

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, October 9th, 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. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO BOARD FOR [DATE OF] MEETING – PLEASE READ"; and (2) it is received by the Secretary by 5:00 PM the day of the meeting. Please be aware that any public comments requesting to be read aloud that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the Secretary early, in order to ensure they are received in time to be read into the record.

2. **Flag Salute**

3. **Closed Session**

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.

4. **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.

5. **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	\$190,805.59
Consolidated Mitigation Fees	\$38,632.14
Plans/Inspections	\$31,030.00
Refunds/Reimbursements	\$2,438.21
Cell Tower Leases	\$9,866.71
OES/CFAA Reimbursements	\$85,597.78
MVA Fire Recovery	\$470.34
TOTAL	<u>\$358,840.77</u>

D. Approval of the October 2024 Expenditures: \$332,131.56 PG#10

E. Personnel Items
Separations: 2 Firefighter Paramedics
Promotions: None
Reassignments: None
New Hires: None
Interns/Volunteers: None

6. **Special Presentation:** None

7. **Old Business:**

A. **South Placer Fire District Policy Updates:** Staff recommends reviewing and approving the proposed policy updates. PG#23

B. **South Placer Fire District Board Reduction Update:** Staff will update the Board on the reduction in the number of District Board members. PG#43

C. **District Strategic Planning:** The strategic planning committee recommends discussion and approval of the draft strategic plan. PG#45

8. **New Business**

A. **South Placer Fire District Policy Updates:** Staff recommends a first reading of the proposed policy updates. PG#104

B. **Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program:** Staff recommends approval of the resolution adopting the Fire Impact Fee Program annual report for fiscal year 2023/24. PG#141

9. **Correspondence** PG#150

10. **Chief's Report** PG#151

11. Labor Report

PG#152

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. Adjournment

**Next Board Meeting:
November 13th, 2024 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
September 11, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, September 11, 2024, at 6:00 p.m. by President, Tracy Randall

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Pete Gallegos, Director
Gary Grenfell, Director
Mike Johnson, Director
Dan Bajtos, Director

Absent:

Ken Musso, Clerk

Staff Present:

Mark Duerr, Fire Chief	Firefighter Paramedic, Anthony Rydell
Kathy Medeiros, Board Secretary	Captain, Sean Fuller
Matt Feeley, Deputy Chief	Firefighter Paramedic, Jack Wildenradt
Jeff Ingolia, Fire Marshal	Captain, Tracey Kincheloe
Engineer Paramedic, Kenny Kaiser	Battalion Chief, Matt VanVultinburg

6:02 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Potential Litigation – Meet with legal counsel to discuss possible litigation. (Gov. Code § 54956.9(d)(2) – 1 case

6:28 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had met in closed session and had nothing to report at this time.

Public Comment: Member of the public Gary Flanagan introduced himself and noted that he was running in the upcoming election for the open board position in Division 2.

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

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

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption of the proposed policy updates. Nine policies to be reviewed following their first reading. Chief Duerr noted that the requested edits were corrected, and the policies were reviewed by labor with no issues. Director Gibson made a motion to approve the nine policy updates as presented. Director Grenfell made a second to the motion.

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

Fiscal Year 2024/25 Final Budget Adoption: Staff recommends discussion and adoption of the Fiscal Year 2024/25 Final Budget. Chief Duerr began that this budget has an estimated \$18 million in revenues recognizing a 5.06% increase from the prior fiscal year budget. The salaries and wages category with the benefit of grant revenue is estimated at 82% of general revenues, and service and operations are at 16%. Two grants were expended in last fiscal year with the funds received in 24/25 of over \$1 million. Chief Duerr continued that there is funding for reserves for the capital plan, repairs to the Station 17 asphalt, as well as a new fuel vault storage. Mitigation expenditures included portable radios, SCBA compressor, ISRAM ambulance, and a new vehicle as a result of the new EMS/Safety Division Chief as well as a drone program intended to get situational awareness in real time. Member of the public, Diane Will, presented the board with documents related to calculations for the new fiscal year budget specifically for the Station 18 expenditures and revenues. Chief Duerr continued that the legal and consulting account increased due to the recently approved contract for public relations. Director Gibson made a motion to approve the Fiscal Year 2024/25 Final budget as presented. Director Grenfell made a second to the motion.

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

Response Time Standards: Staff will present recommendations to achieve an eight (8) minute response time goal as adopted by the Board. Chief Duerr began that the District has had 4900 responses, 2836 incidents through August 31st. He continued that more responses were concentrated closer to stations. He recommended moving Medic 20 to Station 19, adding three apprentices for Medic 20 at a cost of \$160,000 per year. Moving the Battalion Chief to Station 19 while also moving one firefighter from Medic 20 during fire season to Engine 20. During non-fire season thereafter moving this firefighter to Engine 16. It was noted that this move would bring 75% of engine companies to 3-0 staffing. This staffing model would be reviewed at 3-month intervals for efficiency. Director Gallegos noted that this model would improve response times and service to the residents of the District. Labor representative for SAFF 522, Anthony Rydell, added the unit would prefer to have an engine at Station 19, but it was not in the budget. He continued that labor sees the benefit to move Medic 20. Director Gibson made a motion to approve the staffing model as presented by Chief Duerr to improve response time standards. Director Gallegos made a second to the motion.

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

Resolution on 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 explained that the public hearing will be held at the November 13th regular board meeting, in accordance with the 60-day notice requirement. He continued that the applicant could vote to enter into the CFD which moves the CFD into annexation of the entire District. CFD fees thereafter would apply to any new development as a condition of development within the District. The levy of these special taxes finance public safety services within both divisions to offset the cost of new residential development. Director Gallegos noted that he was opposed to the CFD. Director Gibson made a motion to approve the Resolution of Intention to Create a Community Facilities District. Director Johnson made a second to the motion.

Roll Call:

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

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Six policies to be reviewed for their first reading. Chief Duerr noted that no changes to the policies were reported. Director Bajtos requested Chief Duerr create a list of policies that could be eliminated. Chief Duerr agreed to look into a list to consolidating redundant policies.

Fiscal Year 2023/24 Draft Quarterly Budget Report: Staff recommends a short presentation on the status of the draft 4th Quarter fiscal year 2023/24 unaudited final budget. Chief Duerr began that for the final draft budget report, revenues were down at 97.49%, Mitigation revenues were up at 185%, CFAA revenues were down at 71.8%, with 98.8% of total revenues received of budgeted estimates. For expenditures, salaries and wages at 98.5%, CFAA expenditures at 60.7%, Service and operations at 86.9%, Fixed assets at 68.1%, Capital expenditures at 88.7%, and consolidated mitigation expenditures at 32.8%, overall 92.8% of budgeted expenditures. He continued that the grant expenditures were expended in fiscal year 23/24 while their offsetting revenues were received in fiscal year 2024/25. Director Gibson made a motion to approve the Fiscal Year 2023/24 Draft Quarterly Budget report. Director Bajtos made a second to the motion.

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

California Public Employee Retirement System (CalPERS) 2025-26 Contribution Rate Increases and Employer Payment of Unfunded Liability Increases: Staff recommends reviewing and discussing CalPERS most recent annual valuation reports for the District's four retirement plans. The lump sum payment for all plans for 24/25 fiscal year was \$1.271 million across all retirement plans. For fiscal year 2025/26 this UAL increased to \$1.5 million an increase of \$236,484.

GASB 75 OPEB Actuarial: Staff recommends discussion and comments on the GASB 75 actuarial. Actuarial computations under GASB 75 are to fulfill employer accounting requirements to provide standards for governmental employers to record expenses for other post-employment benefits (OPEB). The District's actuarial present value of projected total benefit payment is \$6.058 million. The net OPEB liability is \$3.877 million, with \$1.69 accumulated in the PARS Trust account offsetting the total value. Retiree's monthly benefit cap of \$858.08 is in place otherwise the liability would be more than twice as high. Currently there are 46 active employees, with 29 retired employees and is expected to grow in the next few years. The current labor contract has members contribute to this benefit which is expected to cover nearly all the existing retiree healthcare monthly costs saving the District from previously funding the costs from the general funds.

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 (LAFCO). Chief Duerr explained that the consolidation of 2017 was intended to improve service delivery efficiency to both the Granite Bay and Loomis communities. This LAFCO resolution serves to have LAFCO review the legal extension of SPFD's 201 rights to include the entire consolidated district due to the evolving services needs of the community and district. A disparity in service levels must be addressed so that all community members receive equal service regardless of location. LAFCO can set the basis for rights into the Town of Loomis. Once reviewed and then approved by LAFCO, the Board can further discuss adding those services into Division 1. Chief Duerr continued that the Resolution is asking LAFCO to review the services first and foremost. Director Gibson made a motion to approve the Resolution asking LAFCO to review the service plan as authorized in the consolidation. Director Gallegos made a second to the motion.

Rollcall:

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

Correspondence: One PARS financial statements received for the month of July.

Chief's Report:

- 341 calls for August, down from previous year
- M16, E16 most calls by apparatus
- Station 18, 15, 20 primary calls by station
- Ten fires: 5 vegetation, 2 structure, 3 mutual aids.
- Ambulance responses at 97% SSV compliance
- Fire Prevention department (Chief Ingolia): 11 new starts, 0 commercial projects. 15,000 square feet in remodels this month down from last month, 60 sets of plans received and 55 inspections for the month. Annual inspections should be done in October by crews.
- Facilities (Chief Ingolia): Both generators online
- Fire Investigations (Chief Ingolia): 1 call to fatality fire in Roseville.
- Weed Abatements (Chief Ingolia): 18 total, 3 pending. 20-25 complaints per year
- Overtime: 16% due to open positions, Mandatory 17%, 26 %Vacation, 24% OES, 17 % sick leave.
- Volunteer vs. mandatory Overtime: Volunteer Overtime down, mandatories down.
- Overtime total hours 1542 for August, leave usage down from 2023.
- Wildland deployments
- OES out twice
- Strategic Plan meetings held on site.
- Echelon Front leadership training held on site.
- Hosted fall prevention seminar with Sutter Roseville
- Field saves recognition to Engineer Mayo, FF Roper, FF McDonough, Captain Gray
- Water tender in service training
- ACLS Training required by SSV.

Labor Report: Firefighter Paramedic Anthony Rydell reported for SAFF 522 Firefighter's unit offered a welcome to new board member Pete Gallegos. He noted the ongoing Strategic Plan process has been in process, and that the unit has been working through the new policies under review.

Functions: Loomis State of the Town 9/25 at the Blue Goose, Coffee with 1st Responders on 9/26 from 9-11 am at Station 16, Loomis Safety Fair September 28 11-3 at the Train Station, Open house pancake breakfast Station 18 October 5th from 7-11 am

Board/Staff Comments: Director Bajtos inquired on the cost savings recognized by the District for installing solar. Chief Duerr reported that the bills have decreased substantially. President Randall asked for more detailed information for both the labor and Chief's report to be included in the board packet. Chief Duerr alerted the board that there were no candidates submitted for the two board seats of Division 1 in the upcoming election.

Committee Reports: none

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 8:46 p.m. The next regular meeting will be held on Wednesday, October 09, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Special Board Meeting Minutes
September 26, 2024

The South Placer Fire District Board of Directors Special Meeting was called to order on Thursday, September 26, 2024, at 6:01 p.m. by President, Tracy Randall.

Present:

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

Absent:

Mike Johnson, Director

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, James Magnuson
Engineer, Kenneth Kolster

Captain Paramedic, Nick Paskey
Battalion Chief, Brian Midtlyng
Captain, Justin Buathier

Public Comment: None

NEW BUSINESS

Selection of Division One Board Appointees: Staff recommends discussion and action to make an appointment recommendation to the Placer County Board of Supervisors for the two (2) open board positions in Division 1. Chief Duerr explained that there were no submissions for the two board positions in the upcoming election in November. With an insufficient number of candidates for the positions, the Board of Supervisors has the authority to appoint to the position but historically asks the District's Board of Directors to present the names of recommended individuals for the positions. Staff has contacted the Division 1 community and requested letters of interest from parties qualified for the opening. Five letters of interest total were received including current Director Ken Musso requesting continued service on the board following his seat expiring. Two recommended names must be forwarded to the Board of Supervisors for consideration. Director Gibson noted he recommended Ken Musso and Russ Kelley. Directors Randall, Bajtos, and Gallegos agreed that they felt both Ken Musso and Jenine Windeshausen were the best fit for the two board positions.

Director Gibson made a motion to recommend Ken Musso for appointment to the Division 1 seat to the Board of Supervisors. Director Gallegos made a second to the motion. Director Musso recused himself from the meeting.

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

Director Musso returned to the meeting. Director Gibson made a motion to recommend Jenine Windeshausen to the second Division 1 seat opening. Director Gallegos made a second to the motion.

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

Loomis Union School District Measure E: Discussion and review of information, possible action or future agenda item. Chief Duerr began that he was approached by supporters of Loomis Union School District's Measure E, asking for the District's endorsement of the measure. Loomis School's Director of Facilities, Al Frangione, spoke to the Board regarding the imminent need of infrastructure improvements needed in Loomis schools noting that all buildings are at the end of their life. He noted that the state is not funding projects that can be locally funded. Measure E adopts \$48 million in bonds, repaid through property taxes at \$27/per \$100,000 assessed value. LUSD board member, Mendi Chadwick, also addressed the board to add that as a parent she would want to know the schools are safe. Director Gallegos noted that he could not support an additional tax to residents within the District. Chief Duerr noted that the measure would be restricted funds solely for the school infrastructure improvements with an assigned oversight committee reviewing all financial records on the measure. Chief Duerr explained that it is legal for the District to support other government tax measures. Director Randall noted that board members speak on the behalf of the entire District, but he felt it was not in the best interest of the Board to put the District as a supporter. Director Musso agreed that he did not want to appear that the District was acting in a reciprocal capacity for other measures. President Randall asked the Board if there was any interest in making a motion – the board agreed to not make a motion to support the measure.

There being no further business to come before the Board, the meeting adjourned at 6:52 p.m. The next regular board meeting will be held on Wednesday, October 9th, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:
 Checkbook ID First Last Number First Last
 Description First Last Date 9/4/2024 10/1/2024
 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		\$1,096,674.55			
24737	9/25/2024	CHK	AUBURN TIRE SERVICE	No	PMCHK00001079	\$27.99
24738	9/25/2024	CHK	BART INDUSTRIES	No	PMCHK00001079	\$1,144.76
24739	9/25/2024	CHK	Blue Cross of California	No	PMCHK00001079	\$69.54
24740	9/25/2024	CHK	CASCADE FIRE EQUIPMENT	No	PMCHK00001079	\$17.17
24741	9/25/2024	CHK	Capital Public Finance Group	No	PMCHK00001079	\$860.00
24742	9/25/2024	CHK	Cline, Shawn	No	PMCHK00001079	\$470.00
24743	9/25/2024	CHK	DAWSON OIL	No	PMCHK00001079	\$7,248.84
24744	9/25/2024	CHK	ETHAN WADE GRAPHICS	No	PMCHK00001079	\$619.00
24745	9/25/2024	CHK	Echelon Front, LLC	No	PMCHK00001079	\$27,500.00
24746	9/25/2024	CHK	FOLSOM LAKE FORD	No	PMCHK00001079	\$420.23
24747	9/25/2024	CHK	Fire Plan Review, Inc.	No	PMCHK00001079	\$751.75
24748	9/25/2024	CHK	Gildea, Joyce	No	PMCHK00001079	\$898.95
24749	9/25/2024	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001079	\$508.75
24750	9/25/2024	CHK	Interwest Consulting Group I	No	PMCHK00001079	\$8,573.13
24751	9/25/2024	CHK	ImageTrend, Inc	No	PMCHK00001079	\$2,731.82
24752	9/25/2024	CHK	Kingsley Bogard, LLP	No	PMCHK00001079	\$1,852.50
24753	9/25/2024	CHK	Kolster, Kenneth	No	PMCHK00001079	\$470.00
24754	9/25/2024	CHK	LIFE ASSIST	No	PMCHK00001079	\$4,353.06
24755	9/25/2024	CHK	Mission Uniform Services	No	PMCHK00001079	\$154.10
24756	9/25/2024	CHK	Municipal Emergency Services	No	PMCHK00001079	\$6,143.71
24757	9/25/2024	CHK	North Bay Pensions, LLC	No	PMCHK00001079	\$4,500.00
24758	9/25/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001079	\$1,245.00
24759	9/25/2024	CHK	Placer County Water Agency	No	PMCHK00001079	\$565.33
24760	9/25/2024	CHK	Prozio Communications	No	PMCHK00001079	\$2,500.00
24761	9/25/2024	CHK	Partnership Health Plan of C	No	PMCHK00001079	\$1,065.12
24762	9/25/2024	CHK	Recology Auburn Placer	No	PMCHK00001079	\$755.20
24763	9/25/2024	CHK	Sacramento Co. Fire Chiefs A	No	PMCHK00001079	\$50.00
24764	9/25/2024	CHK	Silverado Avionics Inc.	No	PMCHK00001079	\$75.72
24765	9/25/2024	CHK	SAN JUAN WATER	No	PMCHK00001079	\$1,923.59
24766	9/25/2024	CHK	Consolidated Communications	No	PMCHK00001079	\$155.54
24767	9/25/2024	CHK	SAMBA Holdings Inc	No	PMCHK00001079	\$102.23
24768	9/25/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001079	\$458.26
24769	9/25/2024	CHK	US Bank Corporate Payment Sy	No	PMCHK00001079	\$15,008.69
24770	9/25/2024	CHK	WESTERN STATE DESIGN	No	PMCHK00001079	\$23.26
24771	9/25/2024	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001079	\$10,517.11
24772	9/25/2024	CHK	William L. Adams PC	No	PMCHK00001079	\$1,417.50
24773	9/25/2024	CHK	Xerox Financial Services	No	PMCHK00001079	\$2,583.36
24774	9/30/2024	CHK	AFLAC	No	PMCHK00001080	\$1,036.16
24775	9/30/2024	CHK	California Assn of Prefessio	No	PMCHK00001080	\$1,298.00
24776	9/30/2024	CHK	California Assn of Prefessio	No	PMCHK00001080	\$59.00
24777	9/30/2024	CHK	Department of Health Care Se	No	PMCHK00001080	\$15,522.82
24778	9/30/2024	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001080	\$887.28
24779	9/30/2024	CHK	P.E.R.S	No	PMCHK00001080	\$104,491.82
24780	9/30/2024	CHK	PRINCIPAL MUTUAL	No	PMCHK00001080	\$7,300.14
24781	9/30/2024	CHK	Sacramento Area Fire Fighter	No	PMCHK00001080	\$2,492.00
24782	9/30/2024	CHK	Sacramento Area Fire Fighter	No	PMCHK00001080	\$2,492.00
24783	9/30/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001080	\$6,162.54
24784	9/30/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001080	\$234.78
24785	9/30/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001080	\$6,162.56
24786	9/30/2024	CHK	Voya Financial Trust Co.	No	PMCHK00001080	\$17,637.30

Checkbook ID	Description	User-Defined 1		Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
24787	9/30/2024	CHK	Voya Financial Trust Co.	No	PMCHK00001080	\$16,204.75	
24788	10/1/2024	CHK	BART INDUSTRIES	No	PMCHK00001081	\$208.48	
24789	10/1/2024	CHK	Capital Public Finance Group	No	PMCHK00001081	\$2,687.50	
24790	10/1/2024	CHK	DeMink DeSigns	No	PMCHK00001081	\$1,762.00	
24791	10/1/2024	CHK	Hernandez, Keith	No	PMCHK00001081	\$225.00	
24792	10/1/2024	CHK	INLAND BUSINESS SYSTEMS	No	PMCHK00001081	\$16.09	
24793	10/1/2024	CHK	JRB Pest and Sanitation	No	PMCHK00001081	\$580.00	
24794	10/1/2024	CHK	LIFE ASSIST	No	PMCHK00001081	\$692.14	
24795	10/1/2024	CHK	Meri-Cal Fire	No	PMCHK00001081	\$360.02	
24796	10/1/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001081	\$1,530.81	
24797	10/1/2024	CHK	PG & E	No	PMCHK00001081	\$7,284.75	
24798	10/1/2024	CHK	Preferred Alliance Inc	No	PMCHK00001081	\$60.00	
24799	10/1/2024	CHK	Prosio Communications	No	PMCHK00001081	\$900.00	
24800	10/1/2024	CHK	Partnership Health Plan of C	No	PMCHK00001081	\$652.50	
24801	10/1/2024	CHK	RAMOS ENVIRONMENTAL SVC.	No	PMCHK00001081	\$1,516.83	
24802	10/1/2024	CHK	SCI Consulting Group	No	PMCHK00001081	\$16,808.67	
24803	10/1/2024	CHK	SCOTTS PPE RECON	No	PMCHK00001081	\$5,293.45	
24804	10/1/2024	CHK	Consolidated Communications	No	PMCHK00001081	\$816.38	
24805	10/1/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001081	\$994.58	
69	Transaction(s)					\$332,131.56	\$0.00
69	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 9/4/2024 10/1/2024

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	24737	9/25/2024	\$27.99
37915	144890 Flat repair		\$27.99		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-401 2002 Chevy \$27.99 \$0.00				
B147	BART INDUSTRIES	PLACER COUNTY	24738	9/25/2024	\$1,144.76
37916	6079-550327 Fuel filters		\$120.50		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-605 1998 Ford Grass \$120.50 \$0.00				
37917	6091-603370 R134, Blue DEF		\$788.18		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-000 Automotive Repairs/Supplies \$788.18 \$0.00				
37918	6091-606696 Oil filters		\$236.08		
	Type Account Description Debit Credit				
	PURCH 0-000-2222-506 2012 F-350 Ambulance \$236.08 \$0.00				
B149	Blue Cross of California	PLACER COUNTY	24739	9/25/2024	\$69.54
37919	769132 Ambulance refund		\$69.54		
	Type Account Description Debit Credit				
	PURCH 0-000-2025-000 Ambulance Billing Services \$69.54 \$0.00				
C108	CASCADE FIRE EQUIPMENT	PLACER COUNTY	24740	9/25/2024	\$17.17
37921	INV13777 Shipping on PPE		\$17.17		
	Type Account Description Debit Credit				
	PURCH 0-000-2135-000 Misc. Firefighting Equip/Supplies \$17.17 \$0.00				
C156	Capital Public Finance Group,	PLACER COUNTY	24741	9/25/2024	\$860.00
37920	2024-377 CFD consulting		\$860.00		
	Type Account Description Debit Credit				
	PURCH 0-000-2043-000 Legal/Consulting Fees \$860.00 \$0.00				
C268	Cline, Shawn	PLACER COUNTY	24742	9/25/2024	\$470.00
37922	20240829 Instructor 1 class fee		\$470.00		
	Type Account Description Debit Credit				
	PURCH 0-000-2040-000 Education/Training \$470.00 \$0.00				
D101	DAWSON OIL	PLACER COUNTY	24743	9/25/2024	\$7,248.84
37924	741501 Fuel, Sta 19		\$840.43		
	Type Account Description Debit Credit				
	PURCH 0-000-2124-003 Station 19 Fuel \$840.43 \$0.00				

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
37925	741503	Fuel, Sta 17			\$2,603.46
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,603.46	\$0.00
37926	747262	Fuel, Sta 17			\$2,741.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,741.07	\$0.00
37927	747263	Fuel, Sta 19			\$1,063.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,063.88	\$0.00
E115	ETHAN WADE GRAPHICS	PLACER COUNTY	24744	9/25/2024	\$619.00
37930	59574	Graphics for new water tende			\$619.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-901	2024 Freightliner Water Tanker		\$619.00	\$0.00
E138	Echelon Front, LLC	PLACER COUNTY	24745	9/25/2024	\$27,500.00
37928	7532	Leadership workshop			\$5,000.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$5,000.00	\$0.00
37929	7628	Leadership workshop			\$22,500.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$22,500.00	\$0.00
F109	FOLSOM LAKE FORD	PLACER COUNTY	24746	9/25/2024	\$420.23
37932	784887	Charging cord for F150			\$420.23
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$420.23	\$0.00
F173	Fire Plan Review, Inc.	PLACER COUNTY	24747	9/25/2024	\$751.75
37931	1208	August services			\$751.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$751.75	\$0.00
G188	Gildea, Joyce	PLACER COUNTY	24748	9/25/2024	\$898.95
37933	527853	Ambulance refund			\$898.95
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$898.95	\$0.00
H141	HARRIS INDUSTRIAL GASES	PLACER COUNTY	24749	9/25/2024	\$508.75
37934	0001956315	Cylinder rental			\$277.05
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$277.05	\$0.00
37935	0001956344	Cylinder rental			\$177.85
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$177.85	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37936	0001956450	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	24750	9/25/2024	\$8,573.13
37938	631818	August services	\$8,573.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$8,573.13	\$0.00
I137	ImageTrend, Inc	PLACER COUNTY	24751	9/25/2024	\$2,731.82
37937	PS-INV109821	Telestaff annual fee	\$2,731.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,731.82	\$0.00
K127	Kingsley Bogard, LLP	PLACER COUNTY	24752	9/25/2024	\$1,852.50
37939	32108	July services	\$1,852.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$650.00	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,202.50	\$0.00
K141	Kolster, Kenneth	PLACER COUNTY	24753	9/25/2024	\$470.00
37940	20240829	Instructor 1 class fee	\$470.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$470.00	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	24754	9/25/2024	\$4,353.06
37941	1507108	Medications	\$340.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$340.00	\$0.00
37942	1507575	Various supplies	\$3,763.92		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$3,763.92	\$0.00
37943	1508464	IV catheters, AirFlow BVM	\$249.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$249.14	\$0.00
M101	Mission Uniform Services	PLACER COUNTY	24755	9/25/2024	\$154.10
37944	522090629	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37945	522131014	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37946	522172895	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37947	522217025	Weekly billing			\$30.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
37948	522263591	Weekly billing			\$30.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
M167	Municipal Emergency Services (PLACER COUNTY	24756		9/25/2024	\$6,143.71
37949	IN2030790	Retro fit for RIC paks			\$3,367.96
	Type Account	Description		Debit	Credit
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$3,367.96	\$0.00
37950	IN2035011	SCBA retro fit for RIC paks			\$2,775.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$2,775.75	\$0.00
N144	North Bay Pensions, LLC	PLACER COUNTY	24757	9/25/2024	\$4,500.00
37953	24042	GASB 75 actuarial report			\$3,000.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$3,000.00	\$0.00
37954	24048	GASB 68 disclosure info			\$1,500.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,500.00	\$0.00
N226	NETWORK DESIGN ASSOC	PLACER COUNTY	24758	9/25/2024	\$1,245.00
37951	92322	IT services			\$585.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$585.00	\$0.00
37952	92584	IT services			\$660.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$660.00	\$0.00
P125	Placer County Water Agency	PLACER COUNTY	24759	9/25/2024	\$565.33
37956	20240903-19	Monthly billing			\$201.77
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$201.77	\$0.00
37957	20240903-20	Monthly billing			\$85.60
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$85.60	\$0.00
37958	20240822-20	Monthly billing			\$85.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$85.16	\$0.00
37959	20240828-1	Monthly billing			\$47.30
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$47.30	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37960	20240828-2	Monthly billing		\$100.30	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$100.30	\$0.00
37961	20240828-3	Monthly billing		\$45.20	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$45.20	\$0.00
P223 37962	Proso Communications 3213	PLACER COUNTY Website change order	24760	9/25/2024	\$2,500.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,500.00	\$0.00
P274 37955	Partnership Health Plan of Cal SP240000079	PLACER COUNTY Ambulance refund	24761	9/25/2024	\$1,065.12
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$1,065.12	\$0.00
R129 37963	Recology Auburn Placer 74638321	PLACER COUNTY Monthly billing	24762	9/25/2024	\$755.20
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$638.08	\$0.00
37964	74639634	Monthly billing		\$39.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
37965	74642992	Monthly billing		\$39.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
37966	74654047	Monthly billing		\$39.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$39.04	\$0.00
S030 37967	Sacramento Co. Fire Chiefs Ass SPLA2025	PLACER COUNTY Annual membership	24763	9/25/2024	\$50.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$50.00	\$0.00
S102 37972	Silverado Avionics Inc. 2717	PLACER COUNTY Antenna adaptor	24764	9/25/2024	\$75.72
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-901	2024 Freightliner Water Tanker		\$75.72	\$0.00
S107 37969	SAN JUAN WATER 20240904-15	PLACER COUNTY Bi-monthly billing	24765	9/25/2024	\$1,923.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-006	Water - Station #15		\$1,008.83	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
37970	20240904-16	Bi-monthly billing	\$637.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-016	Water-Station 16 Olive Ranch		\$637.13	\$0.00
37971	20240904-17	Bi-monthly billing	\$277.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-001	Water - Station #17		\$277.63	\$0.00
S282	Consolidated Communications In	PLACER COUNTY	24766	9/25/2024	\$155.54
37923	20240904	Sta 17 fax line (2 mos)	\$155.54		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$155.54	\$0.00
S286	SAMBA Holdings Inc	PLACER COUNTY	24767	9/25/2024	\$102.23
37968	INV01600708	CDL monitoring	\$102.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$102.23	\$0.00
T117	TIFCO INDUSTRIES	PLACER COUNTY	24768	9/25/2024	\$458.26
37973	72005182	Various hardware	\$218.43		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$218.43	\$0.00
37974	72009957	Various hardware	\$239.83		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$239.83	\$0.00
U109	US Bank Corporate Payment Syst	PLACER COUNTY	24769	9/25/2024	\$15,008.69
37975	20240822	Monthly billing	\$15,008.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$1,777.50	\$0.00
	PURCH 0-000-2037-001	6900 Eureka Road		\$130.16	\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$155.92	\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$112.71	\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$108.81	\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$164.53	\$0.00
	PURCH 0-000-2037-028	Station 28		\$137.90	\$0.00
	PURCH 0-000-2039-000	Business/Conference		\$1,485.86	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$480.00	\$0.00
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$458.75	\$0.00
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$89.95	\$0.00
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$461.75	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$1,151.09	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$439.23	\$0.00
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$1,340.63	\$0.00
	PURCH 0-000-2124-000	Fuel & Oil		\$110.81	\$0.00
	PURCH 0-000-2129-000	Office Supplies/Computer		\$325.01	\$0.00
	PURCH 0-000-2133-000	Uniform Supplies		\$78.24	\$0.00
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$24.66	\$0.00
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$179.86	\$0.00
	PURCH 0-000-2222-016	LFPD Ford Expedition		\$373.35	\$0.00
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$366.80	\$0.00
	PURCH 0-000-2222-508	2017 Ford E450 Medix Type III		\$285.13	\$0.00
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$86.66	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-001	6900 Eureka Road		\$1,759.94	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$374.17	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$395.00	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$1,690.00	\$0.00
	PURCH 0-000-2599-000	Miscellaneous Expense		\$41.69	\$0.00
	PURCH 0-000-4465-028	Station IT		\$422.58	\$0.00
W113 37976	WESTERN STATE DESIGN 0607732-IN	PLACER COUNTY Extractor parts shipping fee	24770 \$23.26	9/25/2024	\$23.26
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$23.26	\$0.00
W121 37978	WITTMAN ENTERPRISES, LLC 2408046	PLACER COUNTY August services	24771 \$10,517.11	9/25/2024	\$10,517.11
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$10,517.11	\$0.00
W203 37977	William L. Adams PC 435	PLACER COUNTY LAFCO resolution	24772 \$1,417.50	9/25/2024	\$1,417.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,417.50	\$0.00
X001 37979	Xerox Financial Services 6277351	PLACER COUNTY Copier & DocuWare	24773 \$2,583.36	9/25/2024	\$2,583.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,583.36	\$0.00
A212 37980	AFLAC 464550	PLACER COUNTY September premium	24774 \$1,036.16	9/30/2024	\$1,036.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,036.16	\$0.00
C273 37981	California Assn of Professiona 10-2024 LTD	PLACER COUNTY 10-2024 Safety LTD	24775 \$1,298.00	9/30/2024	\$1,298.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,298.00	\$0.00
C273 37982	California Assn of Professiona 10-2024- NS LTD	PLACER COUNTY 10-2024 NSafety LTD	24776 \$59.00	9/30/2024	\$59.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$59.00	\$0.00
D148 37983	Department of Health Care Serv 2024-4	PLACER COUNTY AB1705 CY2024 Coll4	24777 \$15,522.82	9/30/2024	\$15,522.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$15,522.82	\$0.00
N115 37984	NGLIC C/O Superior Vision Serv 849472	PLACER COUNTY 10-2024 vision premium	24778 \$887.28	9/30/2024	\$887.28
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$887.28	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
P101	P.E.R.S	PLACER COUNTY	24779	9/30/2024	\$104,491.82
37985	17679729	October 32024 premium			\$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		\$16,087.94	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$58,885.29	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$6,887.60	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24780	9/30/2024	\$7,300.14
37986	10-2024 DENTAL	October dental premium			\$7,300.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,300.14	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24781	9/30/2024	\$2,492.00
37987	PP05 UNION 2024	EE Union dues PP 5			\$2,492.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,492.00	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24782	9/30/2024	\$2,492.00
37988	PP06 UNION 2024	EE Union PP 6			\$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	24783	9/30/2024	\$6,162.54
37989	PP06 DC/MR 2024	EE/ER DC/MR PP 6			\$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	24784	9/30/2024	\$234.78
37990	IN3218572	Admin Fees, 11/1/24-11/30/24			\$234.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$234.78	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24785	9/30/2024	\$6,162.56
37993	EE/ER DC/MR PP 7	PP 7 EE/ER/ DC MRA			\$6,162.56
	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		\$4,812.63	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$511.51	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24786	9/30/2024	\$17,637.30
37991	PP05 DEF COMP 2024	EE/ER Def Comp PP 5			\$17,637.30
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$16,691.02	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$946.28	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24787	9/30/2024	\$16,204.75
37992	PP06 DEF COMP 2024	EE/ER Def Comp PP 6			\$16,204.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$15,258.47	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$946.28	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B147 37994	BART INDUSTRIES 6091-607228	PLACER COUNTY	24788	10/1/2024	\$208.48
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Diesel exxhaust fluid, wiper	\$208.48	\$176.85	\$0.00
	PURCH 0-000-2222-000	Station 17 Fuel		\$31.63	\$0.00
		Automotive Repairs/Supplies			
C156 37995	Capital Public Finance Group, 2024-397	PLACER COUNTY	24789	10/1/2024	\$2,687.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	CFD consulting	\$2,687.50	\$2,687.50	\$0.00
		Legal/Consulting Fees			
D146 37998	DeMink DeSigns INV4378	PLACER COUNTY	24790	10/1/2024	\$1,762.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-022	Graphics	\$1,762.00	\$1,762.00	\$0.00
		2024 Ford F150 Lightning			
H166 37999	Hernandez, Keith 20240502	PLACER COUNTY	24791	10/1/2024	\$225.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	ACLS class fee	\$225.00	\$225.00	\$0.00
		Medical Supplies			
I121 38000	INLAND BUSINESS SYSTEMS IN4373628	PLACER COUNTY	24792	10/1/2024	\$16.09
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Freight on copier toner	\$16.09	\$16.09	\$0.00
		Office Supplies/Computer			
J128 38001	JRB Pest and Sanitation 80399	PLACER COUNTY	24793	10/1/2024	\$580.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	Monthly billing, Sta 15	\$90.00	\$90.00	\$0.00
		4650 East Roseville Parkway			
38002	80400	Monthly billing, Sta 19	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$90.00	\$0.00
38003	80438	Monthly billing, Sta 16	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$90.00	\$0.00
38004	83567	Monthly billing, Sta 17	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00
38005	83569	Monthly billing, Sta 18	\$130.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00
38006	83568	Monthly billing, Sta 20	\$90.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
L107 38007	LIFE ASSIST 1511934	PLACER COUNTY	24794	10/1/2024	\$692.14
	Various supplies		\$564.04		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$564.04	\$0.00	
38008	1510979	Medication	\$128.10		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$128.10	\$0.00	
M143 38009	Meri-Cal Fire 43911	PLACER COUNTY	24795	10/1/2024	\$360.02
	Fire extinguisher service		\$360.02		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$360.02	\$0.00	
N226 38010	NETWORK DESIGN ASSOC 92848	PLACER COUNTY	24796	10/1/2024	\$1,530.81
	IT services		\$660.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$660.00	\$0.00	
38011	92752	Monthly software licensing	\$870.81		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2056-000	Software Subscriptions	\$870.81	\$0.00	
P111 38013	PG & E 20240913	PLACER COUNTY	24797	10/1/2024	\$7,284.75
	Monthly billing		\$7,284.75		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2027-001	6900 Eureka Road	\$1,817.07	\$0.00	
	PURCH 0-000-2027-003	7070 Auburn Folsom Road	\$1,361.53	\$0.00	
	PURCH 0-000-2027-005	3505 Auburn Folsom Road	\$9.85	\$0.00	
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway	\$62.65	\$0.00	
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road	\$921.64	\$0.00	
	PURCH 0-000-2027-028	Station 28	\$2,921.56	\$0.00	
	PURCH 0-000-2027-029	Station 29	\$190.45	\$0.00	
P218 38014	Preferred Alliance Inc 0195389-IN	PLACER COUNTY	24798	10/1/2024	\$60.00
	Pre-employment testing		\$60.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$60.00	\$0.00	
P223 38015	Proso Communications 3214	PLACER COUNTY	24799	10/1/2024	\$900.00
	Website hosting		\$900.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2056-000	Software Subscriptions	\$900.00	\$0.00	
P274 38012	Partnership Health Plan of Cal SP240000857	PLACER COUNTY	24800	10/1/2024	\$652.50
	Ambulance refund		\$652.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2025-000	Ambulance Billing Services	\$652.50	\$0.00	
R104	RAMOS ENVIRONMENTAL SVC.	PLACER COUNTY	24801	10/1/2024	\$1,516.83

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38016	W33470		Hazardous material disposal		\$1,516.83
	Type Account		Description	Debit	Credit
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$1,516.83	\$0.00
S142	SCI Consulting Group	PLACER COUNTY	24802	10/1/2024	\$16,808.67
38017	SBS11387		Loomis Benefit Assmt Admin		\$7,776.49
	Type Account		Description	Debit	Credit
	PURCH 0-000-2043-000		Legal/Consulting Fees	\$7,776.49	\$0.00
38018	SBS11388		Meas A Parcel Tax admin		\$3,986.35
	Type Account		Description	Debit	Credit
	PURCH 0-000-2043-000		Legal/Consulting Fees	\$3,986.35	\$0.00
38019	SBS11389		Loomis Parcel Tax Admin		\$5,045.83
	Type Account		Description	Debit	Credit
	PURCH 0-000-2043-000		Legal/Consulting Fees	\$5,045.83	\$0.00
S213	SCOTTS PPE RECON	PLACER COUNTY	24803	10/1/2024	\$5,293.45
38020	39708		PPE cleaning & repair		\$4,126.61
	Type Account		Description	Debit	Credit
	PURCH 0-000-2228-000		Turnout Clothing Maint.	\$4,126.61	\$0.00
38021	39637		Extractor maintenance/repair		\$1,166.84
	Type Account		Description	Debit	Credit
	PURCH 0-000-2227-000		Equipment Service/Maintenance	\$1,166.84	\$0.00
S282	Consolidated Communications In	PLACER COUNTY	24804	10/1/2024	\$816.38
37996	20240909-1		Monthly billing, Sta 17 Fax		\$77.77
	Type Account		Description	Debit	Credit
	PURCH 0-000-2037-001		6900 Eureka Road	\$77.77	\$0.00
37997	20240909-2		Monthly billing, Internet		\$738.61
	Type Account		Description	Debit	Credit
	PURCH 0-000-2037-001		6900 Eureka Road	\$738.61	\$0.00
T117	TIFCO INDUSTRIES	PLACER COUNTY	24805	10/1/2024	\$994.58
38022	72013995		Hardware & shop supplies		\$344.55
	Type Account		Description	Debit	Credit
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$344.55	\$0.00
38023	72012716		Aire conditioner fittings		\$650.03
	Type Account		Description	Debit	Credit
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$650.03	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, OCTOBER 9TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

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

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

Impact: Policy update.

Attachments: Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
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.

South Placer Fire District

SPFD Policy Manual

Public Education

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

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Public Education

- 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

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.

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SPFD Policy Manual

Hazardous Materials Disclosures

- (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.

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Use of District-Owned and Personal Property

- (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

- (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

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

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

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

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.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 25, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Board Reduction Update:

Action Requested: Staff will update the Board on the reduction in the number of District Board members.

Background: During previous board meetings, the board requested an update on the process of reducing the board from seven to five and recomposing it based on division representation.

Board composition changes fall under California Health and Safety Code 13845. Except in the case where a county board of supervisors has appointed itself as the district board, the number of members of a district board may be increased or decreased *if a majority of the voters voting on the question are in favor of the question at a general district or special election.* The question shall specify the resulting number of members of the district board.

With that, the action to reduce the board can be done in one of three ways:

1. The District board may adopt a resolution placing the question on the ballot.
2. Upon receipt of a petition signed by at least 25 percent of the registered voters (approximately 26,375 as of August 1, 2024), the District board shall adopt a resolution placing the question on the ballot
3. The Local Agency Formation Commission (LAFCO) may change the number of members of a district board as a term and condition of approval by the commission of any change of organization or reorganization. Unless the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 (commencing with Section 56000) of Title 5 of the Government Code, otherwise requires voter approval, the change ordered by the commission does not require approval by the district's voters.

The law is clear that the requirement for board composition changes lies with the voting public in all cases except during a change of organization or a reorganization.

The second question from the board was about clarification related to district representation. As the District already utilizes a district-based election (Division 1 and Division 2), a reduction in board members may necessitate a change in the current model from the existing division to one that is more representative of the community based on the following:

Special districts may redistrict based on (a) topography, (b) geography, (c) cohesiveness, contiguity, integrity, and compactness of territory, and (d) communities of interest in the jurisdiction.

These options are governed by the California Elections Code, including Division 14, Chapter 1.5, Section 14026, but should the board choose to proceed with this process, legal analysis and opinion will be required. This action has not been taken to ascertain the Board's stance before engaging District counsel for costly legal services that may not be needed.

Impact: Organizational Change/Informational

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, SEPTEMBER 25, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: District Strategic Planning

Action Requested: The Strategic Planning Committee recommends discussion and acceptance of the strategic plan content.

Background: After the development and adoption of the District Master Plan, the next step in the planning process is developing the District strategy plan. The Board approved this process, and an outside consultant, AP Triton, was engaged to assist with the planning process. With their intimate understanding of the District, due to their participation in the Master Plan and the county-wide Municipal Service Review (MSR) for fire service, AP Triton was a great partner to have assist us.

The process started with a survey shared with all District and community members, allowing all to share their input and insight. From there, an invitation was extended to all District and Board members to assist with this process. Nineteen district members from all ranks, both L522 labor groups, and a member of the Board spent two and half days working to develop the plan for the next five years. With facilitation by AP Triton, the process was driven by the organization's body and represents the focus areas over the next five years. Staff is excited to present this plan to the board for acceptance as the work plan for the organization over the next five years.

Impact: Organizational Change/Informational

Attachments: Strategic Plan

Mark Duerr
Fire Chief
South Placer Fire District



STRATEGIC PLAN

2024-2029

**South Placer
Fire District**
Granite Bay, California



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Strategic Planning Overview

Process Overview

Strategic Planning is a systematic process where an organization maps out its vision for how best to serve the community. This process set priorities, focused energy, strengthened operations, and ensured that staff worked toward the common goal of enhancing the quality of life for the community served. The plan was hyper-focused on what the organization could achieve over the next three to five years.

The key steps in the process used by AP Triton involved:

- **Strategic Planning Team:** South Placer formed a planning team comprising representatives from various divisions, shifts, ranks (including civilian employees), and labor representatives. This team assisted in the planning and participated in an evening community meeting as well as a 2½ day workshop dedicated to developing the strategic plan.
- **Environmental Scan:** An overview of the agency was conducted to understand its context and operating environment.
- **Internal and External Surveys:** AP Triton provided draft surveys, which the Fire Chief and the Strategic Planning Team reviewed and finalized before publishing. AP Triton created the SurveyMonkey for distribution and summarized the results.
 - The internal survey was distributed by the Fire Chief to all employees.
 - For the external survey, South Placer posted the survey on the website, social media, and through contact with local businesses and industries.
- **Planning Workshop:** The Planning Workshop was held over 2.5 days and involved a review of the environmental scan and community and member survey results. Following this review, the development of the following deliverables for the strategic plan was facilitated:
 - **Mission, Vision, and Values:** Defined the organization's fundamental purpose, long-term aspirations, and the core values that shaped its culture, behavior, and decision-making processes.
 - **SWOC Analysis:** Assessed the organization's strengths, weaknesses, opportunities, and challenges.
 - **Critical Issues and Service Gaps:** Identified critical issues and service gaps that drove the development of strategic initiatives.

- **Strategic Initiatives:** Pinpointed broad initiatives where there was a need and opportunity to improve service to the community.
- **Outcome Statements:** Articulated clear statements that defined what success looked like when the strategic initiatives were achieved.
- **Goals and Objectives/Action Items:** Detailed the steps or actions required to achieve each initiative, developed using the SMART method: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-bound.
- **Final Report and Adoption:**
 - On the last day of the workshop, AP Triton provided South Placer Fire District with a draft report. Time was taken to review and gather input from members before finalizing the actual strategic plan. AP Triton encouraged presenting the updated Mission/Vision/Values along with the strategic initiatives and action items to the governing body for approval.
- **Implementation and Updates:**
 - During each budget cycle, staff should review the objectives and critical tasks, making necessary modifications or additions, and determine which items will be included in the next budget cycle.
 - Annually, staff should identify and publish the objectives and critical tasks completed in the previous year and those planned for the upcoming year. In the last year of the plan, staff should conduct a final review of progress and begin developing the next strategic plan.

Section I:
ENVIRONMENTAL ASSESSMENT

Environmental Scan

South Placer Fire District Introduction

South Placer Fire District (SPFD) is an independent fire district that provides fire protection, community risk reduction, and Advanced Life Support (Paramedic) emergency medical treatment and ambulance transportation to a population of about 34,768 in 42.05 square miles. SPFD serves the communities of Granite Bay, Loomis, and the southern areas of Newcastle and Penryn. SPFD owns six fire stations, four of which are staffed full-time and two of which are totally unstaffed, with 57 full-time career personnel and one volunteer. The district also owns one former fire station currently used for storage. SPFD is dispatched by Placer County Sheriff's Office. SPFD provides ambulance transport within the boundaries of the original district, but not within the Loomis annexation area, where AMR is the transport provider.

Background

SPFD was formed in 1952. SPFD began its ambulance transport service in 1962. In 2017, South Placer Fire District and Loomis Fire District consolidated.

Old Rescue at SPFD



SPFD established a Master Plan in 2008 and a Standards of Cover in 2004. A Strategic Plan, which includes Mission, Vision, and Goals and Objectives, was completed in 2019. All of the planning documents have been adopted by the governing body.

SPFD received a Class 2/2Y ISO Rating in its most recent rating from the Insurance Services Office (ISO) in February 2024.

Over the last few years, most cost minimization efforts have resulted from reducing resources as a budget reduction strategy. The reductions include the following:

- Stations 15 and 19 were closed in late 2022.
- The ladder truck was taken out of service at the same time.
- A new deployment model was implemented that pairs a transport ambulance with a two-person engine (for a total of four personnel) at two stations.
- Daily minimum staffing was reduced from 18 to 15 firefighters.

Parcels within Division 1 (the former Loomis Fire District) are assessed as both a voter-approved Special Tax and a Benefit Assessment (totaling \$384 annually) for services provided by the Fire District. Both revenue sources have annual increases based on the Consumer Price Index (CPI). Parcels within original SPFD boundaries (Division 2) are assessed at \$70 per year. There is no inflator on this assessment; it has been static since its inception in 1981. Fire mitigation fees are also assessed on new construction within the Town of Loomis and in the unincorporated county areas within the district.

In 2022, the SPFD conducted a Proposition 218-compliant Benefit Assessment process in Division 2 (original SPPD boundaries) in an attempt to increase revenue to maintain operations. The Benefit Assessment did not pass.

The Fire Chief has indicated that the facilities are generally in good repair, but some deferred maintenance projects will come due soon. There are three stations that need major overhaul work due to the changing deployment model. Apparatus are considered top-notch; SPFD received a grant to replace the oldest piece of apparatus, a water tender.

According to the Fire Chief, the South Placer area is ripe with opportunity to leverage economies of scale to improve services. South Placer could consolidate services with both Penryn and Newcastle, leading to improved services for both communities, along with Loomis and Granite Bay. Another opportunity for sharing services is to leverage the use of SPFD's mechanic shop and reserve fleet. SPFD has a robust reserve fleet that could support other communities, as well as an in-house fire mechanic and apprentice that can support most fleet concerns.

The Fire Chief's top three critical issues:

- Adequate funding, as expenses are rising faster than revenue
- Communications
- Automatic/Mutual Aid

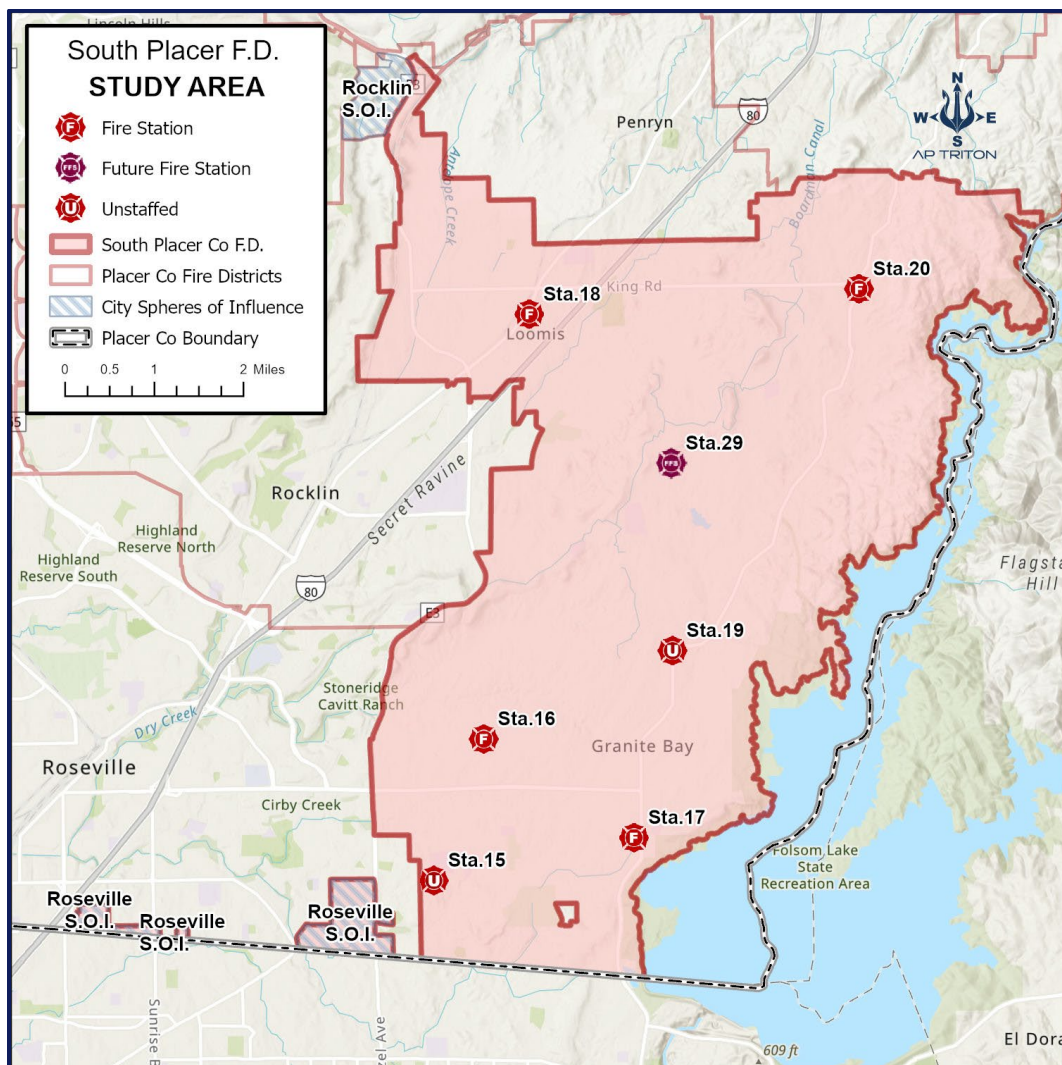
The Fire Chief's top three opportunities to increase value and/or efficiency for the public:

- Reorganization of smaller fire districts in the County through consolidation, annexation, or merger.
- Creation of a fire dispatch center serving all the non-CAL FIRE districts and cities.
- Community paramedicine.

Boundaries & Sphere of Influence

The South Placer Fire District occupies the southeastern corner of the county with the Sacramento County line forming the southern border and the El Dorado County line the eastern border. The Newcastle and Penryn fire districts are on the district's north boundary; the cities of Lincoln, Rocklin, and Roseville lie to the west.

A small island of Western Placer Fire (CSA 28 Zone 76) lies adjacent to the northwesternmost boundary along Sierra College Bl. The SPFD territory includes two Divisions: Division 1 is the former Loomis Fire District; Division 2 is the original South Placer Fire District. Annexations to the City of Roseville have left some islands of SPFD territory within the extreme south end of Roseville. SPFD service area includes the Town of Loomis. The following figure shows the SPFD service area and current fire stations locations.



Type & Extent of Services

Services Provided

SFPD provides a full range of services for its residents, including being one of only three fire agencies in the county to be the primary ambulance provider. The following figure represents each of the services and the level performed.

Overview of Services Provided

Service	Y/N	Level
Fire Suppression	Yes	
Wildland Fire Suppression	Yes	Wildland engine-based suppression (Type 3 and 6)
Statewide Mobilization	Yes	OES Type 1 Engine assignee
EMS First Response	Yes	EMT and Paramedic Level
Ambulance Transport	Yes	Paramedic Level (primary provider)
Specialized/Technical Rescue	Yes	
HazMat Response	Yes	FRO/FRA
Fire Inspection/Code Enforcement	Yes	
Plan Reviews	Yes	
Public Education/Prevention	Yes	
Fire & Arson Investigation	Yes	

Collaboration

- Western Placer County Fire Chiefs (WPCFCA) thirteen-agency Closest Resource Agreement (CRA) provides for the dispatch of the closest appropriate resource.
- The district maintains and operates OES Engine 4106 under an agreement with the Governor's Office of Emergency Services. SFPD personnel staff this Type 1 engine when requested to respond to major incidents anywhere in the state.
- Much of the unincorporated land within the district boundary is classified as State Responsibility Area (SRA) for wildland fires. Thus, CAL FIRE dispatches a full wildland response—including engines, aircraft, crews, and bulldozers to any reported wildfire.
- SFPD gives and receives mutual aid from the following agencies:
 - Auburn Fire Department
 - Roseville Fire Department
 - Folsom Fire Department

- Rocklin Fire Department
- Sacramento Metro Fire District
- Penryn Fire District
- Newcastle Fire District
- Automatic aid and Mutual aid agreement with AMR for ambulance transport
- Participant in Placer County Incident Management Team

Contracts to Provide Services to Other Agencies

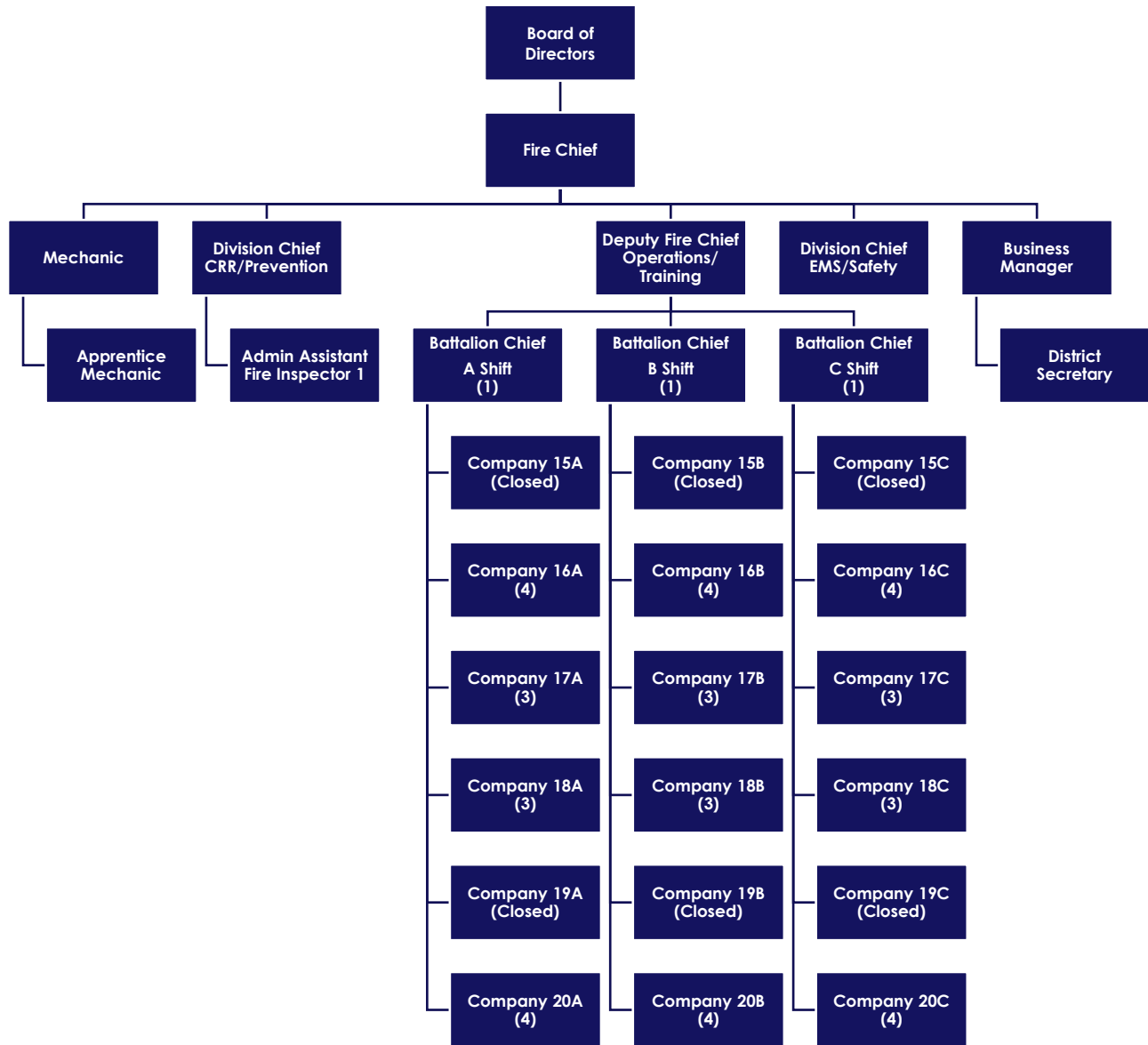
SPFD operates two ALS (paramedic) ambulances under an Exclusive Operating Area agreement with Sierra/Sacramento Valley EMS Authority. This agreement was finalized in 2007 and SPFD maintains its historic 1791.201 rights.

Governance & Administration

The SPFD is governed by a seven-member elected Board of Directors; comprised of four members from the original boundaries of the SPFD and three members from the boundaries of the former Loomis Fire District. The Fire Chief reports to the Board of Directors.

The organization is comprised of three Divisions: Operations/Training, Emergency Medical Services/Safety, and Community Risk Reduction/Prevention.

South Placer Fire District Organizational Chart



Volume Analysis

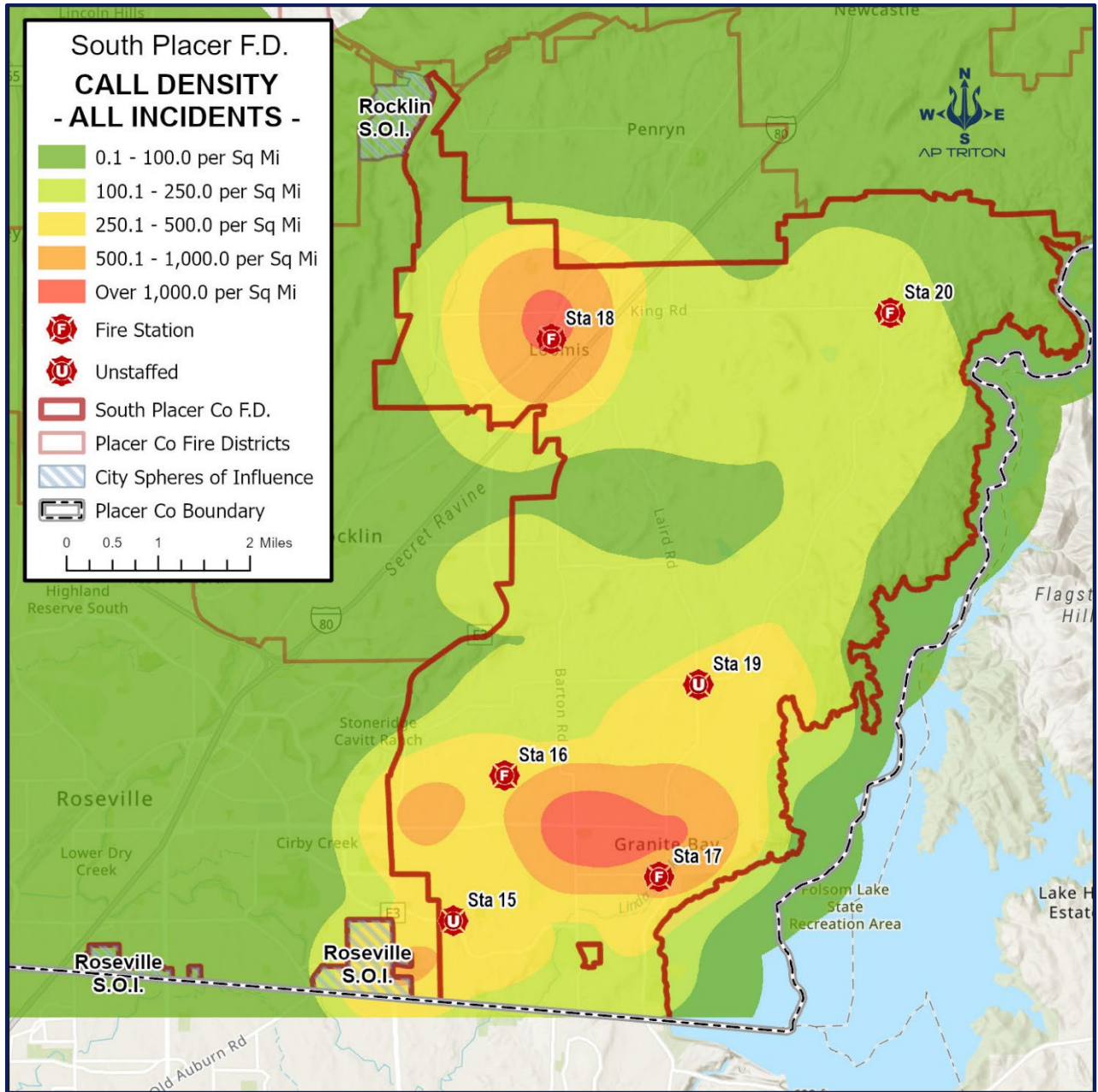
A simple volume analysis can indicate how often the department is called upon to respond to an incident. The first look is at the overall call counts grouped by primary categories in the National Fire Incident Reporting System (NFIRS). Establishing the incident jurisdiction required a match between the geocoded information and the provided geographic boundaries. The following figure is the total number of responses recorded by the agency for the entire data set and the percentage of the categorized responses.

Total Incident Count (2019–2022)

Incident (NFIRS Group)	Count	Percentage of Total Responses
District Responses		
Fire (100)	528	3.5%
Overpressure (200)	48	0.3%
Rescue-Medical (300)	9,755	65.4%
Hazardous condition (400)	299	2.0%
Service (500)	1,252	8.4%
Good Intent (600)	2,201	14.8%
False Alarm (700)	798	5.4%
Disaster (800)	9	0.1%
Special (900)	21	0.1%
Total SPFD Responses	14,911	100.0%
Mutual Aid		
Auto/Mutual Aid Received	1,101	7.4%
Auto/Mutual Aid Given	1,997	13.4%

SPFD offers mutual aid about twice as often as it receives. This is primarily true in the EMS component. This district's incident distribution is typical within the industry, with EMS incidents accounting for the most significant incident volume.

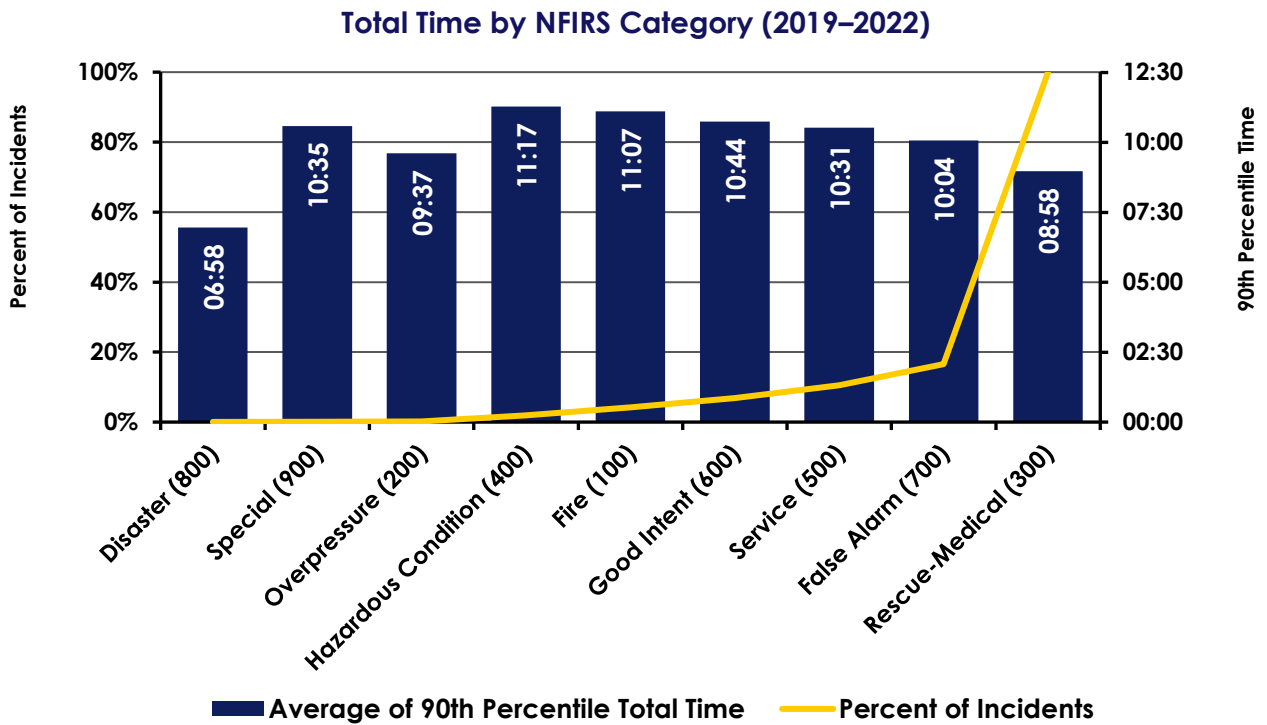
Incident Density (2019–2022)



Total Response Time Analysis

The reason each time segment is analyzed is to get an understanding of where performance can be measured and improved. However, the primary performance measurement is the total response time. The person in need sees this as the district's performance. For example, SPFD's first due travel time is almost 7 minutes. Still, the person on the phone experiences 9 minutes, 16 seconds total response time at the 90th percentile.

The following figure shows incident types and their first-due total-response times.



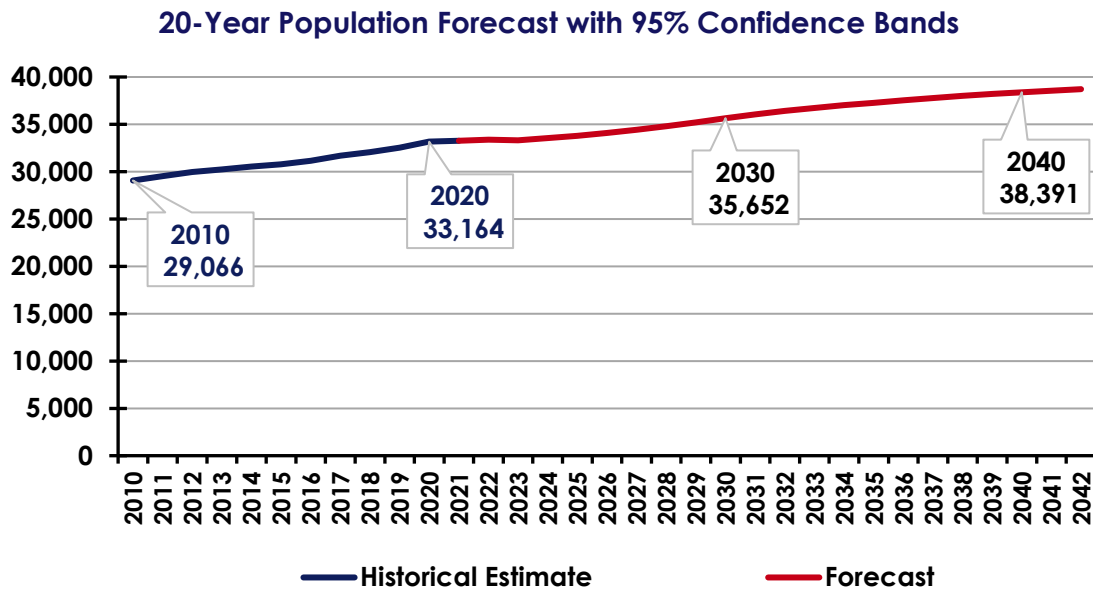
This remains relatively consistent throughout the day. The following figure shows the total time by hour with the total number of incidents by hour.

Growth Forecast for the District

Population Growth

The population in the SPFD response area includes the Town of Loomis and the surrounding unincorporated county area known as Granite Bay. The data used for this study was the historical information and population projections provided by the State of California Department of Finance (CDOF).

The CDOF publishes population information by year for each county based on data from the U.S. Census Bureau and state records.¹ Unincorporated portions of Placer County account for approximately 29.6% of the population. South Placer Fire District comprises the Town of Loomis and other unincorporated areas and encompasses 42.05 square miles. SPFD population is at 34,765.

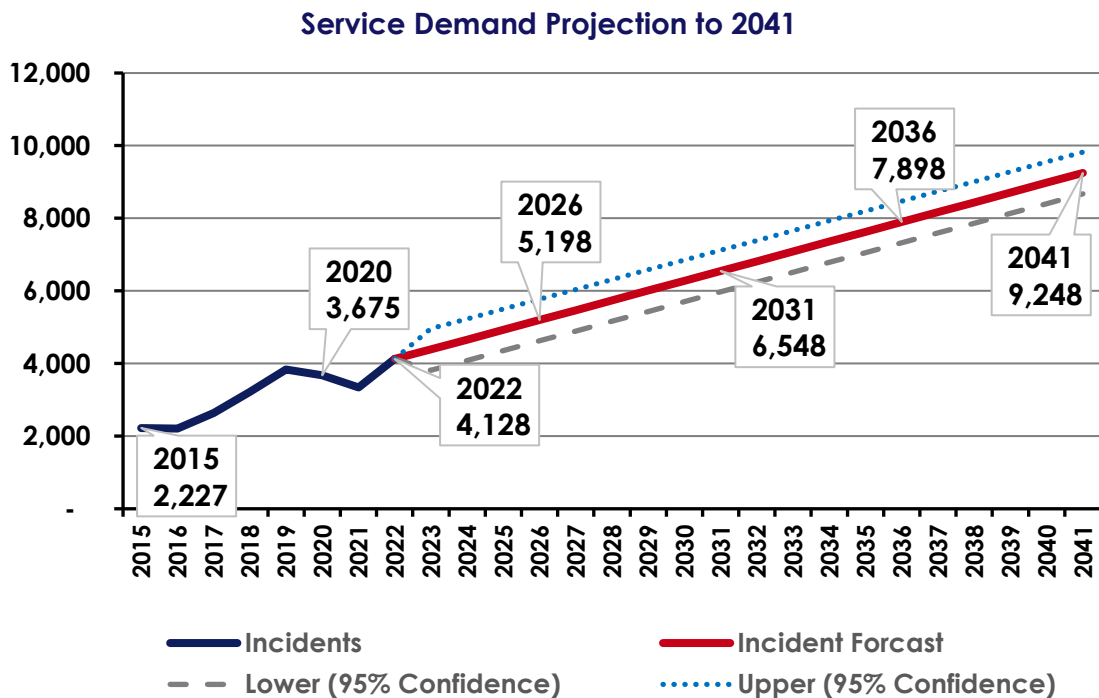


¹ Estimates-E1, Department of Finance (ca.gov).

Service Demand Projections

Standard linear and polynomial projection models were applied to SPFD's 8 years of data. Each model was evaluated using the R² methodology for the best data fit. The model that consistently showed the best fit was a straight linear regression analysis. The R² value measures how well the model fits the historical data. The closer to 1 the value, the better the fit with the historical data. In this case, the linear regression model returned an R² of 0.81. After the model was created, it indicated the incident volume would likely double by 2041 to over 9,200 incidents in 2041.

The following figure shows the historic incident responses rose from 2,227 in 2015 to 4,128 in 2022 and can reasonably be expected to reach between 8,600 and 9,800 by 2042 with a 95% confidence level.



Finances

The following figure provides a detail of revenues for the SPFD.

South Placer FD General Fund Revenues (FY 2019–FY 2023)²

Revenue	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023
Ambulance Service Charges	1,549,284	1,534,099	1,573,545	1,747,537	2,152,370
GEMT & Other Miscellaneous	340,317	52,676	188,569	230,222	260,654
SAFER Revenues	417,306	281,262	95,497	—	—
Fees and Cost Recovery	185,457	203,976	181,647	322,803	303,824
CFAA Revenues	464,635	141,757	453,444	435,212	181,204
Other	719	944	929	—	—
Total Program Revenues	2,957,718	2,214,714	2,493,631	2,735,774	2,898,052
Property Tax Revenue	7,919,672	8,240,091	8,601,032	9,070,472	10,383,978
Special Tax	1,147,635	1,170,742	1,187,130	1,205,068	702,157
Loomis Assessment	945,828	993,349	1,022,929	1,048,996	1,099,907
Mitigation Fees	312,615	369,461	346,393	525,147	909,103
Cellular Tower Lease	83,757	98,981	96,539	94,353	92,461
Interest	86,251	61,314	11,070	7,601	69,508
Other	—	—	—	72	7,555
Total General Revenues	10,495,758	10,933,938	11,265,093	11,951,709	13,264,669
Proceeds from Equip. Financing	—	—	700,154	—	—
Total Revenues:	\$13,453,476	\$13,148,652	\$14,458,878	\$14,687,483	\$16,162,721

² South Placer Fire Protection District Audit Reports (ACFR), FY 2018/FY 2019 through FY 2022/FY 2023.

Facilities

The following chart shows the age, condition, and staffing capacity of fire stations.

Station Configuration & Condition

Station	Apparatus Bays	Staffing Capacity	General Condition	Station Age
Station 15	2	4	Excellent	36 years
Station 16	2	4	Good	15 years
Station 17	3	7	Poor	48 years
Station 18	2	5	Fair	65 years
Station 19	3	7	Good	20 years
Station 20	3	4	Poor	38 years
Totals/Average:	15	31		37 years average

Critical Apparatus

The following figures represent all apparatus and vehicles operated by SPFD.

SPFD Apparatus

Unit	Type	Status	Year	Condition	Features
Engines & Aerial Apparatus					
Engine 16	Type 1	Frontline	2018	Excellent	1500 gpm/500 gal.
Engine 17	Type 1	Frontline	2021	Excellent	1500 gpm/600 gal.
Engine 18	Type 1	Frontline	2021	Excellent	1500 gpm/600 gal.
Reserve E-17	Type 1	Reserve	2005	Poor	1500 gpm/600 gal.
Reserve E-20	Type 1	Reserve	2001	Poor	1250 gpm/800 gal.
Engine 16	Type 1	Frontline	2005	Poor	1500 gpm/600 gal.
Reserve E-18	Type 1	Reserve	2004	Poor	1500 gpm/600 gal.
Truck 17	Type 1	Reserve	2013	Excellent	100' Aerial Ladder
Brush 17	Type 3	Frontline	2013	Excellent	500 gpm/500 gal.
Brush 18	Type 3	Frontline	2013	Excellent	500 gpm/500 gal.
Res. Brush	Type 2	Reserve	2007	Good	1000 gpm/750 gal.
Grass 16	Type 6	Frontline	2008	Good	150 gpm/340 gal.
Grass 20	Type 6	Frontline	2008	Good	150 gpm/340 gal.
Medics/Rescues/Other					
Medic 16	Ambulance	Frontline	2017	Excellent	
Medic 20	Ambulance	Frontline	2017	Excellent	
Res. Medic	Ambulance	Reserve	2013	Excellent	
WT 17	Tender	Frontline	1985	Fair	4,300 Gallon Tank

Supervisor & Command Vehicles

Unit	Assigned To	Manufacturer	Year	Condition
Chief 1700	Fire Chief	Ford Expedition	2021	Excellent
Chief 1701	Deputy Chief	Ford Expedition	2020	Excellent
Fire Marshall	Division Chief/Prevention	Ford F250 Pickup	2017	Excellent
Chief 1702	Division Chief/EMS	Ford Expedition	2009	Poor
BC 17	Duty Battalion Chief	Ford Expedition	2016	Excellent
Reserve BC	Battalion Chief Reserve	Ford Expedition	2009	Poor
Shop	Mechanic 1	Ford F550	2006	Fair
Res. Shop	Mechanic	Ford F550	1998	Poor
Utility	Pool Vehicle	GMC 2500	2002	Poor
Pool Truck	Pool Vehicle	Ford F150 Pickup	2014	Poor
Pool Van	Admin/Training	Ford Transit van	2020	Excellent
Pool Car	Pool Vehicle	Ford Crown Vic	2003	Poor
Utility	Reserve/Pool Utility Vehicle	Ford F350	2001	Good

Community Survey

AP Triton and South Placer Fire District conducted a community survey to gather residents' feedback on various aspects of the district's operations, services, and community engagement. The survey aimed to understand the community's priorities, satisfaction levels, and areas for improvement to ensure that the district continues to meet the needs of its residents effectively. This document provides an overview of the survey, the types of questions asked, and key findings from the responses.

The survey was designed to gather comprehensive feedback from the community on a range of topics related to fire and emergency services. It included a mix of multiple-choice questions, ranking questions, and open-ended questions to capture both quantitative and qualitative data. A total of 239 residents participated in the survey, with 46 providing additional comments.

Question Types

- **Multiple-choice questions:** These questions allowed respondents to select one or more options from a predefined list. They were used to gather demographic information, service usage, and preferences for communication methods.
- **Ranking Questions:** Respondents were asked to rank various elements or qualities in order of importance. This helped identify the community's priorities regarding fire district services and first responder qualities.
- **Open-Ended Questions:** These questions provided respondents with the opportunity to share their thoughts, concerns, and suggestions in their own words. They were instrumental in capturing detailed feedback and personal experiences.

Key Findings

- **Community Engagement and Satisfaction:**
 - A significant majority of respondents expressed high satisfaction with the services provided by the South Placer Fire District. Specifically, 76% of those who had received services were very satisfied, and 17% were satisfied.
 - Community members appreciate the professionalism, quick response times, and life-saving efforts of the fire district personnel.

- **Response Times and Coverage**
 - The preferred response time for emergency services is predominantly within 4–5 minutes, as indicated by 30% of respondents. However, many also find 5–6 minutes acceptable (25%).
 - Concerns were raised about the impact of closed fire stations on response times and overall coverage, particularly in high-risk fire areas.
- **Funding and Financial Management**
 - There is a strong call for improved financial management and transparency. Respondents expressed concerns about the inefficiencies in managing resources and the impact of these inefficiencies on service delivery.
 - Many community members support reopening closed stations and suggest selling unused properties to fund these efforts and improve firefighter pay.
- **Fire Prevention and Education**
 - Respondents highlighted the importance of fire prevention measures, including annual weed abatement inspections and better education on managing burn piles.
 - There is a desire for more proactive community education on fire safety and emergency preparedness.
- **Insurance and Risk Management**
 - Some residents are concerned about the high-risk fire areas and their impact on insurance coverage. They suggest that the fire district should work closely with insurance companies to manage these risks and help residents obtain adequate coverage.
- **Communication and Community Involvement**
 - Effective communication from the fire district regarding its financial status, operational changes, and service levels is highly valued. Respondents suggest regular updates and more community engagement efforts.
 - There is strong support for community-based notifications and engagement, including text notifications for local fires and emergencies.

Internal Survey

The South Placer Fire District and AP Triton recently conducted a comprehensive survey to gather insights from its personnel regarding various aspects of their work environment, training programs, leadership, community relations, and overall job satisfaction. The goal of this survey was to identify strengths, weaknesses, and opportunities for improvement within the district, and to ensure that the voices of all employees are heard and valued in shaping the future of the organization.

Question Types

The survey included a variety of question types to capture a broad range of feedback:

- **Multiple-Choice Questions:** These questions allowed respondents to select from predefined options, facilitating the collection of quantitative data on specific topics such as job roles, training satisfaction, and morale.
- **Rating Scales:** Respondents were asked to rate different aspects of their work environment and district services on a scale of 1 to 10, providing a clear measure of satisfaction and performance.
- **Likert Scale Statements:** Statements related to leadership, training, and community relations were included, with respondents indicating their level of agreement on a scale from "Strongly Agree" to "Strongly Disagree."
- **Open-Ended Questions:** These questions provided respondents with the opportunity to express their thoughts, suggestions, and concerns in their own words, offering qualitative insights into areas for improvement and future strategic planning.

Key Findings

The survey revealed several key insights into the current state of the South Placer Fire District:

- **Employee Morale:** A significant portion of respondents rated morale at the district as "Poor," with many citing issues related to leadership and communication as primary concerns.
- **Training and Development:** While there is a strong desire for more comprehensive and varied training programs, respondents indicated that the current training efforts are insufficient and inconsistent across shifts.

- **Leadership and Trust:** Trust in senior leadership is notably low, with many employees expressing a need for more transparent and honest communication, as well as greater involvement in decision-making processes.
- **Community Relations:** There is a mixed perception of the district's engagement and reputation within the community. While some respondents believe the district is well-respected, others feel more can be done to enhance community relations and public awareness.
- **Strengths and Opportunities:** The line staff and the quality of service provided were frequently mentioned as the district's greatest strengths. Opportunities for improvement included better employee retention strategies, consolidation with neighboring districts, and securing additional funding.

By addressing these findings, the South Placer Fire District can work towards creating a more positive and effective work environment, ultimately enhancing the quality of service provided to the community.

Mission, Vision, & Values Statements

Mission Statement

A mission statement is a concise statement that defines the fundamental purpose and reason for the existence of an organization. It outlines the organization's core objectives, values, and primary activities, serving as a guiding principle that informs decision-making, strategy development, and daily operations.

Key characteristics of a mission statement include:

- **Purpose and Scope:** It succinctly describes the organization's reason for being and the scope of its activities, including who it serves, what it does, and why it does it.
- **Values and Principles:** A mission statement often incorporates the organization's core values, guiding principles, and ethical standards, reflecting its beliefs and priorities.
- **Customer or Stakeholder Focus:** It may specify the target audience or beneficiaries of the organization's products, services, or activities, highlighting its commitment to meeting their needs or addressing their concerns.
- **Differentiation:** A mission statement may articulate what sets the organization apart from others in its industry or sector, emphasizing its unique value proposition, competitive advantage, or distinctive approach.
- **Conciseness and Clarity:** Mission statements are typically brief and to the point, conveying the essence of the organization's mission in a clear and understandable manner.
- **Inspiring and Motivating:** A well-crafted mission statement inspires and motivates stakeholders, including employees, customers, investors, and partners, by articulating a compelling vision of what the organization aspires to achieve.

Overall, a mission statement serves as a foundational element of an organization's identity and provides a framework for aligning goals, strategies, and actions with its overarching purpose and values. It helps stakeholders understand the organization's mission and fosters a sense of unity, purpose, and commitment among its members.

Vision Statement

A vision statement is a concise declaration that communicates an organization's long-term aspirations, desired future state, and overarching purpose or direction. It describes what the organization aims to achieve or become over time and serves as a guiding principle to inspire and align the actions of its stakeholders.

Key characteristics of a vision statement include:

- **Future Orientation:** A vision statement focuses on the future and describes the desired state or outcome that the organization seeks to attain.
- **Inspiring and Aspirational:** It should inspire and motivate stakeholders by articulating a compelling and ambitious vision that reflects the organization's values, ideals, and aspirations.
- **Clear and Concise:** A vision statement is typically brief and succinct, conveying the essence of the organization's long-term goals in a clear and understandable manner.
- **Alignment with Values and Purpose:** It should be aligned with the organization's core values, mission, and purpose, reflecting its fundamental beliefs and guiding principles.
- **Memorable and Impactful:** A well-crafted vision statement is memorable and leaves a lasting impression, making it easier for stakeholders to internalize and rally behind.
- **Realistic yet Challenging:** While visionary, a vision statement should also be grounded in reality and achievable, albeit stretching the organization to strive for continuous improvement and growth.

Overall, a vision statement serves as a beacon that guides the strategic direction, decision-making, and actions of the organization, providing a sense of purpose and direction for all stakeholders.

Value Statement

Value statements, also known as core values, articulate the guiding principles and beliefs that shape an organization's culture, behavior, and decision-making processes. They represent the fundamental beliefs and ideals that are important to the organization and serve as a framework for how individuals within the organization interact with one another and with external stakeholders.

Key characteristics of value statements include:

- **Core Principles:** Value statements typically outline the core principles, ethics, and beliefs that are central to the organization's identity and operations.
- **Guiding Philosophy:** They reflect the organization's philosophy and priorities, providing a basis for setting priorities, making decisions, and determining actions.
- **Behavioral Expectations:** Value statements often articulate desired behaviors and attitudes that are expected of individuals within the organization, guiding their interactions and conduct.
- **Alignment with Mission and Vision:** Value statements are aligned with the organization's mission and vision, ensuring that its values support its overarching purpose and long-term goals.
- **Distinctive Identity:** Value statements may highlight the unique characteristics or qualities that differentiate the organization from others in its industry or sector, reflecting its identity and brand.
- **Communication and Transparency:** Value statements are communicated internally and externally to stakeholders to foster understanding, alignment, and accountability.
- **Continuous Improvement:** They promote a culture of continuous improvement by setting standards for excellence, innovation, and ethical behavior.

Value statements play a critical role in shaping organizational culture, guiding decision-making, and fostering a sense of identity and cohesion among members. When effectively implemented, they can enhance employee engagement, build trust with stakeholders, and contribute to organizational success.

South Placer Fire District Updated Mission, Vision, and Values Statements

The Strategic Planning Committee reviewed existing mission, vision, and values statements for South Placer Fire District and determined a need to refresh the vision and values statements. Through considerable discussion, the group is recommending the following statements be presented to the full membership for consideration.

Mission Statement

To Provide Exceptional Service to Our Community.

Vision Statement

*We are proud to uphold the responsibility you have entrusted to us.
We are committed to safeguarding and providing the utmost service
to your family and the community, both now and into the future.*

Values Statement

Dedication

Commitment to duty.

Integrity

*Continually striving to earn and maintain trust with each other and the public
with honor and devotion.*

Respect

Valuing one another and treating others as we would like to be treated.

Professionalism

*We train and prepare to perform our duties in a professional and effective
manner in accordance with the changing needs of the community.*

Accountability

*We ensure transparency and ownership in all operations, taking responsibility for
our actions, how we treat our colleagues, and our service to the public.*

SWOC Analysis

An analysis of the existing service provided, future growth in the service area, and a perspective of both internal and external stakeholders will assist the group in identifying strengths, weaknesses, opportunities, and challenges.

- **Strengths:** Strengths are internal attributes and resources that contribute positively to an organization's ability to achieve its objectives. These may include skills, assets, capabilities, or qualities that enhance performance, or lead to success in service delivery to the community.
- **Weaknesses:** Weaknesses are internal limitations, deficiencies, or areas of vulnerability that hinder an organization's performance or ability to reach their goals. These could include lack of resources, inadequate skills, poor processes, or any other factors that prevent optimal performance or effectiveness.
- **Opportunities:** Opportunities are external factors or circumstances in the environment that can be leveraged to create positive outcomes or benefits for an organization. These may include emerging trends, technological advancements, new partnerships, or any other favorable conditions that present potential for efficiencies, innovation or improvement.
- **Challenges:** Challenges are external or internal obstacles, difficulties, or problems that pose barriers to achieving desired objectives or outcomes. These could include economic downturns, regulatory hurdles, organizational conflicts, or any other factors that require effort, creativity, or strategic planning to overcome.

	Strengths	Weaknesses
Internal	<ul style="list-style-type: none"> • EMS • Billing • Plan check, prevention, etc. • Area we work • Communication to the public • First-out equipment • Quality of service • Personnel • Training • Positive relationship with BOD • Funding, grants, CFDs • Longevity 	<ul style="list-style-type: none"> • Morale • Turnover/Retention • Lack of participation • 2/0 Staffing • Station locations • Age and condition of facilities • Succession Planning • Training and continuing education • Funding • Outsourcing plan reviews • Current and Future Plan (ambiguity/communication)
	Opportunities	Challenges
External	<ul style="list-style-type: none"> • LAFCO, Regional Cooperation, mergers, consolidations • Public Education/Community Outreach • Changing public image/Marketing • Changing County values • Funding source, grants, CFDs • Technology • Expanding services • Community Risk Reduction • Weed Abatement • Opportunity to promote/get hired • Outsourcing services (other) 	<ul style="list-style-type: none"> • Funding • Succession Planning, Retention • Public Education • Station locations • Economy • Consistent Training • Staffing • Morale

Critical Issues and Service Gaps

Following the SWOC, the planning team identified the critical issues and service gaps. These issues or gaps were organized into themes to assist the team in identifying the key strategic initiatives that will achieve the desired outcomes for improved service to the community.

Critical Issue	Service Gap
Staffing & Retention	<ul style="list-style-type: none"> • Providing 3-0 Engine company • Competition with “better” benefits • Retention, retirements and no candidates
Services Provided	<ul style="list-style-type: none"> • No Truck Company • In-house plan reviews • CRR
Succession Planning/ Career Development	<ul style="list-style-type: none"> • Lack of preparation for career opportunities • Provide competent replacements
Morale/Relationships	<ul style="list-style-type: none"> • Future, lack of trust, communication • Poor relationships cause morale issues, vacancies, ineffectiveness
Funding/Alternative Funding	<ul style="list-style-type: none"> • Politics, unstable funding
Tech	<ul style="list-style-type: none"> • Outdated
Training	<ul style="list-style-type: none"> • Not standardized, not prioritized, lack of specificity, training progressions, competencies, lack of training on emerging hazards, confusion, funding, motivation

Definition of Terms

There are six main components to a strategic plan: Initiatives, Goals, Objectives, Critical Tasks, and Outcomes or Performance Indicators. For purposes of this strategic plan, they are defined as follows:

- **Initiative:** The largest overarching element of a strategic plan, an initiative is a broad enterprise where the Department may have multiple areas of focus.
- **Goal:** A smaller component of and subordinate to an initiative, a goal is focused on one particular area but is still general in nature. If all of the goals under an initiative have been accomplished, the initiative will have been achieved.
- **Objective:** A smaller component of and subordinate to a goal, an objective is usually defined as specific, measurable, action-oriented, realistic, and time-sensitive. If all objectives under a goal are accomplished, the goal will have been accomplished.
- **Critical Task:** The smallest component of a strategic plan, critical tasks are the immediate (within 90 days) action steps needed to meet an objective or a goal. Not all goals or objectives have critical tasks.
- **Outcome Statement:** The description of a desired result of an initiative, goal, or objective once accomplished.
- **Performance Metric:** The description of measurable improvement of an objective once accomplished.

Strategic initiatives, goals, objectives, critical tasks, performance metrics, and outcomes become an important part of the organization's efforts. By following these components carefully, the district will be guided into the future and should benefit from reduced obstacles and distractions. Each of the initiatives, goals, and objectives were identified in a 2.5-day planning workshop facilitated by AP Triton with the internal planning team.

The following pages define each initiative with its subordinate goals and each goal with its subordinate objectives. Timelines are also listed with each objective as follows: Critical tasks (to be completed in 90 days), Short-term (more than 90 days but less than one year), Mid-term (greater than one year but less than three years), and Long-term (greater than three years but not longer than five years). These timelines are listed after the objectives. Each objective has a responsible party identified for coordinating the effort to implement that objective.

Section II: STRATEGIC PLAN

Initiative 1—Training

Initiative 1: Develop a comprehensive training program.

Outcome Statement: To develop qualified employees to achieve our mission.

Initiative Manager: Deputy Chief Matt Feeley

Goal 1: Develop Training Program needs.

Objectives:

- A. Assess the need for a designated Training Officer.
 - **Responsible:** Battalion Chief Brian Midtlyng
 - **Timeline:** Short-term
- B. Develop a clear path of career development—from Firefighter to Fire Chief.
 - **Responsible:** Cadre Lead Battalion Chief Brian Midtlyng
 - **Timeline:** Short-term
- C. Develop standardized training content.
 - **Responsible:** Cadre (TBD) Battalion Chief Brian Midtlyng
 - **Timeline:** Short-term
- D. Enhance the current training calendar.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Short-term
- E. Develop position-specific training.
 - **Responsible:** Battalion Chief Brian Midtlyng
 - **Timeline:** Short-term
- F. Develop training manual, standard company evolutions, and multi-company evolutions.
 - **Responsible:** Battalion Chief Brian Midtlyng
 - **Timeline:** Mid-term
- G. Develop training Standard Operating Guidelines (SOGs).
 - **Responsible:** Battalion Chief Brian Midtlyng
 - **Timeline:** Short-term

H. Review performance standards and revise if necessary.

- **Responsible:** C Battalion Chief Brian Midtlyng
- **Timeline:** Short-term

Goal 2: Identify training needs.

Objectives:

A. Identify mandatory training.

- **Responsible:** Deputy Chief Matt Feeley
- **Timeline:** Short-term

B. Identify annual training.

- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Short-term

C. Identify emerging topics/issues.

- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Short-term

D. Identify industry best practices.

- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Short-term

Goal 3: Formalize Training Cadre.

Objectives:

A. Identify subject matter leads.

- Establish minimum requirements.
- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Critical

B. Identify subject matter adjuncts.

- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Critical

C. Develop a training cadre org chart.

- **Responsible:** Battalion Chief Brian Midtlyng
- **Timeline:** Critical

Goal 4: Develop a program budget.

Objectives:

- A. Evaluate training budget needs.
 - Determine material needs and costs.
 - Determine personnel costs.
 - **Responsible:** Battalion Chief Brian Midtlyng
 - **Timeline:** Critical

- B. Maximize CALJAC funding opportunities.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Short-term

Initiative 2—Fiscal Sustainability

Initiative 2: Achieve long-term fiscal sustainability.

Outcome Statement: South Placer Fire District will be a fiscally solvent and a sustainable independent fire district.

Initiative Manager: Fire Chief Mark Duerr

Goal 1: Identify current fiscal needs.

Objectives:

- A. Evaluate District program needs.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- B. Evaluate personnel costs (salaries/benefits).
 - **Responsible:** Fire Chief/Labor
 - **Timeline:** Critical
- C. Evaluation of budget to maximize efficiencies.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term

Goal 2: Identify future fiscal needs.

Objectives:

- A. Conduct a comparable analysis of the labor market.
 - **Responsible:** Fire Chief/Labor Mark Duerr
 - **Timeline:** Short-term
- B. Identify capital and equipment funding needs.
 - **Responsible:** Fire Chief/Labor Mark Duerr
 - **Timeline:** Short-term
- C. Evaluate financial reserve needs.
 - **Responsible:** BOD
 - **Timeline:** Short-term

Goal 3: Evaluate current and potential revenue streams.

Objectives:

- A.** Continue to evaluate/pursue grant opportunities.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- B.** Identify underutilized revenue streams.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- C.** Consider additional revenue streams through voter-approved measures.
 - **Responsible:** Fire Chief/Labor Mark Duerr
 - **Timeline:** Mid-term

Goal 4: Increase communication and transparency of financial standing to stakeholders.

Objectives:

- A.** Provide educational information to internal and external stakeholder through annual reports, quarterly newsletters, social media, and regular meetings.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- B.** Evaluate current budgeting principles.
 - **Responsible:** Battalion Chief Matt Van Voltinburg
 - **Timeline:** Short-term

Initiative 3—Service Delivery

Initiative 3: Enhance service delivery.

Outcome Statement: South Placer Fire District will maintain qualified, experienced members and expand service delivery options to the community.

Initiative Manager: Deputy Chief Matt Feeley

Goal 1: Improve South Placer retention rate.

Objectives:

- A. Research factors affecting employee retention.
 - **Responsible:** Labor
 - **Timeline:** Critical
- B. Survey current and former employees to understand the reasons behind their decision to stay or leave the organization.
 - **Responsible:** Battalion Chief Kelly Moretti
 - **Timeline:** Critical

Goal 2: Improve emergency service delivery.

Objectives:

- A. Implement 3-person engine companies at each station, across all shifts.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Mid-term
- B. Evaluate the need to re-establish a truck company.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term

Goal 3: Expand the ambulance service.

Objectives:

- A. Increase the transportation service delivery boundary.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- B. Evaluate the fiscal viability of expanding ambulance services.
 - **Responsible:** Fire Chief Mark Duerr

- **Timeline:** Short-term

C. Research and evaluate various ambulance service delivery models.

- **Responsible:** EMS Chief James Magnuson
- **Timeline:** Short-term

D. Evaluate the use of a single-role ambulance program.

- **Responsible:** EMS Chief James Magnuson
- **Timeline:** Short-term

Goal 4: Explore other service programs.

Objectives:

A. Evaluate the need for a water rescue program.

- Identify equipment needs and costs.
- Research funding/partnering opportunities for a water rescue program.
- **Responsible:** Cadre Lead Battalion Chief Brian Midtlyng
- **Timeline:** Short-term

B. Evaluate the need for a community paramedicine (CP)/Mobile Integrated Health (MIH) program.

- Identify the benefits of a CP/MIH program.
- Research available funding opportunities for CP/MIH program.
- **Responsible:** EMS Chief James Magnuson
- **Timeline:** Mid-term

C. Evaluate the need for unmanned aerial programs.

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Short-term

Goal 5: Ensure adequacy of facilities and apparatus.

Objectives:

A. Evaluate Fleet Maintenance Program.

- **Responsible:** Deputy Chief Matt Feeley
- **Timeline:** Short-term

- B. Improve station alert system.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Long-term

Goal 6: Assess the effectiveness of current deployment model.

Objectives:

- A. Identify models that improve response times.
 - **Responsible:** Deputy Chief Matt Feeley & Labor
 - **Timeline:** Short-term
- B. Identify models that ensure an effective response force.
 - **Responsible:** Deputy Chief Matt Feeley & Labor
 - **Timeline:** Short-term

Initiative 4—Community Risk Reduction

Initiative 4: Enhance the Community Risk Reduction (CRR) Program.

Outcome Statement: South Placer Fire District will reduce the risks to the community through proactive communication, continued education, mitigation, and exceptional customer service.

Initiative Manager: Fire Marshal Jeff Ingolia

Goal 1: Identify the current risks impacting the District.

Objectives:

- A. Review response data to guide program development.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- B. Develop a plan to identify and address access/egress concerns.
 - **Responsible:** Battalion Chiefs
 - **Timeline:** Short-term

Goal 2: Evaluate the current and future staffing needs of the CRR Program.

Objectives:

- A. Identify the need for a Plans Examiner/Inspector.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term
- B. Survey Retired Annuitants (RAs) to determine available options for filling limited positions.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term

Goal 3: Determine the costs (staffing, technology, equipment, etc.) of the CRR Program.

Objectives:

- A. Review the fee schedule and update it if necessary.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term

- B. Conduct cost/benefit analysis.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term

Goal 4: Formalize the Public Education program.

Objectives:

- A. Identify target audiences.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- B. Develop a Public Education curriculum.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term
- C. Develop performance metrics for evaluating the impact of the Public Education program.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term

Goal 5: Develop a relationship with key stakeholders in the community.

Objectives:

- A. Identify key stakeholders.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- B. Partner with organizations (NGOs, private providers, etc.).
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term

Goal 6: Investigate current inspection processes.

Objectives:

- A. Enhance business inspections.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term

- B. Expand non-construction inspections.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Mid-term
- C. Evaluate the weed abatement program.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- D. Implementation of electronic inspections.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- E. Implement a pre-plan program.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term

Goal 7: Enhance customer service opportunities.

Objectives:

- A. Implement electronic plan review platforms.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- B. Implement a customer feedback survey.
 - Determine customer service gaps and areas for enhancement.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Short-term
- C. Evaluate the effectiveness of the signboards and determine how to best utilize them.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term

Goal 8: Partner with the County to develop a Community Wildfire Protection Plan (CWPP).

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Mid-term

Goal 9: Develop a Continuity of Operations Plan (COOP).

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Mid-term

Initiative 5—Community Engagement

Initiative 5: Develop a formalized Community Outreach Program.

Outcome Statement: South Placer Fire District will strengthen relationships through robust interactions with our community.

Initiative Manager: Deputy Chief Matt Feeley

Goal 1: Establish clear, consistent, and unified messaging for the public.

Objectives:

- A. Establish a group of representatives comprised of the Board, admin, and labor to develop clear, consistent, and unified messaging and talking points.
 - **Responsible:** Fire Chief Mark Duerr
 - **Timeline:** Critical

Goal 2: Enhance the Public Education Program.

Objectives:

- A. Re-institute fire prevention programs in elementary schools.
 - **Responsible:** Fire Marshal Jeff Ingolia
 - **Timeline:** Short-term
- B. Establish Public Service Announcements (PSAs).
 - **Responsible:** Captain Mike Long
 - **Timeline:** Critical

Goal 3: Expand District-attended/hosted events.

Objectives:

- A. Identify new opportunities to host community events.
 - **Responsible:** Captain Mark Robertson
 - **Timeline:** Short-term
- B. Identify new opportunities to attend community events.
 - **Responsible:** Captain Mark Robertson
 - **Timeline:** Short-term

Goal 4: Develop relationships with external stakeholders (e.g., churches, HOA, Sierra College, etc.).

Objectives:

- A. Attend HOA meetings and provide District talking-points.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Critical
- B. Attend career days at local educational institutions.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Short-term
- C. Identify and attend other organization events.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Short-term
- D. Determine criteria for attending school events, community sporting events, etc.
 - **Responsible:** Deputy Chief Matt Feeley
 - **Timeline:** Short-term

Goal 5: Evaluate the benefits of implementing a CERT program.

Objectives:

- A. Research CERT programs to identify the need for and cost of implementation.
 - **Responsible:** BC Matt Van Voltinburg
 - **Timeline:** Short-term
- B. Develop a survey to evaluate the interest in a CERT program.
 - **Responsible:** BC Matt Van Voltinburg
 - **Timeline:** Short-term

Goal 6: Evaluate the benefits of a fire cadet program.

Objectives:

- A. Research fire cadet programs to identify the need for and cost of implementation.
 - **Responsible:** Firefighter Anthony Rydell
 - **Timeline:** Short-term

B. Develop a survey to evaluate the interest in a fire cadet program.

- **Responsible:** Firefighter Anthony Rydell
- **Timeline:** Short-term

Goal 7: Evaluate the need to re-implement a CPR program.

Objectives:

A. Research CPR programs to identify the need for and cost of implementation.

- **Responsible:** EMS Chief James Magnuson
- **Timeline:** Short-term

B. Develop a survey to evaluate the interest in a CPR program.

- **Responsible:** EMS Chief James Magnuson
- **Timeline:** Short-term

Goal 8: Evaluate the need to re-implement a car seat program.

Objectives:

A. Research car seat programs to identify the need for and cost of implementation.

- **Responsible:** Katrina Hoop
- **Timeline:** Short-term

Goal 9: Establish a formalized Public Information Officer (PIO).

Objectives:

A. Identify the need for a PIO.

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Critical

B. Identify the cost associated with a PIO.

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Critical

C. Identify the criteria/scope of work for the PIO.

- **Responsible:** Fire Chief Mark Duerr
- **Timeline:** Critical

D. Develop PSA for car seats.

- **Responsible:** Captain Mike Long
- **Timeline:** Short-term

Implementation Methodology

This section outlines key guidelines for the successful implementation of the Strategic Plan for the South Placer Fire District. Research by OnStrategy consultants highlights the four most prevalent reasons organizations fail in executing their strategic plans:

- **60% of organizations do not connect their strategy with budgeting.**
- **75% fail to align employee incentives with the strategy.**
- **86% of business leaders dedicate less than one hour per month to strategy discussions.**
- **95% of the average workforce is unaware of their organization's strategy.**

To mitigate these failures, three critical elements are recommended:

1. Prioritizing and completing objectives.
2. Incorporating feedback from department members.
3. Consistently monitoring the progress of each goal.

Team Responsibilities

The implementation process begins with the South Placer Fire District Board adopting the Strategic Plan and publicly endorsing the process through an open letter. The Fire Chief's endorsement of the plan is also pivotal. These endorsements are crucial in demonstrating the organization's unified commitment to achieving the plan's objectives.

Once commitment is established, each goal is assigned to a specific individual or team with the necessary expertise and enthusiasm. Responsibilities include:

- Conducting regular meetings.
- Developing a detailed work plan with timelines.
- Establishing metrics for measuring success.

Team leaders are charged with clear responsibilities, objectives, and budget constraints for their initiatives. Effective internal and external communication is vital to maintain ongoing support across the district.

Role of the Planning Team & Fire Chief

The Strategic Plan is a living document, requiring regular updates to reflect the organization's evolving needs. The original Strategic Planning Team should meet quarterly to review goal progress, identify barriers, and address potential delays. The Fire Chief plays a key role in facilitating these meetings and ensuring that information is shared organization-wide. Additionally, achievements related to the plan's initiatives should be communicated to the community, reflecting the plan's origins in community input.

Communication Strategies

Effective communication is fundamental to the success of the Strategic Plan. The following strategies are recommended:

- **Regular Goal Updates:** Include updates on goals as a standing agenda item at Fire District Board meetings, presented by the Fire Chief.
- **Officer Meetings:** Provide updates and engagement opportunities related to specific goals.
- **Training:** Accompany updates to mission, vision, and value statements with training for all members to ensure organizational continuity.
- **Accessibility:** Ensure that an electronic version of the Strategic Plan is accessible to all organization members and interested community members.
- **Transparency:** Distribute Strategic Planning Team meeting minutes electronically to the entire organization.

Transparency is critical to the success of the organization. While not everyone may agree with every goal or objective, informed consensus is achievable. Clear, collaborative communication fosters a unified pursuit of organizational goals.

Appendix A: Status of Previous Strategic Plan (2019–2024)

Goal A: Safety and Well Being

We prioritize the physical, mental, and behavioral safety and well being of all our employees while in the station and on calls. We look out for each other today and for our long-term health.

Objectives' Status:

- 1. Maintain vigilance to workplace safety:** The District maintained its commitment to workplace safety by creating a new Division Chief position responsible for Safety and EMS, establishing a Vehicle Accident Committee, holding regular safety meetings, and developing a procedure for addressing safety issues, including the issuance of orange/green safety sheets.
- 2. Fully adhere to physical safety standards:** *Unclear.*
- 3. Support long-term mental and behavioral health of our team:** The District supported mental and behavioral health by establishing and continuing a peer support group in collaboration with Local 522.
- 4. Maintain our health through fitness and other wellness programs:** The District promoted ongoing health through support of fitness programs and implemented fully compliant NFPA 1582 physicals and cancer screenings for all members via the Galleria Cancer test. The District has now completed two years' of 1582 physicals with the most recent evolution as part of a grant from FEMA under the Assistance for Firefighters Grant (AFG) program. The District has also prioritized wellness by including these costs in future budgets.
- 5. Stay current on mandated training:** The District ensured compliance with all mandated training through the use of Vector Solutions.
- 6. Explore preventative health methods:** NFPA 1582 physicals and cancer screenings have been successfully implemented.
- 7. Promote a fitness culture from the bottoms up:** *Unclear.*
- 8. Recognize safe behaviors:** *The District has not yet recognized safe behaviors adequately.*

Goal B: Outreach and Engagement

We take the initiative to those we serve through prevention, awareness, education and social functions.

Objectives' Status:

- 1. Put a face to the Department through our regular interactions:** The District implemented quarterly open houses, attended local neighborhood meetings, participated in National Night Out, enhanced relationships with local, state, and national elected officials, and produced a quarterly district newsletter available in both print and email formats.
- 2. SPFD is a household name:** Unclear.
- 3. Educate the public on everything we do:** Through the above activities, the District has increased public awareness of our operations and services but much work is still needed and the District is in the process of engaging a public relations firm to better understand how to educate the community.
- 4. Educate the public to be safer:** The District has actively educated the community on safety practices through initiatives such as community CPR training, "Stop the Bleed" sessions at local high schools, hands-on CPR demonstrations at district open houses, and wildfire mitigation meetings with HOAs and interested community members.
- 5. Employees understand where we want our culture to be:** No.

Goal C: Team of Professionals

We are a committed and recognized team of highly trained professionals.

Objectives' Status:

- 1. Promote ownership and pride in our work:** Unclear.
- 2. Provide recognition and encouragement to motivate individuals and the team:** The District hosted a Firefighter Appreciation Dinner to recognize employees, introduced a challenge coin for field saves, and publicly acknowledged individual and team achievements.
- 3. Ensure everyone has a voice:** The District has made efforts to ensure that all voices within the organization are heard through the implementation of monthly chiefs meetings, bimonthly officer meetings, LMI meetings, and annual all hands meetings.

- 4. Rigorously invest in training to keep our skills sharp:** The District has increased financial investment in training, established a training cadre, enhanced new hire onboarding, and introduced live fire training for members of the training cadre.
- 5. Provide station recognition for improved delivery of services:** *No recognition has been delivered yet but the District has started to assess performance on a weekly/monthly/annual basis and will provide recognition based on performance when indicated.*

Goal D: Continuous Improvement

We recognize the need and are willing to evolve our service delivery and business operations to maintain excellence.

Objectives' Status:

- 1. Publish/Update Standard Operating Guidelines (SOGs):** *No.*
- 2. Update job specific evaluations:** Progress on this initiative is mostly complete, with two positions (Engineer and Engineer Paramedic) still pending.
- 3. Make response times more available:** Response times are published weekly internally and reported monthly to the Board.
- 4. Standardize new employee orientation:** The new employee onboarding process is still a work in progress but has been standardized into a more structured procedure.

Goal E: Fiscal Responsibility

We create and manage our budget in a collective and transparent fashion with input from stakeholder groups. We use sound principles to responsibly allocate resources to protect our long-term ability to serve our community.

Objectives' Status:

- 1. Develop realistic budgeting principles:** Yes.
- 2. Forecast expenditures:** Yes.
- 3. Evaluate and monitor expenses:** Yes.
- 4. Effectively deploy resources:** Yes. The District has reduced total expenses and transitioned from debt spending to funding reserves.

- 5. Expand alternative funding sources:** Yes. The District attempted a benefit assessment, secured \$1.2 million in grant funding over three years, increased ambulance revenues by 37%, is in the process of implementing Community Facilities Districts (CFDs), and improved from a \$670k deficit in 2021 to a \$1.2 million surplus in 2023 (as per audited financials).
- 6. Educate employees about budgeting process:** The District provided budget revenue and expenditure education during company officer training.

Appendix B: Example Initiative Table Template

Initiative 1: Xxx		
<i>Initiative Outcome Statement: Xxx</i>		
Goal: 1-A XXX		
Objectives	1. XXX	
	Responsible: XXX	Timeline: XXX
	2. XXX	
	Responsible: XXX	Timeline: XXX
	3. XXX	
	Responsible: XXX	Timeline: XXX
	Outcome: XXX	
Goal: 1-B XXX		
Objectives	1. XXX	
	Responsible: XXX	Timeline: XXX
	2. XXX	
	Responsible: XXX	Timeline: XXX
	3. XXX	
	Responsible: XXX	Timeline: XXX
	Outcome: XXX	

Initiative 1: Xxx

Initiative Outcome Statement: Xxx

Goal: 1-C XXX

Objectives

1. XXX

Responsible: XXX

Timeline: XXX

2. XXX

Responsible: XXX

Timeline: XXX

3. XXX

Responsible: XXX

Timeline: XXX

Outcome: XXX

Goal: 1-D XXX

Objectives

1. XXX

Responsible: XXX

Timeline: XXX

2. XXX

Responsible: XXX

Timeline: XXX

3. XXX

Responsible: XXX

Timeline: XXX

Outcome: XXX

Goal: 1-E XXX

Objectives

1. XXX

Responsible: XXX

Timeline: XXX

2. XXX

Responsible: XXX

Timeline: XXX

3. XXX

Responsible: XXX

Timeline: XXX

Outcome: XXX

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, OCTOBER 9TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

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

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

Impact: Policy update.

Attachments: Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
103	Policy Manual	02/22/2022
200	Organizational Structure	07/18/2023
613	Annual Company Drilling Requirements	New
1001	Recruitment and Selection	New
1002	Position Descriptions	New
1003	Promotions and Transfers	New
1004	Classifications Specifications	
1005	Career Tracks	06/25/2024
1009	Reporting for Duty	05/03/2021
1058	Engineer (Paramedic) Job Classification	New
1059	Engineer Job Classification	New

Mark Duerr
Fire Chief
South Placer Fire Protection District

Policy Manual

103.1 PURPOSE AND SCOPE

The Policy Manual of the South Placer Fire District is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules, and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the South Placer Fire District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The South Placer Fire District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, or collective bargaining agreement, such law, District policy, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

103.3 RESPONSIBILITIES

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

103.3.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

103.3.2 STAFF

Staff shall consist of the following:

- Fire Chief
- Deputy Chief
- Division Chief
- Battalion Chiefs

Staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

103.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her Battalion Chief.

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

103.4.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as "Section 106.4" or "§ 106.4."

103.4.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of South Placer.

Miscellaneous - Members and volunteers who are not sworn employees.

District/SPFD - The South Placer Fire District.

Employee - Any person employed by the District.

Fire Code - The 2022 edition of the International Fire Code (IFC) (2022 California Fire Code, Title 24, Part 9) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the South Placer Fire District.

Manual - The South Placer Fire District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the South Placer Fire District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Miscellaneous employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief

Policy Manual

- Deputy Fire Chief
- Battalion Chiefs
- Administration Division Chief
- Fire Prevention Office
- Each fire station

An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

103.6 POLICY MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed:

Members are responsible for keeping informed of all Policy Manual revisions:

Each [Battalion Chief](#) [~~Division Chief~~] will ensure that members under his/her command are aware of any Policy Manual revision:

All [South Placer Fire District](#) [~~department_agency~~] members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Organizational Structure

Effective Date:	
Revised Date:	05/10/2023
Issuing Authority:	

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the South Placer Fire District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

It is the policy of the South Placer Fire District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the South Placer Fire District. The following divisions make up the South Placer Fire District:

- Administration Division
- [Operations Division](#)
- Fire Prevention Division
- EMS/Safety Division

~~See attachment: Org Chart 23.pdf~~

[See attachment: 2024 Org chart.pdf](#)

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by a [Deputy Chief](#) and provides administrative support to the Fire Chief; prepares and coordinates the district budget; acts as liaison with the Personnel / Human Resources regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the district, the District staff, and District officials.

It is the responsibility of the [Administration _ Deputy Chief](#) to prepare and maintain a current organizational chart.

Organizational Structure

200.3.2 DIVISION

The Division Fire Suppression Division is directed by a Chief Officer. The Division Fire Suppression Division monitors response to all fire, rescue and medical aid calls for service; manages major disaster responses; and modifies the shift schedule to meet district needs..

The Division Fire Suppression Division may also oversee the management of EMS, training, and safety

200.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law.

The Fire Prevention Division will provide an investigation of all major fires occurring within the jurisdiction of the South Placer Fire District.

200.3.4 EMS/SAFETY DIVISION

The EMS/Safety Division is directed by a Division Chief of EMS/Safety. The EMS/Safety Division's mission is to manage the delivery of Emergency Medical Services to the community by ensuring all members of the District have current certifications and appropriate training. Additionally, the EMS/Safety Division will ensure a safe workplace by meeting or exceeding all Federal, State, and local laws and regulations.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the South Placer Fire District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor/ commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the South Placer Fire District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/

Organizational Structure

supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the South Placer Fire District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the South Placer Fire District without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any [department_agency] supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the [agencyHead], of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire Chief, or a representative of the Personnel / Human Resources.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or

South Placer Fire District

SPFD Policy Manual

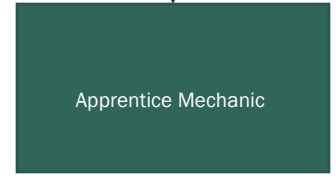
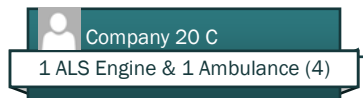
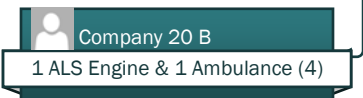
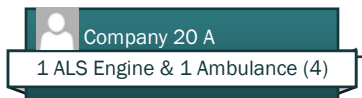
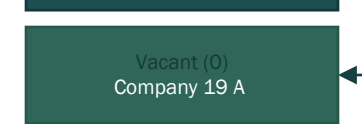
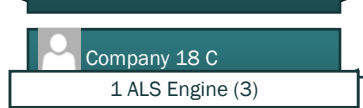
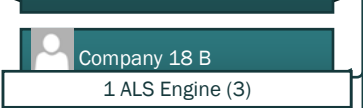
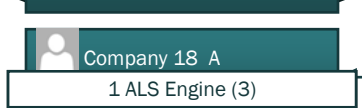
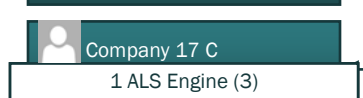
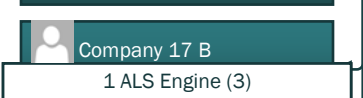
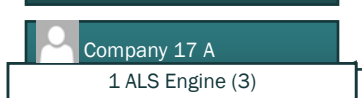
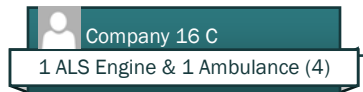
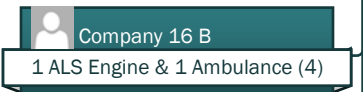
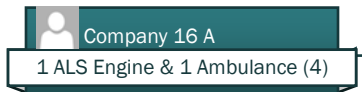
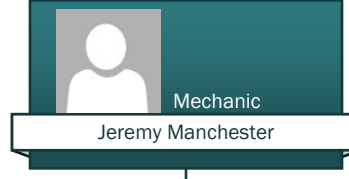
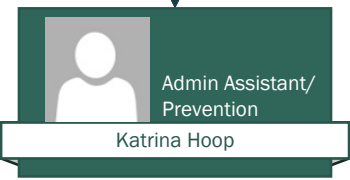
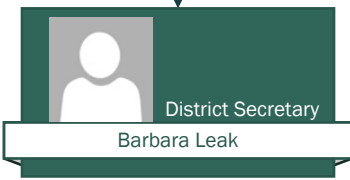
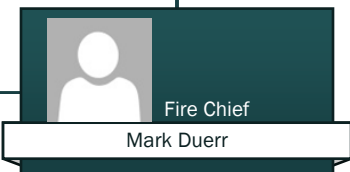
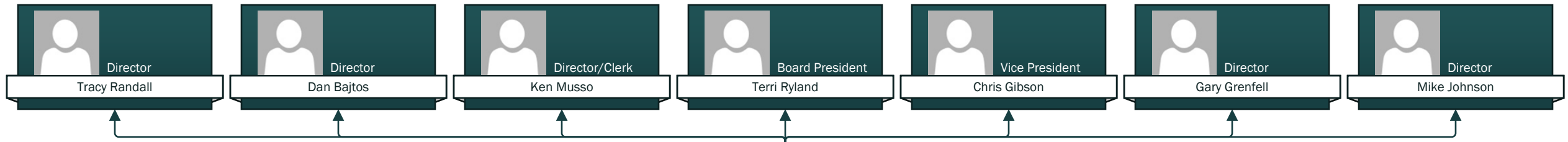
Organizational Structure

threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Personnel / Human Resources. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

Attachments

Org Chart 23.pdf



South Placer Fire District FY 2022/2023



2024 Org chart.pdf



South Placer Fire District Organization Chart

Date
September 2024

Mike Johnson
Board Director

Dan Bajtos
Board Director

Ken Musso
Board Director
Clerk

Tracy Randall
Board Director
President

Chris Gibson
Board Director
Vice President

Gary Grenfell
Board Director

Pete Gallegos
Board Director

Mark Duerr
Fire Chief

Jeff Ingolia
Division Chief
Fire Prevention/CRR

Katrina Hoop
Fire Inspector 1

James Magnuson
Division Chief
EMS/Safety

Matt Feeley
Deputy Chief
Operations/Training

Kelly Moretti
Battalion Chief
A Shift

Brian Midtlyng
Battalion Chief
B Shift

Matt VanVultinburg
Battalion Chief
C Shift

Station 15
Closed

Station 15
Closed

Station 15
Closed

Station 16
(4)

Station 16
(4)

Station 16
(4)

Station 17
(3)

Station 17
(3)

Station 17
(3)

Station 18
(3)

Station 18
(3)

Station 18
(3)

Station 19
Closed

Station 19
Closed

Station 19
Closed

Station 20
(4)

Station 20
(4)

Station 20
(4)

Katherine Medeiros
Business Manager

Barbara Leak
District Secretary

Jeremy Manchester
Mechanic

Open
Apprentice Mechanic

Annual Company Drilling Requirements

613.1 PURPOSE AND SCOPE

This policy aims to maintain a high degree of proficiency, coordination, and teamwork necessary to properly serve the community.

613.2 POLICY

It is the policy of the South Placer Fire District that members will perform required drills as described in this procedure. The quantity identified in this policy is a minimum and is the responsibility of the Captain to ensure completion.

613.3 PROCEDURE

613.3.1 COMPANY LEVEL YEARLY REQUIREMENTS

Company Officers will conduct the following training annually:

<u>Description</u>	<u>Quantity</u>	<u>Notes</u>
<u>Single Company Drills</u>	<u>16 hours</u>	<u>Monthly</u>
<u>Battalion level Multi-Company Drills</u>	<u>4 drills</u>	<u>Annually</u>
<u>Driver's Training</u>	<u>12 hours</u>	<u>Annually</u>
<u>Drills with Ladders and extrication equipment</u>	<u>6 hours</u>	<u>Annually</u>
<u>Hazardous Materials refresher training</u>	<u>6 hours</u>	<u>Annually</u>

The requirements are intended to achieve and maintain a high level of proficiency in tactical operations. These are the minimum annual training requirements delineated in the National Standards and ISO. All categories of drills are intended to be manipulative (hands-on) in nature. Each drill must meet the duration (time) and frequency (number of drills/calendar year) requirements of this section. If it becomes necessary to deplete an apparatus inventory to the point that a timely response of the company participating in the drill is impacted, a reserve apparatus should be made available or utilized.

A. Ladders and extrication equipment

1. All companies will perform two three-hour drills per year utilizing all ladders and extraction equipment. These types of drills (extension ladders, auto extrication, rescue equipment, power equipment, etc.) are required to ensure competency with infrequently used skills.

South Placer Fire District

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Annual Company Drilling Requirements

B. Multi-Company Drills

1. The Battalion Chief will be responsible for conducting at least four (4) multi-company training exercises a year. One of the four multi-company drills must be conducted after dark. Multi Company drills must include at least two engines and a Battalion Chief. These manipulative drills emphasize the coordination and teamwork of the basic firefighting response element.

C. Drivers Training

1. Twelve hours of driver-operator training are required each calendar year. These training sessions must focus on the manipulative skills for apparatus operators (DMV/CHP pre-trip inspection, routine maintenance training, drivers techniques, drafting and pump operations, etc.) and driving and performing a driver's rodeo as outlined in the California DMV handbook. Driver training can not be performed simultaneously with other training sessions. All members who may operate medium and heavy apparatus must complete annual training.

D. Hazardous Materials Training

1. Six (6) hours of Haz Mat refresher training is required each year. Training may include FRO refresher training, awareness, decontamination procedures, self-directed product or container identification, pre-fire planning with known hazardous materials on site, and Vector Solutions so long as the bookwork is performed with manipulative training.

613.3.2 DISTRICT LEVEL TRAINING REQUIREMENTS

A. Officer Training

1. The District will provide all Company Officers with 12 hours of continuing education or training each year. Topics will include a wide range of materials that apply to NFPA 1021 - Standards for Fire Officer Professional Qualifications.

B. EMS Training

1. Quarterly skills reviews for all paramedics and EMTs as determined by the Division Chief of EMS/Safety through ongoing quality assurance and mandated by the LEMSA.

C. Department Wide training

1. The District will provide 18 hours of training in the classroom or on designated training grounds. Topics will include operations, SOP/SOGs, multi-company activities, and live fire training.

613.3.3 REPORTING OF COMPANY DRILLING

- A. Each Company officer shall complete a drill report in Vector Solutions for every drilling session. The drill report will include all required fields as indicated. CalJAC apprentices are responsible for ensuring a minimum of 12 hours of training are logged monthly as required by their contract with CalJAC.

- B. Vector solutions steps for data entry:

South Placer Fire District

SPFD Policy Manual

Annual Company Drilling Requirements

1. [Login to Vector Solutions](#)
 2. [Select the administrative tab at the top of the home page](#)
 3. [Select the Record Completions tab on the left-hand side](#)
 4. [Select the most applicable daily training category](#)
 5. [Select the participating employee names and select continue](#)
 6. [Fill in all required fields](#)
 7. [Select complete](#)
- C. [Reports](#)
1. [All supervisors can generate a report showing total training hours by category during a specified time period. All supervisors are encouraged to evaluate total hours performed on monthly basis. Supervisors and managers can refer to the help section in Vector Solutions for further assistance in generating the various types of reports.](#)

Recruitment and Selection

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the South Placer Fire District. This policy supplements any rules that govern employment practices for the South Placer Fire District.

1001.2 POLICY

In accordance with applicable federal, state, and local law, the South Placer Fire District provides equal opportunities for applicants and district members regardless of 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. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1001.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) **Member-referral and recruitment incentive programs.**
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1001.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ

Recruitment and Selection

a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- ~~Polygraph or voice stress analyzer examination (when legally permissible) (Labor Code § 432.2)~~
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

1001.4.1 VETERAN PREFERENCE

~~Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).~~

1001.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the South Placer Fire District.

1001.5.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the ICRAA (15 USC § 1681d; Civil Code § 1786.16).

Recruitment and Selection

1001.5.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from criminal offender record information (CORI) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations (Government Code § 12952).

1001.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Division shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

The Administration Division Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The District fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Division Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1001.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1001.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1001.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior

Recruitment and Selection

- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1001.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Personnel / Human Resources should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1001.7.1 STANDARDS FOR FIREFIGHTERS

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

Recruitment and Selection

1001.8 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM), including the California Fire Service Training and Education System (CFSTES) (Health and Safety Code § 13159 et seq.).

1001.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, and forms of recognition.

Position Descriptions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1002.2 POLICY

It is the policy of the South Placer Fire District to develop unique position descriptions for each assignment within an established rank or classification.

1002.3 PROCEDURE

The [Fire Chief - or his designee](#) will ~~generally~~ develop and maintain classification specifications (e.g., firefighter, fire captain, Battalion Chief). Within the classification specifications, there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions [are posted in this policy section \(10. Personnel\)](#). ~~may be included in collective bargaining agreements.~~

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Promotions and Transfers

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the South Placer Fire District.

1003.2 POLICY

The South Placer Fire District determines promotions and transfers in a non-discriminatory manner. It is the policy of the South Placer Fire District to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the district based on these criteria..

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1003.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1003.4 TRANSFERS

The following positions may be defined as a transfer and are not considered a promotion:

- Training Officer
- Safety Officer
- PIO

Promotions and Transfers

- Fire Investigations Team
- EMS Officer

1003.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the South Placer Fire District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1003.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Division Chief for whom the candidate will work. The Division Chief should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Division Chief after the interview, the Division Chief should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.
- (e) [The candidate agrees to enter the Cal Jac program as an apprentice in the new position and commits to completing all training/education requirement outlined in the CAI Jac program for the position.](#)

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1003.5 PROMOTIONS

Specifications for promotional opportunities are on file with the South Placer Fire District.

1003.6 TRAINING OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

Classification Specifications

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the South Placer Fire District.

1004.2 POLICY

It is the policy of the South Placer Fire District to coordinate with the Personnel / Human Resources for the development of job classifications unique to fire service.

1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Personnel / Human Resources to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a captain assigned to the Operations Division). Position descriptions [are maintained in this policy manual under section 10- Personnel and](#) ~~may be addressed in the contracts with the various employee groups or~~ in the Position Descriptions Policy.

Career Tracks

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the South Placer Fire District.

1005.2 POLICY

It is the policy of the South Placer Fire District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1005.3 PROCEDURE

The South Placer Personnel / Human Resources shall maintain all information on classification specifications, promotional opportunities and career tracks. [Additionally, the District will publish and maintain a succession plan outlining career tracks and advancement opportunities.](#)

Reporting for Duty

1009.1 PURPOSE AND SCOPE

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1009.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

1009.3 PUNCTUALITY

All members should be punctual and be ready to perform their duties at the assigned time immediately. Those with unexcused absences of more than 60 minutes will be considered absent without leave.

It is the member's responsibility to contact his/her station and/or immediate supervisor if the member is not going to arrive in time to relieve the previous shift on time [but no less than one hour before the start of their scheduled shift.](#) -

1009.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company supervisors shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Battalion Chief. Company supervisors may not be absent from their place of assignment without the specific permission of a Battalion Chief.

1009.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service [by no later than 0800](#). This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

1009.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1009.7 CLEANLINESS

All members should keep their persons, uniforms, desks, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

Reporting for Duty

1009.8 INABILITY TO REPORT FOR DUTY

Members should notify a supervisor of any inability to report for duty at the time required or to perform the full range of regular duties.

1009.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel as safely as possible to their normal work assignment once they have received the notice of recall. Members may not refuse an emergency recall notice. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1009.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any supervisor may relieve a member under his/her command from duty, when in the supervisor's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Battalion Chief.

Engineer (Paramedic) Job Classification

1058.1 GENERAL JOB DESCRIPTION

[The South Placer Fire District is a tax-supported governmental agency that provides emergency and non-emergency services to the Community of the South Placer Fire District and other communities under regional agreements and the California State Mutual Aid Plan. This work unit is responsible for fire suppression, hazardous condition mitigation, emergency rescue, medical treatment, and pre/post-emergency activities. The work unit works 24-hour shifts or as needed for emergencies or staffing call back.](#)

1058.2 SPECIFIC DUTIES

[Fire Engineer reports to the on-duty company officer. In the absence of the Captain/Acting Captain, the Engineer may be required to direct company members in performing all departmental programs until relieved by a ranking officer. This employee's primary duty is to respond to emergencies and perform tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, and medical treatment. When responding to such emergencies, the employee shall don all required protective clothing, and the employee may:](#)

1. [Receive and implement directives from ranking employees](#)
2. [Remove hoses, nozzles, ladders, and other appropriate equipment from the apparatus, connecting hoses to the water supply and direct extinguishing agent as appropriate](#)
3. [Drive and operate emergency apparatus and other equipment associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and district operations](#)
4. [Operate tools associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment, and district operations](#)
5. [Troubleshoot equipment and apparatus and make emergency repairs](#)
6. [Carry ladders, erect ladders, and climb ladders typically while carrying equipment](#)
7. [Create openings in structures to allow access, egress or facilitate fire suppression](#)
8. [Move, cover, and otherwise protect personal property](#)
9. [Walk or jog for extended distances carrying equipment and/or individuals](#)
10. [Provide basic life support and assist with advanced life support](#)
11. [Provide continuous patient and situation assessment](#)
12. [Prepare individuals for transport to a medical treatment facility and transport patients while either driving the ambulance or providing appropriate treatment](#)
13. [Triage multiple injury emergencies and manage medical treatment for such emergencies](#)

Engineer (Paramedic) Job Classification

14. [Provide advanced life support procedures within the protocols set by the local emergency medical services authority and communicate those procedures to the base hospital according to the current protocols](#)
15. [Remove patients/victims from difficult-to-access locations](#)
16. [Perform rescues that involve moving waters or stagnant bodies of water](#)
17. [Gather and load equipment onto the vehicle for return to the facility](#)

[It should be noted that many of the tasks performed in this job require extended, strenuous physical exertion in dangerous conditions. The employee shall work as a team member, all of whose members are interdependent on other team members for their safety and for the successful accomplishment of the tasks. Due to the wide range of activities and conditions inherent in this job, the frequencies and duration of physical activities may vary significantly from day to day, and employees may be required to perform other duties related to the district's mission statement.](#)

1058.3 COROLLARY DUTIES

[When not responding to emergencies, the employees will perform various tasks in and around district facilities and the community. The employee shall:](#)

1. [Assist in completing the duties outlined in the work schedule](#)
2. [Inspect, clean, test, and service equipment](#)
3. [Inventory and replenish fire apparatus supplies, medical supplies, and station supplies](#)
4. [Wash, clean, and perform routine maintenance on emergency apparatus and district vehicles](#)
5. [Perform routine housekeeping, ground maintenance, inspections, and minor repairs on district facilities](#)
6. [Assist with station and district projects](#)
7. [Develop recommendations and strategies as to the operation of the station, shift, and projects to which they are assigned](#)
8. [Develop and submit annual budget recommendations for the station, shift, and projects to which they are assigned](#)
9. [Make budget recommendations for the purchasing of equipment facility needs, and supplies for the station, shift, and projects to which they are assigned](#)
10. [Maintain and review for accuracy station, shift, and project records and submit as required.](#)
11. [Organize, present, and participate in field training exercises, self-study, self-improvement, and classroom instruction.](#)
12. [Participate in self-directed physical conditioning activities.](#)
13. [Organize and participate in pre-emergency, post-emergency, and public safety educational activities.](#)
14. [Complete both written and computer-generated reports as required.](#)

South Placer Fire District

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Engineer (Paramedic) Job Classification

15. [Participate in teams or work on projects involving district operations, construction, supply organization, new apparatus design, research, and report development.](#)

1058.4 MINIMUM QUALIFICATIONS

1. [The employee shall be high school graduate or equivalent](#)
2. [The employee shall be a minimum of 18 years of age](#)
3. [The employee shall maintain a valid California Class A, B, or C driver's license and a Firefighter endorsement.](#)
4. [The employee shall maintain a valid Medical Examination Report \(DL 51\) form for a CDL or complete medical requirements for a non-commercial driver's license with a Firefighter endorsement per the department of motor vehicles.](#)
5. [The employee shall maintain a valid respiratory qualified medical exam](#)
6. [The employee shall maintain a valid BLS/CPR card from American Heart or Red Cross](#)
7. [The employee shall maintain a valid Pediatric Advanced Life Support certification](#)
8. [The employee shall maintain a valid State of California/Sierra Sacramento Valley Paramedic certification](#)
9. [Hazardous Materials First Responders Operational Certificate](#)
10. [ICS 200 Certificate](#)
11. [CSFM Rescue Systems 1 Certificate](#)
12. [Fire Apparatus Driver/Operator 1A and 1B](#)
13. [Apply for CSFM Certified Fire Apparatus Driver/Operator Pump Apparatus after eighteen \(18\) months](#)
14. [CSFM Certified Firefighter I](#)
15. [Obtain qualifications/certifications for Firefighter I per NWCG/CICCS. \(2006 Editions or newer/ this requirement to be completed within twelve \(12\) months of hire date\)](#)
16. [Either two \(2\) years of satisfactory service as a full time South Placer Firefighter \(with designations of EMT and or Paramedic\) or Three \(3\) years as a full paid full time firefighter with another agency \(with designations of EMT and or Paramedic\)](#)

1058.5 DESIRABLE QUALIFICATIONS

[Any combination of training, education or experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:](#)

1. [Training from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields or](#)
2. [An educational degree from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields](#)

South Placer Fire District

SPFD Policy Manual

Engineer (Paramedic) Job Classification

1058.6 STANDARDS

The employee shall continuously acquire and apply knowledge of the district rules, regulations, procedures, methods, and techniques. Maintain the mental condition, physical endurance, agility, strength, and stamina to perform hazardous work in emergencies. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies, and fellow employees.

1. The employee shall maintain favorable employee performance evaluations.

Engineer Job Classification

1059.1 GENERAL JOB DESCRIPTION

The South Placer Fire District is a tax supported governmental agency, which provides emergency and non-emergency services to the Community of the South Placer Fire District and other communities under local agreements and the California State Mutual Aid Plan. This work unit is responsible for tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and pre/post emergency activities. The work unit works 24-hour shifts or as needed for emergency or staffing call back.

1059.2 SPECIFIC DUTIES

Fire Engineer reports to the on-duty company officer. In the absence of the Captain/Acting Captain, the Engineer may be required to direct company members in performing all departmental programs until relieved by a ranking officer. This employee's primary duty is to respond to emergencies and perform tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, and medical treatment. When responding to such emergencies, the employee shall don all required protective clothing, and the employee may:

1. Remove hoses, nozzles, ladders and other appropriate equipment from apparatus, connecting hoses to water supply and direct extinguishing agent as appropriate
2. Drive and operate emergency apparatus and other equipment associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and district operations
3. Operate tools associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and district operations
4. Troubleshoot equipment, apparatus and make emergency repairs
5. Carry ladders, erect ladders and climb ladders typically while carrying equipment
6. Create openings in structures to allow access, egress or facilitate fire suppression
7. Move, cover and otherwise protect personal property
8. Walk or jog for extended distances carrying equipment and/or individuals
9. Provide basic life support and assist with advanced life support
10. Provide continuous patient and situation assessment
11. Prepare individuals for transport to a medical treatment facility and transport patients while either driving the ambulance or providing appropriate treatment
12. Triage multiple injury emergencies and manage medical treatment for such emergencies
13. Remove patients/victims from difficult to access locations
14. Perform rescues that involve moving waters or stagnant bodies of water
15. Gather and load equipment onto the vehicle for return to the facility

Engineer Job Classification

It should be noted that many of the tasks performed in this job require extended, strenuous physical exertion in dangerous conditions. The employee shall work as a team member, all of whose members are interdependent on other team members for their safety and to successfully accomplish the tasks. Due to the wide range of activities and conditions inherent in this job, the frequencies and duration of physical activities may vary significantly from day to day and employees may be required to perform other duties related to the districts mission statement.

1059.3 COROLLARY DUTIES

When not responding to emergencies, the employees perform various tasks in and around district facilities and the community. The employee shall:

1. Assist in completing the duties outlined in the work schedule
2. Inspect, clean, test, and service equipment
3. Inventory and replenish fire apparatus supplies, medical supplies, and station supplies
4. Wash, clean, and perform routine maintenance on emergency apparatus and district vehicles
5. Perform routine housekeeping, ground maintenance, inspections, and minor repairs on District facilities
6. Assist with station and district projects
7. Develop recommendations and strategies for the operation of the station, shift and projects to which they are assigned
8. Develop and submit annual budget recommendations for the station, shift and projects to which they are assigned
9. Make budget recommendations for the purchasing of equipment, facility needs, and supplies for the station, shift, and projects to which they are assigned
10. Maintain, and review for accuracy station, shift, and project records and submit them as required
11. Organize, present, and participate in field training exercises, self-study, self-improvement and classroom instruction
12. Participate in self-directed physical conditioning activities
13. Organize and participate in pre-emergency, post-emergency, and public safety educational activities
14. Complete both written and computer-generated reports as required.
15. Be encouraged to participate on teams or work on projects involving district operations, construction, supply organization, new apparatus design, research and report development

Engineer Job Classification

1059.4 MINIMUM QUALIFICATIONS

1. [The employee shall be a high school graduate or equivalent](#)
2. [The employee shall be a minimum of 18 years of age](#)
3. [The employee shall maintain a valid California Class A, B, or C driver's license and a Firefighter endorsement.](#)
4. [The employee shall maintain a valid Medical Examination Report \(DL 51\) form for a CDL or complete medical requirements for a non-commercial driver's license with a Firefighter endorsement per the Department of motor vehicles.](#)
5. [The employee shall maintain a valid respiratory-qualified medical exam](#)
6. [The employee shall maintain a valid BLS/CPR card from American Heart or Red Cross](#)
7. [The employee shall maintain a valid State of California Emergency Medical Technician 1 certification or Sierra Sacramento Valley Paramedic certification](#)
8. [Hazardous Materials First Responders Operational Certificate](#)
9. [ICS 200 Certificate](#)
10. [CSFM Rescue Systems 1 Certificate](#)
11. [Driver Operator 1A and 1B](#)
12. [Apply for CSFM Certified Fire Apparatus Driver/Operator Pump Apparatus after eighteen \(18\) months](#)
13. [CSFM Certified Firefighter I](#)
14. [Obtain qualifications/certifications for Firefighter I per NWCG/CICCS. \(2006 Editions or newer/ this requirement to be completed within twelve \(12\) months of hire date\)](#)
15. [Either two \(2\) years of satisfactory service as a full-time South Placer Firefighter \(with designations of EMT and or Paramedic\) or Three \(3\) years as a fully paid, full time firefighter with another agency \(with designations of EMT and or Paramedic\)](#)

1059.5 DESIRABLE QUALIFICATIONS

[Any combination of training, education or experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:](#)

1. [Training from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields or](#)
2. [An educational degree from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields](#)

1059.6 STANDARDS

[The employee shall acquire and apply the knowledge of the district rules, regulations, procedures, methods and techniques on a continuous basis. Maintain the mental condition, physical](#)

South Placer Fire District

SPFD Policy Manual

Engineer Job Classification

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

1. The employee shall maintain favorable employee performance evaluations

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, OCTOBER 9TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program:

Action Requested: Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2023/24

Background: Per Government Code Section 66006(b) (1) and (2), the District is required to prepare an annual report regarding its Fire Impact Fee Program and has determined that the report is true and correct. Interested parties that requested notice would have been notified of the report 15 days before this regularly scheduled meeting. No requests were made to the District for notification as of the preparation of this meeting. The District did post this report online for general viewing, nonetheless.

Impact: Receive and expend fees to mitigate the impact of new development on the District.

Attachments: Resolution and Annual Report of the Consolidated South Placer Fire District Fire Impact Fee Program.

Mark Duerr
Fire Chief
South Placer Fire Protection District

RESOLUTION NO. 06 -2024/25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE CONSOLIDATED
SOUTH PLACER FIRE DISTRICT FIRE IMPACT FEE PROGRAM ANNUAL REPORT
FOR FISCAL YEAR 2023/24**

WHEREAS, the Town of Loomis and the County of Placer, on the behalf of the South Placer Fire Protection District (“District”), have previously adopted and imposed development impact fees on residential and nonresidential (“fire impact fees”) to mitigate the impact of new development on the District; and

WHEREAS, the District has reviewed the information provided in the Annual Report for the District’s Fire Impact Fee Program (“Report”) for FY 2023/24 and has determined the information contained therein to be true and correct; and

WHEREAS, the Report was prepared in accordance with Government Code Sections 66006(b) (1) and 66001(d); and

WHEREAS, the District has mailed notice at least fifteen (15) days prior to this meeting to all interested parties who have requested notice of any meeting relative to the District’s imposition of fire impact fees and; and

WHEREAS, the Board of Directors has reviewed and considered the Report at regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code Section 66006(b)(2).

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board hereby receives and approves the Report.

PASSED and ADOPTED by the Board of Directors of the South Placer Fire Protection District at a regular meeting there of held on October 9th, 2024.

AYES:
NOES:
ABSTAIN:
ABSENT:

Tracy Randall, President, Board of Directors
South Placer Fire Protection District

ATTEST:

Katherine Medeiros, Secretary, Board of Directors
South Placer Fire Protection District

SOUTH PLACER FIRE DISTRICT

REPORTING THE

CONSOLIDATED

2023/24 FIRE FEE ANNUAL REPORT



PLANNING FOR THE FUTURE TODAY

2023/2024 Fire Impact Fee Program Annual Report

ANNUAL REPORT (FISCAL YEAR 2023/24)

In accordance with Government Code Section 66006(b)(1) and (2), the South Placer Fire District for the former Loomis Fire Protection District (the “District”) provides the following information for the fiscal year 2023/24 for the District’s Fire Impact Fee Program.

BRIEF DESCRIPTION OF THE REPORTABLE FEE

The District’s fire impact fee (“Reportable Fee”) helped maintain adequate service levels for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus, and equipment necessary to accommodate residential and nonresidential development in the District.

REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of the fiscal year 2023/24 are shown in the chart below.

Figure 1 - Maximum Fire Impact Fee Schedule

Land Use Category	Maximum Fee
	Per Living Sq. Ft.
Residential Development	
Single Family Home	\$ 0.94
Multi-Family Housing	\$ 1.63
Mobile Home	\$ 1.12
Assisted Living Facility	\$ 1.03
	Per Building Sq. Ft.
Nonresidential Development	
Retail/Commercial	\$ 1.57
Office	\$ 1.97
Industrial	\$ 1.21
Agriculture	\$ 0.61
Warehouse/Distribution	\$ 1.00

Notes: The fire impact fee is rounded to the nearest whole cent.

The District Board of Directors (“Board”) approved the Reportable Fee on May 13th, 2020, by Resolution No. 11-2019/20. The Placer County Board of Supervisors approved the Reportable Fee on October 12th, 2021, by Resolution 2021-318. The Town of Loomis approved the Reportable Fee on September 8th, 2020, by Resolution NO. 20-41.

REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the end of fiscal year 2023/24 was \$1,609,976. At the beginning of fiscal year 2023/24, the balance of the Reportable Fee fund was \$1,242,006

REPORTABLE FEES COLLECTED AND INTEREST EARNED

The fees collected during the fiscal year 2023/24 were \$520,617. In addition, \$47,952 was earned in interest during the fiscal year. The total fees and interest collected during the fiscal year 2023/24 was \$568,569.

USE OF REPORTABLE FEES

For the fiscal year 2023/24, the Reportable Fees from this account were \$257,090

Improv. Project	Total Expenditure	Reportable Fee Used	% funded w/ Reportable fee
Type 1 Engine	\$ 146,158	\$ 146,158	100%
Tablet Command - Mobile Router	\$ 77,102	\$ 77,102	100%
2023 ISRAM AMbulnace	\$ 33,830	\$ 33,830	100%

IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

None

INTERFUND TRANSFERS AND LOANS

There were no inter-fund transfers or inter-fund loans from the Reportable Fee fund in FY 2023/24.

REFUNDS

The District reports three refunds for fiscal year 2023/24 in the amount of \$32,103

Appendix A

Capital Facility Plans – 2023/2024

- Apparatus Replacement Plan
- Long Term Facilities Maintenance Plan
- Major Equipment Replacement Plan
- The attached and updated Capital facility plans show the need going forward over the next 5+ years for continued funding to maintain the existing level of service considering the effects of new development. The plans consider future anticipated contributions from the general budget at the board-adopted funding principles and mitigation fees from the impact of new development on existing and future services rendered. The continued collection of developer fees/fire impact fees ensures new development funds their fair share of the services provided. These Capital Facility Plans were created as a Consolidated District. The District completed the Consolidated Fire Fee Nexus Study. The plan has been adopted by the South Placer Board of Directors, the Town of Loomis, and The Placer County Board of Supervisors. The funds covered under this report will be spent on improvements within the entire consolidated South Placer Fire District.

Unit	Description	Unit ID	Est Rep	Condition	Year	Exp Life	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Battalion Chief	Ford Expedition ©	17	2025	Excellent	2015	10							
Battalion Chief - B/U	Ford Expedition ©	15	2019	Good	2009	10	\$82,000						
Brush - Reserve	Peirce	713	2027	Excellent	2012	15							
Brush 16	Pierce	711	2034	Excellent	2014	20							
Brush 18	Freightliner Hi tech	710	2026	Good	2006	20				\$425,000			
Chief	Ford Expedition ©	25	2031	Excellent	2021	10							
Deputy Chief	Ford Expedition MAX©	23	2030	Excellent	2020	10							
Division Chief	Ford Pick-Up ©	14	2018	Fair	2008	10							
Division Chief	Ford Expedition ©	16	2019	Poor	2009	10							
Engine - Reserve	Hi tech	818	2030	Fair	2005	25							
Engine - Reserve	Hi Tech	814	2029	Fair	2004	25							
Engine - Reserve	Westates	812	2024	Fair	1999	25							
Engine 20	Hi Tech	813	2029	Fair	2004	25							
Engine 16	Pierce	828	2038	Excellent	2018	20							
Engine 17	Pierce	830	2042	Excellent	2022	20	\$147,000	\$147,000					
Engine 18	Pierce	829	2042	Excellent	2022	20							
Fire Marshall	Ford F250	21	2033	Excellent	2018	15							
Grass 17	Ford West Mark	603	2023	Good	2008	15			\$204,725				
Grass 20	Ford West Mark	604	2023	Good	2008	15				\$212,914			
Medic - ISRAM	Demers	506	2038	Excellent	2024	15	\$425,000						
Medic - Reserve	Road Rescue	508	2028	Excellent	2013	15			\$303,000				
Medic 16	Medix	508	2028	Excellent	2018	10						\$406,000	
Medic 20	Medix	507	2028	Excellent	2018	10							
Polaris	Ranger 4 x 4 OHV	210	2021	Excellent	2006	15							
Pool (Training)	Ford Van	24	2035	Excellent	2020	15							
Pool Vehicle	Crown Victoria	11	2013	Fair	2003	10							
Shop	Ford IMT	209	2021	Excellent	2006	15			\$76,203				
Shop - B/U	Ford F550	605	2013	Good	1998	15							
Truck 17 - Reserve	Pierce	301	2034	Excellent	2014	20							
Utility	Ford Flat Bed	205	2016	Poor	2001	15							
Utility Pickup	Chevy 2500	401	2012	Good/Fair	2002	10							
Water Tender 19 (n)	Rosenbauer	2043	2043	Excellent	2023	20	\$425,000						
Water Tender 19	GMC (SPFD Shop)	900	2015	Good	1985	30							
© Indicates Command Vehicle							Total Cost	\$1,079,000	\$147,000	\$223,203	\$507,725	\$637,914	\$406,000
							Estimated Budget Increase	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
							Total Annual Project Costs	\$15,976,064	\$16,455,346	\$16,949,006	\$17,457,476	\$17,981,201	\$18,520,637
							Budget Principles	0.00%	0.50%	1.00%	1.50%	2.00%	2.00%
							Projected Annual Plan Contribution (General Revenue)	\$39,000	\$82,277	\$169,490	\$261,862	\$359,624	\$370,413
							Projected Annual Plan Contribution (Development Fees)	\$572,000	\$147,000	\$147,000	\$100,000	\$75,000	\$50,000
							Grant Funding	\$386,000					
							Apparatus Reserve Audited # 2022/23	\$501,705					
							Plan Balance	\$419,705	\$501,982	\$595,269	\$449,406	\$246,115	\$260,528

Assig.	Year	Est. Life	Rplc Yr	Description	2023/24	2024/25	2025/26	2026/27	2027/28	2028
All	2019	10	2029	Breathing Apparatus System						\$395
All	2023	10	2033	Heart Monitors 12-Lead						
All		4	4	Thermal Imaging Cameras						
All		10	10	Structure Protective Gear/Helmets(2 per F	\$24,000	\$24,000	\$36,000	\$38,000	\$45,000	\$110
All	2024	10	2034	VHF Digital Trunking Radios (Portable/Mo	\$68,000	\$220,000				
All	2022	10	2032	Lucas CPR Devices						
M	2015	10	2025	Power Cot			\$50,000	\$50,000		
M	2023	8	2031	Med Vaults	\$21,000					
All Type I			0	Combustible Gas Detectors						
CO 15	2022	25	2047	Auxiliary Power Generator (St 15)						
CO 16	2024	25	2049	Auxiliary Power Generator (St 16)	\$65,000					
Co 17	2024	25	2049	Auxiliary Power Generator (St 17)	\$169,000					
CO 17	2000	20	2020	Extractor (St 17)			\$45,000			
Co 17	1990	30	2020	Above Ground Fuel Storage (St 17)			\$45,000			
Co 17	2013	15	2028	Air Bag(s) Rescue System (Truck)						
CO 18	2016	25	2041	Auxiliary Power Generator (St 18)						
CO 18	2005	20	2025	Extractor (St 18)			\$45,000			
CO 18 & 19	2013	15	2028	Rescue Tools						
CO 19	2005	20	2025	Extractor (St 19)						
Co 19	2004	30	2034	Above Ground Fuel Storage (St 19)						
CO 19	2006	20	2026	SCBA Air Compressor				\$65,000		
CO 19	2005	25	2030	Auxiliary Power Generator (St 19)						
CO 20	2020	25	2045	Auxiliary Power Generator (St 20)						
Shop	2004	15	2019	Hoist (Shop)						
				Total Annual Project Costs	\$347,000	\$244,000	\$176,000	\$133,000	\$110,000	\$505
				General Revenue/Projections (No OES)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
					\$15,976,064	\$16,455,346	\$16,949,006	\$17,457,476	\$17,981,201	\$18,52
				(Budget Principles)	0.00%	0.50%	0.75%	0.75%	1.00%	1.01
				PAPC (General Revenue)	\$347,000	\$82,277	\$127,118	\$130,931	\$179,812	\$185
				PAPC (Fire development Fee)	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
8/1/2024 to 8/31/2024

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

Account Summary

Source	Balance as of 8/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 8/31/2024
OPEB	\$1,651,527.16	\$0.00	\$28,515.02	\$792.02	\$0.00	\$0.00	\$1,679,250.16
Totals	\$1,651,527.16	\$0.00	\$28,515.02	\$792.02	\$0.00	\$0.00	\$1,679,250.16

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	1.73%	5.51%	15.99%	2.36%	6.82%	5.93%	5/31/2012

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

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, OCTOBER 9TH, 2024
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chiefs Report

Action Requested: Staff recommends a monthly District update.

Background:

- Wildland deployments—OES deployed to the Line Fire in Southern California with Acting Captain McKinley, Engineer Bailey, FF McDonough, and Apprentice Stensler. Chief Magnuson was assigned to the Rail Ridge fire in Dayville, Oregon, with IMT 10.
- Structure Fire—A structure fire occurred on Lakeshore Drive, which was kept to the room of origin by the excellent work of the District and partner agencies.
- Board Meeting iPads—The District will soon assign iPads to all Board members for district business. These iPads will replace the hard copies and ultimately save the District money in printing and paper costs.
- Coffee with first responders – Held at Station 16, this was a chance for the public to meet their public safety-first responders from South Placer Fire, Placer County Sheriff, California Highway Patrol, and Supervisor Suzanne Jones.
- Loomis State of the Town -This was the town's annual update on what is happening and its future plans.
- Public Safety Day – Held at the Loomis Train Station, this event was held to support public safety agencies in the Town of Loomis
- ISRAM Ambulance progress—Chiefs Magnuson and Duerr traveled to Montreal, Canada, to complete a final inspection before the ambulance is shipped to the West Coast for the final fitting.
- Water Tender – Upfit is complete and should be in service by the time of this meeting.
- The Compliance Engine from Brycer went live on October 1. This is the program that ensures fire prevention system inspection and compliance.

Attachments: None

Impact: Monthly update

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER LABOR REPORT 10/9/24

- Retention
An additional two full time members separated from South Placer for neighboring departments. This brings the total number of full time members who have left since June 2022 to 14. This represents one third of our department.
- Station 18 Pancake Breakfast report.