

### 407.2 POLICY

When designated as the administering agency under Health and Safety Code § 25502, the South Placer Fire District will administer and enforce Chapter 6.95 of Division 20 of the Health and Safety Code.

### 407.3 PROCEDURE

#### 407.3.1 REQUIRED PLANS

- (a) The District will require an HMBP from the following:
  1. A business that handles a hazardous material or a mixture containing a hazardous material in quantities identified in Health and Safety Code § 25507
  2. A business required to submit chemical inventory information pursuant to 42 USC § 11022 (Health and Safety Code § 25506)
  3. A business handling a quantity of material that the District finds raises public health, safety, or environmental concerns and requires submission of an HMBP (Health and Safety Code § 25507)
- (b) HMBPs shall comply with the requirements of 19 CCR 5030.2 through 19 CCR 5030.8, 19 CCR 5030.9, and 19 CCR 5030.10, including but not limited to:
  1. The Business Activities page of the Unified Program Consolidated Form, as required by 19 CCR 5030.3, and Business Owner/Operator Identification page.
  2. The Hazardous Materials and Chemical Description page.
  3. An annotated site map.
  4. A business emergency plan, including the following emergency response procedures for a release or threatened release of hazardous materials, scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations (19 CCR 5030.9).
    - (a) Immediate notification of the following:
      1. Local emergency response personnel
      2. The administering agency and the Office of Emergency Services (OES)



## *Hazardous Materials Disclosures*

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3. Persons within the facility who are necessary to respond to an incident
  - (b) Identification of local emergency medical assistance appropriate for potential accident scenarios.
  - (c) Mitigation, prevention, or abatement of hazards to persons, property, or the environment.
  - (d) Immediate notification and evacuation of the facility.
  - (e) Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

### 407.3.2 SUBMITTAL

- (a) HMBPs that do not satisfy the requirements of this policy shall be returned to the submitting facility with a letter specifying the deficiencies, any necessary corrective actions, and notice that the facility has 30 days to submit a revised HMBP.
- (b) Facilities subject to the requirements of this policy are required to review their HMBP at least once every three years after initial submission and certify to the District that the review was made and that any necessary changes were made. A copy of any changes shall be submitted to the District as a part of the certification.
- (c) The hazardous materials inventory shall be submitted to the District annually on or before March 1. Businesses shall submit an amendment to the inventory within 30 days of the following events:
  1. A 100 percent or more increase in the quantity of a previously disclosed material
  2. Any handling of a previously undisclosed hazardous material subject to the inventory requirements of this chapter
  3. Change of business address
  4. Change of business ownership
  5. Change of business name
- (d) If no change in an inventory has occurred, a business subject to the hazardous materials reporting requirements of this policy may comply with the annual inventory reporting requirements by submitting a certification statement to the District if all the following apply:
  1. The business has previously filed the hazardous materials inventory pursuant to the requirements of this policy.
  2. The business owner or officially designated representative signs and attests to these statements:
    - (a) The information contained in the hazardous materials inventory most recently submitted to the District is complete, accurate, and up to date.

# South Placer Fire District

## SPFD Policy Manual

### *Hazardous Materials Disclosures*

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- (b) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.
- (c) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (d) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (e) If a change in the hazardous materials inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements by submitting the following:
  - (a) Signed Business Owner/Operator page for the current reporting year
  - (b) Updated Chemical Description pages showing additions, deletions, or revisions to previously submitted hazardous materials inventory
- (f) Facilities subject to EPCRA must annually submit the following, regardless of whether a change as occurred:
  1. Business Activities page of the Unified Program Consolidated Form
  2. Signed Business Owner/Operator page for the current reporting year
  3. Chemical Description page for each federally listed Extremely Hazardous Substance (EHS) handled in quantities equal to or greater than applicable federal threshold planning quantities or 500 pounds, whichever is less

#### 407.3.3 INSPECTIONS

[Inspections, as required by statute, shall be completed per law.](#)

#### 407.4 PUBLIC RECORDS

[The Custodian of Records shall establish a method of ensuring that public records generated through the Hazardous Materials Disclosure process are retained in accordance with established record retention schedules.](#)

## Use of District-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 700.2 POLICY

It is the policy of the South Placer Fire District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command [and the SPFD Property Accountability Report \( SPFD13 \)](#) any loss, damage, or unserviceable condition of [District owned or](#) district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable, and a supervisor [shall](#) ~~should~~ be notified so that the item may be [repaired or](#) replaced.
- (c) Without supervisory approval, no member should attempt to repair damaged or unserviceable ~~[department\_agency]~~ [South Placer Fire District](#) property.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed, or otherwise disposed of without supervisory approval.

#### 700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including [badges, hat pieces, personal protective equipment](#), keys, identification cards, electronic devices and system access cards, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

## *Use of District-Owned and Personal Property*

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- (c) A member who fails to return all district property in his/her possession ~~shall~~ **may** be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damaging or losing personal property while on duty. However, consistent with collective bargaining agreements and **and** district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted to the member's immediate supervisor on the proper claim form [\\_ SPFD13.pdf \\_](#).

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required to perform the member's job duties properly. The supervisor will determine whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just before the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report if needed.

If approved, the supervisor will forward the claim and related reports to the Deputy Chief, who will determine the appropriate reimbursement value of the property and forward the claim for payment to the proper entity.

#### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value.

#### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost, or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, [tablets](#), communication devices, cell phones, ~~MP3 players~~, GPS devices, or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.

## *Use of District-Owned and Personal Property*

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- (d) Any jewelry, ~~except watches~~, shall not exceed a \$100 reimbursement, except for watches, which shall not exceed \$150.

### 700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code § 16056).

### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report and SPFD13 shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Division.

## Attachments

## SPFD13.pdf

**South Placer Fire District  
Property Accountability Report**

To: \_\_\_\_\_

Dept. Location: \_\_\_\_\_

From: \_\_\_\_\_

Dept. Location: \_\_\_\_\_

Subject: \_\_\_\_\_ Date \_\_\_\_\_

- Damaged       Lost       Other
- Destroyed     Stolen
- Replace        Repair

Property Description \_\_\_\_\_  
\_\_\_\_\_

Describe the Incident \_\_\_\_\_  
\_\_\_\_\_

Action Taken to Recover \_\_\_\_\_  
\_\_\_\_\_

How to Prevent Future Occurrence \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Member Reporting Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Supervisor Comments/Recommendations \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Battalion Chief Comments/Recommendations \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Battalion Chief Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Disposition \_\_\_\_\_  
\_\_\_\_\_

Action Taken \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Responsible Chief Officer Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Information Technology Use

### 704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

#### 704.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the South Placer Fire District that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages, photographs or videos.

### 704.2 POLICY

South Placer Fire District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

### 704.3 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

#### 704.3.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install

## *Information Technology Use*

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personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

### 704.3.2 HARDWARE

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

### 704.3.3 INTERNET USE

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

### 704.3.4 OFF-DUTY USE

Members shall only use technological resources that are issued or maintained by the District related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

## **704.3 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords,

## *Information Technology Use*

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login information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

### **704.3 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any district technology system.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network, or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices, or networks.

The District shall not require a member to disclose a personal username or password for accessing personal social media or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

### **704.3 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

## Mobile Data Terminal Use

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

### 705.2 POLICY

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline.

#### 705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Captain or other crew member with access to the MDT.

#### 705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the unit activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

#### 705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, clear of incident, available on radio, out of service, etc.) ~~should will~~ be transmitted either ~~verbally over the fire radio or~~ through the MDT system ~~unless unavailable and then verbally over the fire radio~~. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. ~~Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.~~

### 705.3 MDT CONSIDERATIONS

# South Placer Fire District

## SPFD Policy Manual

### *Mobile Data Terminal Use*

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#### 705.3.1 NON-FUNCTIONING MDT

If members must operate an apparatus in which the MDT is not working, members shall notify [their supervisor](#). ~~an IT representative.~~

#### 705.3.2 BOMB CALLS

When assisting on a report of a possible bomb, members will turn off the MDT. Operating a MDT may cause some devices to detonate.

## Public Alerts

### 708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

### 708.2 POLICY

It is the policy of the South Placer Fire District to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Battalion Chief or higher rank.

### 708.3 PROCEDURE

Public Alerts are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television, and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The PIO should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts, or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat, or a major fire, Placer Dispatch will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside Placer Dispatch for the public to call for additional information and explicit instructions not to call Placer Dispatch for additional information.

A Public Alert should include but not be limited to the following:

- The South Placer Fire District has generated the alert
- The nature of the alert
- The location and scope of the incident/prevention campaign/fire hazard
- What the listener should do to assist in the effort
- Established routes and/or destinations, if applicable
- Where the listener can call to get additional information, if applicable
- Instructions regarding what the listener should not do, if applicable

#### 708.3.1 GUIDELINES FOR PUBLIC SAFETY EMERGENCIES

Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

# South Placer Fire District

## SPFD Policy Manual

### Public Alerts

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#### 708.3.2 NOTIFICATION TYPES

PCSO utilizes three different types of notifications:

- Evacuation Order - Immediate threat to life. This is a lawful order to leave now.
- Evacuation Warning - Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.
- Shelter in Place - Go indoors. Shut and lock the doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

#### 708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator to work with the Placer County Sheriff's Office for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system, and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance regarding the volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made to the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

#### 708.5 LANGUAGE REQUIREMENTS FOR PUBLIC EMERGENCIES

In the event of an emergency (as defined in Government Code § 7299.7), the South Placer Fire District shall provide information to the public relating to the emergency in all languages jointly spoken by the local population as provided in Government Code § 7299.7.

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: FY 2023/24 Draft Quarterly Budget Report:**

**Action Requested:** Staff recommends a short presentation on the status of the Draft 4<sup>th</sup> Quarter FY 2023/24 unaudited final budget.

**Background:** Staff assembles a budget overview every quarter for information and discussion. This is a draft unaudited report of the 23/24 budget. The District has received the last deposit of the District's revenues for 23/24. Changes to the final numbers will be due to the District's auditor's findings regarding bad debt expenses and any other relative findings that will be shown in the annual audit of the District's budget.

**Impact:** Informational

**Attachments:** Budget overview sheet, June 30, 2024; Draft Profit and Loss Statement.

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



**FY 2023/24 4th Quarter Budget Report (July - June)**

<b>Revenue</b>	<b>4th Quarter</b>	<b>Budgeted</b>	<b>Percentage</b>
General Revenue	\$15,594,514	\$16,007,865	97.4 %
Consolidated Mitigation Revenue	\$568,569	\$306,000	185.8 %
CFAA Staffing Reimbursements	\$129,321	\$180,000	71.8 %
<b>Total Revenue</b>	<b>\$16,292,404</b>	<b>\$16,493,865</b>	<b>98.8 %</b>

<b>Expenditures</b>	<b>4th Quarter</b>	<b>Budgeted</b>	<b>Percentage</b>
Salaries/Benefits (PP 2 -1) 26 PP's	\$12,465,704	\$12,652,861	98.5 %
CFAA Expenditures	\$109,343	\$180,000	60.7 %
Service and Operations	\$1,824,142	\$2,099,066	86.9 %
Fixed Assets	\$64,897	\$95,363	68.1 %
Capital Expenditures	\$990,818	\$1,116,914	88.7 %
Consolidated Mitigation Expenditures	\$257,090	\$784,000	32.8 %
<b>Total Expenditures</b>	<b>\$15,711,994</b>	<b>\$16,928,204</b>	<b>92.8 %</b>

Report Prepared By Kathy Medeiros August 2024

South Placer Fire District  
**DRAFT Profit & Loss Statement**  
 For the Twelve Months Ending Sunday, June 30, 2024

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
<b>REVENUES</b>					
Secured Property Tax General	0-000-6000-001	\$9,565,667	\$9,567,127	\$1,460	0.02%
Unitary & Op Non-Unitary	0-000-6000-002	191,977	191,854	(123)	(0.06%)
Current Unsecured Property Tax	0-000-6000-003	199,475	207,260	7,785	3.76%
Delinquent Secured Property Taxes	0-000-6000-004	(672)	836	1,508	180.41%
Delinquent Unsecured Property Tax	0-000-6000-005	4,804	2,593	(2,211)	(85.26%)
Current Supplemental Property Tax	0-000-6000-006	283,238	243,400	(39,838)	(16.37%)
Delinquent Supplemental Property Tax	0-000-6000-008	754	550	(204)	(37.17%)
SPFD Special Tax	0-000-6001-000	713,369	713,370	1	0.00%
Loomis Special Tax	0-000-6001-001	539,943	539,943	0	(0.00%)
Loomis Fire Protection & Response Assessment	0-000-6002-000	1,147,591	1,147,591	0	(0.00%)
Railroad Unitary Tax	0-000-6106-000	5,959	5,709	(250)	(4.37%)
Interest-County	0-000-6950-000	87,611	20,000	(67,611)	(338.06%)
Sect. 5151 Interest Refunded	0-000-6957-000	(402)	(385)	17	(4.33%)
HOPTERS Intergovernmental Revenue	0-000-7000-000	52,363	51,221	(1,142)	(2.23%)
Ambulance Services	0-000-8192-000	1,966,762	1,960,000	(6,762)	(0.35%)
Uniform Reimbursement	0-000-8193-001	29	100	71	71.00%
Other Miscellaneous	0-000-8193-010	66,634	130,000	63,366	48.74%
Fees For Service & Cost Recovery Charges	0-000-8193-011	547,332	310,000	(237,332)	(76.56%)
4850 Reimbursements	0-000-8193-014	32,645	30,000	(2,645)	(8.82%)
Cellular Tower Lease	0-000-8193-015	105,485	107,700	2,215	2.06%
MVA Fees	0-000-8193-016	9,643	7,500	(2,143)	(28.58%)
Local/State/Federal Grants	0-000-8193-018	74,307	771,496	697,189	90.37%
CFAA Revenues	8197	129,321	180,000	50,679	28.15%
<b>TOTAL GENERAL REVENUES</b>		<b>15,723,835</b>	<b>16,187,865</b>	<b>464,027</b>	<b>2.87%</b>
Consolidated Mitigation Fee Revenue	0-000-8267-000	520,617	300,000	(220,617)	(73.54%)
Consolidated Mitigation Interest	0-000-8264-007	47,952	6,000	(41,952)	(699.20%)
<b>TOTAL RESTRICTED MITIGATION REVENUES</b>		<b>568,569</b>	<b>306,000</b>	<b>(262,569)</b>	<b>(85.81%)</b>
<b>TOTAL ALL REVENUES</b>		<b>16,292,404</b>	<b>16,493,865</b>	<b>201,458</b>	<b>1.22%</b>
<b>OPERATING EXPENSES</b>					
<b>SALARIES/BENEFITS</b>					
Salaries & Wages	1002:1003	6,220,588	6,684,168	463,580	6.94%
Sellback/Admin. & FF's	1004	79,413	105,000	25,587	24.37%
Intern FF/Board/Res.App FF/PT	1005	8,500	20,000	11,500	57.50%
Callback/Overtime-Firefighter	1006	1,650,715	1,000,000	(650,715)	(65.07%)
Comp For Absence/Illness	1007	52,163	25,000	(27,163)	(108.65%)
Out of Grade Pay	1008	152	3,000	2,848	94.92%
Other Payroll	1015	3,340	10,000	6,660	66.60%
Volunteer Length of Service Award	1016	1,000	1,000	0	0.00%
PERS Retirement	1300	1,119,587	1,151,541	31,954	2.77%
PERS Lump Sum Payment	1302	930,786	930,800	14	0.00%
Employer 457 Def. Comp. Match	1305	23,957	30,000	6,043	20.14%
Employment Taxes (FICA/Medicare/SUI)	1301	117,586	108,649	(8,937)	(8.23%)
Workmans Comp. Insurance	1315	751,268	770,000	18,732	2.43%
Agency Share Insurance	1550	990,571	1,230,179	239,608	19.48%
COP Debt Service	1552	400,403	400,404	2	0.00%
Labor Legal	2010	39,354	60,000	20,646	34.41%
Uniform Allowance/Cell Phone	2017	73,488	117,320	43,832	37.36%
Employees Assistance Program	2019	2,833	5,800	2,967	51.16%
CFAA Expenditures	1997	109,343	180,000	70,657	39.25%
<b>TOTAL SALARIES/BENEFITS/CFAA</b>		<b>12,575,047</b>	<b>12,832,861</b>	<b>257,814</b>	<b>2.01%</b>
<b>SERVICE &amp; OPERATIONS</b>					
Audit	2020	15,925	15,925	0	0.00%
Propane	2021	1,432	3,750	2,318	61.81%
Employee Physicals/DL/Wellness	2023	79,212	84,550	5,338	6.31%
ParamedicCert.EMT/CPR Classes	2024	4,884	6,140	1,256	20.46%
Ambulance Billing Service	2025	199,024	205,000	5,976	2.92%
Garbage	2026	9,548	12,500	2,952	23.62%

South Placer Fire District  
**DRAFT Profit & Loss Statement**  
 For the Twelve Months Ending Sunday, June 30, 2024

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Gas & Electric	2027	50,462	50,000	(462)	(0.92%)
Insurance (FAIRA)	2028	158,312	147,061	(11,251)	(7.65%)
Memberships/Subscriptions	2030	17,478	21,183	3,705	17.49%
News Publications & Ads	2032	2,269	2,000	(269)	(13.45%)
Sewer	2035	6,754	7,000	246	3.51%
Telephone	2037	41,897	58,076	16,179	27.86%
Training Supplies	2038	9,082	17,500	8,418	48.10%
Business/Conference	2039	16,744	15,000	(1,744)	(11.63%)
Education/Training	2040	21,911	25,000	3,089	12.35%
Water	2041	18,430	16,500	(1,930)	(11.70%)
Laundry	2042	1,790	1,850	60	3.25%
Legal/Consulting Fees	2043-000	126,055	70,000	(56,055)	(80.08%)
Prevention Consulting Fees	2043-001	157,517	95,000	(62,517)	(65.81%)
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	9,169	20,000	10,831	54.16%
Medical Waste Disposal	2046	3,723	4,500	777	17.28%
County Charges (Tax Collection/LAFCO/Refunds)	2050	207,187	203,439	(3,748)	(1.84%)
Food/Drink-Incident Supplies	2053	4,585	7,500	2,915	38.87%
Safety Awards	2055	2,617	7,250	4,633	63.90%
Software Subscriptions	2056	122,726	139,067	16,341	11.75%
Cleaning/Maintenance Supplies	2120	8,996	17,000	8,004	47.08%
Computer Service & Maint.	2122	8,886	12,000	3,114	25.95%
Fire Prevention Supplies	2123	6,275	10,000	3,725	37.25%
Fuel & Oil	2124	108,849	116,000	7,151	6.16%
Medical Supplies	2127	117,864	125,000	7,136	5.71%
Miscellaneous Supplies	2128	32	1,000	968	96.82%
Office Supplies/Computer	2129	7,378	8,000	622	7.77%
Oxygen	2130	7,653	8,250	597	7.23%
Postage/Shipping	2131	1,609	2,000	391	19.53%
Storage	2132	2,592	3,000	408	13.60%
Uniform Supplies	2133	8,379	14,000	5,621	40.15%
Misc. Firefighting Equip/Supplies	2135	19,040	20,000	960	4.80%
Radio Repair	2221	2,675	16,000	13,325	83.28%
Automotive Repairs/Supplies	2222	109,320	125,000	15,680	12.54%
Facilities Maintenance	2225	91,788	98,100	6,312	6.43%
SCBA Maintenance	2226	5,945	12,990	7,045	54.23%
Equipment Service Maintenance	2227	19,963	39,085	19,122	48.92%
Turnout Clothing Maint.	2228	7,258	9,280	2,022	21.79%
Outside Services/Printing	2523	907	1,320	413	31.28%
Bad Debt Expense	8510 + 4521	0	225,000	225,000	100.00%
<b>TOTAL SERVICE &amp; OPERATIONS</b>		<b>1,824,142</b>	<b>2,099,066</b>	<b>274,927</b>	<b>13.10%</b>
<b>FIXED ASSETS</b>					
Facilities,	4456	18,654	19,758	1,104	5.59%
Firefighting Equipment	4462	31,536	32,000	464	1.45%
EMS Equipment	4464	802	15,000	14,198	94.65%
Office & Communication Equipment	4465	9,370	15,500	6,130	39.55%
Shop Equipment	4470	4,535	5,000	465	9.31%
Fitness Equipment	4474	0	8,105	8,105	100.00%
<b>TOTAL FIXED ASSETS</b>		<b>64,897</b>	<b>95,363</b>	<b>30,467</b>	<b>31.95%</b>
<b>CAPITAL EXPENDITURES</b>					
Water Tender	0-000-4510-031	446,021	426,000	(20,021)	(4.70%)
Automatic Heart Defibrillators/EKG Monitors	0-000-4511-003	354,814	354,814	0	0.00%
Mobile/Portable Radios	0-000-4511-011	0	68,000	68,000	100.00%
Med Vaults	0-000-4511-035	20,156	21,000	844	4.02%
St. 17 Generator	0-000-4512-032	87,689	160,000	72,311	45.19%
St. 16 Generator	0-000-4512-033	66,134	65,000	(1,134)	(1.74%)
Recliners	0-000-4512-047	0	5,000	5,000	100.00%
Replace/Waterproof Electric box at tower	0-000-4512-048	0	1,000	1,000	100.00%
App. Bay Heaters	0-000-4512-051	7,373	5,000	(2,373)	(47.45%)
Shop Heat/AC Unit	0-000-4512-052	8,631	11,100	2,469	22.24%

South Placer Fire District  
**DRAFT** Profit & Loss Statement  
 For the Twelve Months Ending Sunday, June 30, 2024

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
TOTAL CAPITAL EXPENDITURES		990,818	1,116,914	126,097	11.29%
TOTAL GENERAL OPERATING EXPENSES		15,454,904	16,144,204	689,305	4.27%
CONSOLIDATED MITIGATION EXPENDITURES					
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	146,158	147,000	842	0.57%
Tablet Command	0-000-4523-054	77,102	112,000	34,898	31.16%
2023 Ambulance	0-000-4523-059	33,830	425,000	391,170	92.04%
2023 EMS Chief Vehicle	0-000-4523-060	0	100,000	100,000	100.00%
TOTAL RESTRICTED MITIGATION EXPENDITURES		257,090	784,000	526,909	67.21%
TOTAL ALL EXPENSES		15,711,994	16,928,204	1,216,215	7.18%
EXCESS GENERAL REVENUE LESS EXPENDITURES		268,931	43,661	(225,278)	(515.97%)
EXCESS MITIGATION REVENUE LESS MITIGATION EXPENDITURES		311,479	(478,000)	(789,478)	165.16%
COMBINED EXCESS		580,410	(434,339)	(1,014,756)	233.63%
BEGINNING FUND BALANCES		4,983,795	4,983,795	0	0.00%
ENDING FUND BALANCES		5,564,205	4,549,456	(1,014,756)	(22.30%)
COMPONENTS OF FUND BALANCE					
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	(764,006)	(764,006)	100.00%
Ending FB Unassigned	0-000-0554-000	0	(2,128,925)	(2,128,925)	100.00%
Ending FB Res for Imprest Cash	0-000-0555-000	0	(250)	(250)	100.00%
Ending FB Designated for F/A Acq	0-000-0556-000	0	(501,705)	(501,705)	100.00%
Ending FB Facilities	0-000-0557-000	0	(316,487)	(316,487)	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	(123,627)	(123,627)	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	(714,457)	(714,457)	100.00%
		0	(4,549,457)	(4,549,456)	100.00%

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: California Public Employee Retirement System (Cal PERS) 2025-26 Contribution Rate Increases and Employer Payment of Unfunded Liability Increases.**

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

**Background:** The Fire District received the updated actuarial valuation of our four pension plans. For 2024/2025, the lump sum prepayment of the District's Unfunded Accrued Liability (UAL) payment was \$1,270,975 across all retirement plans. The lump sum payment for the 2025/2026 UAL covering all plans has increased to \$1,507,459. This is an increase of \$236,484 in the UAL payment for the next budget year.

**Impact: Increased cost of Employee Benefits, informational.**

**Attachments:** Front page of the Annual Valuation Reports for the Cal PERS June 30<sup>th</sup>, 2023 actuaries, including Safety Plan, Miscellaneous Plan, Safety PEPRA, and Miscellaneous PEPRA Plan Annual Valuation Reports. \*\*\*The full Annual Evaluation Reports can be found online at <https://www.southplacerfire.org/minutes-agendas/> as an addendum to the Board Meeting Packet\*\*\*

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



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

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

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July 2024

**Safety Plan of the South Placer Fire District (CalPERS ID: 3655967024)  
Annual Valuation Report as of June 30, 2023**

Dear Employer,

Attached to this letter is Section 1 of the June 30, 2023 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2025-26.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2023.

[Section 2](#) can be found on the CalPERS website ([www.calpers.ca.gov](http://www.calpers.ca.gov)). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Safety Risk Pool Actuarial Valuation Report for June 30, 2023.

**Required Contributions**

The table below shows the minimum required employer contributions for FY 2025-26 along with an estimate of the employer contribution requirements for FY 2026-27. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2025-26	24.40%	\$1,427,824
<i>Projected Results</i>		
2026-27	24.4%	\$1,566,000

The actual investment return for FY 2023-24 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. To the extent the actual investment return for FY 2023-24 differs from 6.8%, the actual contribution requirements for FY 2026-27 will differ from those shown above. For additional details regarding the assumptions and methods used for these projections, please refer to [Projected Employer Contributions](#). This section also contains projected required contributions through FY2030-31.



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July 2024

**Miscellaneous Plan of the South Placer Fire District (CalPERS ID: 3655967024)  
Annual Valuation Report as of June 30, 2023**

Dear Employer,

Attached to this letter is Section 1 of the June 30, 2023 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2025-26.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2023.

[Section 2](#) can be found on the CalPERS website ([www.calpers.ca.gov](http://www.calpers.ca.gov)). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2023.

**Required Contributions**

The table below shows the minimum required employer contributions for FY 2025-26 along with an estimate of the employer contribution requirements for FY 2026-27. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2025-26	17.39%	\$94,117
<i>Projected Results</i>		
2026-27	17.4%	\$102,000

The actual investment return for FY 2023-24 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. To the extent the actual investment return for FY 2023-24 differs from 6.8%, the actual contribution requirements for FY 2026-27 will differ from those shown above. For additional details regarding the assumptions and methods used for these projections, please refer to [Projected Employer Contributions](#). This section also contains projected required contributions through FY2030-31.



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July 2024

**PEPRA Safety Fire Plan of the South Placer Fire District (CalPERS ID: 3655967024)  
Annual Valuation Report as of June 30, 2023**

Dear Employer,

Attached to this letter is Section 1 of the June 30, 2023 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2025-26.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2023.

[Section 2](#) can be found on the CalPERS website ([www.calpers.ca.gov](http://www.calpers.ca.gov)). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Safety Risk Pool Actuarial Valuation Report for June 30, 2023.

**Required Contributions**

The table below shows the minimum required employer contributions and the PEPRA member contribution rate for FY 2025-26 along with an estimate of the employer contribution requirements for FY 2026-27. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Member Contribution Rate
2025-26	13.99%	\$28,963	13.75%
<i>Projected Results</i>			
2026-27	14.0%	\$39,000	TBD

The actual investment return for FY 2023-24 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. To the extent the actual investment return for FY 2023-24 differs from 6.8%, the actual contribution requirements for FY 2026-27 will differ from those shown above. For additional details regarding the assumptions and methods used for these projections, please refer to [Projected Employer Contributions](#). This section also contains projected required contributions through FY2030-31.





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July 2024

**PEPRA Miscellaneous Plan of the South Placer Fire District (CalPERS ID: 3655967024)  
Annual Valuation Report as of June 30, 2023**

Dear Employer,

Attached to this letter is Section 1 of the June 30, 2023 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2025-26.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2023.

[Section 2](#) can be found on the CalPERS website ([www.calpers.ca.gov](http://www.calpers.ca.gov)). From the home page, go to “Forms & Publications” and select “View All”. In the search box, enter “Risk Pool” and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2023.

**Required Contributions**

The table below shows the minimum required employer contributions and the PEPRA member contribution rate for FY 2025-26 along with an estimate of the employer contribution requirements for FY 2026-27. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Member Contribution Rate
2025-26	7.96%	\$3,819	7.75%
<i>Projected Results</i>			
2026-27	8.0%	\$5,000	TBD

The actual investment return for FY 2023-24 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. To the extent the actual investment return for FY 2023-24 differs from 6.8%, the actual contribution requirements for FY 2026-27 will differ from those shown above. For additional details regarding the assumptions and methods used for these projections, please refer to [Projected Employer Contributions](#). This section also contains projected required contributions through FY2030-31.

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** ADMINISTRATIVE SECRETARY KATHY MEDEIROS

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**Agenda Item: GASB 75 OPEB Actuarial:**

**Action Requested:** Staff recommends discussion and comments on the GASB 75 actuarial.

**Background:** In July 2015, Statement No.75 of the Governmental Accounting Standards Board (GASB) replaced GASB 45. GASB 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," was issued to provide standards for governmental employers to record expenses for other post-employment benefits (OPEB).

Actuarial computations under GASB 75 are to fulfill employer accounting requirements. The District maintains a program designed to pay part of monthly medical insurance premiums on behalf of retired former employees, provided the employee has met certain requirements. As of June 2024, the District accumulated \$1,614,543 in an irrevocable trust with PARS (Public Agency Retirement Services) towards the cost of future benefits.

The **Actuarial Present Value of Projected Benefit Payment (APVPBP)** for all current and former employees is \$6,057,793 broken down as:

Future benefit for current employees	\$2,655,046
Future benefits of current retirees	<u>\$3,402,747</u>
	\$6,057,793

The retirees' monthly benefit cap of \$858.08 is a saving grace. Otherwise, the liability would be more than twice as high.

Total OPEB Liability

The District's total OPEB liability is \$3,877,270, which is based on:

Present value of benefits for employees	\$1,926,939
Present value of benefits for retirees	<u>\$3,402,747</u>
Total OPEB Liability	\$5,232,416
Accumulated assets in the CERBT trust	<u>\$1,641,543</u>
Plan fiduciary positions	\$1,641,543
Net OPEB Liability	\$3,877,270

Summary of participating employees as of June 30, 2024,

Active Employees	
Number	46
Average Age	43.8
Average Service	12.6
Retired Former Employees and Spouses	
Number	29
Average Age	61.4

**Impact:** The District currently has 29 retirees. The number is expected to grow over the next few years, and as retirees age, they will utilize the OPEB longer. In the current labor contract, District members contribute to this benefit through a percentage of pay contribution. While not directly offsetting OPEB, these contributions will cover nearly all the existing retiree healthcare monthly costs, a sum the District previously funded from the general fund with no employee contributions.

**Attachments:** GASB 75 Actuarial Report

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

# **SOUTH PLACER FIRE DISTRICT**

## **VALUATION OF RETIREE HEALTH BENEFITS**

### **REPORT OF GASB 75 ACTUARIAL VALUATION AS OF JUNE 30, 2023**

**Prepared by: North Bay Pensions LLC  
August 23, 2024**

## **Contents of This Report**

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## Actuarial Certification

This report presents the determination of benefit obligations under **Statement No. 75 of the Governmental Accounting Standards Board (GASB 75)** as of June 30, 2023 for the retiree health and welfare benefits provided by the South Placer Fire District. I was retained by the District to perform these calculations.

GASB Statement 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions", was issued to provide standards for governmental employers to record expense for **Other Postemployment Benefits (OPEB)**.

The information contained in this report was based on a participant census as of June 30, 2023 provided to me by the District. The actuarial assumptions and methods used in this valuation were selected by the District after consultation with me. I believe the assumptions and methods are reasonable and appropriate for purposes of actuarial computations under GASB 75.

Actuarial computations under GASB 75 are for purposes of fulfilling employer accounting requirements. The calculations reported herein have been made on a basis consistent with my understanding of GASB 75. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported herein. Due to the limited scope of my assignment, I did not perform an analysis of the potential range of future measurements.

To the best of my knowledge, this report is complete and accurate. This valuation has been conducted in accordance with generally accepted actuarial principles and practices. The undersigned is a Fellow of the Society of Actuaries, a Fellow of the Conference of Consulting Actuaries, and a Member of the American Academy of Actuaries, and meets their continuing education requirements and qualification standards for public statements of actuarial opinion relating to retirement plans. In my opinion, I am qualified to perform this valuation.



Nick Franceschine, F.S.A.

8-23-24

### **North Bay Pensions LLC**

550 Du Franc Avenue

Sebastopol, CA 95472

707-824-9600

[nick@northbaypensions.com](mailto:nick@northbaypensions.com)

## Summary of Results

### Background

The District maintains a program which pays part of monthly medical insurance premiums on behalf of retired former employees, provided that the employee has satisfied certain requirements. As of June 30, 2023, the District has accumulated \$1,452,416 in an irrevocable trust with PARS (Public Agency Retirement Services) toward the cost of future benefits.

In June 2015, the Governmental Accounting Standards Board (GASB) released Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". This statement, often referred to as **GASB 75**, requires governmental entities to (1) record annual expense for their OPEB and (2) disclose certain information in their year-end financial statements.

The District has requested this actuarial valuation to determine what its OPEB obligations under the program are, and what the impact of GASB 75 will be for the 2023-2024 year. This report also includes GASB 75 results that were accrued and disclosed by the District during the 2022-2023 year.

### Actuarial Present Value of Projected Benefit Payments

The Actuarial Present Value of Projected Benefit Payments (APVPBP) for all current and former employees, as of June 30, 2023, is **\$6,057,793**. This is the amount the District would theoretically need to set aside at this time to fully fund all those future benefits.

The total value of \$6,057,793 is the sum of these amounts:

Future benefits of current employees	\$ 2,655,046
Future benefits of current retirees	<u>3,402,747</u>
APVPBP	\$ 6,057,793

The maximum benefit cap of \$858.08 per month is a significant factor in controlling the cost of this post-retirement medical plan. If the cap were not in effect, the total value of future benefits would be more than twice as high.

These figures are computed by (1) estimating the OPEB benefits that will be paid to each current and former employee and their beneficiaries (if applicable), upon the employee's retirement from the District, (2) estimating the likelihood that each payment will be made, taking into consideration the likelihood of remaining employed until retirement age and the likelihood of survival after retirement, and (3) discounting each expected future payment back to the present date at an assumed rate of investment return.

## Net OPEB Liability

The **Total OPEB Liability** (TOL) is the portion of the APVPBP which has been “earned” by employees based on past years of service (i.e. benefits allocated to past years of service).

The **Plan Fiduciary Net Position** (FNP) is equal to the value of assets that have been accumulated in an irrevocable trust for these benefits.

The **Net OPEB Liability or Asset** (NOL) is the excess of the Total OPEB Liability over the Plan Fiduciary Net Position. At the end of each fiscal year, the District must show a liability equal to the NOL.

At June 30, 2022 and June 30, 2023, these amounts are:

	<u>June 30, 2022</u>	<u>June 30, 2023</u>
Total OPEB Liability	\$ 5,281,634	\$ 5,329,686
Accumulated assets in the PARS trust	<u>\$ 1,357,528</u>	<u>\$ 1,452,416</u>
Plan Fiduciary Net Position	\$ 1,357,528	\$ 1,452,416
Net OPEB Liability	\$ 3,924,106	\$ 3,877,270

The TOL of \$5,329,686 may be compared to the TOL of \$5,232,416 that was shown in the 2021 valuation report. We would have expected the TOL to increase to approximately \$5,300,000 by 2023 as employees continue working. The difference between the 2021 figure of \$5,232,416 and this year’s figure of \$5,329,686 is due to:

• Expected change in the TOL since 2021	\$ 67,896
• Lower medical premiums than expected	(63,358)
• Changes in assumptions	88,495
• Miscellaneous experience gains and losses	<u>4,237</u>
Total of changes	<b>\$ 97,270</b>

The assumption changes are described below under “Actuarial Assumptions”.

## OPEB Expense under GASB 75

GASB 75 requires that the annual change in the NOL be recognized as OPEB expense, except for certain specific changes which are to be recognized over different periods of time. Changes in actuarial assumptions, and experience gains and losses, are to be recognized over the average of the expected remaining service lives of all employees. This average for District employees is 8.6 years. Differences between actual and expected investment earnings are to be recognized over 5 years. The unrecognized remaining amounts of assumption changes, experience gains/losses and investment



earnings differences are called “deferred outflows and inflows of resources relating to OPEB” (see Exhibit 5).

The OPEB Expense for the fiscal year ending June 30, 2024 is **\$434,248**. For the year ending June 30, 2023, the OPEB Expense was **\$415,504**. Derivations of these amounts are shown in Exhibit 4.

### **Disclosure Information as of June 30, 2023 and June 30, 2024**

Amounts to be disclosed in the footnotes to the District audited financial statements as of June 30, 2023 and as of June 30, 2024 are shown in Exhibits 2 through 6 of this report. Numbers labelled as “June 30, 2022” are to be disclosed at June 30, 2023. Numbers labelled as “June 30, 2023” are to be disclosed at June 30, 2024.

Exhibit 7 shows estimated retiree benefits and OPEB expense for the next nine years after that.

### **Actuarial Assumptions**

All actuarial assumptions are unchanged from the June 30, 2021 valuation, except as described below. The assumptions are described in detail in Exhibit 9.

The assumed probabilities of retirement, turnover and mortality have been changed from the 2017 CalPERS assumptions to the 2021 CalPERS assumptions. This change increased the TOL by \$88,495.

## Exhibit 1 - Actuarial Values as of June 30, 2023

The Actuarial Present Value of Projected Benefit Payments (APVPBP) as of June 30, 2023 of all future employer-paid benefits from the program, for all current and former employees, is as follows:

	<u>Actuarial Present Values</u>	<u>Number of Persons</u>
Current Employees	\$ 2,655,046	46
Retired Employees	<u>3,402,747</u>	<u>29</u>
	\$ 6,057,793	75

As of June 30, 2023, the District has accumulated \$1,452,416 in an irrevocable trust toward this liability.

The Total OPEB Liability (TOL) as of June 30, 2023 is the portion of the APVPBP which has been “earned” to date by current and former employees, based on the years of service already completed:

Current employees	\$ 1,926,939
Retired former employees	<u>3,402,747</u>
Totals	\$ 5,329,686

### Summary of Participating Employees as of June 30, 2023

#### Active Employees

Number	46 employees
Average Age	43.8 years
Average Service	12.6 years

#### Retired Former Employees and Surviving Spouses

Number	29 persons
Average Age	61.4 years

## Exhibit 2 - Net OPEB Liability

The Net OPEB Liability (NOL) is the excess of the Total OPEB Liability (TOL) over the Plan Fiduciary Net Position (FNP). As of June 30, 2021; June 30, 2022; and June 30, 2023 these are:

	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>June 30, 2023</u>
Total OPEB Liability			
Value of benefits for employees	\$ 1,916,000		\$ 1,926,939
Value of benefits for retirees	<u>3,316,416</u>		<u>3,402,747</u>
Total OPEB Liability	\$ 5,232,416	\$ 5,281,634	\$ 5,329,686
Plan Fiduciary Net Position			
Fair value of assets in PARS	<u>\$ 1,568,755</u>	<u>\$ 1,357,528</u>	<u>\$ 1,452,416</u>
Plan Fiduciary Net Position	\$ 1,568,755	\$ 1,357,528	\$ 1,452,416
Net OPEB Liability	\$ 3,663,661	\$ 3,924,106	\$ 3,877,270

The Net OPEB Liability has changed from June 30, 2021 to June 30, 2022 in this way:

	<u>TOL</u>	<u>FNP</u>	<u>NOL</u>
Values at June 30, 2021	\$ 5,232,416	\$ 1,568,755	\$ 3,663,661
Service cost	102,398		102,398
Interest	310,607		310,607
Differences between actual and expected experience	0		0
Benefit changes	0		0
Employer contributions		363,787	(363,787)
Net investment income		(211,227)	211,227
Benefits paid to retirees	(363,787)	(363,787)	0
Administrative expense		0	0
Net changes	\$ 49,218	\$ (211,227)	\$ 260,445
Values at June 30, 2022	\$ 5,281,634	\$ 1,357,528	\$ 3,924,106

The Net OPEB Liability has changed from June 30, 2022 to June 30, 2023 in this way:

	<u>TOL</u>	<u>FNP</u>	<u>NOL</u>
Values at June 30, 2022	\$ 5,281,634	\$ 1,357,528	\$ 3,924,106
Service cost	105,470		105,470
Interest	312,530		312,530
Differences between actual and expected experience	(58,760)		(58,760)
Assumption changes	88,495		88,495
Employer contributions		399,683	(399,683)
Net investment income		94,888	(94,888)
Benefits paid to retirees	(399,683)	(399,683)	0
Administrative expense		0	0
Net changes	\$ 48,052	\$ 94,888	\$ (46,836)
Values at June 30, 2023	\$ 5,329,686	\$ 1,452,416	\$ 3,877,270

### Exhibit 3 - Sensitivity of the Net OPEB Liability

The following presents the Net OPEB Liability (NOL) as well as what the NOL would be if it were calculated using a discount rate that is 1-percentage-point higher or lower than the current discount rate, as of June 30, 2022 and June 30, 2023:

	<u>1% Decrease</u> 5.15%	<u>Discount Rate</u> 6.15%	<u>1% Increase</u> 7.15%
Net OPEB Liability 6-30-2022	\$ 4,625,478	\$ 3,924,106	\$ 3,348,069
Net OPEB Liability 6-30-2023	\$ 4,613,698	\$ 3,877,270	\$ 3,274,959

The following presents the Net OPEB Liability (NOL) as well as what the NOL would be if it were calculated using healthcare cost trend rates that are 1-percentage-point higher or lower than the current healthcare cost trend rates, as of June 30, 2022 and June 30, 2023:

	<u>1% Decrease</u> 4.25%	<u>Trend Rate</u> 5.25%	<u>1% Increase</u> 6.25%
Net OPEB Liability 6-30-2022	\$ 3,840,099	\$ 3,924,106	\$ 3,983,392
Net OPEB Liability 6-30-2023	\$ 3,788,326	\$ 3,877,270	\$ 3,940,855

## Exhibit 4 - OPEB Expense for the Fiscal Year Ending June 30, 2024

For the year ending June 30, 2023, the District recognized OPEB expense of **\$415,504**, computed as follows:

Service cost	\$ 102,398
Interest	310,607
Expected investment return	(96,478)
Administrative expense	0
Change in NOL due to changes in benefits	0
Recognition of difference between actual and expected experience	69,263
Recognition of changes in assumptions	1,624
Recognition of difference between projected and actual earnings on investments	<u>28,090</u>
<b>Total</b>	<b>\$ 415,504</b>

For the year ending June 30, 2024, the District recognized OPEB expense of **\$434,248**, computed as follows:

Service cost	\$ 105,470
Interest	312,530
Expected investment return	(83,488)
Administrative expense	0
Change in NOL due to changes in benefits	0
Recognition of difference between actual and expected experience	62,430
Recognition of changes in assumptions	11,914
Recognition of difference between projected and actual earnings on investments	<u>25,392</u>
<b>Total</b>	<b>\$ 434,248</b>

## Exhibit 5 - Deferred Outflows and Inflows of Resources

The values of deferred outflows and inflows of resources related to OPEB as of June 30, 2022, **to be reported as of June 30, 2023**, are:

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Differences between expected and actual experience	\$ 459,228	\$ 0
Changes of assumptions	9,422	0
Net difference between projected and actual earnings on OPEB plan investments	259,387	119,913
District contributions subsequent to the measurement date	<u>399,683</u>	<u>0</u>
Total	\$ <u>1,127,720</u>	\$ 119,913

Amounts reported as deferred outflows and inflows of resources related to OPEB as of June 30, 2022, **to be reported as of June 30, 2023**, will be recognized in OPEB expense as follows:

Year Ended June 30	
2024	\$ 98,559
2025	99,324
2026	92,711
2027	132,428
2028	70,887
Thereafter	114,215

The values of deferred outflows and inflows of resources related to OPEB as of June 30, 2023, **to be reported as of June 30, 2024**, are:

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Differences between expected and actual experience	\$ 389,965	\$ 51,927
Changes of assumptions	86,003	0
Net difference between projected and actual earnings on OPEB plan investments	191,234	88,552
District contributions subsequent to the measurement date	<u>279,049</u>	<u>0</u>
Total	\$ 946,251	\$ 140,479

Amounts reported as deferred outflows and inflows of resources related to OPEB as of June 30, 2023, **to be reported as of June 30, 2024**, will be recognized in OPEB expense as follows:

Year Ended June 30	
2025	\$ 100,501
2026	93,888
2027	133,605
2028	72,064
2029	66,560
Thereafter	60,105

## Exhibit 6 - Schedule of Changes in the Net OPEB Liability

Reporting date	<u>6/30/2023</u>	<u>6/30/2024</u>
<b>Total OPEB liability</b>		
Service cost	\$ 102,398	\$ 105,470
Interest	310,607	312,530
Changes of benefit terms	0	0
Differences between actual and expected experience	0	(58,760)
Changes of assumptions	0	88,495
Benefits paid to retirees	<u>(363,787)</u>	<u>(399,683)</u>
<b>Net change in Total OPEB liability</b>	49,218	48,052
<b>Total OPEB liability – beginning</b>	<u>5,232,416</u>	<u>5,281,634</u>
<b>Total OPEB liability – ending</b>	\$ 5,281,634	\$ 5,329,686
<b>Plan fiduciary net position</b>		
Contributions – employer	\$ 363,787	\$ 399,683
Net investment income	(211,227)	94,888
Benefits paid to retirees	(363,787)	(399,683)
Administrative expense	<u>0</u>	<u>0</u>
<b>Net change in plan fiduciary net position</b>	(211,227)	94,888
<b>Plan fiduciary net position - beginning</b>	<u>1,568,755</u>	<u>1,357,528</u>
<b>Plan fiduciary net position - ending</b>	\$ 1,357,528	\$ 1,452,416
Net OPEB Liability – ending	\$ 3,924,106	\$ 3,877,270
Plan fiduciary net position as a percentage of the Total OPEB liability	25.70 %	27.25 %
Covered-employee payroll	\$ 8,153,705	\$ 7,702,951
Net OPEB liability as a percentage of covered-employee payroll	48.13 %	50.33 %



## Exhibit 7 - Ten-Year Projection of Costs

Shown below are estimates of (a) the benefits expected to be paid to retirees, and (b) the amounts the District is expected to accrue as GASB 75 OPEB expense, for the next ten years. For these estimates it is assumed that all actuarial assumptions and the size of the workforce will remain unchanged, that the promised benefits will remain the same, that the District will pay all benefits to retirees each year, and that there are no significant experience gains or losses.

Fiscal Year Ending:	Employer-Paid Retiree Payments	Projected Implicit Rate Subsidy Payments	GASB 75 OPEB Expense
2024	\$ 279,000	\$ 0	\$ 434,248
2025	297,000	0	423,000
2026	298,000	0	377,000
2027	301,000	0	417,000
2028	317,000	0	356,000
2029	326,000	0	351,000
2030	332,000	0	319,000
2031	350,000	0	305,000
2032	355,000	0	308,000
2033	367,000	0	306,000

## Exhibit 8 - Summary of Benefit Provisions

The District contributes toward post-retirement medical benefits for retired employees who satisfy certain eligibility requirements.

1. **Eligibility:** Employees are eligible for medical benefits upon retirement from the District after age 50 with at least 5 years of service. The retired employee must enroll in one of the medical plans offered by CalPERS.
2. **Benefits:** Eligible employees receive benefits for the life of the retired employee and covered dependent spouse or registered domestic partner. The District will pay the full amount of the CalPERS medical premium for the retiree and spouse, but not to exceed \$858.08 per month. Retired employees who are eligible are responsible for enrolling in Medicare Parts B and D. No other benefits of any kind are paid for by the District.

## Exhibit 9 - Summary of Actuarial Assumptions

**Actuarial Assumptions:** The following assumptions as of June 30, 2023 were selected by the District in accordance with the requirements of GASB 75. These assumptions, in my opinion, are reasonable and appropriate for purposes of determining OPEB costs under GASB 75.

**Long-Term Expected Rate of Return on Investments:** The long-term expected rate of return on investments was determined to be 6.15%. This was computed as PARS's expected long-term mean rate of return of 6.48%, minus estimated investment expense of 0.33%.

**Discount rate:** 6.15% per year. The cash flows of the OPEB plan were projected to future years, assuming that the District will contribute an amount each year at least equal to retirees' benefits, until the Net OPEB Liability is expected to be \$0, and then small amounts thereafter to keep the NOL at \$0. Under that projection, the plan assets are projected to be adequate to pay all benefits to retirees in all future years, so the discount rate has been set equal to the long-term expected rate of return on investments, 6.15%.

**Medical Cost Increases (Trend):** CalPERS medical premiums are assumed to increase 5.25% per year. The \$858.08 cap is assumed to remain unchanged.

**Payroll Growth:** Total payroll is assumed to increase 3.0% per year.

**Coverage Elections:** 100% of eligible employees are assumed to elect coverage upon retirement, and to remain covered under District plans for life. Employees who have waived medical coverage are assumed to elect Kaiser employee-only coverage upon retirement. Male spouses are assumed to be 3 years older than female spouses, in cases where actual spouse birth dates were not supplied.

**Mortality:** Mortality rates are taken from the 2021 CalPERS valuation. In the 2021 valuation, mortality rates were from the 2017 CalPERS valuation.

**Funding Method:** The Entry Age actuarial cost method has been used, with normal costs calculated as a level percentage of payroll, as required by GASB 75.

**Retirement:** Retirement rates for non-safety employees are taken from the 2021 CalPERS pension valuation for “public agency miscellaneous 2% at 55”. Sample rates:

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 55	4.2 %	8.6 %	12.3 %
Age 58	4.4 %	7.4 %	12.3 %
Age 61	7.4 %	10.7 %	16.8 %
Age 64	13.8 %	19.0 %	22.8 %

Retirement rates for safety employees are taken from the 2021 CalPERS pension valuation for “Fire 2% at 50”. Sample rates are:

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 55	13.9 %	13.9 %	13.9 %
Age 58	11.9 %	11.9 %	11.9 %
Age 61	17.9 %	17.9 %	17.9 %
Age 64	17.9 %	17.9 %	17.9 %

In the 2021 valuation, rates were taken from the 2017 CalPERS pension valuation.

**Turnover (withdrawal):** Likelihood of termination within the next year for non-safety employees is taken from the 2021 CalPERS valuation. Sample rates are:

	<u>5 Years Service</u>	<u>10 Years Service</u>	<u>15 Years Service</u>
<u>Males</u>			
Age 20	8.433 %		
Age 30	8.040 %	3.770 %	1.804 %
Age 40	6.265 %	3.372 %	1.804 %
Age 50	4.971 %	2.449 %	1.515 %
<u>Females</u>			
Age 20	8.833 %		
Age 30	8.615 %	4.915 %	2.516 %
Age 40	6.702 %	4.358 %	2.516 %
Age 50	5.343 %	2.999 %	1.738 %

Likelihood of termination within the next year for safety employees is taken from the 2021 CalPERS valuation for Fire employees. Sample rates are:

	<u>5 Years Service</u>	<u>10 Years Service</u>	<u>15 Years Service</u>
Age 20	1.81 %		
Age 30	1.81 %	0.81 %	0.48 %
Age 40	1.81 %	0.81 %	0.00 %
Age 50	0.92 %	0.15 %	0.00 %

In the 2021 valuation, rates were taken from the 2017 CalPERS pension valuation.

**Inflation:** Long-term inflation is assumed to be 2.75% per year.

**Implicit Subsidy:** The average age-adjusted annual claims for employees under age 65 is \$11,074 in 2023. The average annual premium was \$11,467 per year. For retirees under age 65, the average age-adjusted annual claims is \$17,643. For both employees and retirees, the maximum amount payable by the employer is only \$10,297 per year. From this, we see that the employer is not subsidizing the higher cost of claims for retirees, the employees and retirees themselves are paying it. Therefore, there is no implicit subsidy to be computed.

**Disability:** Incidence of disability is considered to be included in the termination and retirement rates here, so no explicit recognition of disablement has been included.

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>. 2024  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: LAFCO Service Delivery Review**

**Action Requested:** Staff recommends discussion and adoption of a resolution to implement changes to the District service plan as authorized in the consolidation approved by the Placer County Local Agency Formation Commission.

**Background:** In 2017, the South Placer Fire Protection District (SPFPD) consolidated with the former Loomis Fire Protection District to improve service delivery efficiency to Granite Bay and Loomis communities. Per LAFCO Resolution 2017-05, under Section 12 subsection (k), *Upon the effective date, the successor district shall serve the affected territory through the implementation of the Consolidated Service Plan until it is determined by the Board that fiscal or service requirements justify changes to the plan.* At this time, Staff recommends the Board adopt a resolution to have LAFCO include the legal extension of SPFPD's .201 rights to include the entire consolidated District due to the evolving service needs of the community and the District. A disparity in service levels must be addressed so that all community members receive equal service regardless of location.

**Impact:** Enhanced District service to the community

**Attachments:** SPFPD Board Resolution 05-2024/25; SPFPD Resolution 2017/18-2; LAFCO Resolution 2017-05.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER FIRE PROTECTION DISTRICT TO IMPLEMENT CHANGES TO THE DISTRICT SERVICE PLAN AS AUTHORIZED IN THE CONSOLIDATION APPROVED BY THE PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION**

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**WHEREAS**, the South Placer Fire Protection District (“District”) was formed in 1952, is organized and operates pursuant to the Fire Protection District Law of 1987 (California Health and Safety Code section 13800 et seq.); and

**WHEREAS**, the District has and retains emergency ground ambulance transport service rights and obligations pursuant to Health and Safety Code section 1797.201, which have never been waived by the District; and

**WHEREAS**, on March 1, 2017, the District Board of Directors (“District Board”), through authority delegated to the District Fire Chief, submitted a comprehensive application for consolidation of the District with the Loomis Fire Protection District, which included a Comprehensive Service Plan; and

**WHEREAS**, on July 14, 2017, pursuant to the Cortese-Knox-Hertzberg Government Reorganization Act of 2000 (Government Code section 56000, et seq. ), the Placer County Local Agency Formation Commission (“Placer County LAFCO”) adopted Placer County LAFCO Resolution No. 2017-05, approving the District’s consolidation application and authorizing the District Board to “serve the affected territory through the implementation of the Consolidated Service Plan until it is determined by the District Board that fiscal or service requirements justify changes to the Service Plan”; and

**WHEREAS**, pursuant to Government Code section 57500, the District consolidation approved by Placer County LAFCO extended all powers, rights, duties, obligations, functions and properties of all predecessor districts throughout the expanded territory of the consolidated district, including, but not limited to, extension of District rights and obligations under Health and Safety Code section 1797.201; and

**WHEREAS**, the District Board has determined that fiscal and service requirements justify changes to the District Service Plan throughout the expanded territory of the consolidated district, as documented in the District’s Master Plan adopted in June 2024, and the District’s presentation to Placer County LAFCO on July 10, 2024.

**NOW, THEREFORE**, the Board of Directors of South Placer Fire Protection District hereby finds, determines, declares, resolves and orders as follows:

1. The foregoing recitals are true and correct and are adopted as set forth herein.
2. Placer County LAFCO is requested to review and ratify the changes to the District Service Plan as determined by the District Board.
3. The President of the District Board and the District Fire Chief are authorized and directed to present this Resolution and any other documents as Placer County LAFCO may reasonably request to accomplish the changes to the District Service Plan.

**SOUTH PLACER FIRE PROTECTION DISTRICT:**

**IN REGULAR SESSION**, the foregoing Resolution was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and passed by the Board of Directors of the South Placer Fire Protection District this 11th day of September 2024, on regular roll call vote of the members of said Board:

Vote:                      Aye\_\_\_\_\_ No\_\_\_\_\_ Absent\_\_\_\_\_

**WHEREUPON**, the President declared the foregoing Resolution adopted, and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
Tracy Randall, President

\_\_\_\_\_  
Ken Musso, Clerk



## *South Placer Fire District*

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

### Board of Directors

*Gregary Grenfell  
Chris Gibson DC  
Terri Ryland  
Tom Millward  
Sean Mullin  
Russ Kelley  
David Harris*

**Fire Chief**  
*Eric Walder*

*An Organization Committed to the Well-Being of the South Placer Community*

## **SOUTH PLACER FIRE PROTECTION DISTRICT Resolution No. 2017/18-2**

### **Consolidation of the South Placer Fire Protection District and the Loomis Fire Protection District**

**WHEREAS**, on March 9, 2017, a joint application for consolidation of the South Placer Fire Protection District and the Loomis Fire Protection District was filed with the Executive Officer of the Placer Local Agency Formation Commission (“LAFCO”) in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000, et seq. (the “Act”)); and

**WHEREAS**, on June 14, 2017, LAFCO in its Resolution No. 2017-05 (Attachment 1), resolved and ordered, pursuant to its powers as provided in the Act, that South Placer Fire Protection District and Loomis Fire Protection District (collectively the “Districts”) should be consolidated into one Fire Protection District, designating the South Placer Fire Protection District as the successor District pursuant to Government Code sections 56375(c) and 56886(m); and

**WHEREAS**, LAFCO ordered that the consolidation be subject to certain terms and conditions, as set forth in its Resolution No. 2017-05; and

**WHEREAS**, on July 22, 2017, pursuant to Government Code sections 57200 and 57201, LAFCO issued a Certificate of Completion (Attachment 2) certifying the consolidation of the South Placer Fire Protection District and the Loomis Fire Protection District.

### **NOW THEREFORE:**

1. **Effective Date:** Pursuant to Government Code section 57202, the effective date the consolidation is July 22, 2017, the date of execution of the LAFCO Certificate of Completion.
2. **Governing Law:** All laws, ordinances, resolutions, actions, contracts, agreements, rules and regulations, policies and procedures that have been enacted, adopted, or passed by the South Placer Fire Protection District prior to the effective date of consolidation shall remain in effect after the consolidation, until superseded, amended, modified, or deleted by the Board of Directors of the successor District.
3. **Disposition of Assets:** All equipment, assets, liabilities, debts, obligations, facilities, property, cash, fund balances, or other fiscal matters of the Loomis Fire Protection District shall accrue to the South Placer Fire Protection District as the successor District.



4. Board Action Prior to Consolidation: All decisions or actions affecting the proposed consolidation and made prior to the effective date of consolidation have received the majority approval of the Board of Directors of both Districts.
5. Consolidated District Name: The name of the consolidated District is the South Placer Fire Protection District. The new District will make efforts to identify existing communities within the consolidated District on stations and apparatus.
6. Taxes, Assessments, Fees, and Charges: The successor District will be financed by the property taxes, benefit assessments, special assessments, special taxes, fees, and charges currently in effect and being collected by each of the existing Districts. Pursuant to Government Code section 56886(t), all charges, fees, assessments, or taxes existing within the two (2) Districts shall be extended and shall continue to be levied and collected by the successor District until otherwise determined by the successor District Board of Directors. The special tax as imposed upon voter approval in the South Placer Fire Protection District shall continue in full force and effect for the benefit of the successor District. The fire suppression benefit assessment and special tax as imposed upon voter approval in the Loomis Fire Protection District shall continue unchanged in full force and effect for the benefit of the successor District. The successor District shall have full authority to impose, administer, and collect said special taxes and fire suppression benefit assessments in the same manner as the existing Districts within the applicable portions of the successor District.
7. Fire Chief: Eric Walder, Fire Chief of South Placer Fire Protection District, will continue as the Fire Chief of the successor District until otherwise determined by the successor District Board of Directors.
8. Sphere of Influence: The current Sphere of Influence of both Districts will be the Sphere of Influence of the successor District.
9. Equal Opportunity Employer: The successor District shall continue the established practice of equal employment opportunity.
10. Service Plan: Upon the effective date, the successor District shall serve the affected territory through the implementation of the Consolidated Service Plan until it is determined by the successor District Board of Directors that fiscal or service requirements justify changes to the Consolidated Service Plan.
11. Governance Structure:
  - a. Pursuant to Government Code section 56886(n), the successor District Board of Directors shall be comprised seven (7) members as designated in the Consolidated Service Plan.
  - b. Two (2) electoral divisions are hereby created; one in the previous boundaries of the South Placer Fire Protection District (“South Placer Division”) and one in the previous boundaries of the Loomis Fire Protection District (“Loomis Division”) (collectively the “Divisions”).

- c. Four (4) of the current Board members from the South Placer Fire Protection District shall be assigned to the South Placer division.
- d. Three (3) of the current Board members from the Loomis Fire Protection District shall be assigned to the Loomis Division.
- e. As set forth in Health and Safety Code sections 13845(f) and 13847 and Government Code section 56886(n), within sixty (60) days from the effective date of the change of organization, the successor District Board of Directors met and has determined the composition of the future Board of Directors as follows:
  - i. The Board of Directors shall be maintained at seven (7) members (“Director(s)”);
  - ii. The successor District Board of Directors has reviewed whether the boundaries of the Divisions should be adjusted in accordance with Health and Safety Code section 13847, and has determined that the boundaries should not be adjusted;
  - iii. Using the last decennial census as a basis, the successor District Board of Directors has determined that the Divisions are as nearly equal in population as possible in proportion to the number of Directors in each Division;
  - iv. In establishing the boundaries of the Divisions, the successor District Board of Directors has given consideration to the following factors: (1) topography; (2) geography; (3) cohesiveness contiguity, integrity, and compactness of territory; and (4) community of interests of the Divisions, as provided under Health and Safety Code section 13846(e); and
  - v. The terms of the Directors and their assigned Divisions are as set forth in Attachment 3, attached hereto and fully incorporated by reference herein.

On a motion by Director Gibson, seconded by Director Mullin, the foregoing Resolution was passed and adopted by the South Placer Fire Protection District at a duly noticed meeting thereof this 13<sup>th</sup> of September, 2017, by the following vote:

Ayes: Grenfell, Gibson, Mullin, Kelley, Ryland, Harris, Millward

Noes: none

Abstain: none

Absent: none

Signed after adoption:

  
Gary Grenfell, President

Attest:



# Attachment 1

**PLACER LOCAL AGENCY FORMATION COMMISSION**  
**Resolution No. 2017 - 05**

**Approving Determinations and Approving Consolidation of the South Placer Fire Protection District and the Loomis Fire Protection District**  
*(LAFCO Proposal 2017-1)*

**Whereas**, a joint application for consolidation of the South Placer Fire Protection District and the Loomis Fire Protection District was filed with the Executive Officer of the Placer Local Agency Formation Commission in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.--the "Act") for the consolidation of the two Fire Districts as described in Exhibit 1, attached hereto and incorporated herein by reference (the "Consolidation"); and

**Whereas**, on February 15, 2017, the South Placer Fire Protection District approved a resolution (6-2016/17) to initiate proceeding for a consolidation with Loomis Fire Protection District, and on February 8, 2017 the Loomis Fire Protection District adopted a resolution (01-2017) to initiate consolidation with South Placer Fire Protection District and the two resolutions are substantially similar; and

**Whereas**, Government Code Section 56853 provides that if a majority of the members of each of the legislative bodies of two local agencies Adopt substantially similar resolutions of application for a consolidation of districts into a single local agency, the Commission shall approve or conditionally approve the proposal; and

**Whereas**, on March 9, 2017, an application was submitted on behalf of both Districts to Placer LAFCO in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the "Act"—Government Code section 56000 et seq.) requesting consolidation of the territory; and

**Whereas**, the proposal includes a Plan for Services designated as the "Consolidated Service Plan" dated February 1, 2017; and

**Whereas**, the Commission has considered the factors relevant to determining spheres of influence identified in Government Code Section 56425 and has made the findings stated below; and

**Whereas**, the Commission has considered the environmental effects of the project and has determined that a Notice of Determination adequately addresses the environmental effects of the project; and

**Whereas**, the Executive Officer of Placer LAFCO reviewed the proposed consolidation of the Territory, duly noticed a public hearing, and prepared and submitted a report to the Commission regarding the consolidation; and

**Whereas**, this Commission held a public hearing, received oral and written comments and evidence with respect to the proposed annexation and has duly considered the report of the

Whereas, this Commission held a public hearing, received oral and written comments and evidence with respect to the proposed annexation and has duly considered the report of the Executive Officer and all other relevant evidence and information in full accordance with the requirements of the Act.

Now, therefore, the Placer Local Agency Formation Commission does hereby adopt and incorporate herein as true and accurate statements and findings of fact all of the statements and recitals set forth in all of the preceding portions of this resolution, and

Further, the Commission does hereby determine, resolve and order, pursuant to its powers as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as follows:

1. The territory comprises approximately 55 square miles.
2. The districts share a coterminous boundary.
3. The Territory is inhabited under Section 56046 of the Act.
4. The Commission finds that this project qualifies for a Categorical Exemption to CEQA pursuant to 15320 (b), Consolidation of two or more districts having identical powers.
5. The distinctive short form for this proposal shall be: LAFCO No. 2017-1,  
Consolidation of the South Placer Fire Protection District and Loomis Fire Protection District.
6. The change of organization consists of the following:  
Consolidation of the South Placer Fire Protection District and Loomis Fire Protection District.
7. Upon the Effective Date, the Territory shall be consolidated into one Fire Protection District and the South Placer Fire Protection District shall be the successor district pursuant to Government Code Sections 56375(c) and 56886(m).
8. The regular County assessment roll shall be used for this change of organization.
9. Pursuant to Resolution No. 80-142 of the Placer County Board of Supervisors, the property tax revenues currently allocated to the South Placer Fire Protection District and the Loomis Fire Protection District shall be apportioned and allocated to the South Placer Fire Protection District as the successor district.
10. This approval is subject to payment of all necessary fees and charges of Placer LAFCO and of other agencies, including but not limited to the Board of Equalization.
11. The Commission finds that the consolidation will reduce administrative costs and improve efficiency by reducing redundancy as set forth in the Consolidated Service Plan submitted by the Districts.

12. This approval is subject to the following terms and conditions:

- a. The effective date of consolidation will be July 1, 2017, or as soon as practical thereafter in accordance with the restrictions and requirements set forth in Government Code Section 57202.
- b. All laws, ordinances, resolutions, actions, contracts, agreements, rules and regulations, policies and procedures that have been enacted, adopted or passed by the successor district prior to the effective date of consolidation shall remain in effect after the consolidation until superseded, amended, modified or deleted by the Board of Directors of the successor District.
- c. All equipment, assets, liabilities, debts, obligations, facilities, property, cash, fund balances or other fiscal matters of the Loomis Fire Protection District shall accrue to the South Placer Fire Protection District as the successor district.
- d. All decisions or actions affecting the proposed consolidation and made prior to the effective date of consolidation shall require the majority approval of the directors of both fire protection districts.
- e. Pursuant to Government Code Section 56886(n), the initial board of directors of the successor district shall be comprised of a seven (7) member board as designated in the Consolidated Service Plan. Two electoral divisions shall be created; one in the previous boundary of the South Placer Fire Protection District and one in the previous boundaries of the Loomis fire Protection District. Four (4) of the current board members from the South Placer Fire Protection District shall be assigned to the South Placer division and three (3) current board members from the Loomis Fire Protection District shall be assigned to the Loomis division. Pursuant to Health and Safety Code Sections 13845(f) and 13847 and Government Code Section 56886(n), within sixty (60) days from the effective date of the change of organization, the District Board shall meet to determine the composition of the future Board of Directors, including whether the future board of directors should be reduced to five members, the terms of the directors and their assigned divisions. Pursuant to the above code sections, such action by the District Board shall not require an election. The Board shall also review whether the boundaries of the divisions should be adjusted in accordance with Health and Safety Code Section 13847. Using the last decennial census as a basis, the divisions shall be as nearly equal in population as possible in proportion to the number of board members in the division. In establishing the boundaries of the divisions the district board may give consideration to the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the divisions, as provided under Health and Safety Code Section 13846(e).
- f. The name of the consolidated District will be the South Placer Fire Protection District. The new District will make efforts to identify existing communities within the consolidated district on stations and apparatus.
- g. The successor district will be financed by the property taxes, benefit assessments, special assessments, special taxes, fees, and charges currently in effect and being collected by each of the existing districts. Pursuant to Government Code Section 56886(t), all charges, fees, assessments, or taxes existing within the two districts shall be extended and shall continue to be levied and collected by the successor district until otherwise determined by the District Board. The special tax as imposed upon voter approval in the South Placer Fire Protection District shall continue in full force and effect for the benefit of the successor District. The fire suppression benefit assessment and special tax as imposed upon voter approval in the Loomis Fire Protection District shall continue unchanged in full force and

effect for the benefit of the successor District. The successor District shall have full authority to impose, administer, and collect said special taxes and fire suppression benefit assessments in the same manner as the existing districts within the applicable portions of the successor district.

- h. Both boards agree and stipulate that Eric Walder, Fire Chief of South Placer Fire Protection District, will continue as the fire chief of the successor District until otherwise determined by the Board of Directors.
- i. The current Sphere of Influence of both districts will be the Sphere of Influence of the successor district.
- j. The successor district shall continue the established practice of equal employment opportunity.
- k. Upon the effective date, the successor district shall serve the affected territory through the implementation of the Consolidated Service Plan until it is determined by the Board that fiscal or service requirements justify changes to the Service Plan.

13. The Commission delegates to the Executive Officer the authority to conduct the protest hearing pursuant to Government Code section 57000 et seq. and to determine if there are sufficient protests to hold an election.

14. Upon satisfaction of all conditions of this approval, the Executive Officer is authorized to prepare and execute a Certificate of Completion in accordance with Government Code section 57200. The date of issuance of the Certificate of Completion shall constitute the Effective Date of this change of organization.

On a motion by Commissioner Kirby, seconded by Commissioner Lynch, the foregoing resolution was passed and adopted by the Placer Local Agency Formation Commission at a duly noticed meeting thereof this 14<sup>th</sup> of June, 2017, by the following vote:

Ayes: Kirby, Nader, Rudd, Wygant, Lynch, Holmes

Noes: None

Abstain: None

Absent: Alpine

Signed after adoption:

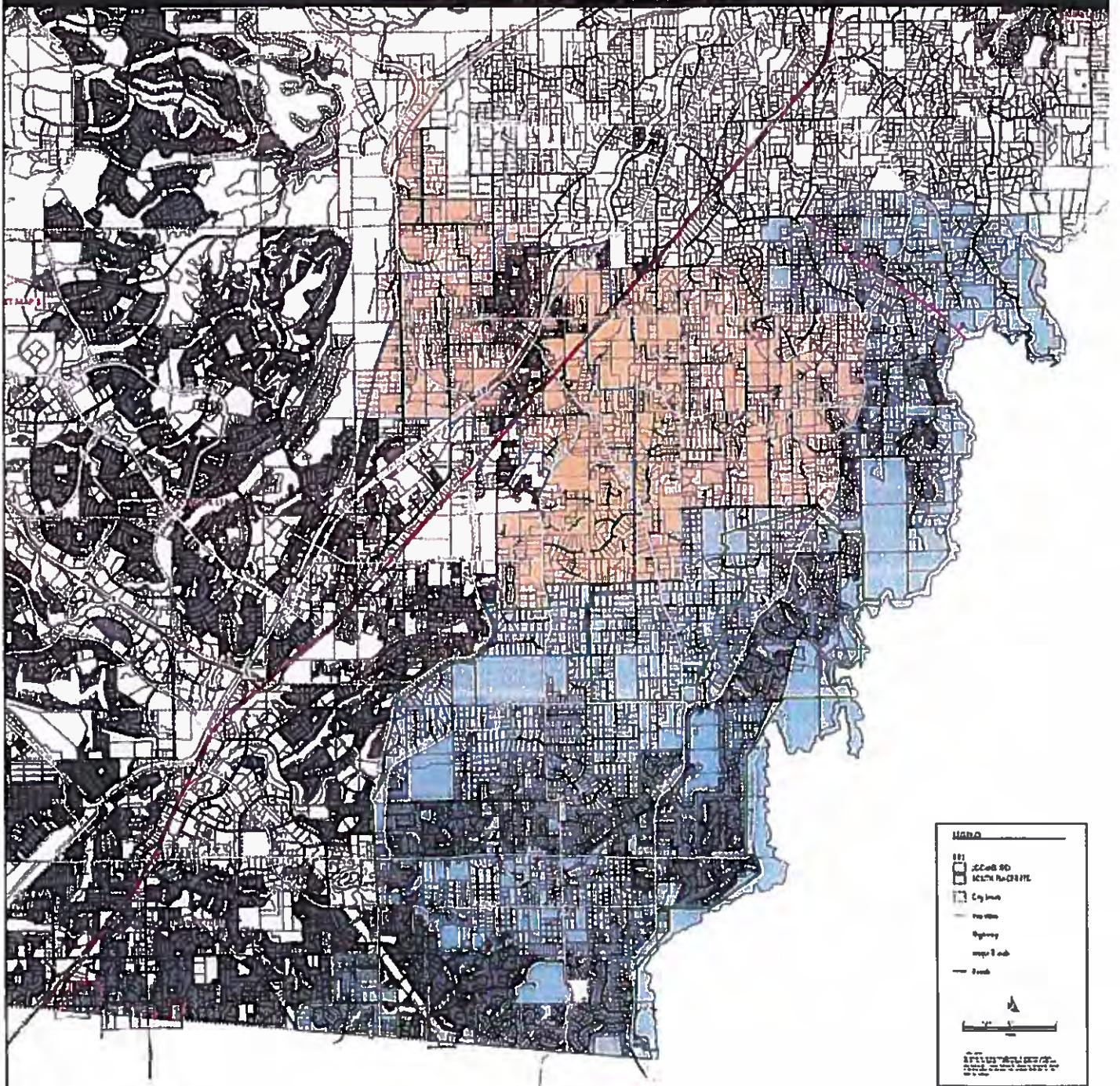
  
\_\_\_\_\_  
Jim Holmes, Chair

Attest:

  
\_\_\_\_\_  
Kristina Berry, AICP, Executive Officer



# South Placer FPD and Loomis FPD



# Attachment 2

Recording requested by:

PLACER LOCAL AGENCY FORMATION  
COMMISSION (LAFCO)

When recorded mail to:

LAFCO  
110 Maple Street  
AUBURN, CA 95603

THIS SPACE FOR RECORDER'S USE

PLACER  
LOCAL AGENCY FORMATION COMMISSION  
**CERTIFICATE OF COMPLETION**

Pursuant to Government Code Sections 57200 and 57201, this Certificate of Completion is issued by the Executive Officer of the Placer Local Agency Formation Commission certifying that the following change of organization or reorganization has been completed:

**PROPOSAL:** Consolidation of South Placer Fire Protection District and Loomis Fire Protection District

**SHORT FORM DESIGNATION:** LAFCO # 2017-01

The consolidated district will be known as the South Placer Fire Protection District.

**AFFECTED AGENCIES AND TYPE OF CHANGE:**

City or District

Type of Organizational Change

South Placer Fire Protection District

Consolidation

Loomis Fire Protection District

The above-listed agencies are located within the County of Placer

**BOUNDARIES AND TERMS AND CONDITIONS:** The boundaries and the terms and conditions of approval of the above-cited change of organization are described and depicted in the attached LAFCO Resolution

**CONDUCTING AUTHORITY PROCEEDINGS:** This change of organization or reorganization was subject to Conducting Authority proceedings pursuant to Government Code Section 57075.

**EFFECTIVE DATE OF THE ORGANIZATION:** *July 22, 2017*



Kristina Berry, Executive Officer  
Placer Local Agency Formation Commission

7/22/17  
Date



**GOVERNMENT CODE - GOV**

**TITLE 5. LOCAL AGENCIES [50001 - 57550]** ( *Title 5 added by Stats. 1949, Ch. 81.* )  
**DIVISION 3. CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT**  
**REORGANIZATION ACT OF 2000 [56000 - 57550]** ( *Heading of Division 3 amended by Stats. 2001, Ch. 388, Sec. 1.* )

**PART 4. CONDUCTING AUTHORITY PROCEEDINGS FOR CHANGES OF ORGANIZATION OR REORGANIZATION [57000 - 57204]** ( *Part 4 added by Stats. 1985, Ch. 541, Sec. 3.* )

**CHAPTER 8. Completion and Effective Date of Change of Organization or Reorganization [57200 - 57204]** ( *Chapter 8 added by Stats. 1985, Ch. 541, Sec. 3.* )

(a) If an effective date is fixed in the terms and conditions of the commission resolution, that date shall be the effective date.  
**57202.**

An effective date shall not be fixed which is either of the following:

- (1) Earlier than the date of execution of the certificate of completion.
- (2) Later than nine months after the date of the election in which a majority voted in favor of the change of organization or reorganization.
- (b) The change of organization or reorganization shall be complete from the date of execution of the certificate of completion and effective from the dates specified in the terms and conditions of the commission resolution, unless no effective date has been fixed in those terms and conditions.
- (c) If no effective date has been fixed in any of the terms and conditions, the effective date of a change of organization or a reorganization shall be the date of the recordation made with the county recorder and, if filed with the recorder of more than one county, the date of the last such recordation.
- (d) The commission shall set an effective date for any incorporation. The authority of the commission to set the date of incorporation shall be exclusive, except as provided in Section 57203.

*(Amended by Stats. 1991, Ch. 37, Sec. 5. Effective May 28, 1991.)*

# Attachment 3



## South Placer Fire District

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

### Board of Directors

Gregary Grenfell  
 Chris Gibson DC  
 Terri Ryland  
 Tom Millward  
 Sean Mullin  
 Russ Kelley  
 David Harris

**Fire Chief**  
 Eric Walder

*An Organization Committed to the Well-Being of the South Placer Community*

### ATTACHMENT 3 TO BOARD RESOLUTION 2017-18-2

At the first regular meeting of the new consolidated South Placer Fire District (SPFD) Board of Directors on August 9<sup>th</sup>, 2017, the Board discussed the possible scenarios of reducing the Board to five (5) members, retaining seven (7) Board members, and determining electoral divisions. The Board considered population, topography, geography, cohesiveness, contiguity, integrity, compactness of territory, and community of interests of the divisions. General discussion was had pertaining to keeping representation from each of the divisions and how the community of interest of each of the preexisting fire districts was an overwhelming consideration to determining the electoral divisions of the consolidated District. After considerable discussion, the Board decided that continuing with a seven (7) member Board as outlined in the LAFCO Resolution No. 2017-05, three (3) from Division 1 (Loomis Division) and four (4) from Division 2 (South Placer Division), was the appropriate decision for the SPFD Board of Directors moving forward into the future.

When discussing the terms of each Board member and the current expiration of the existing Board members, an adjustment was needed to balance out the terms of the new seven (7) member Board of Directors. One (1) South Placer original Board member needed to reduce their term from expiring in 2020 to expiring in 2018. Director Mullin volunteered to reduce his term to expire in 2018. The new Board of Directors moving forward will be as listed in the following table.

Board Member	Elected Date	Term Expires Date	Electoral Divisions
Gary Grenfell, President	01/2017	12/2020	South Placer
Chris Gibson, Vice President	01/2017	12/2018	Loomis
Dave Harris	01/2017	12/2020	South Placer
Tom Millward	01/2017	12/2020	Loomis
Terri Ryland	12/2014	12/2018	South Placer
Sean Mullin	01/2017	12/2018	South Placer
Russ Kelley	12/2014	12/2020	Loomis

**PLACER LOCAL AGENCY FORMATION COMMISSION**  
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**Whereas**, Government Code Section 56853 provides that if a majority of the members of each of the legislative bodies of two local agencies Adopt substantially similar resolutions of application for a consolidation of districts into a single local agency, the Commission shall approve or conditionally approve the proposal; and

**Whereas**, on March 9, 2017, an application was submitted on behalf of both Districts to Placer LAFCO in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the "Act"—Government Code section 56000 et seq.) requesting consolidation of the territory; and

**Whereas**, the proposal includes a Plan for Services designated as the "Consolidated Service Plan" dated February 1, 2017; and

**Whereas**, the Commission has considered the factors relevant to determining spheres of influence identified in Government Code Section 56425 and has made the findings stated below; and

**Whereas**, the Commission has considered the environmental effects of the project and has determined that a Notice of Determination adequately addresses the environmental effects of the project; and

**Whereas**, the Executive Officer of Placer LAFCO reviewed the proposed consolidation of the Territory, duly noticed a public hearing, and prepared and submitted a report to the Commission regarding the consolidation; and

**Whereas**, this Commission held a public hearing, received oral and written comments and evidence with respect to the proposed annexation and has duly considered the report of the

**Whereas**, this Commission held a public hearing, received oral and written comments and evidence with respect to the proposed annexation and has duly considered the report of the Executive Officer and all other relevant evidence and information in full accordance with the requirements of the Act.

**Now, therefore, the Placer Local Agency Formation Commission does hereby** adopt and incorporate herein as true and accurate statements and findings of fact all of the statements and recitals set forth in all of the preceding portions of this resolution, and

**Further, the Commission does hereby** determine, resolve and order, pursuant to its powers as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as follows:

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9. Pursuant to Resolution No. 80-142 of the Placer County Board of Supervisors, the property tax revenues currently allocated to the South Placer Fire Protection District and the Loomis Fire Protection District shall be apportioned and allocated to the South Placer Fire Protection District as the successor district.
10. This approval is subject to payment of all necessary fees and charges of Placer LAFCO and of other agencies, including but not limited to the Board of Equalization.
11. The Commission finds that the consolidation will reduce administrative costs and improve efficiency by reducing redundancy as set forth in the Consolidated Service Plan submitted by the Districts.



12. This approval is subject to the following terms and conditions:

- a. The effective date of consolidation will be July 1, 2017, or as soon as practical thereafter in accordance with the restrictions and requirements set forth in Government Code Section 57202.
- b. All laws, ordinances, resolutions, actions, contracts, agreements, rules and regulations, policies and procedures that have been enacted, adopted or passed by the successor district prior to the effective date of consolidation shall remain in effect after the consolidation until superseded, amended, modified or deleted by the Board of Directors of the successor District.
- c. All equipment, assets, liabilities, debts, obligations, facilities, property, cash, fund balances or other fiscal matters of the Loomis Fire Protection District shall accrue to the South Placer Fire Protection District as the successor district.
- d. All decisions or actions affecting the proposed consolidation and made prior to the effective date of consolidation shall require the majority approval of the directors of both fire protection districts.
- e. Pursuant to Government Code Section 56886(n), the initial board of directors of the successor district shall be comprised of a seven (7) member board as designated in the Consolidated Service Plan. Two electoral divisions shall be created; one in the previous boundary of the South Placer Fire Protection District and one in the previous boundaries of the Loomis fire Protection District. Four (4) of the current board members from the South Placer Fire Protection District shall be assigned to the South Placer division and three (3) current board members from the Loomis Fire Protection District shall be assigned to the Loomis division. Pursuant to Health and Safety Code Sections 13845(f) and 13847 and Government Code Section 56886(n), within sixty (60) days from the effective date of the change of organization, the District Board shall meet to determine the composition of the future Board of Directors, including whether the future board of directors should be reduced to five members, the terms of the directors and their assigned divisions. Pursuant to the above code sections, such action by the District Board shall not require an election. The Board shall also review whether the boundaries of the divisions should be adjusted in accordance with Health and Safety Code Section 13847. Using the last decennial census as a basis, the divisions shall be as nearly equal in population as possible in proportion to the number of board members in the division. In establishing the boundaries of the divisions the district board may give consideration to the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the divisions, as provided under Health and Safety Code Section 13846(e).
- f. The name of the consolidated District will be the South Placer Fire Protection District. The new District will make efforts to identify existing communities within the consolidated district on stations and apparatus.
- g. The successor district will be financed by the property taxes, benefit assessments, special assessments, special taxes, fees, and charges currently in effect and being collected by each of the existing districts. Pursuant to Government Code Section 56886(t), all charges, fees, assessments, or taxes existing within the two districts shall be extended and shall continue to be levied and collected by the successor district until otherwise determined by the District Board. The special tax as imposed upon voter approval in the South Placer Fire Protection District shall continue in full force and effect for the benefit of the successor District. The fire suppression benefit assessment and special tax as imposed upon voter approval in the Loomis Fire Protection District shall continue unchanged in full force and

effect for the benefit of the successor District. The successor District shall have full authority to impose, administer, and collect said special taxes and fire suppression benefit assessments in the same manner as the existing districts within the applicable portions of the successor district.

- h. Both boards agree and stipulate that Eric Walder, Fire Chief of South Placer Fire Protection District, will continue as the fire chief of the successor District until otherwise determined by the Board of Directors.
- i. The current Sphere of Influence of both districts will be the Sphere of Influence of the successor district.
- j. The successor district shall continue the established practice of equal employment opportunity.
- k. Upon the effective date, the successor district shall serve the affected territory through the implementation of the Consolidated Service Plan until it is determined by the Board that fiscal or service requirements justify changes to the Service Plan.

13. The Commission delegates to the Executive Officer the authority to conduct the protest hearing pursuant to Government Code section 57000 et seq. and to determine if there are sufficient protests to hold an election.

14. Upon satisfaction of all conditions of this approval, the Executive Officer is authorized to prepare and execute a Certificate of Completion in accordance with Government Code section 57200. The date of issuance of the Certificate of Completion shall constitute the Effective Date of this change of organization.

On a motion by Commissioner Kirby, seconded by Commissioner Lynch, the foregoing resolution was passed and adopted by the Placer Local Agency Formation Commission at a duly noticed meeting thereof this 14<sup>th</sup> of June, 2017, by the following vote:


Ayes: Kirby, Nader, Rudd, Wygandt, Lynch, Holmes

Noes: None


Abstain: None

Absent: Alpine

Signed after adoption:

  
\_\_\_\_\_  
Jim Holmes, Chair

Attest:

  
\_\_\_\_\_  
Kristina Berry, AICP, Executive Officer

**SOUTH PLACER FIRE DISTRICT**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**7/1/2024 to 7/31/2024**

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

**Account Summary**

Source	Balance as of 7/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 7/31/2024
OPEB	\$1,614,543.48	\$0.00	\$37,766.51	\$782.83	\$0.00	\$0.00	\$1,651,527.16
<b>Totals</b>	<b>\$1,614,543.48</b>	<b>\$0.00</b>	<b>\$37,766.51</b>	<b>\$782.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,651,527.16</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	2.34%	6.90%	12.10%	2.18%	6.33%	5.96%	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

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2024  
**CC:** BOARD SECRETARY KATHERINE MEDEIROS

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**Agenda Item:** Chiefs Report

**Action Requested:** Staff recommends a monthly District update.

**Background:**

- Wildland deployments
- Generators installed and running
- Strategic plan
- Echelon Front leadership training – on site
- Water tender in-service training
- ACLS training
- In conjunction with Sutter Roseville, SPFD hosted a fall prevention seminar for the public
- Field save recognition

**Attachments:** None

Impact: Monthly update

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

SOUTH PLACER LABOR REPORT 8/14/24

- Welcome director Gallegos
- Strategic planning process
- New policy workload.