

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, November 13th, 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.

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

B. Conference with Legal Counsel – Pending Litigation [Gov. code 54956.9(a)] - Jennings v. South Placer Fire Protection District, et al., S-CV-0050292

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:

PG#4

Ambulance	\$178,935.57
Consolidated Mitigation Fees	\$50,639.68
Plans/Inspections	\$51,348.00
Cell Tower Leases	\$14,784.18
Radius Recycling	\$139.10
Refunds/Reimbursements	\$227.20
OES/CFAA Reimbursements	\$60,607.17
Workers Compensation Reimbursement	\$8,558.36
TOTAL	<u>\$365,239.26</u>

- D. Approval of the November 2024 Expenditures: \$391,168.21

PG#5

- E. Personnel Items
 - Separations: One Firefighter Paramedic
 - 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#18
- B. **District Strategic Planning:** The strategic planning committee recommends discussion and approval of the strategic plan content. PG#53
- C. **Community Facilities District Formation and Public Hearing:** Staff recommends taking all steps to form a Community Facilities District for the South Placer Fire District. PG#112
- D. **LAFCO Plan for Services:** Staff will provide an update on the plan for services to extend latent powers, specifically ambulance services. PG#169

8. New Business

- A. **South Placer Fire District Policy Updates**: Staff recommends a first reading of the proposed policy updates. PG#183
- B. **Fiscal Year 2024/25 First Quarter Budget Report**: Staff recommends a short presentation on the Fiscal Year 2023/24 budget status. PG#240
- C. **Gann Limit Report**: Staff recommends discussing and adopting the Resolution setting the FY 2024/25 appropriations limit, per Article XIII B of the State Constitution (1979), and verifying compliance for 2023/24. PG#245
- D. **Resolutions for Dedicated Service to South Placer Fire District**: Staff recommends adoption of the Resolutions recognizing Gary Grenfell and Mike Johnson for their outstanding service to the Fire District and the community. PG#252
- E. **Apprentice Firefighter Contract**: Staff recommends discussing an amendment to the apprentice contract to provide funding for paramedic school. PG#255
- F. **Ambulance Remount**: Staff recommends discussing a proposal to perform remount services on one of the two District ambulances PG#260
- G. **Solar Panel Acquisition for Station 19**: Staff recommends discussion and possible action regarding the purchase of photovoltaic solar panels for Station 19. PG#264
- H. **Municipal Service Review (MSR) - Service Review Study and Sphere of Influence Update – Western Placer County Fire/Emergency Medical Services/Dispatch Service Agency Providers**: Staff recommends a discussion about the MSR and future actions. PG#274

9. Correspondence PG#275

10. Chief's Report PG#278

11. Labor Report

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. Adjournment

**Next Board Meeting:
December 11th, 2024 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
October 09, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, October 09, 2024, at 6:13 p.m. by President, Tracy Randall.

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Pete Gallegos, Director
Dan Bajtos, Director

Absent:

Ken Musso, Clerk
Mike Johnson, Director
Gary Grenfell, Director

Staff Present:

Mark Duerr, Fire Chief
Kathy Medeiros, Board Secretary
Devin Fuller, Captain Paramedic,
Matt Feeley, Deputy Chief
Jeff Ingolia, Fire Marshal
Engineer, Brian Bailey
Engineer Paramedic, Kenny Kaiser
Captain, Joshua Green
Captain Paramedic, Shawn Cline

Engineer Paramedic, Pat Patterson
Deputy Chief, Matt Feeley
Captain, Joe Stephens
Captain Paramedic, Nick Paskey
Captain, Justin Buathier
Battalion Chief, Brian Midtlyng
Firefighter Paramedic, Brandon Johnson
Captain Paramedic, Mike Long

Public Comment: Member of the public Gary Dahlbeck asked for further information regarding the prior meeting discussions on Community Facilities District rates of taxation for different occupancy types. Member of the public, Gary Flanagan, thanked staff for the recent pancake breakfast held at Station 18 for the Loomis Fruit Shed Festival.

Consent Agenda: President Randall asked to amend the agenda and pull Item 7 C: District Strategic Planning to be delayed until the November board meeting in order to give labor an opportunity to give input. Director Gibson made a motion to approve the amended consent agenda as requested. The motion was seconded by Director Bajtos.

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

Carried

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption of the proposed policy updates. Six policies to be reviewed and approved following their first reading. Chief Duerr noted the policies were reviewed by labor with no issues. Director Gibson made a motion to approve the policy updates as presented. Director Gallegos made a second to the motion.

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

Carried

South Placer Fire District Board Reduction Update: Staff will update the Board on reducing the number of District Board members. In prior meetings, the Board requested an update on the process of reducing the board from seven to five and altering the composition per Division representation. Chief Duerr

explained that this action can be done three ways: 1) the Board may adopt a resolution placing the question on the ballot, 2) upon receipt of a petition of 25 percent of the registered voters, the Board shall adopt a resolution placing the question on the ballot, 3) 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. Chief Duerr explained that the Board opted to continue with seven members at the initial 2017 consolidation with Loomis Fire. Chief Duerr continued that he would need authorization from the Board to research the options and to retain legal advice from the District's attorney, which could be costly. He noted that a regular election would cost the District between \$30-\$40,000, and a special election would cost between \$70-\$90,000. President Randall recommended the item be postponed at this time and to keep in mind there were possibilities for future consolidations.

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Eleven policies to be reviewed for their first reading. President Randall asked Chief Duerr to give further review and edits to policies 1002, 1003, 1004, and table policy 1005 before returning to next month's meeting for approval.

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 the fiscal year 2023/24. Chief Duerr explained that the District is required to prepare an annual report regarding its Fire Impact Fee program. Interested parties can request notification of the report 15 days prior to the board meeting, but no requests have been received. The report is available on the District's website. Director Gibson made a motion to approve the Fiscal Year 2023/24 Fire Impact Fee Program annual report and approve Resolution No. 6-2024/25. Director Gallegos made a second to the motion.

Roll Call:

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

Carried

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

Chief's Report:

- 341 responses in August
- M16, E17 most calls by apparatus
- Station 18, 17 busiest by station. Engine 16 into St. 15 response area
- 5 fires: 3 vegetation, 2 structures
- Turn out and travel times down.
- Ambulance responses met SSV compliance.
- Fire Prevention department (Chief Ingolia): 8 new starts, 0 commercial projects. 16,000 square feet in remodels this month down from last month, 54 sets of plans received and 43 inspections for the month. Granite Bay High School homecoming and fireworks at the end of the month
- Facilities (Chief Ingolia): EV charging station at St.17
- Fire Investigations (Chief Ingolia): 1 investigation for a fire with injuries, Capt. Hernandez last fire for task book completion.
- Weed Abatements (Chief Ingolia): 23 total, 4 pending.
- Overtime: 19% Vacation, 42% OES
- Volunteer vs. mandatory Overtime: Volunteer Overtime down, mandatories up.
- Overtime total hours up, leave usage up, vacation leave up, sick leave down.
- Wildland deployments
- 1 structure fire on Lakeshore Drive
- iPads issued for board members next month.

- Coffee with First Responders held at St.16
- Loomis State of the Town
- Public Safety Day held at the Loomis Train Station
- ISRAM ambulance progress almost complete
- Water tender now in service
- The Compliance Engine started October 1st.
- IV fluid shortages due to hurricanes

Labor Report: Engineer Paramedic Pat Patterson thanked Capt. Devin Fuller and staff for a great turnout for the pancake breakfast at Station 18. He continued that the unit lost two additional firefighter paramedics since the last meeting, amounting to a total loss of 1/3 of the department over this administration. He continued that these losses are not found in other fire agencies, and poor morale continues to be the issue. Director Gallegos commented that South Placer should be a destination department and inquired about labor's solutions and ideas for these issues. Engineer Patterson noted that zero tangible things have been done to slow the retention loss. He noted that administration and labor have begun to make arrangements to meet on a regularly scheduled basis.

Functions: All Hands Meeting Nov. 8th at EUSD 9 am -1pm, 1582 physicals week of 11/11, Pancake breakfast with Santa at Station 17 in December, First Responder night at GBHS this week.

Board/Staff Comments: None

Committee Reports: none

Future Agenda Items: Strategic Planning

There being no further business to come before the Board, the meeting adjourned at 7:26 p.m. The next regular meeting will be held on Wednesday, November 13, 2024.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

Ranges: From: To: Number From: To:
 Checkbook ID First Last Date 10/2/2024 11/5/2024
 Description First Last Type Check Check
 User-Defined 1 First Last

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				\$666,839.40		
24806	11/5/2024	CHK	Xerox Financial Services	No	PMCHK00001083	\$2,583.36	
24807	11/5/2024	CHK	AP Triton, LLC	No	PMCHK00001083	\$14,511.90	
24808	11/5/2024	CHK	BART INDUSTRIES	No	PMCHK00001083	\$706.59	
24809	11/5/2024	CHK	DAWSON OIL	No	PMCHK00001083	\$6,358.85	
24810	11/5/2024	CHK	Derotic LLC	No	PMCHK00001083	\$843.71	
24811	11/5/2024	CHK	FOLSOM LAKE FORD	No	PMCHK00001083	\$63.86	
24812	11/5/2024	CHK	GRAINGER, W.W.	No	PMCHK00001083	\$386.29	
24813	11/5/2024	CHK	JRB Pest and Sanitation	No	PMCHK00001083	\$310.00	
24814	11/5/2024	CHK	Kingsley Bogard, LLP	No	PMCHK00001083	\$3,710.98	
24815	11/5/2024	CHK	LIFE ASSIST	No	PMCHK00001083	\$3,840.76	
24816	11/5/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001083	\$1,522.81	
24817	11/5/2024	CHK	PG & E	No	PMCHK00001083	\$9,607.98	
24818	11/5/2024	CHK	SCOTTS PPE RECON	No	PMCHK00001083	\$2,909.10	
24819	11/5/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001083	\$296.03	
24820	11/5/2024	CHK	AFLAC	No	PMCHK00001084	\$1,036.16	
24821	11/5/2024	CHK	Bank of New York Mellon	No	PMCHK00001084	\$109,201.25	
24822	11/5/2024	CHK	California Assn of Prefessio	No	PMCHK00001084	\$914.50	
24823	11/5/2024	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001084	\$803.59	
24824	11/5/2024	CHK	P.E.R.S	No	PMCHK00001084	\$100,661.46	
24825	11/5/2024	CHK	PRINCIPAL MUTUAL	No	PMCHK00001084	\$6,593.50	
24826	11/5/2024	CHK	Sacramento Area Fire Fighter	No	PMCHK00001084	\$7,618.40	
24827	11/5/2024	CHK	TASC/ Total Admin Service	No	PMCHK00001084	\$12,275.27	
24828	11/5/2024	CHK	Voya Financial Trust Co.	No	PMCHK00001084	\$52,287.92	
24829	11/5/2024	CHK	AUBURN TIRE SERVICE	No	PMCHK00001085	\$1,416.69	
24830	11/5/2024	CHK	DAWSON OIL	No	PMCHK00001085	\$3,824.99	
24831	11/5/2024	CHK	FOLSOM LAKE FORD	No	PMCHK00001085	\$794.12	
24832	11/5/2024	CHK	Foothill Fire and WIRE	No	PMCHK00001085	\$1,381.50	
24833	11/5/2024	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001085	\$556.75	
24834	11/5/2024	CHK	Interwest Consulting Group I	No	PMCHK00001085	\$10,802.50	
24835	11/5/2024	CHK	LIFE ASSIST	No	PMCHK00001085	\$5,855.98	
24836	11/5/2024	CHK	Mission Uniform Services	No	PMCHK00001085	\$123.28	
24837	11/5/2024	CHK	Placer County Water Agency	No	PMCHK00001085	\$563.55	
24838	11/5/2024	CHK	Recology Auburn Placer	No	PMCHK00001085	\$1,040.98	
24839	11/5/2024	CHK	South Placer Municipal Utili	No	PMCHK00001085	\$299.83	
24840	11/5/2024	CHK	STERICYCLE INC	No	PMCHK00001085	\$151.50	
24841	11/5/2024	CHK	Consolidated Communications	No	PMCHK00001085	\$823.57	
24842	11/5/2024	CHK	SAMBA Holdings Inc	No	PMCHK00001085	\$109.23	
24843	11/5/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001085	\$113.89	
24844	11/5/2024	CHK	T-Mobile	No	PMCHK00001085	\$1,008.24	
24845	11/5/2024	CHK	US Bank Corporate Payment Sy	No	PMCHK00001085	\$12,284.41	
24846	11/5/2024	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001085	\$8,625.29	
24847	11/5/2024	CHK	William L. Adams PC	No	PMCHK00001085	\$1,903.50	
42 Transaction(s)						\$390,724.07	\$0.00
PLACER-CONS MIT	PLACER COUNTY CONSOLIDATED MIT					\$1,581,836.48	
00000000000000000002	10/29/2024	CHK	US Bank Corporate Payment Sy	No	PMCHK00001082	\$444.14	
1 Transaction(s)						\$444.14	\$0.00

Checkbook ID	Description	User-Defined 1			Current Balance		
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	

43	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 10/2/2024 11/5/2024

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
X001	Xerox Financial Services	PLACER COUNTY	24806	11/5/2024	\$2,583.36
38090	6392413	Copier & DocuWare lease	\$2,583.36		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,583.36	\$0.00
A245	AP Triton, LLC	PLACER COUNTY	24807	11/5/2024	\$14,511.90
38065	2024-508	Strategic plan	\$14,511.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$14,511.90	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	24808	11/5/2024	\$706.59
38066	6091-612307	Windshield wipers, air filte	\$131.89		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$131.89	\$0.00
38067	6091-613497	Blue DEF	\$300.43		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$300.43	\$0.00
38068	6091-616029	Starter and fuel filters	\$274.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20		\$274.27	\$0.00
D101	DAWSON OIL	PLACER COUNTY	24809	11/5/2024	\$6,358.85
38069	753610	Fuel, Sta 19	\$835.19		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$835.19	\$0.00
38070	753611	Fuel, Sta 17	\$2,383.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,383.14	\$0.00
38071	754236	Fuel, Sta 17	\$2,127.99		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,127.99	\$0.00
38072	754238	Fuel, Sta 19	\$1,012.53		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,012.53	\$0.00
D149	Derotic LLC	PLACER COUNTY	24810	11/5/2024	\$843.71
38073	NO-5296	Cab hold-down latch	\$843.71		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$843.71	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
F109	FOLSOM LAKE FORD	PLACER COUNTY	24811	11/5/2024	\$63.86
38074	787831	Starter relays	\$63.86		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-507	2017 Ford E450 Medix Type III M20	\$63.86	\$0.00	
G110	GRAINGER, W.W.	PLACER COUNTY	24812	11/5/2024	\$386.29
38075	9282402479	Air hose fitting	\$20.72		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-829	2022 Pierce Freightlines	\$20.72	\$0.00	
38076	9274846485	Rear view backup camera	\$365.57		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-901	2024 Freightliner Water Tanker	\$365.57	\$0.00	
J128	JRB Pest and Sanitation	PLACER COUNTY	24813	11/5/2024	\$310.00
38077	81888	Monthly billing	\$90.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$90.00	\$0.00	
38078	81889	Monthly billing	\$90.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$90.00	\$0.00	
38079	81890	Monthly billing	\$130.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$130.00	\$0.00	
K127	Kingsley Bogard, LLP	PLACER COUNTY	24814	11/5/2024	\$3,710.98
38080	32175	August services	\$3,710.98		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2010-000	Labor Legal Fees	\$422.50	\$0.00	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$3,288.48	\$0.00	
L107	LIFE ASSIST	PLACER COUNTY	24815	11/5/2024	\$3,840.76
38081	1518649	Medications	\$307.44		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$307.44	\$0.00	
38082	1522293	Medication	\$425.20		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$425.20	\$0.00	
38083	1519144	Various supplies	\$1,216.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$1,216.51	\$0.00	
38084	1522464	Various supplies	\$1,891.61		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$1,891.61	\$0.00	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
N226 38085	NETWORK DESIGN ASSOC 93077	PLACER COUNTY	24816	11/5/2024	\$1,522.81
	Monthly software subscriptio		\$862.81		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$862.81	\$0.00
38086	93132	PLACER COUNTY	24816	11/5/2024	\$1,522.81
	Monthly IT maintenance		\$660.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$660.00	\$0.00
P111 38087	PG & E 20241014	PLACER COUNTY	24817	11/5/2024	\$9,607.98
	Monthly billing		\$9,607.98		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$551.36	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,082.40	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$0.00	\$44.99
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$7.81	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$7,530.14	\$0.00
	PURCH 0-000-2027-028	Station 28		\$294.68	\$0.00
	PURCH 0-000-2027-029	Station 29		\$186.58	\$0.00
S213 38088	SCOTTS PPE RECON 39742	PLACER COUNTY	24818	11/5/2024	\$2,909.10
	Turnout cleaning & repairs		\$2,909.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2228-000	Turnout Clothing Maint.		\$2,909.10	\$0.00
T117 38089	TIFCO INDUSTRIES 72023541	PLACER COUNTY	24819	11/5/2024	\$296.03
	Various hardware		\$296.03		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$296.03	\$0.00
A212 38091	AFLAC 801296	PLACER COUNTY	24820	11/5/2024	\$1,036.16
	October premium		\$1,036.16		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$1,036.16	\$0.00
B174 38092	Bank of New York Mellon 38092	PLACER COUNTY	24821	11/5/2024	\$109,201.25
	COP bond interest		\$109,201.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1552-002	COP Debt Service - Interest		\$109,201.25	\$0.00
C273 38093	California Assn of Professiona 11-2024 LTD	PLACER COUNTY	24822	11/5/2024	\$914.50
	11-2024 Safety LTD		\$855.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$855.50	\$0.00
38094	11-2024 NS	PLACER COUNTY	24822	11/5/2024	\$914.50
	11-2024 NSafety LTD		\$59.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$59.00	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24823	11/5/2024	\$803.59

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38095	855528	11-2024	vision premium		\$803.59
	Type Account		Description	Debit	Credit
	PURCH 0-000-1550-000		Agency Share Insurance	\$803.59	\$0.00
P101	P.E.R.S	PLACER COUNTY	24824	11/5/2024	\$100,661.46
38096	17710459	November 2024	premium		\$100,661.46
	Type Account		Description	Debit	Credit
	PURCH 0-000-0215-000		Group Insurance Payable	\$21,448.40	\$0.00
	PURCH 0-000-0221-000		OPEB Obligation Payable	\$15,899.05	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$56,237.52	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$7,076.49	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24825	11/5/2024	\$6,593.50
38097	11-2024	DENTAL	November dental premium		\$6,593.50
	Type Account		Description	Debit	Credit
	PURCH 0-000-1550-000		Agency Share Insurance	\$6,593.50	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24826	11/5/2024	\$7,618.40
38098	PP07 UNION 2024	EE Union dues	PP 7		\$2,492.00
	Type Account		Description	Debit	Credit
	PURCH 0-000-0218-000		Union Dues Payable	\$2,492.00	\$0.00
38099	PP08 UNION 2024	EE Union dues	PP 8		\$2,420.80
	Type Account		Description	Debit	Credit
	PURCH 0-000-0218-000		Union Dues Payable	\$2,420.80	\$0.00
38100	PP09 UNION 2024	EE Union dues	PP 9		\$2,705.60
	Type Account		Description	Debit	Credit
	PURCH 0-000-0218-000		Union Dues Payable	\$2,705.60	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24827	11/5/2024	\$12,275.27
38101	PP08 DC/MR 2024	EE/ER DC/MR	PP 8		\$6,020.24
	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	\$4,689.54	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$492.28	\$0.00
38102	IN3246630	Admin fees,	12/1/24-12/31/24		\$234.78
	Type Account		Description	Debit	Credit
	PURCH 0-000-0215-000		Group Insurance Payable	\$234.78	\$0.00
38103	PP09 DC/MR 2024	EE/ER DC/MR	PP 9		\$6,020.24
	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	\$4,689.54	\$0.00
	PURCH 0-000-1550-000		Agency Share Insurance	\$492.28	\$0.00
38104	PP09 DC/MR-2 2024	EE/ER DC/MR	PP09 adj		\$0.01
	Type Account		Description	Debit	Credit
	PURCH 0-000-1550-000		Agency Share Insurance	\$0.01	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24828	11/5/2024	\$51,287.92

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount

Voucher Number	Invoice Number	Original Voucher Amount			

38105	PP07 DEF COMP 2024	EE/ER Def Comp PP 7			\$17,806.68
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$16,860.40	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$946.28	\$0.00
38106	PP08 DEF COMP 2024	EE/ER Def Comp PP 8			\$17,063.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$16,116.86	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$946.28	\$0.00
38107	PP09 DEF COMP 2024	EE/ER Def Comp PP 9			\$17,418.10
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$16,471.82	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$946.28	\$0.00
A211	AUBURN TIRE SERVICE	PLACER COUNTY	24829	11/5/2024	\$1,416.69
38024	145464	Four tires			\$1,416.69
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
D101	DAWSON OIL	PLACER COUNTY	24830	11/5/2024	\$3,824.99
38027	747904	Fuel, Sta 19			\$1,456.84
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38028	747906	Fuel, Sta 17			\$2,368.15
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
F109	FOLSOM LAKE FORD	PLACER COUNTY	24831	11/5/2024	\$794.12
38029	785866	Rear axle hub			\$452.34
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38030	786337	Rear view camera			\$341.78
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
F200	Foothill Fire and WIRE	PLACER COUNTY	24832	11/5/2024	\$1,381.50
38031	62223	Fire alarm, 3 mos			\$1,381.50
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
H141	HARRIS INDUSTRIAL GASES	PLACER COUNTY	24833	11/5/2024	\$556.75
38032	0001958725	Round tubing, angle			\$64.00
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			

Distributions do not exist for the selected distribution types.

38033	0001959130	Cylinder rental	\$268.25		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38034	0001959158	Cylinder rental	\$172.25		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38035	0001959264	Cylinder rental	\$52.25		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

I134	Interwest Consulting Group Inc	PLACER COUNTY	24834	11/5/2024	\$10,802.50
38036	743585	September services	\$10,802.50		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

L107	LIFE ASSIST	PLACER COUNTY	24835	11/5/2024	\$5,855.98
38037	1513409	Various supplies	\$4,308.28		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38038	1514196	Various supplies	\$501.39		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38039	1516766	Various supplies	\$1,046.31		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

M101	Mission Uniform Services	PLACER COUNTY	24836	11/5/2024	\$123.28
38040	522305860	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38041	522344192	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

38042	522391358	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
Distributions do not exist for the selected distribution types.					
38043	522436458	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
P125	Placer County Water Agency	PLACER COUNTY	24837	11/5/2024	\$563.55
38044	20240925-20	Monthly billing	\$90.27		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38045	20240926-1	Monthly billing	\$47.30		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38046	20240926-2	Monthly billing	\$45.20		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38047	20240926-3	Monthly billing	\$77.20		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38048	20241003-19	Monthly billing	\$219.03		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38049	20241003-20	Monthly billing	\$84.55		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
R129	Recology Auburn Placer	PLACER COUNTY	24838	11/5/2024	\$1,040.98
38050	74686676	Qtrly billing, Sta 18	\$285.78		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38051	74686858	Monthly billing, Sta 17	\$638.08		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38052	74688144	Monthly billing, Sta 16	\$39.04		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
Distributions do not exist for the selected distribution types.					
38053	74691502	Monthly billing, Sta 15	\$39.04		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38054	74798307	Monthly billing, Sta 20	\$39.04		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
S019	South Placer Municipal Utility	PLACER COUNTY	24839	11/5/2024	\$299.83
38056	20240901-1	Qtrly billing, Sta 18	\$184.51		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38057	20240901-2	Qtrly billing, Sta 18	\$115.32		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
S145	STERICYCLE INC	PLACER COUNTY	24840	11/5/2024	\$151.50
38058	8008373834	Monthly billing	\$151.50		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
S282	Consolidated Communications In	PLACER COUNTY	24841	11/5/2024	\$823.57
38025	20241009-F	Monthly billing, Sta 17 fax	\$84.96		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
38026	20241009-I	Monthly billing, Internet	\$738.61		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
S286	SAMBA Holdings Inc	PLACER COUNTY	24842	11/5/2024	\$109.23
38055	INV01630262	Driver monitoring	\$109.23		
	Type Account	Description		Debit	Credit
Distributions do not exist for the selected distribution types.					
T117	TIFCO INDUSTRIES	PLACER COUNTY	24843	11/5/2024	\$113.89
38059	72019017	Tubing, pipe fittings	\$113.89		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
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Distributions do not exist for the selected distribution types.

Voucher Number	Invoice Number	Original Voucher Amount	
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Distributions do not exist for the selected distribution types.

T150 38060	T-Mobile 20240921	PLACER COUNTY Monthly billing	24844	11/5/2024	\$1,008.24
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

U109 38063	US Bank Corporate Payment Syst 20240923	PLACER COUNTY Monthly billing	24845	11/5/2024	\$12,284.41
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

W121 38062	WITTMAN ENTERPRISES, LLC 2409046	PLACER COUNTY September services	24846	11/5/2024	\$8,625.29
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

W203 38061	William L. Adams PC 464	PLACER COUNTY LAFCO review, resolution	24847	11/5/2024	\$1,903.50
	Type Account	Description		Debit	Credit

Distributions do not exist for the selected distribution types.

U109 38064	US Bank Corporate Payment Syst 20240923-MIT	PLACER-CONS MIT DMV fee	00000000000000000002	10/29/2024	\$444.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-060	EMS Chief Vehicle		\$444.14	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

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

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

Impact: Policy update.

Number	Policy	Adopted Date
103	Policy Manual	02/22/2022
200	Organization Structure	07/18/2023
613	Annual Company Drill Requirements	New
1001	Recruitment and Selection	New
1002	Position Description	New
1003	Promotions and Administrative Duty Assignments	New
1004	Classifications Specifications	New
1009	Reporting for Duty	05/03/2021
1058	Engineer (Paramedic) Job Classification	New
1059	Engineer Job Classification	New

Attachments: Proposed policies:

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.

Policy Manual

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: 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

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 VanVollinburg
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.

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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:

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

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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 Administrative Duty Assignments

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 ADMINISTRATIVE DUTY ASSIGNMENTS

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

- Training Officer
- Safety Officer

Promotions and Administrative Duty Assignments

- PIO
- 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 ADMINISTRATIVE DUTY ASSIGNMENT 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.

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Promotions and Administrative Duty Assignments

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.

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](#)

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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.](#)

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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](#)

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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: WEDNESDAYTUESDAY, NOVEMBER 05, 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 for assistance.

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 the 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

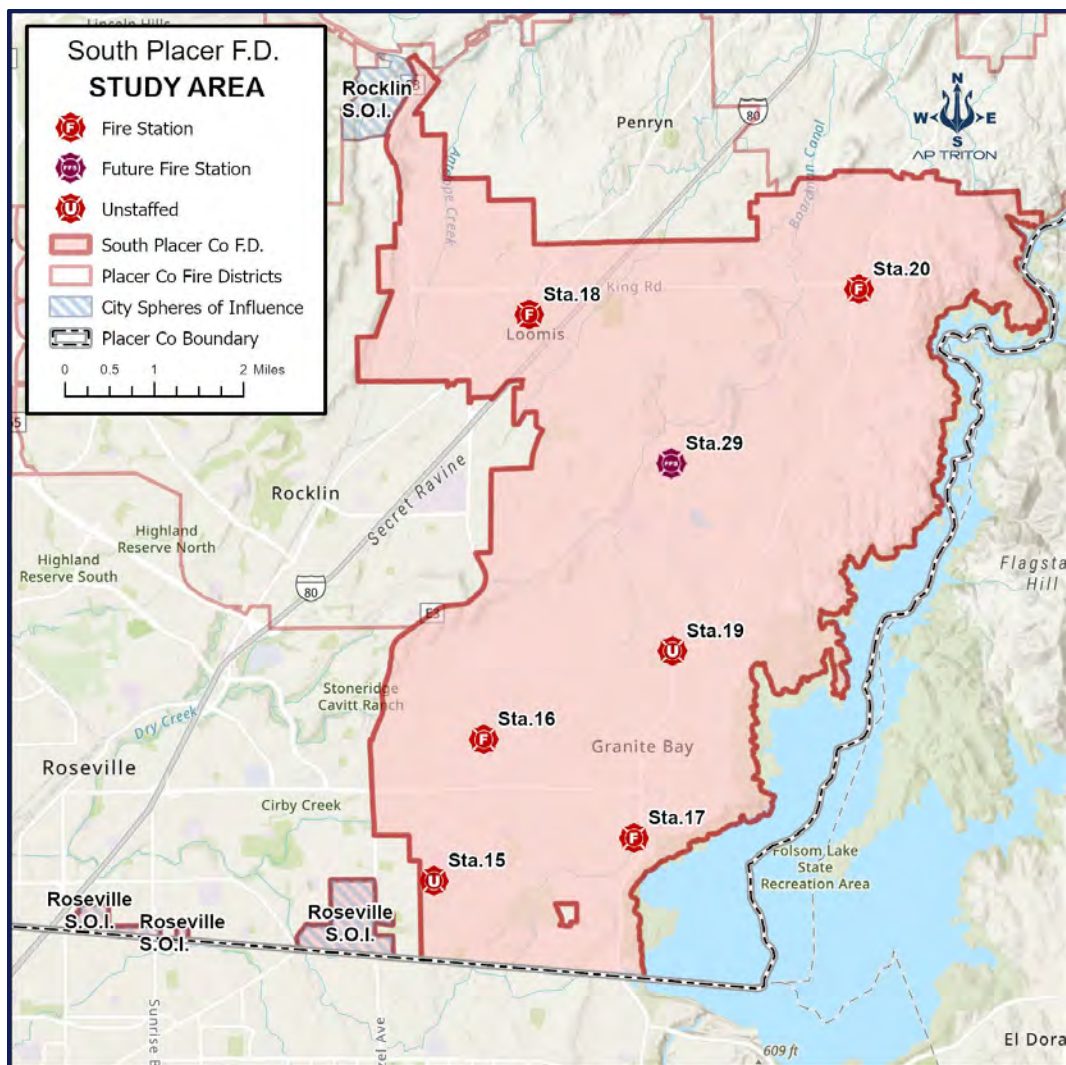
The Fire Chief's top three opportunities to increase value and/or efficiency for the public:

- 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

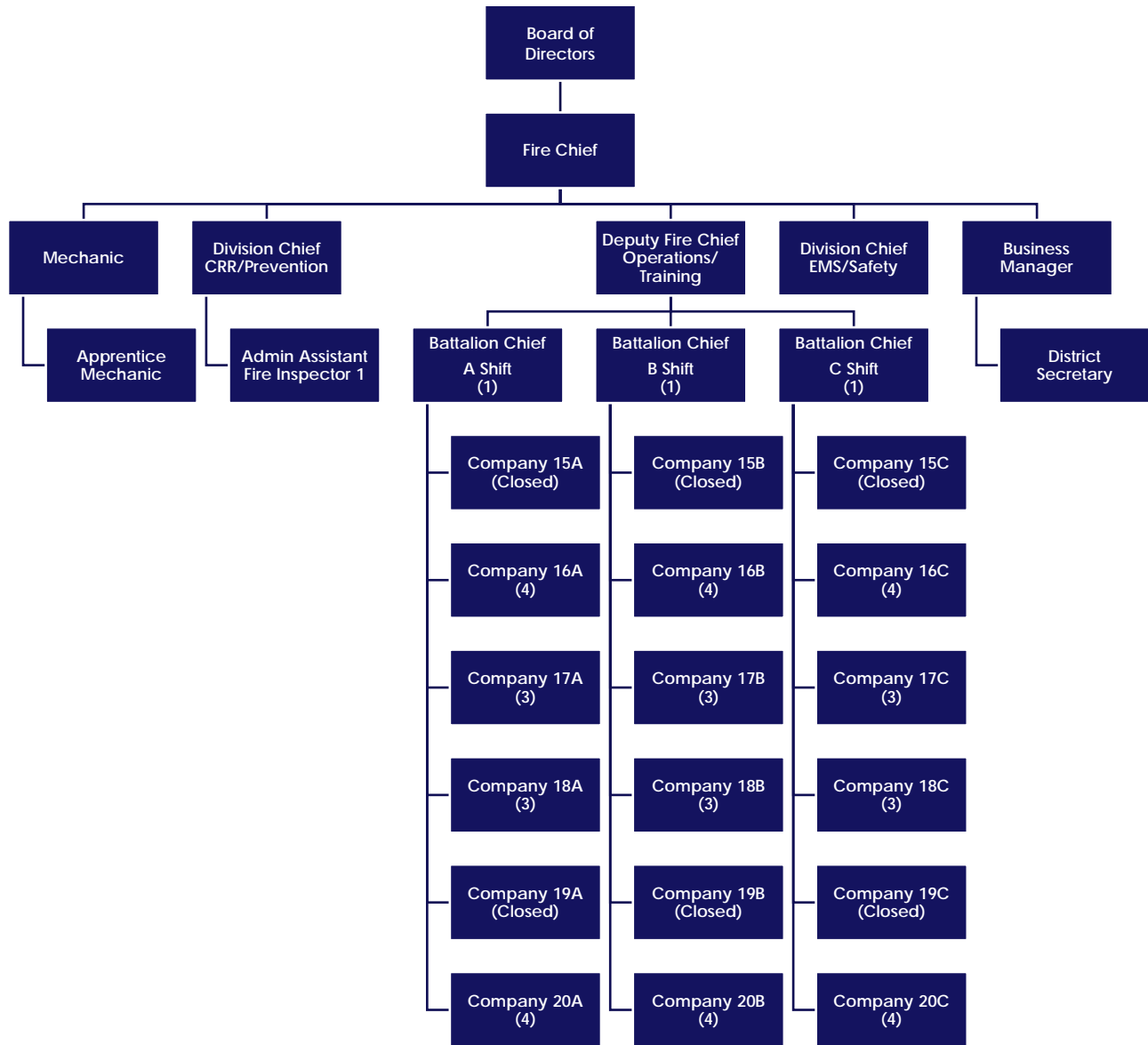
SPFD operates two ALS (paramedic) ambulances under an Exclusive Operating Area agreement with Sierra/Sacramento Valley EMS Authority. This agreement was finalized in 2007 and SPFD maintains its historic 1791.201 rights.

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

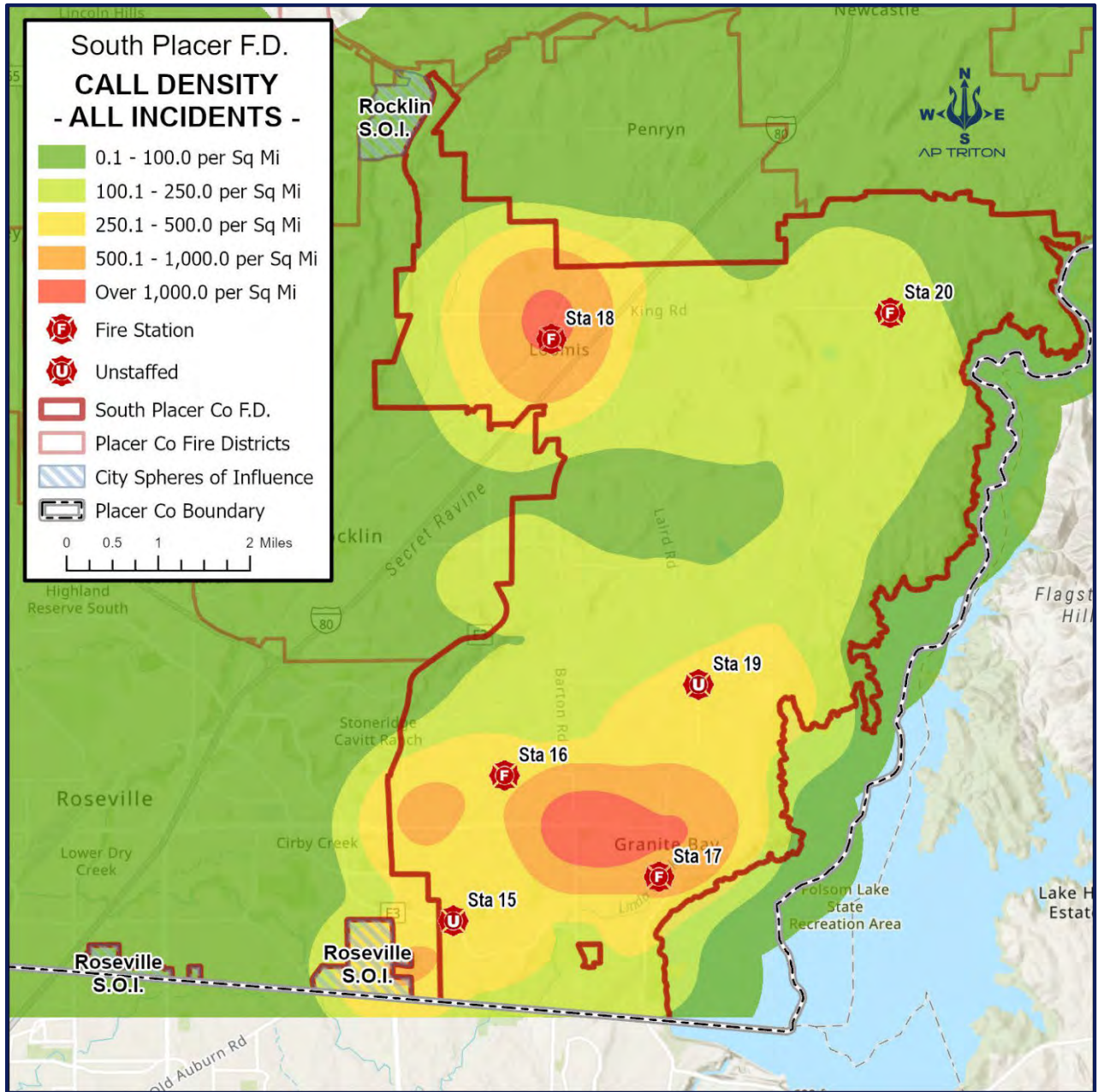
A simple volume analysis can indicate how often the department is called upon to respond to an incident. The first look is at the overall call counts grouped by primary categories in the National Fire Incident Reporting System (NFIRS). Establishing the incident jurisdiction required a match between the 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.

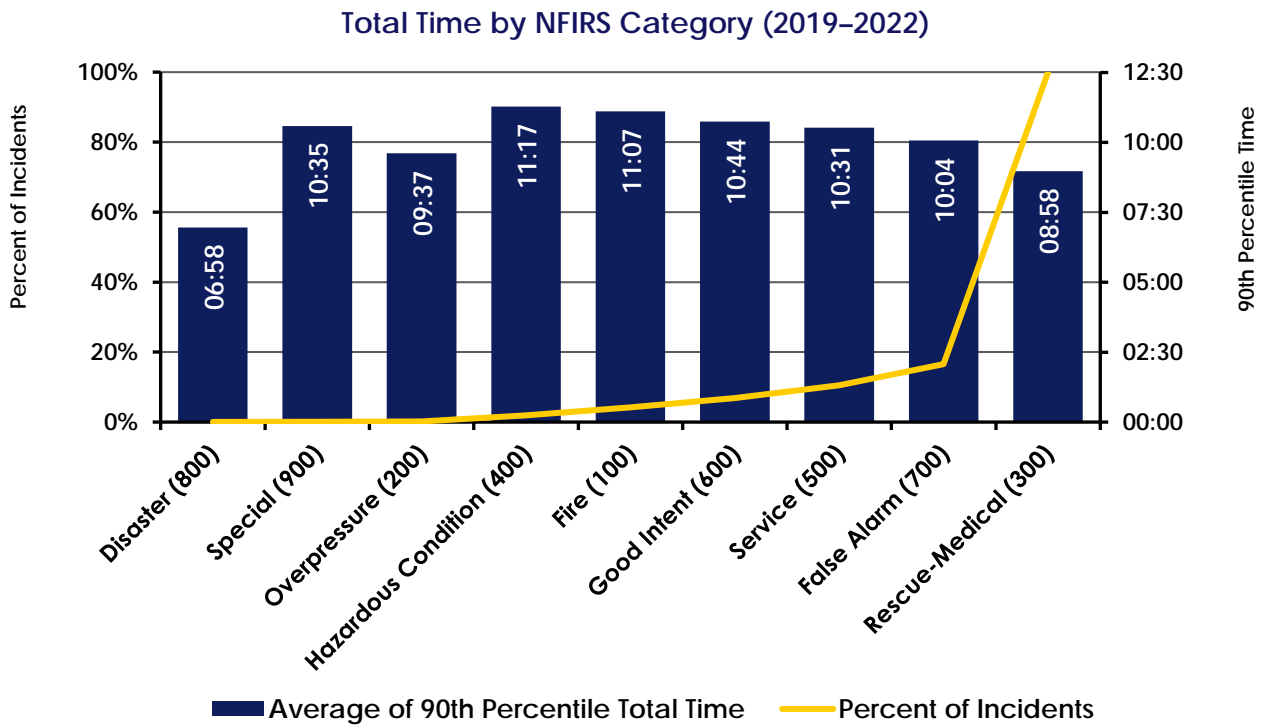
Incident Density (2019–2022)



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.



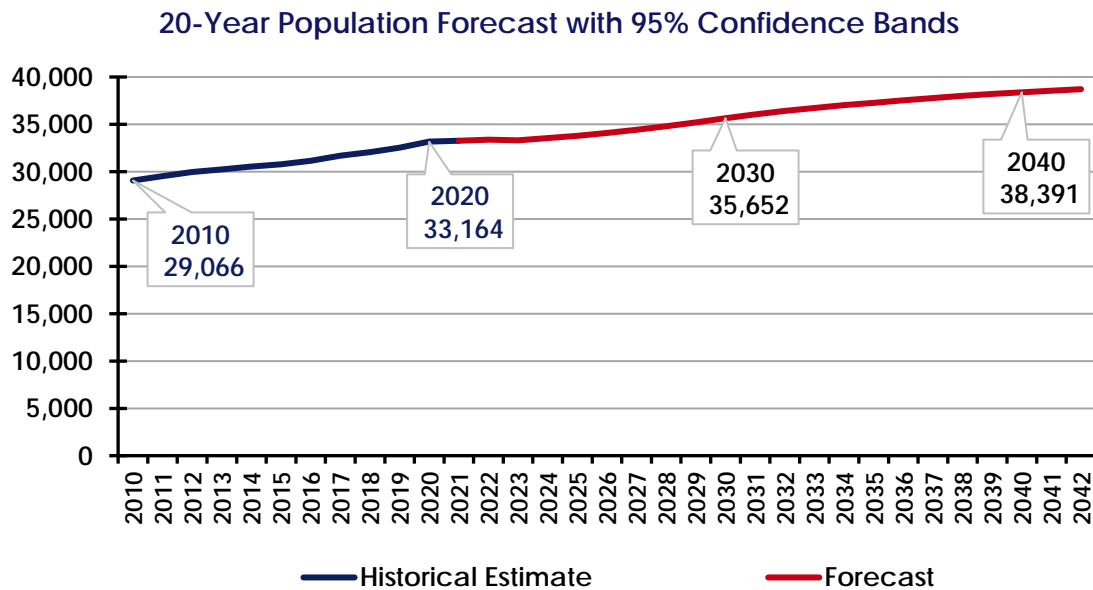
This remains relatively consistent throughout the day. The following figure shows the total time by hour with the total number of incidents by hour.

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.

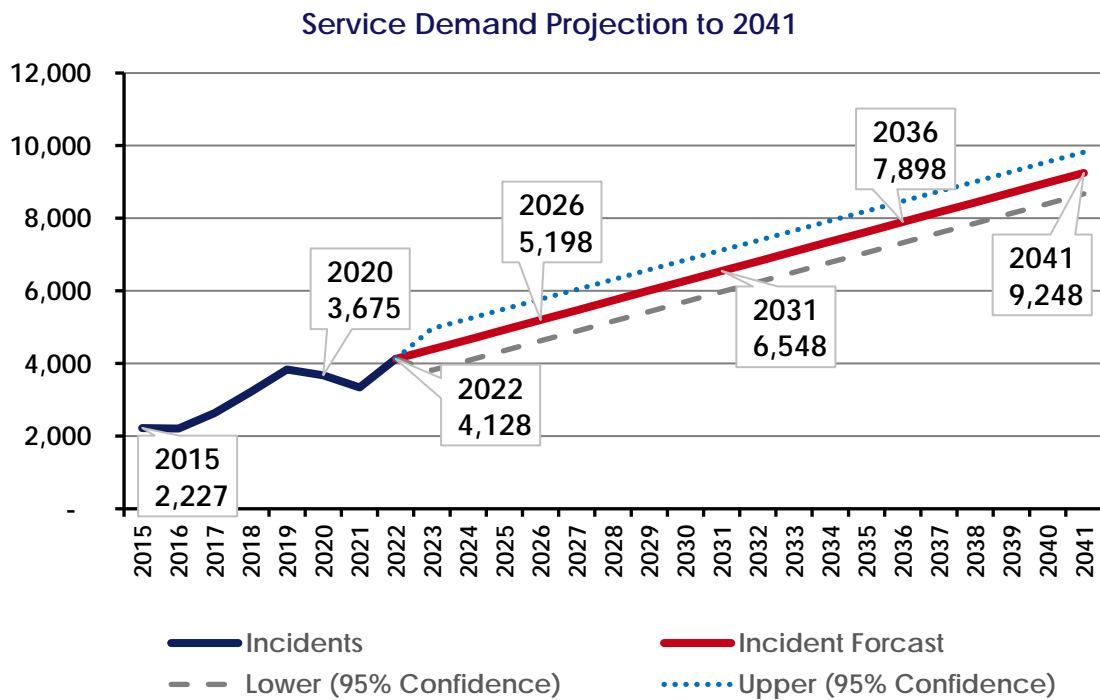


¹ Estimates-E1, Department of Finance (ca.gov).

Service Demand Projections

Standard linear and polynomial projection models were applied to SPFD's 8 years of data. Each model was evaluated using the R^2 methodology for the best data fit. The model that consistently showed the best fit was a straight linear regression analysis. The R^2 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 R^2 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: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Community Facilities District Formation and Public Hearing

Action Requested: Staff recommends taking all steps to form a Community Facilities District for the South Placer Fire District.

Background: A Community Facilities District, or CFD, is a special financing district that provides a mechanism for funding specific facilities and services as granted by the Mello-Roos Community Facilities Act. The Board has already adopted the goals and policies and Resolution of Intention for the CFD and now will take the appropriate steps to form the CFD.

The process will begin with a public hearing. After the public hearing, the board will adopt a number of resolutions including the formation of the CFD, calling for an election to annually levy a special tax on lands within the CFD and setting an appropriations limit, and an acknowledgment of the results of the election. Finally, the board will adopt an ordinance which authorizes the special tax levy for the CFD.

Impact: Formation of the CFD

Attachments: CFD Report; Resolution No. 7-2024/25 Resolution of Formation; Resolution No. 8-2024/25 Resolution Calling a Special Election; Resolution 9-2024/25 Resolution Declaring Election Results; Ordinance 1-2024/25

Mark Duerr
Fire Chief
South Placer Fire District



COMMUNITY FACILITIES DISTRICT No. 1 CFD REPORT

NOVEMBER 2024



Capitol | PFG

Capitol Public Finance Group, LLC
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Introduction

On September 11, 2024, the Board of Directors (the "Board") of the South Placer Fire Protection District (the "District") adopted Resolution No. 04-2024/25 (the "Resolution of Intention") declaring its intention to establish the South Placer Fire Protection District Community Facilities District No. 1 (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, California Government Code Section 53311 et seq. (the "Law"). In the Resolution of Intention, the Board ordered the preparation of a written Community Facilities Report (the "Report") for the proposed CFD.

The Resolution of Intention ordering the Report directed that the Report contain the following:

1. A description of the Services that will be required to adequately meet the needs of the CFD; and
2. An estimate of the fair and reasonable cost of the Services and the incidental expenses in connection therewith, and all other related costs.

Proposed Boundaries

The proposed boundaries of the CFD are those properties and parcels on which special taxes may be levied to pay for the costs of the services eligible to be funded by the CFD. The proposed boundaries of the CFD are described in the map of the CFD, a copy of which was attached as Exhibit A to the Resolution of Intention, and which map was recorded with the County Recorder of Placer County on September 25, 2024, in Book 05 at Page 11 of Maps of Assessment and Community Facilities Districts as Document No. 2024-0050903. The map also identifies the future annexation area, indicating territory that may be added to the CFD in the future with the consent of the applicable landowner. A copy of the map is attached as Exhibit A.

Description of Services

Services

The services to be funded, in whole or in part, by the CFD include fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development including but not limited to (i) the costs of contracting services, (ii) equipment, vehicles, ambulances and paramedics, fire apparatus, supplies, (iii) the salaries and benefits of South Placer Fire Protection District staff that directly provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development. The Services include all direct and incidental costs related to providing for the maintenance of public infrastructure within the area of the CFD and areas adjacent to or in the vicinity of such areas. It is expected that the Services will be provided by the South Placer Fire Protection District (the "District"), either with its own employees or by contract with third parties, or any combination thereof.

Administrative Expenses

The administrative expenses to be funded by the CFD include the direct and indirect expenses incurred by the District in carrying out its duties with respect to the CFD (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of Placer County related to the CFD or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to the CFD or the services authorized to be financed by the CFD, and expenses incurred by the District in undertaking action to foreclose on properties for which the payment of special taxes is delinquent, and all other costs and expenses of the District in any way related to the CFD.

Other

The incidental expenses that may be funded by the CFD include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of the CFD.

Service Cost Estimates

It is expected that the costs of providing the services eligible to be funded by the CFD will vary for each parcel included in the CFD based upon its land use and will increase over time. See the Rate and Method of Apportionment of Special Taxes for the CFD, attached as Exhibit B, for the maximum special tax rates that are estimated to provide funding needed to pay for the Services eligible to be funded by the CFD.

Exhibit A: Boundary Map

EXHIBIT A

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

CLERK'S STATEMENT:

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

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

BY: _____

CLERK OF SOUTH PLACER FIRE PROTECTION DISTRICT

RECORDER'S STATEMENT:

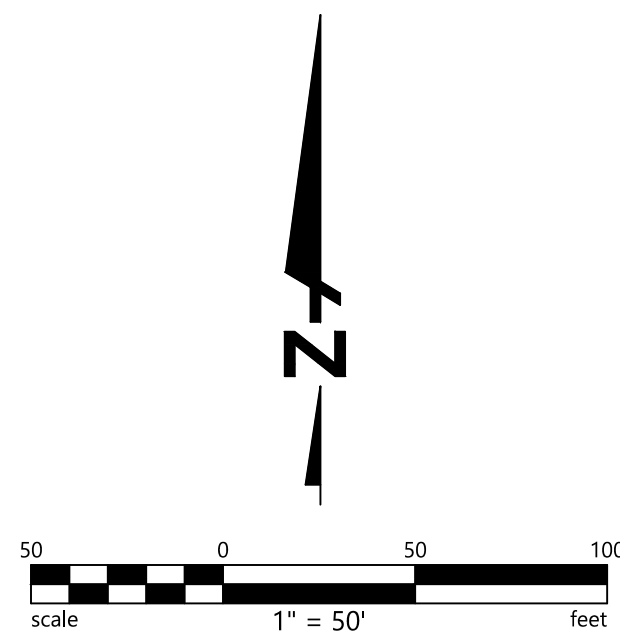
FILED THIS ____ DAY OF _____, 20__, AT THE HOUR OF ____ O'CLOCK ____ M. IN BOOK ____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF PLACER, STATE OF CALIFORNIA

BY: _____

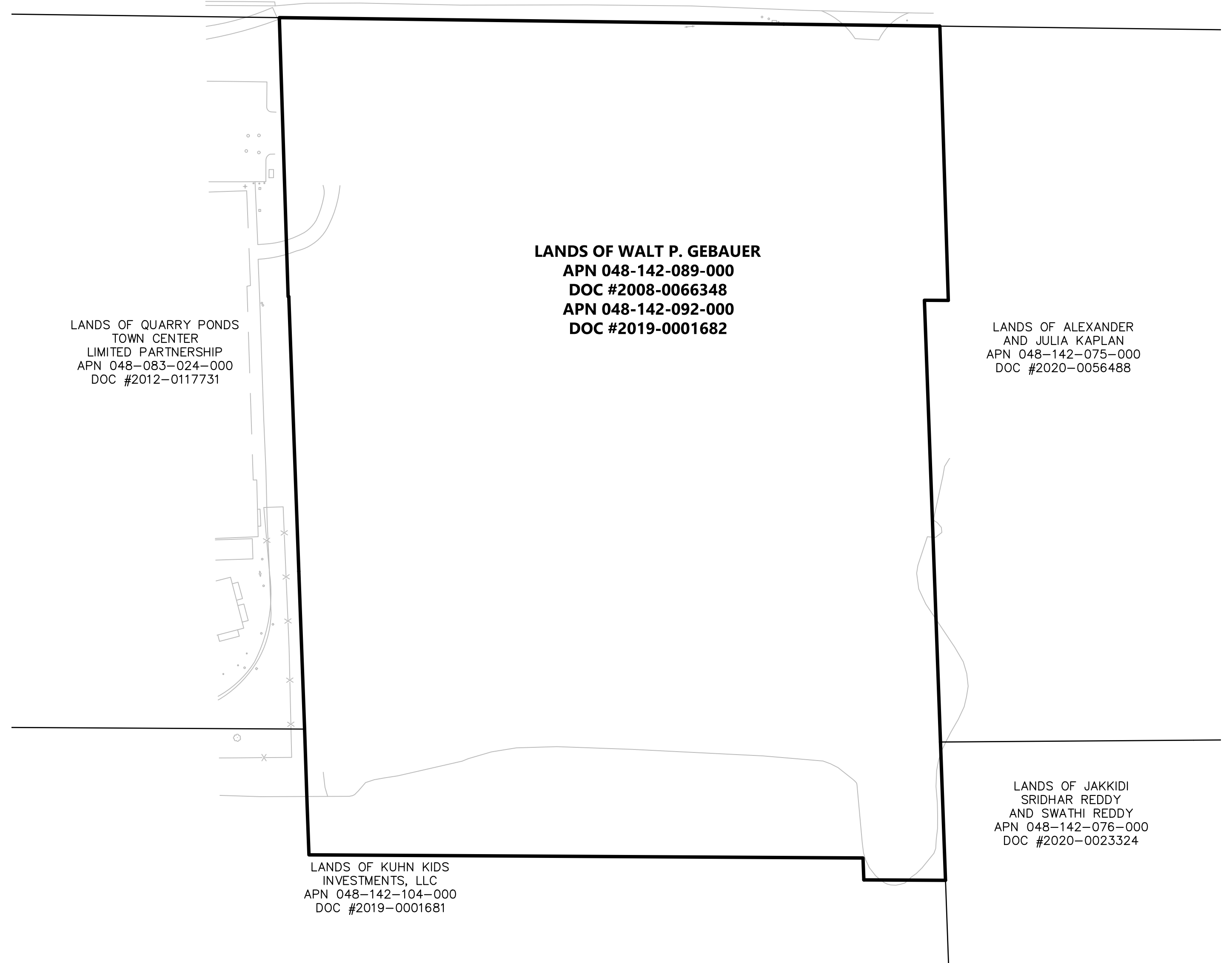
COUNTY RECORDER, COUNTY OF PLACER

LEGEND

- BOUNDARY LINE
- ADJACENT BOUNDARY LINE



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



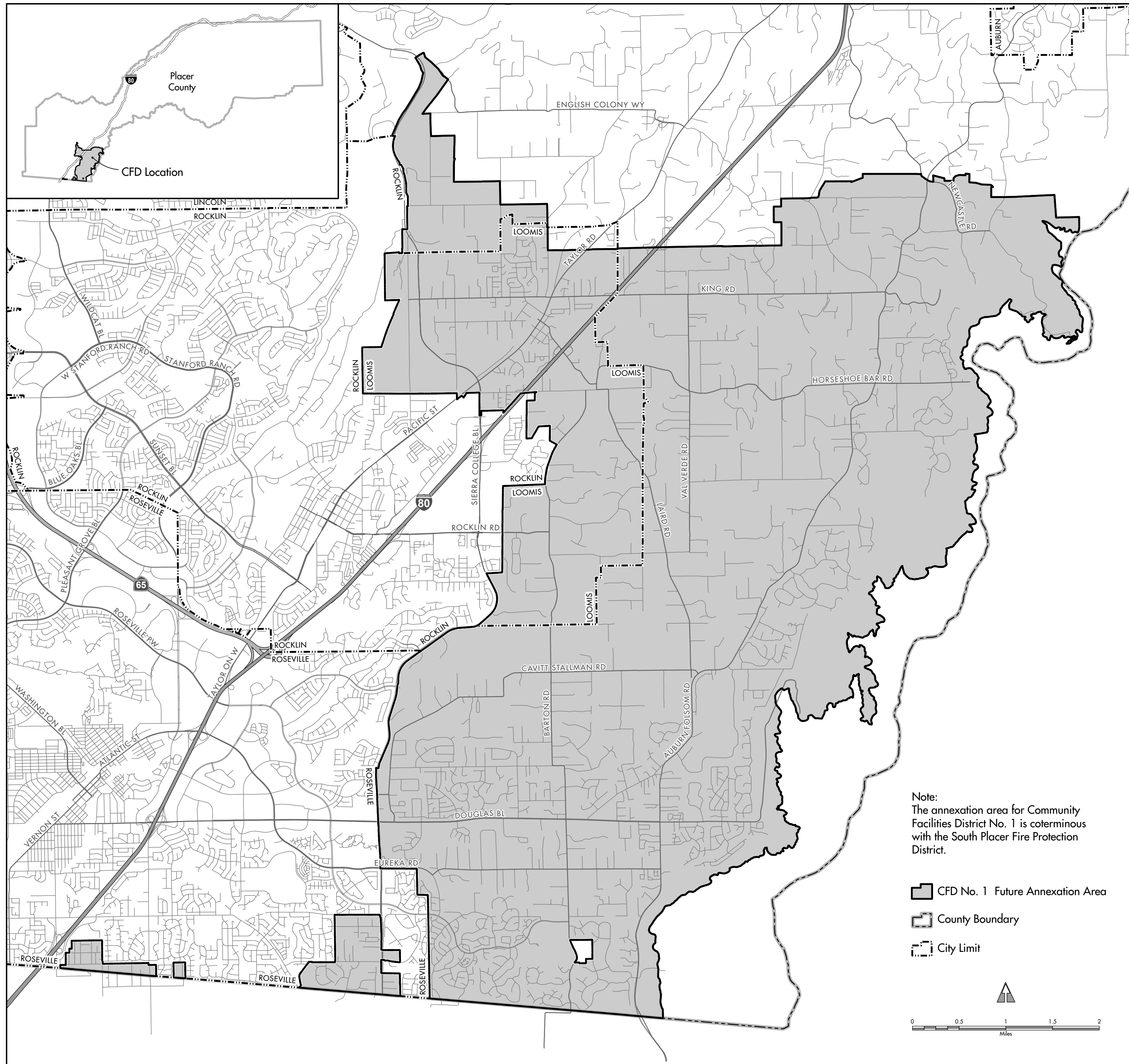
LANDS OF QUARRY PONDS
TOWN CENTER
LIMITED PARTNERSHIP
APN 048-083-024-000
DOC #2012-0117731

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

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

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

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



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

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

By: _____
Clerk of South Placer Fire Protection District

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

By: _____
Clerk of South Placer Fire Protection District

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

By: _____
County Recorder, County of Placer

Exhibit B: Rate and Method of Apportionment

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

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

A. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"State" means the State of California.

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

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

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

“Town” means Town of Loomis, California.

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

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

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

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

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

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

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

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

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

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

D. CALCULATION OF THE ANNUAL SPECIAL TAX

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

E. DURATION OF THE SPECIAL TAX

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

The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

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

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

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

G. COLLECTION OF THE SPECIAL TAX

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

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

H. ANNEXATION OF TERRITORY

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

RESOLUTION NO. 07-2024/25
RESOLUTION OF FORMATION OF
SOUTH PLACER FIRE PROTECTION DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1

WHEREAS, on September 11, 2024, this Board of Directors adopted a resolution entitled “Before the Board of Directors of the South Placer Fire Protection District Resolution Declaring Intention to Establish Community Facilities District and Authorize the Levy of a Special Tax Therein to Fund Fire Services for Future Annexation Area, Community Facilities District No. 1” (the “Resolution of Intention”), stating its intention to form the South Placer Fire Protection District Community Facilities District No. 1 (the “CFD”), of the District pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the “Act”);

WHEREAS, the Resolution of Intention, incorporating maps of the proposed boundaries of the CFD and future annexation area and stating the services to be provided and the rate and method of apportionment of the special tax to be levied within the CFD to pay for the services, is on file with the Clerk of the Board of Directors and the provisions thereof are incorporated herein by this reference as if fully set forth herein;

WHEREAS, on this date, this Board of Directors held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed formation of the CFD;

WHEREAS, at the hearing all interested persons desiring to be heard on all matters pertaining to the formation of the CFD, the services to be provided therein and the levy of such special tax were heard and a full and fair hearing was held;

WHEREAS, at the hearing evidence was presented to this Board of Directors on such matters before it, including a special report (the “Report”) as to the services to be provided through the CFD and the costs thereof, a copy of which is on file with the Clerk of the Board of Directors, and this Board of Directors at the conclusion of said hearing is fully advised in the premises;

WHEREAS, written protests with respect to the formation of the CFD, the furnishing of specified types of services and the rate and method of apportionment of the special taxes have not been filed with the Clerk of the Board of Directors by fifty percent (50%) or more of the registered voters residing within the territory of the CFD or property owners of one-half (1/2) or more of the area of land within the CFD and not exempt from the proposed special taxes; and

WHEREAS, the special tax proposed to be levied in the CFD to pay for the proposed services has not been eliminated by protest by fifty percent (50%) or more of the registered voters residing within the territory of the CFD or the owners of one-half (1/2) or more of the area of land within the CFD and not exempt from the special taxes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire Protection District:

1. Recitals Correct. The foregoing recitals are true and correct.
2. Public Hearing. On this date, pursuant to notice thereof duly given as provided by law, the Board of Directors held a public hearing with respect to the establishment of the CFD and the annual levying of specified special taxes on taxable property within the CFD to pay for public services for the CFD as described in Section 7 hereof.
3. No Majority Protest. The proposed special tax to be levied within the CFD has not been precluded by majority protest pursuant to section 53324 of the Act.
4. Prior Proceedings Valid. All prior proceedings taken by this Board of Directors in connection with the establishment of the CFD and the levy of the special tax have been duly considered and are hereby found and determined to be valid and in conformity with the Act.
5. Name of the CFD. The community facilities district designated “South Placer Fire Protection District Community Facilities District No. 1” of the District is hereby established pursuant to the Act.
6. Boundaries of the CFD. The boundaries of the CFD, as set forth in the maps of the CFD heretofore recorded in the Placer County Recorder’s Office on September 25, 2024, in Book 5 at Page 11 of Maps of Assessment and Community Facilities Districts, are hereby approved, are incorporated herein by reference and shall be the boundaries of the CFD.
7. Description of Services. The type of public services proposed to be financed by the CFD and pursuant to the Act shall consist of those items shown in Exhibit A hereto and by this reference incorporated herein (the “Services”).
8. Special Tax.
 - a. Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax (the “Special Tax”) sufficient to pay the costs thereof, secured by the recordation of a continuing lien against all non-exempt real property in the CFD, is intended to be levied annually within the CFD, and collected in the same manner as ordinary ad valorem property taxes or in such other manner as may be prescribed by this Board of Directors.
 - b. The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD, in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum

amount such owner will have to pay, are shown in Exhibit B attached hereto and hereby incorporated herein.

9. Report. The Report is hereby approved and is made a part of the record of the public hearing regarding the formation of the CFD, and is ordered to be kept on file with the Clerk of the Board as part of the transcript of these proceedings.
10. Increased Demands. It is hereby found and determined that the Services are necessary to meet increased demands placed upon local agencies, including the District, as the result of development occurring in the CFD.
11. Responsible Official. The Fire Chief of the South Placer Fire Protection District, 6900 Eureka Road, Granite Bay, California 95746, telephone number (916) 791-7059, is the officer of the District who will be responsible for preparing annually a current roll of the levy of the Special Tax obligations by assessor's parcel number and who will be responsible for estimating future levies of the Special Tax.
12. Tax Lien. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the Special Tax shall attach to all nonexempt real property in the CFD and this lien shall continue in force and effect until the Special Tax obligation is prepaid and permanently satisfied and the lien canceled in accordance with law or until collection of the Special Tax by the CFD ceases.
13. Appropriations Limit. An appropriations limit for the CFD is hereby established, subject to voter approval, as an amount equal to all the proceeds of the Special Taxes collected annually within such CFD and as defined by Article XIII B of the California Constitution, as adjusted for changes in the cost of living and changes in population.
14. Description of Voting Procedures. The voting procedures to be followed in conducting the special elections on the ballot measure of the annual levy of the Special Tax and with respect to the establishment of an appropriations limit for the CFD, if the CFD is established and such special elections (the "Special Elections") are held, shall be as follows:
 - a. If at least 12 persons have been registered to vote within the territory of the CFD for each of the 90 days preceding the close of the public or protest hearing (the "protest hearing"), the vote in the Special Elections shall be by the registered voters of the CFD with each voter having one vote. In that event, the Special Elections shall be conducted by the Clerk of the Board, and shall be held on a date selected by the Board of Directors in conformance with the provisions of Section 53326 of the California Government Code and pursuant to the provisions of the California Elections Code governing elections of cities, insofar as they may be applicable, and pursuant to said Section 53326 the ballots for the Special Elections shall be distributed to the qualified electors of the CFD

by mail with return postage prepaid or by personal service, and the Special Elections shall be conducted as a mail ballot election.

- b.** If 12 persons have not been registered to vote within the territory of the CFD for each of the 90 days preceding the close of the protest hearing, and pursuant to Section 53326 of the California Government Code, the vote is therefore to be by the landowners of the CFD, with each landowner of record at the close of the protest hearing having one vote for each acre or portion of an acre of land that he or she owns within the CFD, the Special Elections shall be conducted by the Clerk of the Board pursuant to Section 53326 of the California Government Code as follows:
- (i) The Special Elections shall be held on the earliest date, following the adoption by the Board of Directors of the resolution of formation establishing the CFD pursuant to Section 53325.1 of the California Government Code, and a resolution pursuant to Section 53326 of said Code submitting the ballot measure with respect to the levy of special taxes to finance fire suppression services, emergency medical services, and fire prevention activities and the establishing of an appropriations limit therefore to the qualified electors of the CFD, upon which such elections can be held pursuant to said Section 53326 which may be selected by the Board of Directors, or such earlier date as the owners of land within the CFD and the Clerk of the Board agree and concur is acceptable.
 - (ii) Pursuant to said Section 53326, the Special Elections may be held earlier than 90 days following the close of the protest hearing if the qualified electors of the CFD waive the time limits for conducting the elections set forth in said Section 53326 by unanimous written consent and the Clerk of the Board concurs in such earlier election date as shall be consented to by the qualified electors.
 - (iii) Pursuant to said Section 53326, ballots for the Special Elections shall be distributed to the qualified electors by the Clerk of the Board by mail with return postage prepaid, or by personal service.
 - (iv) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and specifically Division 4 (commencing with §4000 of the California Elections Code with respect to elections conducted by mail), the Clerk of the Board shall mail (or deliver) to each qualified elector an official ballot in a form specified by the Board of Directors in the resolutions calling the Special Elections, and shall also mail to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, an impartial analysis by

Counsel to District pursuant to Section 9280, as amended, of said Code with respect to the ballot measures contained in the official ballot, arguments and rebuttals, if any, pursuant to Sections 9281, as amended, to 9287, as amended, inclusive, and 9295, as amended, of said Code, a return identification envelope with prepaid postage thereon addressed to the Clerk of the Board for the return of voted official ballots, and a copy of the form of Resolution of Formation establishing the CFD, adopted by the Board of Directors pursuant to Section 53325.1 of the California Government Code, and the exhibits thereto; provided, however, that such analysis and arguments may be waived with the unanimous consent of all the landowners, and in such event a finding regarding such waivers shall be made in the resolution adopted by the Board of Directors calling the Special Elections.

- (v) The official ballot to be mailed (or delivered) by the Clerk of the Board to each landowner shall have printed or typed thereon the name of the landowner and the number of votes to be voted by the landowner.
- (vi) The instruction to voter form to be mailed by the Clerk of the Board to the landowners shall inform them that the official ballots shall be returned to the Clerk of the Board properly voted as provided thereon and completed and signed in the sealed return identification envelope and thereon properly inserted not later than 6:00 p.m. on the date of the election, or immediately after the Resolution Calling the Special Election is adopted
- (vii) Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the elections, the Clerk of the Board shall canvass the votes cast in the Special Elections and shall file a statement with the Board of Directors as to the results of such canvass and the election on the ballot measure set forth in the official ballot.

15. Annexation Territory. Other property within the boundaries of the District may be annexed into the CFD pursuant to the Act.

16. Exempt Property. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal and local governments or used for public rights of way or other public uses shall be exempt from the levy of special taxes of the CFD.

17. Effective Date. This resolution shall take effect upon its adoption.

PASSED AND ADOPTED this 13th day of November, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairman of the Board of Directors

ATTEST:

Clerk of the Board of Directors

APPROVED AS TO FORM BY:

District Counsel

EXHIBIT “A”

Description of Services

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

EXHIBIT "B"

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

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

A. DEFINITIONS

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

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

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

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

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

"**Annual Escalation Factor**" means an amount equal to the percentage increase during

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

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

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

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

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

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

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

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

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

"County" means the County of Placer, California.

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

"District" means the South Placer Fire Protection District.

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

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

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

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

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

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

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

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

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

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

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

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

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

"**Taxable Parcel**" means any Parcel that is not exempt from Special Taxes as defined

within this Rate and Method of Apportionment of Special Tax.

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

"Town" means Town of Loomis, California.

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

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

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

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

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

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

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

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

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

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

D. CALCULATION OF THE ANNUAL SPECIAL TAX

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

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished. The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special

Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

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

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

G. COLLECTION OF THE SPECIAL TAX

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

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

H. ANNEXATION OF TERRITORY

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

RESOLUTION NO. 08-2024/25

RESOLUTION CALLING A SPECIAL ELECTION AND SUBMITTING TO THE VOTERS OF THE SOUTH PLACER FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1, A BALLOT MEASURE REGARDING THE ANNUAL LEVY OF SPECIAL TAXES WITHIN THE COMMUNITY FACILITIES DISTRICT TO FINANCE FIRE SUPPRESSION SERVICES, EMERGENCY MEDICAL SERVICES AND FIRE PREVENTION ACTIVITIES THEREIN AND THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT

WHEREAS, pursuant to Section 53325.1 of the California Government Code the Board of Directors (the “Board of Directors”) of the South Placer Fire Protection District (the “District”) adopted a resolution of formation of the South Placer Fire Protection District Community Facilities District No. 1, and authorize the levy of special tax therein to fund fire services for future annexation are (the “CFD”), Resolution No. 04-2024/25, hereinafter referred to as Resolution; and

WHEREAS, by Resolution, the Board of Directors called special elections on the ballot measure to be submitted to the voters of the CFD with respect to the CFD and the levy of special taxes therein for the financing of fire suppression services, emergency medical services, and fire prevention activities within the CFD; and

WHEREAS, pursuant to Section 53326 of the California Government Code, it is necessary that the Board of Directors submit to the voters of the CFD the annual levy of special taxes on taxable property within the CFD; and

WHEREAS, pursuant to Section 53325.7 of the California Government Code and the provisions of the Code, the Board of Directors may also submit to the voters of the CFD a proposition for the establishment of an appropriations limit for the CFD; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire Protection District:

1. Findings. The Board of Directors finds that: (i) the foregoing recitals are true and correct; (ii) 12 persons have not been registered to vote within the territory of the CFD for each of the 90 days preceding the close of the public/protest hearing on November 13, 2024; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the CFD whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one vote for each acre, or portion thereof, which he or she owns within the CFD which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) the owners of all of the land in the CFD by written consent (a) waived the time limits set forth in Section 53326 of the California Government Code for holding the election called by this resolution and the election on the propositions (b) consented to the holding of the election on

November 13, 2024, (c) waived notice and mailed notice of the time and date of the election, (d) waived an impartial analysis by the District Attorney of the ballot propositions pursuant to Section 9280 of the California Elections Code and arguments and rebuttals pursuant to Sections 9281 to 9287, inclusive, and 9295 of that Code, and mailing of a statement pursuant to Section 9401 of that Code, and (e) waived a synopsis of the measures to be included in the official ballot for said elections pursuant to Section 12111 of that Code; and (v) the Secretary of the Board has consented to the holding of the election on November 13, 2024.

2. Call of Election. The Board of Directors hereby calls and schedules an election for November 13, 2024, on the proposition of the annual levy of special taxes on taxable property within the CFD to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD, and on the proposition of the establishment of an appropriations limit for the CFD.
3. Ballot Measure. The ballot measure to be submitted to the voters of the CFD at such special election shall be as follows:

BALLOT MEASURE: Shall the measure authorizing the South Placer Fire Protection District (the “District”) to annually levy a special tax on lands within the South Placer Fire Protection District Community Facilities District No. 1 (the “CFD”) in accordance with the rate and method contained in the Resolution of Formation establishing the CFD adopted by the District Board of Directors on September 11, 2024, commencing in the District’s fiscal year 2024/25, to pay for the services to be funded by the CFD, and shall the appropriations limit be established, all as set forth in the Resolution of Formation?

4. Conduct of Election. Except as otherwise provided in Section 1 hereof, the consolidated special elections shall be conducted by the Clerk of the Board in accordance with the provisions of the California Elections Code governing mail ballot elections, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they may be applicable.
5. Election Procedures. The procedures to be followed in conducting the consolidated special elections on (i) the proposition with respect to the levy of special taxes on taxable property within the CFD to pay for fire suppression services, emergency medical services, and fire prevention activities within the CFD, and (ii) the proposition with respect to the establishment of an appropriations limit for the CFD shall be as follows:

(a) Pursuant to Section 53326 of the California Government Code, ballots for the Special Elections shall be distributed to the qualified electors by the Clerk of the Board by mail or by personal service.

(b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and in particular Division 4 (commencing with Section 4000) of that Code with respect to election

conducted by mail, the Clerk of the Board, or designated official shall mail or deliver to each qualified elector an official ballot in the appropriate form attached hereto as Exhibit "A," and shall also mail or deliver to all such qualified electors instructions to voter, including a return identification envelope addressed to the Clerk of the Board for the return of voted official ballots.

(c) The official ballot to be mailed or delivered by the Clerk of the Board to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter.

(d) The information to voter form to be delivered by the Clerk of the Board to the landowner-voters shall inform them that the official ballots shall be returned to the Clerk of the Board properly voted as provided thereon and properly completed and signed in the sealed return identification envelope and thereon properly inserted by 6:00 p.m. on the 13th day of November 2024; provided that if all qualified electors have voted, the elections shall be closed with the concurrence of the Clerk of the Board.

PASSED AND ADOPTED this 13th day of November, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairman of the Board of Directors

ATTEST:

Clerk of the Board of Directors

APPROVED AS TO FORM BY:

District Counsel

EXHIBIT “A”

**South Placer Fire Protection District
Community Facilities District No. 1**

OFFICIAL BALLOT

**Special Tax Election
(November 13, 2024)**

This ballot is for a special, landowner election. You must return this ballot by mail in the enclosed postage paid envelope to the Secretary of the Board of Directors of the South Placer Fire Protection District to be received no later than immediately after adoption of the Board of Directors calling said election, either by mail or in person.

To vote, mark a cross (X) in the voting square after the word “YES” or after the word “NO”. All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the Secretary of the Board of Directors of the South Placer Fire Protection District and obtain another.

BALLOT MEASURE: Shall the measure authorizing the South Placer Fire Protection District (the “District”) to annually levy a special tax on lands within the South Placer Fire Protection District Community Facilities District No. 1 (the “CFD”) in accordance with the rate and method contained in the Resolution of Formation establishing the CFD adopted by the District Board of Directors on September 11, 2024, commencing in the District’s fiscal year 2024/25, to pay for the services to be funded by the CFD, and shall the appropriations limit be established, all as set forth in the Resolution of Formation?

YES NO

Number of votes: 5

Property Owner: _____

By: _____

Placer County APNs of land owned in the CFD: 048-142-089-000
048-142-092-000

RESOLUTION NO. 09-2024/25

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER
FIRE PROTECTION DISTRICT DECLARING THE RESULTS OF THE SPECIAL
ELECTION FOR THE SOUTH PLACER FIRE PROTECTION DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1, ON THE MEASURE WITH RESPECT
TO THE ANNUAL LEVY OF SPECIAL TAXES AND THE ESTABLISHMENT OF AN
APPROPRIATIONS LIMIT AND AUTHORIZING THE RECORDATION OF THE
NOTICE OF SPECIAL TAX LIEN**

WHEREAS, on November 13, 2024, the Board of Directors (the "Board of Directors") of the South Placer Fire Protection District (the "District") adopted a Resolution determining the necessity for the South Placer Fire Protection District Community Facilities District No. 1 (the "CFD"), to finance fire suppression services, emergency medical services, and fire prevention activities and calling a special election on the proposition of (i) the annual levy of special taxes on taxable property within the CFD to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD, and (ii) the establishment of an appropriations limit for the CFD; and

WHEREAS, on November 13, 2024, the Board of Directors also adopted a resolution calling a special election (the "Election Resolution") on November 13, 2024, for submitting to the voters of the CFD the proposition with respect to the annual levy of special taxes on taxable property within the CFD to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD, and the proposition with respect to the establishment of an appropriations limit for the CFD; and

WHEREAS, the Board of Directors has received a statement from the Secretary of the Board of Directors (the "Secretary of the Board"), who pursuant to the Election Resolution was authorized to conduct the special elections and act as the election official therefore, with respect to the canvass of the ballots turned in and the results of the special elections, certifying that more than two-thirds of the votes cast upon the propositions submitted to the voters in the special elections were cast in favor of approving all such propositions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire Protection District:

1. Findings. The Board of Directors finds that: (i) there were no persons registered to vote within the boundaries of the CFD at the time of the close of the protest hearing on November 13, 2024, and pursuant to Section 53326 of the California Government Code ("Section 53326") the vote in the special elections was, therefore, to be by the landowners owning land within the CFD, with each landowner having one vote for each acre or portion of an acre of land that he or she owned within the CFD which would have been subject to the special tax if levied at the time of the special elections; (ii) pursuant to Section 53326 and the Election Resolution, the Secretary of the Board distributed the ballots for the special elections to the property owners of all of the land included within

the boundaries of the CFD (collectively the "Property Owners") by first class mail with return postage prepaid; (iii) the Property Owner waived the time limits for holding the special elections and the election dates specified in Section 53326, and consented to the calling and holding of the special elections on November 13, 2024; (iv) the special elections have been properly conducted in accordance with all statutory requirements and the provisions of the Election Resolution; (v) pursuant to Section 53326, the Property Owners, which owned approximately 4.65 acres, were entitled to a total of 5 votes; (vi) the ballots were returned to the Secretary of the Board prior to 6:00 p.m. on November 13, 2024, by the Property Owners; (vii) the ballots returned to the Secretary of the Board by the Property Owners voted all votes to which they were entitled in favor of all propositions set forth therein; (viii) more than two-thirds of the votes cast in the special elections on each such proposition were cast in favor thereof, and pursuant to Sections 53328 and 53329 of the California Government Code, all such propositions carried; (ix) the District may annually levy special taxes on taxable property within the CFD in amounts sufficient to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD; and (xi) an appropriations limit for the CFD has been established.

2. Declaration of Results. All votes voted in the special elections on the propositions with respect to the annual levy of special taxes on taxable property within the CFD to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD; and the establishment of an appropriations limit for the CFD were voted in favor thereof, and all such propositions carried.
3. Effect of Elections. The effect of the results of the special elections, as specified in Section 2 hereof, is that the Board of Directors, as the legislative body of the CFD, is authorized to have the CFD to annually levy special taxes on taxable property within the CFD in an amount sufficient to finance fire suppression services, emergency medical services, and fire prevention activities within the CFD, at the special tax rates and pursuant to the methodology for determining and apportioning such special taxes which are set forth in Exhibit "B" to the Resolution of Formation adopted by the Board of Directors on November 13, 2024, and an appropriations limit has been established for the CFD.
4. Notice of Special Tax Lien. The Secretary of the Board shall record a notice of special tax lien shown in Exhibit A hereto pursuant to Section 53328.3 of the California Government Code and Section 3114.5 of the California Streets and Highways Code.

PASSED AND ADOPTED this 13th day of November, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairman of the Board of Directors

ATTEST:

Secretary of the Board of Directors

APPROVED AS TO FORM BY:

District Counsel

EXHIBIT "A"

RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:

SOUTH PLACER FIRE PROTECTION DISTRICT
6900 Eureka Road
Granite Bay, California 95746
Attention: Clerk of the Board of Directors

No Recording Fee Required (Cal. Gov't Code § 6103)

NOTICE OF SPECIAL TAX LIEN

SOUTH PLACER FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT
NO. 1

Pursuant to the requirements of Section 3114.5 of the California Streets and Highways Code and the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the California Government Code (the "Act"), the undersigned Clerk of the Board of the South Placer Fire Protection District, County of Placer, State of California, hereby gives notice (the "Notice") of the foregoing and that a lien to secure payment of a special tax is hereby imposed by the Board of Directors of the South Placer Fire Protection District, County of Placer, State of California. The special tax secured by this lien is authorized to be levied for the purpose of financing the costs of services as described in Exhibit "A".

The special tax is authorized to be levied within the South Placer Fire Protection District Community Facilities District No. 1 (the "CFD"), which has now been officially formed and the lien of special tax is a continuing lien which shall secure each annual levy of the special tax and which shall continue in force and effect until the special tax ceases to be levied and a notice of cessation of special tax is recorded in accordance with the Section 53330.5 of the Act.

The rate, method of apportionment, and manner of collection of the authorized special tax is as set forth in the rate and method of apportionment of the special tax (the "Rate and Method") attached hereto as Exhibit "B" and by this reference incorporated herein.

Notice is further given that upon the recording of this Notice in the office of the County Recorder of the County of Placer, the obligation to pay the special tax levy shall become a lien upon all nonexempt real property within the CFD, in accordance with Section 3115.5 of the California Streets and Highways Code.

The names of the owner(s) and the assessor's tax parcel number(s) of the real property included within the CFD and not exempt from the special tax are as set forth in Exhibit "C" attached hereto and by this reference made a part hereof.

Reference is made to the boundary maps of the CFD recorded on September 25, 2024, in Book 5 at Page 11 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder for the County of Placer, State of California, which maps are the final boundary maps of the CFD.

For further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to this special tax lien, interested persons should contact the Fire Chief at the South Placer Fire Protection District, 6900 Eureka Road, Granite Bay, California 95746, telephone number (916) 791-7059.

Dated: November 13, 2024

By: _____
Clerk of the Board
South Placer Fire Protection District

Exhibit A
Description of Services

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

Exhibit B
Rate and Method of Apportionment

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

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

A. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"County" means the County of Placer, California.

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

"District" means the South Placer Fire Protection District.

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

costs associated with providing such Services and Facilities within the CFD.

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

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

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

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

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

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

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

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

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

"Square Foot" means the measured square footage of Building Area.

"State" means the State of California.

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

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

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

"**Town**" means Town of Loomis, California.

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

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

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

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

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

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

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

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

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

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

D. CALCULATION OF THE ANNUAL SPECIAL TAX

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

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished. The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special

Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

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

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

G. COLLECTION OF THE SPECIAL TAX

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

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

H. ANNEXATION OF TERRITORY

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

Exhibit C
Property Subject to CFD

Property Owner	APN
Walt Gebauer	048-142-089-000
Walt Gebauer	048-142-092-000

ORDINANCE NO. 01-2024/25

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER
FIRE PROTECTION DISTRICT, CALIFORNIA AUTHORIZING THE LEVY OF A
SPECIAL TAX WITHIN THE SOUTH PLACER FIRE PROTECTION DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1**

WHEREAS, the Board of Directors (the “Board of Directors”) of the South Placer Fire Protection District (the “District”), California, has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors authorizing the levy of a special taxes in a community facilities district, all as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1. Division 2, Title 5 of the Government Code of the State of California (the “Act”). This Community Facilities District is designated as South Placer Fire Protection District Community Facilities District No. 1 (the “CFD”).

The Board of Directors of the South Placer Fire Protection District, California, acting as the legislative body of the CFD, does hereby ordain as follows:

1. This Board of Directors does, by the passage of this ordinance, authorize the levy of special taxes within the CFD pursuant to the Rate and Method of Apportionment of Special Taxes as set forth in Exhibit “A” attached hereto (the “Rate and Method”), referenced and so incorporated.
2. The Fire Chief of the District is hereby authorized and directed each fiscal year to determine the specific special tax rate and amount to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, in the manner and as provided in the Resolution of Formation.
3. The special taxes herein authorized, to the extent possible, shall be collected in the same manner as ad valorem property taxes and shall be subject to the same penalties, procedure, sale and lien priority in any case of delinquency as applicable for ad valorem taxes; provided, however, the CFD may utilize a direct billing procedure for any special taxes that cannot be collected on the County tax roll or may, by resolution, elect to collect the special taxes at a different time or in a different manner if necessary to meet its financial obligations.
4. The special taxes shall be secured by the lien imposed pursuant to Sections 3114.5 and 3115.5 of the Streets and Highways Code of the State of California, which lien shall be a continuing lien and shall secure each levy of the special tax. The lien of the special tax shall continue in force and effect until the special tax obligation is prepaid, permanently satisfied and canceled in accordance with Section 53344 of the Government Code of the State of California or until the special tax ceases to be levied by the Board of Directors in the manner provided in Section 53330.5 of said Government Code.

5. This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the Clerk of the Board of Directors or designee shall cause this Ordinance to be published in a newspaper of general circulation in the District pursuant to the provisions of Government Code Section 36933.

Enacted at a meeting of the Board of Directors of the South Placer Fire Protection District, California, held on the 13th day of November, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairman of the Board of Directors

ATTEST:

Clerk of the Board of Directors

APPROVED AS TO FORM BY:

District Counsel

EXHIBIT "A"
THE SOUTH PLACER FIRE PROTECTION DISTRICT COMMUNITY FACILITIES
DISTRICT NO. 1
RATE AND METHOD OF APPORTIONMENT

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

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

A. DEFINITIONS

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

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

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

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

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

citizens only.

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

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

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

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

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

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

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

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

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

"County" means the County of Placer, California.

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

"District" means the South Placer Fire Protection District.

"Fire Protection Service and Facility Costs" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus, and supplies; c) the salaries and benefits of District staff that

directly provide fire suppression services, emergency medical services, fire prevention activities, and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFD.

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

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

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

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

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

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

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

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

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

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

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

"**Residential Unit**" or "**Residential Units**" means each separate residential dwelling unit

on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

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

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

"Town" means Town of Loomis, California.

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

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

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

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

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

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

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

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

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

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

D. CALCULATION OF THE ANNUAL SPECIAL TAX

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

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished. The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

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

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

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

G. COLLECTION OF THE SPECIAL TAX

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

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

H. ANNEXATION OF TERRITORY

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, NOVEMBER 05, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: LAFCO Plan for Services:

Action Requested: Staff will provide an update on the plan for services to extend latent powers, specifically ambulance services.

Background: At the September board meeting, the Board approved a resolution calling on LAFCO to review the District's service plan and extend the legally authorized and never waived Health and Safety Code 1797.201 rights to the expanded service area of the consolidated District.

That resolution was presented to LAFCO, and, as a function of Government Code (GC) 56824.12, the District must provide a plan for services prepared pursuant to GC 56653. The plan for services is attached for the board's review prior to LAFCO submission. No formal action is needed at this time.

Impact: Enhanced service delivery in the District.

Attachments: Plan for Services for LAFCO Project 2024-05.

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT

COMMITMENT TO COMMUNITY



(916) 791-7059 | 6900 Eureka Road, Granite Bay | www.southplacerfire.org



South Placer Fire Protection District Plan For Services

LAFCO Project No. 2024-05
Extension of Latent Power - Ambulance Services
October 28, 2024

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Introduction

South Placer Fire Protection District (South Placer FPD, SPFD, and the District) is an all-hazards/all-risk organization that provides fire protection, community risk reduction, and Advanced Life Support (ALS or Paramedic) emergency medical treatment and ambulance transportation to a population of approximately 34,768 residents within 42.05 square miles. SPFD proudly serves the communities of Granite Bay, Loomis, Folsom Lake State Recreation Area, and the southern areas of Newcastle and Penryn. The District owns six fire stations, four of which are staffed full-time and two of which are currently unstaffed, with 57 full-time career personnel and one volunteer.

Figure 1: Overview of South Placer FPD Services

Service	Y/N	Level
Fire Suppression	Yes	
Wildland Fire Suppression	Yes	Wildland engine-based suppression (Type 3, 5, 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	

Purpose of this Plan for Service

Based on the 2017 LAFCO-approved consolidation between South Placer FPD and the Loomis Fire Protection District (Loomis FPD), pursuant to Government Code Section 56653, this plan for services describes services to be provided by South Placer FPD upon the extension of latent ambulance service powers into the Town of Loomis (the Town or Loomis), within the jurisdictional boundaries of the District. American Medical Response (AMR) currently provides ambulance services under contract with Placer County in the Town of Loomis.



Summary of Existing Services

South Placer FPD operates four staffed stations, servicing the communities of Granite Bay, Loomis, and the southern areas of Penryn and Newcastle. On average, the District responds to more than 4,000 incidents annually, including fires, medical emergencies, vehicle accidents, rescue emergencies, public service calls, and hazardous material response (at the first responder level). The District operates two ALS ambulances and responds to calls in neighboring agencies via mutual aid and automatic aid agreements.

The District is led by a publicly elected seven-member board of directors, elected to alternating four-year terms. The SPFD Fire Chief reports to the Board and oversees the District's day-to-day operation through three divisions – Operations, Fire Prevention, and EMS/Safety.

- **Operations**
This division is the heart of the District and the largest division responsible for service delivery to the community. The Deputy Chief of Operations leads the Division and works with three Battalion Chiefs to manage the 24/7 operations of the District.
- **Fire Prevention**
Fire Prevention ensures community safety through fire code enforcement, public safety education, and community risk reduction. The Fire Marshall leads the Division.
- **Emergency Medical Technicians (EMT)/Safety**
All District personnel are EMTs or paramedics. The paramedics have an expanded scope of medical practice to include advanced lifesaving skills. The Division Chief of EMS/Safety provides leadership and training.
- **Fleet Maintenance**
The District has its own fleet maintenance shop helmed by the District mechanic, as well as an apprentice.
- **Administrative Staff**
SPFD's hard-working staff in the front office works collaboratively with District employees and the public to meet their needs. They provide various services, including human resources, finance, accounts payable/receivable, customer services, and other critical functions.

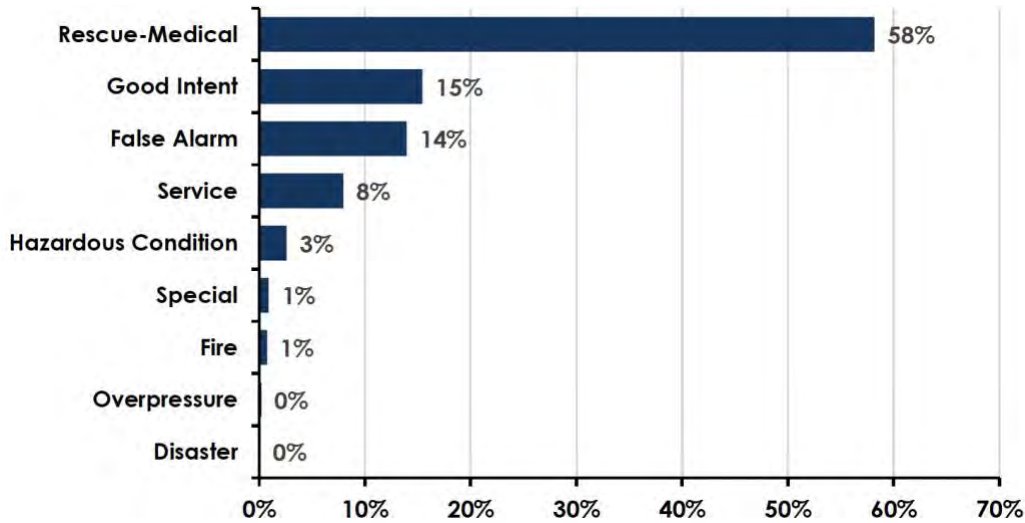
As a whole, the SPFD strives to provide exceptional customer service to the communities served. While we hope you never require our services, we stand ready to serve if you do.

Demand for Services

South Placer FPD operates in a mainly suburban area and provides aid services to other neighboring communities when requested. The District responded to an average of 3,096 incidents per year from 2019 through 2022. This equates to 80 incidents per 1,000 residents. In addition, the District responded within 9 minutes, seven seconds in the 90th percentile. Medical responses account for over 58 percent of incidents responded to by the District followed by "Good Intent" calls and false alarms. A breakdown in percent of total incident responses by type can be seen in the figure on the next page.

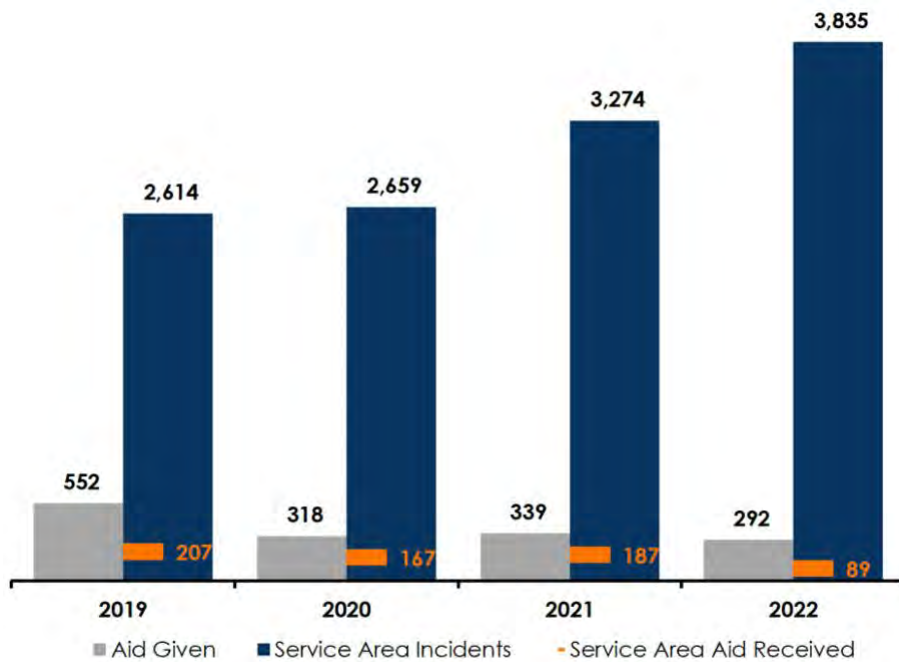


Figure 2: South Placer FPD Total Incident Responses in Percentage by Type



The District responded to 3,835 calls for service in 2022, the highest in the four years of data studied as shown in the figure below. Of those calls, approximately 292 were aid provided to neighboring agencies while the District received only 89 aid calls that same year. Aid given includes both Mutual Aid and Automatic Aid provided to neighboring agencies, however it does not include ambulance aid provided to the Town of Loomis jurisdictional area by SPFD. In 2022, SPFD provided ambulance aid to AMR 473 times while AMR provided ambulance aid to SPFD only 36 times.

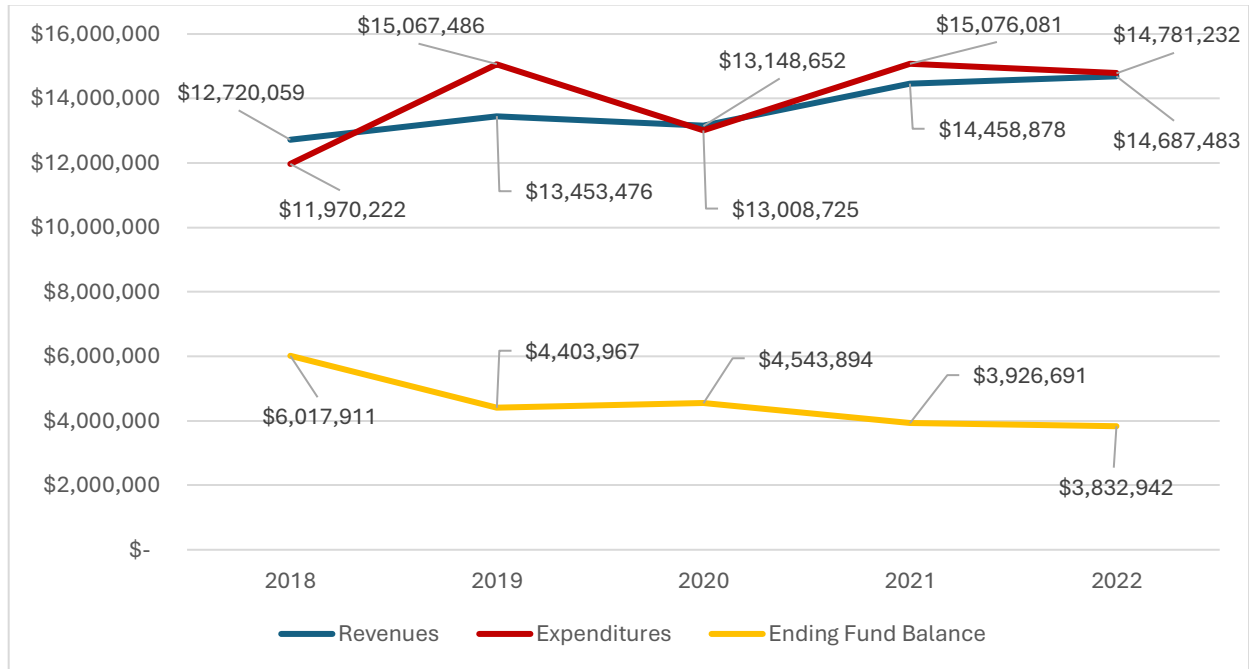
Figure 3: South Placer FPD Annual Incidents by Year



District Financials

The District is funded by property taxes, a \$70 per parcel special tax applied to Division 2 parcels, and a special tax and benefit assessment averaging \$384 per parcel applied to Division 1 parcels. The Division 2 special tax was enacted in 1981 and did not include an escalator to capture increases in inflation. Additional revenue to the District is provided by billings for ambulance transport services, cellular tower leases, fire prevention and mitigation fees, and cost recovery for response to emergency incidents. Overall, District revenues have generally kept pace with expenditures as shown in the figure below.

Figure 4: SPFD Revenues, Expenditures, and Ending Fund Balance (2018-2022)



The 2024 Western Fire MSR/SOI Draft created by AP Triton analyzed forecast revenues and expenditures for the District through fiscal year (FY) 2028. SPFD has undergone a restructuring to create a more cost-effective operation that may be sustained by the existing revenue streams. The FY 2023 budget cycle included the closure of a station and a deployment model with two engines staffed by two personnel. The District General Fund is expected to maintain revenues over expenditures with this existing model through FY 2028 as shown in the figure below.

Figure 5: South Placer FPD General Fund Projected Revenues and Expenditures

Revenue/ Expenses	Budgeted FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Revenue	14,419,924	14,927,623	15,510,693	16,120,635	16,758,736	17,426,350
Expenditures	14,554,283	14,059,721	14,367,392	14,714,355	15,010,870	15,347,208
Surplus (Deficit)	(134,359)	867,901	1,143,301	1,406,280	1,747,867	2,079,143



District Infrastructure

The District owns and manages six fire stations within its jurisdictional boundaries. Based on the review by AP Triton in 2024, generally the District stations are well maintained and functional. Station ages range from 15 to 65 years with an average of just over 37 years. The figure below summarizes AP Triton’s findings for the South Placer FPD fire stations and their features.

Figure 6: Station Condition and Configuration

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



Ambulance Services

South Placer FPD was formed in 1952. SPFD began its ambulance transport service in 1962. In 2017, South Placer Fire District and Loomis Fire District consolidated. 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 October 2024.

South Placer FPD is empowered by California Health and Safety Code Section § 13800, Fire Protection District Law of 1987, to provide the following services:

- Fire protection services;
- Rescue services;
- Emergency medical services;
- Hazardous material emergency response services;
- Ambulance services, pursuant to Division 2.5 (commencing with Section 1797); and
- Any other services relating to the protection of lives and property.

South Placer FPD has provided ALS ambulance services since 1962 and retains its Health and Safety Code—HSC § 1797.201 rights throughout the entirety of the geographic boundaries of the South Placer Fire Protection District, including the Town of Loomis. South Placer FPD currently staffs two Advanced Life Support (ALS) ambulance transport service ambulances with one paramedic and one EMT by right under Health and Safety Code—HSC § 1797.201 in the District. As mentioned previously, American Medical Response (AMR) currently provides ambulance services under contract with Placer County in the Town of Loomis. This contract expires in November 2025.



Activation of Latent Powers

As set forth in the District’s Master Plan adopted in June 2024, the District’s presentation to Placer County LAFCO in July 2024, and District Resolution 05-2024/25 adopted September 11, 2024, through the extension of the LAFCO-approved latent ambulance service powers, South Placer FPD has the authority to assume ALS ambulance service for the Town of Loomis. The intent is that the extended ambulance service into the Town of Loomis will be provided by South Placer FPD in the same scope and manner that is currently provided by South Placer FPD within the District. This Plan for Service satisfies the requirements of Government Code Section § 56827.12 (b) and Section § 56653 as follows:

(1) An enumeration and description of the services to be provided.

ALS ambulance transport service within the Town of Loomis, which is within South Placer FPD jurisdictional boundaries, through an existing Placer County contract with AMR. South Placer FPD provides ALS ambulance transport service within all other areas of the District. In addition, South Placer FPD provides ALS ambulance transport to the communities of Penryn and Newcastle as part of a negotiated automatic aid agreement with AMR to ensure all areas would be well-served and desired response times met. Upon the extension of LAFCO-approved latent ambulance service powers to the Town of Loomis area of the District, all ALS ambulance transport services within the District boundary will be able to be transferred to South Placer FPD upon the expiration of the current contract in November 2025. The proposed extension of latent powers and future transfer of services will align responsibilities and provide local control of administrative oversight, management of tax revenue, and service provision. This will also act as a first step to equalizing services provided by South Placer FPD across the entire District by eliminating the current bifurcation of the District by ambulance service provider.



(2) Level and range of services to be provided.

The level and range of services to be provided by South Placer FPD will remain the same. Based on the current usage patterns, it is South Placer FPD’s intent to utilize the existing ambulance to cover the Town of Loomis boundary area. The ambulance proposed to cover the Town of Loomis has a 3-year UHU (unit hour utilization) of less than 10 percent (8.8 percent over the last three years). Best practices look to add additional resources when ambulance UHU rises to 30-50 percent. Therefore, existing data suggests the current ambulance can absorb the increased volume from this action.



Further, South Placer FPD will likely realize cost savings as a result of greater efficiency and economies of scale due to the consolidated oversight, management of tax revenue, and service provision. In addition, by consolidating the ALS ambulance transport service under South Placer FPDs authority, several community improvements to services can be expected:

- **Faster Response Times:** With a centralized system, dispatchers can efficiently allocate the closest available ambulance to an emergency, reducing response times crucial for life-threatening situations.
- **Improved Coordination:** A unified approach ensures seamless coordination between paramedics, firefighters, and EMTs, resulting in more effective and well-coordinated patient care.
- **Enhanced Training and Standardization:** South Placer FPD can enforce uniform training standards and protocols for all personnel involved in ambulance transport, ensuring that patients receive consistent, high-quality care.
- **Cost Efficiency:** Streamlining services can save costs, as redundancies and inefficiencies are reduced or eliminated.
- **Increased Reliability:** The community can trust a reliable and consistent emergency medical response system, knowing that South Placer FPD is responsible for ambulance services.
- **Improved Patient Outcomes:** Faster response times and better coordination among emergency responders can improve patient outcomes, particularly in critical situations.
- **Community Involvement:** The community now has a direct stake in managing and overseeing ambulance services through their elected representatives in the South Placer FD board, fostering a sense of ownership and accountability.
- **Accountability and Transparency:** South Placer FPD can provide regular reports and updates on ambulance services, ensuring transparency and accountability in allocating taxpayer funds.

Through the extension of latent powers, South Placer FPD will be able to provide ALS ambulance transport services in the same scope and manner to the Town of Loomis as currently provided in all other areas of the District and realize the service improvements outlined above. Additionally, the District approved the purchase of an In Service, Reserve Ambulance (ISRAM). The purpose of this unit is to provide surge coverage when the existing ambulances for the District are committed. The ISRAM will be cross-staffed with existing personnel, resulting in no additional personnel costs to the District. The ISRAM is being purchased with mitigation money and will be activated prior to the extension of ambulance services into the Town of Loomis. Therefore, the District will be well covered to provide the same level of service to the Town of Loomis as in all other areas within the District boundary.



(3) An indication of when those services can feasibly be extended to the affected territory, if new services are proposed.

Upon extension of LAFCO-approved latent powers after the expiration of the current Placer County contract in November 2025, South Placer FPD will seamlessly integrate the ambulance services needs in the Loomis area with the existing ambulance services in the District.

(4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.

No significant improvements are required because of the extension of latent powers. It is intended that new ALS ambulance services within in the Town of Loomis will be absorbed by existing services in the District.

(5) The total estimated cost to provide the new or different function or class of services within the special district's jurisdictional boundaries.

South Placer FPD intends to extend the existing ALS ambulance service to include the Town of Loomis currently serviced by AMR. There is expected to be limited to no additional personnel cost per year above the \$547,000 per year per ambulance that the District already incurs. The District will utilize the existing capital equipment to provide service to Loomis and does not anticipate an initial capital outlay for the expanded service. The District does anticipate an nominal increase in consumable spending, but the majority of those costs are normally passed on to the end user through cost recovery.

In addition, the extension of ambulance services into Loomis is expected to increase the UHU for the ambulance to no greater than 25 percent, still below the 30-50 percent threshold for adding additional resources based on best practices. The increased UHU for the ambulance is expected to generate revenue exceeding the minimal expected increase in costs associated with the extension of services. Therefore, the extension of services is expected to be a net revenue generating benefit for the District.



(6) The estimated cost of the new or different function or class of services to customers within the special district’s jurisdictional boundaries. The estimated costs may be identified by customer class.

Expansion of latent ambulance service powers into the Town of Loomis would utilize existing ambulance services currently provided by the District within all other areas of the District boundary. There are some expected increases in costs associated with an expanded territory such as fuel consumption, maintenance, miles, etc.; however, the additional use of the ambulance will provide a net positive revenue generation for the District. In addition, the cost of consumables used during calls will be passed on to the customer through the transport billing process, as is standard practice.

(7) An identification of existing providers, if any, of the new or different function or class of services proposed to be provided and the potential fiscal impact to the customers of those existing providers.

AMR is the existing provider of ambulance transport services in the Town of Loomis area of South Placer FPD under a contract with Placer County that expires in November 2025. South Placer FPD is the existing provider for ALS ambulance services in all other areas of South Placer FPD. As South Placer FPD intends to maintain existing services in a similar manner to the existing service providers, there is no potential fiscal impact on customers of the existing services into the Loomis area of South Placer FPD.

(8) A written summary of whether the new or different function or class of services or divestiture of power to provide particular functions or classes of services, within all or part of the jurisdictional boundaries of a special district, pursuant to subdivision (b) of Section 56654, will involve the activation or divestiture of the power to provide a particular service or services.

This action will not involve the activation or divestiture of the power to provide ambulance service, but rather the extension of an existing LAFCO-approved authority for South Placer FPD to provide ambulance services throughout the entirety of the District pursuant to California Health and Safety Code Section 13862 (Division 2, commencing with Section 1797) and Health and Safety Code—HSC § 1797.201.

(9) A plan for financing the establishment of the new or different functions or class of services within the special district’s jurisdictional boundaries.

As stated previously, the extension of ambulance services to the Town of Loomis will incur minimal additional costs as ALS ambulance service operations currently being provided by the District will stay roughly the same. It is anticipated that the increase in UHU for the ALS ambulance assigned to cover the Loomis area will generate revenue for the District to cover the any additional costs. The extension will not increase the UHU beyond the threshold to require the onboarding of an additional ambulance. The existing resources for the District have adequate capacity to address an increase of more than 250 percent before the demand reaches the need for considering an additional ambulance.



(10) Alternatives for the establishment of the new or different functions or classes of services within the special district's jurisdictional boundaries.

There are no other alternatives for the establishment of new or different functions or classes of services within South Placer FPD's jurisdictional boundaries. All other functions or classes of services that South Placer FPD is empowered to provide through California Health and Safety Code Section § 13800 et. al, are being provided by the District



**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 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>
509	Bloodborne Pathogen Training	07/22/2019
510	Child Abuse Reporting	09/13/2019
511	Adult Abuse	09/13/2019
512	Communicable Diseases	New
514	Minimum Requirements	New
517	Equipment Identification	New

Mark Duerr
Fire Chief
South Placer Fire Protection District

Bloodborne Pathogen Training

509.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids (8 CCR 5193(g)(2)).

509.2 POLICY

It is the policy of the South Placer Fire District to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (8 CCR 5193(g)(2)).

509.3 PROCEDURES

The Fire Chief will assign a person as the district's **Designated Infection Exposure** Control Officer (**D I E C O**). The **D I E C O** shall be responsible for the following:

- (a) The overall management of the bloodborne pathogen Exposure Control Plan (ECP).
- (b) Establishing written procedures and a training program related to aerosol transmissible diseases, as required by 8 CCR 5199.
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of this plan.
- (d) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by 8 CCR 5193.
- (e) Acting as a liaison during Cal/OSHA inspections, conducting program audits to maintain an up-to-date ECP, and ensuring exposure report forms are available and adequate for members to report exposure incidents properly.
- (f) Maintaining an up-to-date list of personnel requiring training.
- (g) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (h) Reviewing and updating the ECP annually (on or before January 1 of each year).

District officers are responsible for exposure control in their respective areas. They shall work directly with the **D I C O** and any affected members to ensure proper exposure control procedures are followed.

509.4 TRAINING REQUIREMENTS

Any member whose duties place themselves/**her** at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (8 CCR 5193).

Bloodborne Pathogen Training

509.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Child Abuse Reporting

510.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

510.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Any person under the age of 18 years (Penal Code § 11165).

Child abuse or neglect - Includes the following:

- Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
- Sexual abuse as defined in Penal Code § 11165.1
- Neglect as defined in Penal Code § 11165.2
- The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

510.2 POLICY

It is the policy of the South Placer Fire District to report suspected child abuse to local law enforcement and to the county where the abuse took place. Placer County Children's System of Care can be reached at 916-872-6549 or toll free at 866-293-1940.

510.3 MANDATED REPORTER REQUIREMENTS

All members of this district are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT I and II and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7).

A mandated reporter of this district who, in his/her professional capacity or scope of employment, has knowledge of or observes a child known or reasonably suspected to have been the victim of child abuse or neglect shall notify law enforcement personnel by telephone as soon as practicable. The member shall then send or transmit a written follow-up report on the form provided by the law enforcement agency (Penal Code § 11168) within 36 hours of receiving the information concerning the incident (Penal Code § 11166(a)). A record of the written follow-up report should be retained.

Reports of suspected child abuse or neglect shall include the following information if known (Penal Code § 11167(a)):

South Placer Fire District

SPFD Policy Manual

Child Abuse Reporting

- The name, business address, and telephone number of the mandated reporter
- The capacity that makes the person a mandated reporter
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The names, addresses, and telephone numbers of the child's parents or guardians
- The name, address, telephone number, and other relevant personal information about the persons who might have abused or neglected the child

District members with knowledge of, or who reasonably suspect that a child is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage may make a report through a mandated reporter (Penal Code § 11166.05).

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (Penal Code § 11166(c)).

Contact the CPS agency where the suspected abuse took place. Below are local CPS agencies and their 24-hour hotline phone numbers.

- Placer County Children's System of Care at 916-872-6549 or toll-free at 866-293-1940.
- A written report will be filed within **36 hours 2 -days** of the **telephonic report suspected incident**. Use form ss 8572 attached below.

See attachment: [ss_8572.pdf](#)

- [Submit the Suspected Child Abuse Report in one of the following ways:](#)
 - [Email to Placer County: pc_scar@placer.ca.gov](mailto:pc_scar@placer.ca.gov)
 - [FAX: 916-784-6400](tel:916-784-6400)
 - [Mail:](#)
 - [Family and Children's Services](#)
[1000 Sunset Boulevard](#)
[Suite 140](#)
[Rocklin, CA 95765](#)
- [Open the form \(PDF\) and save it to your hard drive, complete the form and save it.](#)
 - [For form versions in other languages, please click here and select from the provided list.](#)
- [To submit completed form, email Placer County.](#)
- [Should you choose to send your report via email, to address confidentiality you must include the following language in your email:](#)
 - [Confidentiality Notice: This communication contains legally privileged and confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication, you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.](#)

Child Abuse Reporting

- [Please call 916-872-6549 or toll free at 866-293-1940 if you have any questions regarding the reporting of child abuse.](#)
- [Intake staff are available 24 hours a day to speak with you.](#)

510.4 MANDATED REPORTER STATEMENT

Each mandated reporter of this district shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11166.5). The District will retain the original signed statement consistent with the district's established records retention schedules.

510.5 CONFIDENTIALITY

Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

Attachments

ss_8572.pdf



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

To Be Completed by Mandated Child Abuse Reporters
PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER			TITLE			MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS						DID MANDATED REPORTER WITNESS THE INCIDENT?			
	Street		City		Zip		<input type="checkbox"/> YES <input type="checkbox"/> NO			
REPORTER'S TELEPHONE (DAYTIME)			SIGNATURE						TODAY'S DATE	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT			<input type="checkbox"/> COUNTY PROBATION			AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
	ADDRESS			City			Zip			
						DATE/TIME OF PHONE CALL				
OFFICIAL CONTACTED - NAME AND TITLE						TELEPHONE				
VICTIM'S	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			City			Zip		TELEPHONE	
	PRESENT LOCATION OF VICTIM				SCHOOL		CLASS		GRADE	
	PHYSICALLY DISABLED?		DEVELOPMENTALLY DISABLED?		OTHER DISABILITY (SPECIFY)				PRIMARY LANGUAGE SPOKEN IN HOME	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO							
	IN FOSTER CARE?		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:				TYPE OF ABUSE (CHECK ONE OR MORE):			
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> DAY CARE		<input type="checkbox"/> CHILD CARE CENTER		<input type="checkbox"/> FOSTER FAMILY HOME		<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL	
			<input type="checkbox"/> FAMILY FRIEND		<input type="checkbox"/> GROUP HOME OR INSTITUTION		<input type="checkbox"/> RELATIVE'S HOME		<input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____	
RELATIONSHIP TO SUSPECT				PHOTOS TAKEN?		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH?				
				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
VICTIM'S SIBLINGS	NAME		BIRTHDATE		SEX	ETHNICITY		NAME		
	1. _____							3. _____		
2. _____							4. _____			
VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			City			Zip		HOME PHONE	
									BUSINESS PHONE	
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
ADDRESS			City			Zip		HOME PHONE		
								BUSINESS PHONE		
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			City			Zip		TELEPHONE	
	OTHER RELEVANT INFORMATION									
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE/TIME OF INCIDENT				PLACE OF INCIDENT					
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)									

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

IV. INSTRUCTIONS

SECTION A – REPORTING PARTY: Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (*continued*)

SECTION B – REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

SECTION C – VICTIM (One Report per Victim): Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

SECTION D – INVOLVED PARTIES: Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

SECTION E – INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

Reporting Party: After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

Designated Agency: **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

Adult Abuse

511.1 PURPOSE AND SCOPE

This policy provides members of the South Placer Fire District with guidance regarding when notification is to be made to law enforcement and/or the local ombudsman and licensing agencies of suspected abuse of certain adults.

511.2 POLICY

The South Placer Fire District 's policy is to assist adult abuse victims by making the proper notifications to those responsible for investigating these matters.

511.3 MANDATORY NOTIFICATION

Firefighters, paramedics, Emergency Medical Technicians, and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Members of the South Placer Fire District shall notify law enforcement or Adult Protective Services (APS) of known, suspected, or alleged instances of abuse when the member (Welfare and Institutions Code § 15630):

- (a) Has observed or has knowledge of an incident that reasonably appears to be adult abuse.
- (b) Is told by an elder or dependent adult of abuse.
- (c) Reasonably suspects abuse.

For purposes of defining adult abuse, a dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict their ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.23).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

511.3.1 NOTIFICATION PROCEDURE

Notification should occur by telephone or through a confidential internet reporting tool as soon as practicable. If notification is by telephone, a written report (Form SOC341 below) or internet report shall be sent within two working days as provided in Welfare and Institutions Code § 15630(b). See phone numbers in section 511.3

Adult Abuse

Notification should include (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report.
- Victim's name and age.
- Current location of the victim.
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care.
- Nature and extent of the condition of the older or dependent adult.
- Date of the incident.
- Any other information requested, including information that led to the suspicion of elder or dependent adult abuse.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)). Use SOC341 (attached) to report abuse.

See attachment: [SOC341.pdf](#)

[Online Reporting Tool:](#)

<https://placer.panosoft.com/PlacerAPS/portal/soc341.html>

511.3.2 LONG-TERM CARE FACILITY NOTIFICATION

If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made to law enforcement immediately and written reports shall be made to the local ombudsman, the corresponding licensing agency, and law enforcement as required (Welfare and Institutions Code § 15630(b)(1)). Placer County Ombudsman:

[101 Cirby Hills Drive,](#)

[Roseville, CA 95678](#) ~~1000 Sunset Boulevard Suite - 200 Rocklin ,CA 95765~~

[530-265-9376](#) ~~916-435-5757~~

916-435-5750

511.3.3 STATE MENTAL HOSPITAL OR DEVELOPMENTAL CENTER NOTIFICATION

If the abuse occurred in a state mental hospital or a state developmental center, notification shall be made immediately to law enforcement.

If the abuse occurred in a state mental hospital or a state developmental center and resulted in any of the following incidents, notification shall also be made to the designated investigators of the Department of State Hospitals or the Department of Developmental Services (Welfare and Institutions Code § 15630(b)(1)(E)):

Adult Abuse

- (a) Death
- (b) Sexual assault as defined by Welfare and Institutions Code § 15610.63
- (c) An assault with a deadly weapon by a nonresident
- (d) An assault with force likely to produce great bodily injury (as described by Penal Code § 245)
- (e) An injury to the genitals when the cause of the injury is undetermined
- (f) A broken bone when the cause of the break is undetermined

511.4 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (Welfare and Institutions Code § 15633).

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency.

Attachments

SOC341.pdf

REPORT OF SUSPECTED DEPENDENT ADULT/ELDER ABUSE

Date Completed

CONFIDENTIAL REPORT - NOT SUBJECT TO PUBLIC DISCLOSURE

TO BE COMPLETED BY REPORTING PARTY. PLEASE PRINT OR TYPE.
SEE GENERAL INSTRUCTIONS.

A. VICTIM Check box if victim consents to disclosure of information
(Ombudsman use only - WIC 15636(a))

Name (Last Name, First Name)		Age	Date of Birth	SSN
Gender Identity <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other/Nonbinary <input type="checkbox"/> Unknown/Not Provided	Sexual Orientation <input type="checkbox"/> Straight <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Questioning <input type="checkbox"/> Unknown/Not Provided	Ethnicity		Race
		Language (Check one) <input type="checkbox"/> Non-Verbal <input type="checkbox"/> English <input type="checkbox"/> Other (Specify) _____		
Address (If facility, include name and notify ombudsman)		City	Zip Code	Telephone
Present Location (If different from above)		City	Zip Code	Telephone
<input type="checkbox"/> Elderly (60+) <input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> Mentally Ill/Disabled			<input type="checkbox"/> Lives Alone	
<input type="checkbox"/> Physically Disabled <input type="checkbox"/> Unknown/Other			<input type="checkbox"/> Lives with Others	

B. SUSPECTED ABUSER Check if Self-Neglect

Name of Suspected Abuser				
Address		City	Zip Code	Telephone
<input type="checkbox"/> Care Custodian (Type) _____		<input type="checkbox"/> Parent <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Other _____		
<input type="checkbox"/> Health Practitioner (Type) _____		<input type="checkbox"/> Spouse <input type="checkbox"/> Other Relation _____		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity		Age	D.O.B
Height	Weight	Eyes	Hair	

- C. REPORTER’S OBSERVATIONS, BELIEFS, AND STATEMENTS BY VICTIM IF AVAILABLE. DOES ALLEGED PERPETRATOR STILL HAVE ACCESS TO THE VICTIM? DOES THE ALLEGATION INVOLVE A SERIOUS BODILY INJURY (see definition in section “Reporting Responsibilities and Time Frames” within the General Instructions)? PROVIDE ANY KNOWN TIME FRAME (2 days, 1 week, ongoing, etc.). LIST ANY POTENTIAL DANGER FOR INVESTIGATOR (animals, weapons, communicable diseases, etc.) or concerns about the client’s mental health.**
- CHECK IF MEDICAL, FINANCIAL (ACCOUNT INFORMATION, ETC.), PHOTOGRAPHS, OR OTHER SUPPLEMENTAL INFORMATION IS ATTACHED.

D. REPORTING PARTY Check appropriate box if reporting party waives confidentiality to
 All All but victim All but perpetrator

Name	Signature	Occupation	Agency/Name of Business
Relation to Victim/How Abuse is Known	Street	City	Zip Code
Telephone	E-mail Address		

E. INCIDENT INFORMATION - Address where incident occurred

Date/Time of Incident(s) _____

Place of Incident (Check One)
 Own Home Community Care Facility Hospital/Acute Care Hospital
 Home of Another Nursing Facility/Swing Bed Other (Specify) _____

F. REPORTED TYPES OF ABUSE (Check All that Apply)

1. Perpetrated by Others (WIC 15610.07 & 15610.63)

a. <input type="checkbox"/> Physical (e.g. assault/battery, constraint or deprivation, chemical restraint, over/under medication) b. <input type="checkbox"/> Sexual c. <input type="checkbox"/> Financial d. <input type="checkbox"/> Neglect (including Deprivation of Goods and Services by a Care Custodian)	e. <input type="checkbox"/> Abandonment f. <input type="checkbox"/> Isolation g. <input type="checkbox"/> Abduction h. <input type="checkbox"/> Psychological/Mental i. <input type="checkbox"/> Other _____
---	--
2. Self-Neglect (WIC 15610.57 (b)(5))

a. <input type="checkbox"/> Neglect of Physical Care (e.g. personal hygiene, food, clothing, malnutrition/dehydration) b. <input type="checkbox"/> Self-Neglect of Residence (unsafe environment)	c. <input type="checkbox"/> Financial Self-Neglect (e.g. inability to manage one’s own personal finances)
--	---

Abuse Resulted In (Check All that Apply)
 No Physical Injury Minor Medical Care Hospitalization Care Provider Required
 Death Mental Suffering Serious Bodily Injury* Other (Specify) _____
 Unknown Health & Safety Endangered

G. OTHER PERSON BELIEVED TO HAVE KNOWLEDGE OF ABUSE
 (Family, significant others, neighbors, medical providers, agencies involved, etc.)

Name	Relationship
Address	Telephone
Name	Relationship
Address	Telephone

H. FAMILY MEMBER OR OTHER PERSON RESPONSIBLE FOR VICTIM'S CARE*(If known, list contact person)* If Contact person check

Name		Relationship	
Address	City	Zip Code	Telephone

I. TELEPHONE REPORT MADE TO APS Law Enforcement Local Ombudsman
 Calif. Dept. of State Hospitals Calif. Dept. of Developmental Services

Name of Official Contacted by Phone	Telephone	Date/Time
-------------------------------------	-----------	-----------

J. WRITTEN REPORT Enter information about the agencies receiving this report. If the abuse occurred in a LTC facility and resulted in Serious Bodily Injury*, please refer to "Reporting Responsibilities and Time Frames" in the General Instructions. Do not submit report to California Department of Social Services Adult Programs Division.

Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed
Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed
Agency Name	Address or Fax	<input type="checkbox"/> Date Mailed	<input type="checkbox"/> Date Faxed

K. RECEIVING AGENCY USE ONLY Telephone Report Written Report

1. Report Received By	Date/Time
-----------------------	-----------

2. Assigned Immediate Response Ten-Day Response No Initial Response (NIR)
 Not APS Not Ombudsman No Ten-Day (NTD)

Approved By	Assigned To (optional)
-------------	------------------------

3. Cross-Reported to CDPH-Licensing & Cert.; CDSS-CCL; Local Ombudsman;
 Bureau of Medi-Cal Fraud & Elder Abuse;
 Calif. Dept. of State Hospitals; Law Enforcement;
 Professional Licensing Board; Calif. Dept. of Developmental Services;
 APS; Other (Specify) _____
Date of Cross-Report _____

4. APS/Ombudsman/Law Enforcement Case File Number _____

**REPORT OF SUSPECTED DEPENDENT ADULT/ELDER ABUSE
GENERAL INSTRUCTIONS****PURPOSE OF FORM**

This form, as adopted by the California Department of Social Services (CDSS), is required under Welfare and Institutions Code (WIC) Sections 15630 and 15658(a)(1). This form documents the information given by the reporting party on the suspected incident of abuse or neglect of an elder or dependent adult. **Abuse** means any treatment with resulting physical harm, pain, or mental suffering or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. **Neglect** means the negligent failure of an elder or dependent adult or of any person having the care or custody of an elder or a dependent adult to exercise that degree of self-care or care that a reasonable person in a like position would exercise. For purposes of mandatory reporting, **elder** means any person residing in this state who is 65 years of age or older (WIC Section 15610.27). **Dependent Adult** means any person residing in this state, between the ages of 18 and 64, who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age (WIC Section 15610.23). Dependent adult includes any person between the ages of 18 and 64 who is admitted as an inpatient to a 24-hour health facility (defined in the Health and Safety Code Sections 1250, 1250.2, and 1250.3). Adults age 60+, however, are eligible for Adult Protective Services (APS). APS can investigate allegations of abuse against them, and if confirmed, offer appropriate services.

COMPLETION OF THE FORM

1. This form may be used by the receiving agency to record information through a telephone report of suspected dependent adult/elder abuse.
2. If any item of information is unknown, enter "unknown."
3. Item A: Check box to indicate if the victim waives confidentiality.
4. Item D: Check box if the reporting party waives confidentiality. Please note that mandated reporters are required to disclose their names, however, non-mandated reporters may report anonymously.

REPORTING RESPONSIBILITIES AND TIME FRAMES:

Any mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be abuse or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting abuse or neglect, or reasonably suspects that abuse or neglect has occurred, shall complete this form for each report of known or suspected instance of abuse (physical abuse, sexual abuse, financial abuse, abduction, neglect (self-neglect), isolation, and abandonment) involving an elder or dependent adult.

***Serious bodily injury** means an injury involving extreme physical pain, substantial risk of death, or protracted loss or impairment of function of a bodily member, organ or of mental faculty, or requiring medical intervention, including, but not limited to, hospitalization, surgery, or physical rehabilitation (WIC Section 15610.67).

Reporting shall be completed as follows:

- If the abuse occurred in a Long-Term Care (LTC) facility (as defined in WIC Section 15610.47) and resulted in serious bodily injury, report by telephone to the local law enforcement agency immediately and no later than two (2) hours after observing, obtaining knowledge of, or suspecting physical abuse. Send the written report to the local law enforcement agency, the local Long-Term Care Ombudsman Program (LTCOP), and the appropriate licensing agency (for long-term health care facilities, the California Department of Public Health; for community care facilities, the California Department of Social Services) within two (2) hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was physical abuse, but did not result in serious bodily injury, report by telephone to the local law enforcement agency within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse. Send the written report to the local law enforcement agency, the local LTCOP, and the appropriate licensing agency (for long-term health care facilities, the California Department of Public Health; for community care facilities, the California Department of Social Services) within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was physical abuse, did not result in serious bodily injury, and was perpetrated by a resident with a physician's diagnosis of dementia, report by telephone to the local law enforcement agency or the local LTCOP, immediately or as soon as practicably possible. Follow by sending the written report to the LTCOP or the local law enforcement agency within 24 hours of observing, obtaining knowledge of, or suspecting physical abuse.
- If the abuse occurred in a LTC facility, was abuse other than physical abuse, report by telephone to the LTCOP or the law enforcement agency immediately or as soon as practicably possible. Follow by sending the written report to the local law enforcement agency or the LTCOP within two working days.
- If the abuse occurred in a state mental hospital or a state developmental center, mandated reporters shall report by telephone or through a confidential Internet reporting tool (established in WIC Section 15658) immediately or as soon as practicably possible and submit the report within two (2) working days of making the telephone report to the responsible agency as identified below:
 - If the abuse occurred in a State Mental Hospital, report to the local law enforcement agency or the California Department of State Hospitals.
 - If the abuse occurred in a State Developmental Center, report to the local law enforcement agency or to the California Department of Developmental Services.
- For all other abuse, mandated reporters shall report by telephone or through a confidential Internet reporting tool to the adult protective services agency or the local law enforcement agency immediately or as soon as practicably possible. If reported by telephone, a written or an Internet report shall be sent to adult protective services or law enforcement within two working days.

REPORTING PARTY DEFINITIONS

Mandated Reporter (WIC Section 15630 (a)) Any person who has assumed full or intermittent responsibility for care or custody of an elder or dependent adult, whether or not that person receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter.

Care Custodian (WIC Section 15610.17) means an administrator or an employee of any of the following public or private facilities or agencies, or persons providing care or services for elders or dependent adults, including members of the support staff and maintenance staff: (a) Twenty-four hour health facilities, as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code; (b) Clinics; (c) Home health agencies; (d) Agencies providing publicly funded in-home supportive services, nutrition services, or other home and community-based support services; (e) Adult day health care centers and adult day care; (f) Secondary schools that serve 18- to 22-year-old dependent adults and postsecondary educational institutions that serve dependent adults or elders; (g) Independent living centers; (h) Camps; (i) Alzheimer’s Disease Day Care Resource Centers; (j) Community care facilities, as defined in Section 1502 of the Health and Safety Code, and residential care facilities for the elderly, as defined in Section 1569.2 of the Health and Safety Code; (k) Respite care facilities; (l) Foster homes; (m) Vocational rehabilitation facilities and work activity centers; (n) Designated area agencies on aging; (o) Regional centers for persons with developmental disabilities; (p) State Department of Social Services and State Department of Health Services licensing divisions; (q) County welfare departments; (r) Offices of patients’ rights advocates and clients’ rights advocates, including attorneys; (s) The Office of the State Long-Term Care Ombudsman; (t) Offices of public conservators, public guardians, and court investigators; (u) Any protection or advocacy agency or entity that is designated by the Governor to fulfill the requirements and assurances of the following: (1) The federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, contained in Chapter 144 (commencing with Section 15001) of Title 42 of the United States Code, for protection and advocacy of the rights of persons with developmental disabilities; or (2) The Protection and Advocacy for the Mentally Ill Individuals Act of 1986, as amended, contained in Chapter 114 (commencing with Section 10801) of Title 42 of the United States Code, for the protection and advocacy of the rights of persons with mental illness; (v) Humane societies and animal control agencies; (w) Fire departments; (x) Offices of environmental health and building code enforcement; or (y) Any other protective, public, sectarian, mental health, or private assistance or advocacy agency or person providing health services or social services to elders or dependent adults.

Health Practitioner (WIC Section 15610.37) means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, licensed clinical social worker or associate clinical social worker, marriage, family, and child counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, or person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family, and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code, or an unlicensed marriage, family, and child counselor intern registered under Section 4980.44 of the Business and Professions Code, state or county public health or social service employee who treats an elder or a dependent adult for any condition, or a coroner.

Any officer and/or employee of a financial institution is a mandated reporter of suspected financial abuse and shall report suspected financial abuse of an elder or dependent adult on form SOC 342, "Report of Suspected Dependent Adult/Elder Financial Abuse".

MULTIPLE REPORTERS

When two or more mandated reporters are jointly knowledgeable of a suspected instance of abuse of a dependent adult or elder, and when there is agreement among them, the telephone report may be made by one member of the group. Also, a single written report may be completed by that member of the group. Any person of that group, who believes the report was not submitted, shall submit the report.

IDENTITY OF THE REPORTER

The identity of all persons who report under WIC Chapter 11 shall be confidential and disclosed only among APS agencies, local law enforcement agencies, LTCOPs, California State Attorney General Bureau of Medi-Cal Fraud and Elder Abuse, licensing agencies or their counsel, Department of Consumer Affairs Investigators (who investigate elder and dependent adult abuse), the county District Attorney, the Probate Court, and the Public Guardian. Confidentiality may be waived by the reporter or by court order.

FAILURE TO REPORT

Failure to report by mandated reporters (as defined under "Reporting Party Definitions") any suspected incidents of physical abuse (including sexual abuse), abandonment, isolation, financial abuse, abduction, or neglect (including self-neglect) of an elder (age 65 or older) or a dependent adult is a misdemeanor, punishable by not more than six months in the county jail, or by a fine of not more than \$1,000, or by both imprisonment and fine. Any mandated reporter who willfully fails to report abuse of an elder (age 65 or older) or a dependent adult, where the abuse results in death or great bodily injury, may be punished by up to one year in the county jail, or by a fine of up to \$5,000, or by both imprisonment and fine (WIC Section 15630(h)).

No one, including a supervisor, employer, or lawyer, can excuse a mandated reporter from his or her personal legal duty to report known or suspected abuse. Anyone who attempts to impede or inhibit a mandated reporter from reporting may be prosecuted for a misdemeanor punishable by a fine, imprisonment, or both. Mandated reporters are therefore expected to report any such efforts to law enforcement, as well as any other responsible agency (see Welfare and Institutions Code Section 15630(f) and (h)).

Officers or employees of financial institutions are mandated reporters of financial abuse (effective January 1, 2007). These mandated reporters who fail to report financial abuse of an elder or dependent adult are subject to a civil penalty not exceeding \$1,000. Individuals who willfully fail to report financial abuse of an elder or dependent adult are subject to a civil penalty not exceeding \$5,000. These civil penalties shall be paid by the financial institution, which is the employer of the mandated reporter, to the party bringing the action.

ADULT PROTECTIVE SERVICES ELIGIBILITY

For purposes of eligibility to receive services under the APS program, an elder is defined as anyone residing in this state 60 years of age or older. (WIC Section 15750(b)(2)). As of January 1, 2022, APS agencies can receive referrals and investigate allegations of abuse and provide intervention

and case management to any elder 60 years of age or older, and to dependent adults between the ages of 18-59(WIC Section 15750(b)(1)(A)). Statutes governing mandated reporting have not been affected; accordingly, mandatory reporting still only applies to elders age 65 years and older.

DISTRIBUTION OF SOC 341 COPIES

Mandated reporter: After making the telephone report to the appropriate agency or agencies, the reporter shall send the written report to the designated agencies (as defined under “Reporting Responsibilities and Time Frames”); and keep one copy for the reporter’s file.

Receiving agency: Place the original copy in the case file. Send a copy to a cross-reporting agency, if applicable.

DO NOT SEND A COPY TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES ADULT PROGRAMS DIVISION.

Communicable Diseases

512.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for district members to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

- (a) Managing the risks associated with exposure to bloodborne pathogens (BBP), aerosol transmissible diseases, and other potentially infectious substances (8 CCR 5193, 8 CCR 5199 and 29 CFR 1910.134).
- (b) Assisting district members in making decisions concerning the selection, use, maintenance, limitations, storage, and disposal of personal protective equipment (PPE).
- (c) Protecting the privacy rights of all district members who may be exposed to or contract a communicable disease during the course of their duties.
- (d) Providing appropriate treatment and counseling should a member become exposed to a communicable disease.

512.2 POLICY

The South Placer Fire District is committed to providing a safe and healthful work environment for its members by providing each member with the best available protection from occupationally acquired communicable disease. Communicable disease is an occupational health hazard, and transmission is possible during emergency responses and other district and in-station operations.

512.3 EXPOSURE CONTROL PLAN

The District has developed an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to communicable diseases. The Fire Chief or the authorized designee shall designate an Exposure Control Officer (ECO), who will be responsible for the administration of the ECP and the designated responsibilities. The responsibilities shall include the establishment, implementation, and maintenance of effective written infection control procedures to control and reduce the risk of acquiring BBPs and aerosol transmissible diseases.

The ECP shall include the following core elements:

- Provide fire, rescue, and Emergency Medical Services (EMS) to the public without regard to known or suspected existence of communicable diseases.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all bodily fluids and other potentially infectious material.
- Provide all at-risk district members with training, immunizations, TB skin test, and PPE necessary for protection from communicable diseases.
- Provide any district member exposed to a communicable disease with a post-exposure follow-up in compliance with state standards.

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The ECP shall be in writing, shall comply with all legal requirements, and shall (8 CCR 5193 et seq.):

- (a) Determine and note positions with the potential for exposure and whether the positions require respiratory protection.
- (b) Establish a schedule and method for implementing the plan.
- (c) Establish source control measures and the method of informing members of the source control measures.
- (d) Establish procedures for evaluation of the circumstances of exposure incidents and for appropriate follow-up.
- (e) Address the distribution and use of PPE related to communicable diseases.
- (f) Establish an effective procedure to track the frequency of use and the types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
- (g) Establish a process for vaccinating members.
- (h) Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
- (i) Establish a training program to educate district members on the ECP.
- (j) Be accessible to district members (8 CCR 3204(e)).
- (k) Be reviewed annually by the ECO, to include the input of members from various work areas.
- (l) Be reviewed for new or modified tasks and procedures affecting occupational exposures.
- (m) Reflect changes in technology that eliminate or reduce exposure.
- (n) Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
- (o) Include new or revised member positions with occupational exposures.
- (p) Be available to the National Institute for Occupational Safety and Health (NIOSH) or the respective designee upon a request.

512.3.1 EXPOSURE TO BLOOD, BODILY FLUIDS, OR AEROSOL TRANSMISSIBLE DISEASES

All district members who are exposed to another person's blood, bodily fluids, or an aerosol transmissible disease shall follow the ECP procedures and guidelines.

Exposure to blood or other potentially infectious materials includes but is not limited to the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, or abrasions, or any other qualifying exposure (Health and Safety Code § 121060.1 or 8 CCR 5193).

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Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

- (a) A member has been exposed to an individual who has or is suspected of having a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.
- (b) The exposure occurred without the benefit of applicable exposure controls required by this policy.
- (c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

512.3.2 EXPOSURE CONTROL OFFICER

The ECO shall be responsible for the following:

- (a) Establishing and maintaining written procedures and a training program related to BBPs (8 CCR 5193).
- (b) Establishing and maintaining written procedures and a training program related to aerosol transmissible diseases (8 CCR 5199).
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of the ECP.
- (d) Investigating all reports of exposures or suspected exposures to communicable disease.
- (e) Providing guidance and follow-up instructions when an exposure occurs.
- (f) Communicating with hospital infection control personnel.
- (g) Coordinating the collection, management, and security, and maintaining the confidentiality of all exposure records (8 CCR 5193).
- (h) Remaining current on all legal requirements concerning BBPs and other communicable diseases (8 CCR 5193).
- (i) Coordinating the immunization and vaccination of district members.
- (j) Acting as a liaison during Occupational Safety and Health Administration (OSHA) inspections, conducting program audits to maintain an up-to-date ECP, and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (k) Working with the Training Officer to maintain an up-to-date list of district members requiring training.
- (l) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (m) Reviewing and updating the ECP annually, on or before January 1 of each year.

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- (n) Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person who may have a communicable disease, and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
- (o) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (p) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other district members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the District website (Health and Safety Code § 1797.188).

District supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

512.3.3 EXPOSURE DETERMINATION

The District shall actively involve members in the preparation of an exposure determination that identifies the job classifications with potential for exposure to occupational BBPs. Exposure determination shall be made without regard to the PPE worn (8 CCR 5193(c)(1)(B)(8)).

512.3.4 UNIVERSAL PRECAUTIONS

All human blood and bodily fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between bodily fluid types, all bodily fluids are to be assumed potentially infectious.

The minimum number of members required to complete a task safely will be used for all on-scene operations. Members who are not immediately needed will remain a safe distance (at least 6 feet) from operations when a communicable disease exposure is possible or anticipated. When transporting a patient with a potential aerosol transmissible disease, members should notify hospital staff prior to arrival to allow for the proper isolation of the patient immediately upon arrival.

Universal precautions extend beyond the emergency incident and should be observed in the communal living environment of the fire station as follows:

- (a) Members shall not report to work with signs or symptoms of a febrile aerosol transmissible disease or any wounds that cannot be completely covered or in which exudates from the wounds cannot be contained with dressings.
- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
 1. Before and after handling or preparing food.
 2. Before eating.
 3. After using the restroom.

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4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
 5. After each patient contact.
 6. After removing any PPE.
 7. After handling potentially infectious materials.
 8. After cleaning and/or decontaminating equipment.
- (c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.
- (d) Exercise equipment shall be wiped down with germicidal cleaner between users.
- (e) Members shall not share utensils, towels, bedding, or personal care items (e.g., razors, toothbrushes, nail clippers).
- (f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.
- (g) All eating, drinking, smoking, applying of cosmetics or lip balm, and handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.
- (h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.
- (i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.
- (j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.
- (k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

512.3.5 PERSONAL PROTECTIVE EQUIPMENT

PPE is the last line of defense against communicable disease. Therefore, the following procedures should be followed:

- (a) District-issued disposable latex or nitrile gloves shall be worn prior to initiating any patient treatment. If the situation dictates reusable gloves (i.e., structural or wildland gloves) and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves.
- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, or punctured, or any time the ability to function as a barrier is compromised, and before contact with any other person.
- (c) When possible, gloves should be changed between patients in multiple casualty situations, and hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.

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- (e) Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluid may be generated, and eye, nose, or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting.
- (f) An N95 respirator mask shall be worn when encountering an individual who is actively coughing or has a suspected or known aerosol transmissible pathogen.
- (g) A disposable mask may be placed on a patient with a potential aerosol transmissible pathogen only when the patient has not exhibited respiratory distress or potential respiratory compromise and pulse oximetry confirms that the patient is not hypoxic.
- (h) An approved spit hood may be placed over a patient's head who is attempting to bite or intentionally spit at the care providers. The use of a spit hood shall not replace the donning of a mask and goggles for the care provider when indicated. The spit hood should not be used if the patient:
 - 1. Is or has the potential of developing respiratory distress.
 - 2. Has a clinical indication for supplemental oxygen administration, oral suctioning, or insertion of an airway adjunct.
 - 3. Has a condition that indicates the need to closely monitor skin signs.
- (i) If the circumstances dictate head and foot covering are needed, firefighting gear, boots, and helmets shall be worn.
- (j) It is the responsibility of the company officer to ensure that all appropriate PPE measures are utilized as soon as it is apparent that PPE is appropriate.
- (k) A mechanical breathing or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the needed equipment is not available.
- (l) Disposable resuscitation devices will be immediately available at all times when on-duty. The airway bag is to be brought to the patient's side for all medical emergency calls to ensure that all equipment necessary to ventilate the patient is accessible.
- (m) When in public but not assigned to a medical aid call (e.g., grocery shopping, inspections), one member of the company should carry a mask with a one-way valve, gloves, goggles, and an N95 mask.
- (n) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible.
- (o) The following chart should be used as a guide for the situation and PPE required:

Task/ Situation	Gloves	Gown/ Turnouts	Eyewear and Mask

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Any light contact with blood or other bodily fluids. This includes IVs, drawing blood, or applying dressings to wounds.	X		
Heavy bleeding or large amounts of other bodily fluids, including vomiting, childbirth, urine, or fecal contamination.	X	X	X
Spraying or splattering of bodily fluid or situations when this can be anticipated.	X	X	X
Endotracheal intubation, Bag-Valve-Mask ventilation, or airway suctioning.	X	X	X

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Administering aerosolized medication to a patient with a potential for having an airborne infectious disease.	X	X	X
Patient coughing, sneezing, or febrile.	X		X

512.3.6 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization.

512.3.7 WORK PRACTICES

All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items that are soiled with blood or other bodily fluids. Disposable gloves that become contaminated with blood or other bodily fluids shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books, personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

When possible, open the back or side windows of an ambulance and turn on ventilation systems when transporting a patient with a potential aerosol transmissible pathogen. The window between the patient care compartment and the driver compartment must remain closed.

All procedures involving blood or other potentially infectious materials shall be performed in a manner that will minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

512.3.8 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or sharps at all times, using the following guidelines:

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- (a) A needle-free or self-sheathing device or a sharp with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain blood samples at all times except when:
 - 1. A needle-free or self-sheathing device or a sharp with engineered sharps protection is not available due to market availability.
 - 2. The use of a needle-free or self-sheathing device or a sharp with engineered sharps protection would jeopardize the patient's safety or the success of the intervention.
- (b) When a needle-free or self-sheathing device or a sharp with engineered sharps protection is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes those devices that are self-sheathing.
- (d) The sharps container shall be located in the designated pouch of the airway bag. The airway bag with the sharps container shall be taken into every scene of a medical incident. A sharps container shall be easily accessible to members and located as close as possible to the immediate area where sharps are used.
- (e) The sharps container shall be stored in the upright position at all times. At no time shall district members reach into a sharps container.
- (f) Once a sharps container is half full, the container's lid will be secured, and the sharps taken to the hospital for disposal. Disposal will follow the hospital's policies and procedures.
- (g) Sharps containers will be inspected at morning checkout to ensure the container is not more than half full.
- (h) Broken glass shall not be picked up by hand. It shall be cleaned up with utility, structural, or wildland gloves, and using mechanical means, such as tongs or a brush and dustpan.

512.3.9 SHARPS INJURY LOG

The EMS supervisor shall maintain a sharps injury log that records all exposure incidents involving a sharp. Entries into this log will be recorded within 14 working days of the date the incident is reported to the EMS supervisor. The information on the log will include the following information, if it is known or reasonably available (8 CCR 5193(c)(2)):

- (a) Date and time of the exposure
- (b) Type and brand of the sharp involved in the exposure incident
- (c) Description of the exposure shall include the following:
 - 1. Job classification of the member involved in the exposure
 - 2. Work location where the exposure occurred
 - 3. Procedure the member was performing at the time of the exposure
 - 4. How the exposure occurred

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5. The body part involved in the exposure
 6. Whether the sharp had engineered sharp-injury protection, whether the protection mechanism was activated, and whether the injury occurred before the mechanism was activated, during activation, or after activation, if applicable
 7. The member's opinion as to how or whether mechanism could have prevented the injury
- (d) Each member incident shall be recorded on the sharps injury log within 14 working days of the date the incident is reported to the District.
- (e) The information in the sharps injury log shall be recorded and maintained in a manner that protects the confidentiality of the member.

512.4 DISPOSAL AND DECONTAMINATION

Equipment, supplies, and vehicles that have been contaminated by blood, bodily fluid, respiratory or airborne droplets, or other potentially infectious material, and members whose clothing or equipment has been contaminated, shall not respond to additional calls, or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interior has been exchanged, disposed of, or cleaned and decontaminated.

Contaminated supplies and equipment shall be kept in a separate location from clean or sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during clean-up procedures. When possible, one member should handle clean or sterile items and a different member should be assigned to handle contaminated items.

Kitchen facilities will never be utilized for cleaning, decontaminating, storing, or disposing of any contaminated material or waste. Designated sinks will be utilized for this procedure, followed by decontamination using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water).

512.4.1 USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leakproof, red in color or appropriately labeled with a biohazard warning, and routinely emptied.

512.4.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

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If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of their body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital-strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed/irrigated/cleaned using an approved disinfectant and then dressed or bandaged as needed. Medical treatment is required.

512.4.3 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (e.g., gloves, dressings, CPR masks) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

512.4.4 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If the PPE is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in this policy.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as feasible. The member shall wash and replace the PPE if the job has not been terminated. If this situation resulted in a contaminated non-intact skin event, the decontamination procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red biohazard waste bag and labeled with the member's name, station, contents, and type of contamination. This bag should be given to the ECO for cleaning by an approved vendor.

The Battalion Chief should be contacted regarding the replacement of structural protection garments and PPE.

512.4.5 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed, and allowed to dry. Delicate equipment (e.g., radios)

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should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom, or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, and blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.

512.4.6 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant has soaked through the boot, the boot shall be discarded.

512.4.7 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Equipment such as exposed portions of the apparatus, transport ambulance, gurney, backboards, blood pressure cuffs, and traction splints should be washed as soon as possible after the incident. After removal of gross contamination with soap and water, an approved EPA germicide, or a 1:100 solution of chlorine bleach (one-quarter cup bleach to one gallon of water) and hot water at a minimum of 140 degrees should be used to clean the item. It should then be rinsed and allowed to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient cleanup. The bleach solution must be prepared every 24 hours to maintain potency.

Delicate electronic equipment, such as monitors, defibrillators, radios, and suction equipment, shall be cleaned and decontaminated following the manufacturer's recommendation and never immersed in water.

Equipment left at the hospital should be cleaned by the hospital staff prior to return of the item. Contact the emergency department supervisor or the EMS supervisor if a hospital fails to clean the equipment in a timely manner.

All disposable contaminated supplies are to be placed in a red biohazard bag and delivered to the receiving hospital for disposal. The exception is sharps, which are to be placed in sharps

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containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

512.4.8 DECONTAMINATION OF STATION AND CLEANING AREA

The ECO shall designate a location at each fire station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes, food, and drink are prohibited in this designated area at all times.

512.5 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the member. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (Health and Safety Code § 120260, Health and Safety Code § 120261, Health and Safety Code § 120262 and Health and Safety Code § 120263).

512.5.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, all members shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the member's immediate supervisor. Additionally, members should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

In addition, the exposure or suspected exposure should be reported to the Paramedic Receiving Center (PRC), and to the EMS supervisor.

If the EMS supervisor is notified of a potential exposure to an aerosol transmissible disease by the hospital staff or county public health, the EMS supervisor shall notify the exposed member as soon as practicable, but no later than 72 hours after becoming aware of the exposure.

512.5.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name and Social Security number of the members exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) What potentially infectious materials were involved
- (e) Source of material or person

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- (f) Current location of material or person
- (g) Work being done during the exposure
- (h) How the incident occurred or was caused
- (i) PPE in use at the time of the exposure
- (j) Actions taken post-event (e.g., cleanup, notifications)

The supervisor shall advise the member of the laws and regulations concerning disclosure of the identity and infectious status of a source.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy.

512.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any member who was exposed or who suspects they were exposed to Human Immunodeficiency Virus (HIV) or to hepatitis B or hepatitis C should be seen by a physician or qualified health care provider as soon as possible. The doctor or qualified health care provider should be provided with the supervisor's report and the member's medical records relevant to the visit and examination. The blood of the exposed member shall be tested.

The health care professional will provide the ECO and/or the District's risk manager with a written opinion of the exposed member's medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the member
- If the member received a post-exposure treatment
- Confirmation that the member received the evaluation results
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required
- Whether communicable disease testing from the source is warranted and if so, which diseases should the testing include

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

512.5.4 COUNSELING

The District shall provide the exposed member, and their family if necessary, the opportunity for counseling and consultation.

512.5.5 CONFIDENTIALITY OF REPORTS

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for

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maintaining records containing the member's treatment status and the results of examinations, medical testing, and follow-up procedures.

The risk manager shall be responsible for maintaining the name and Social Security number of the member and copies of any information provided to the consulting health care professional.

512.6 SOURCE TESTING

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B, and hepatitis C testing (Health and Safety Code § 121060 et seq.).
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the South Placer Fire District qualifies as a crime victim (Penal Code § 1524.1).

When the risk is a BBP, the source patient must be tested for hepatitis B, hepatitis C, and HIV, with a rapid HIV test being the preferred method and a hepatitis B surface antibody titer used to evaluate the member's immunity. If other contact transmissible or aerosol transmissible disease possibilities exist, other tests may be indicated and shall be determined by the treating emergency room physician.

512.6.1 EXPOSURE FROM A NON-ARRESTEE

Upon notification of a member's exposure to a person who was not arrested, the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

- (a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or their authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C, and other communicable diseases the health care provider deems appropriate.
- (b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to an Exposure Control Report.

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- (c) The results of the tests should be made available to the source and the exposed member.

If consent is not obtained, the ECO should promptly consult with the District Counsel and consider requesting that a court order be sought for appropriate testing.

512.6.2 EXPOSURE FROM AN ARRESTEE

Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).
- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member's shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.
- (d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.
- (e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

512.7 TRAINING

Any member whose duties place them at risk for exposure to BBPs shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (see the Bloodborne Pathogen Training Policy) (8 CCR 5193).

512.8 MEDICAL RECORDS

The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure to BBPs as follows (8 CCR 3204):

- (a) Member status regarding all required vaccinations
- (b) Results of TB skin tests

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(c) Copies of information regarding exposures

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (8 CCR 3204(d)(1)(A)).

Minimum Requirements

514.1 PURPOSE AND SCOPE

[This policy defines the minimum requirements prior to a member being approved to respond to medical incidents.](#)

514.2 POLICY

[It is the policy of the South Placer Fire District to ensure all members are adequately prepared prior to providing EMS service.](#)

514.3

[Before personnel are authorized to go on medical aids or auto accidents, the following must be met.](#)

1. [Checked off to respond to fire calls](#)
2. [Completed Intake paperwork to include medical forms, vaccination forms or declinations, LMS.](#)
3. [Provided and fit tested for SCBA mask and sized for an N95 filter mask.](#)
4. [Provided a Fanny Pack \(complete with PPE\)](#)
5. [Possess at a minimum a valid Emergency Medical Technician card recognized by the California Emergency Medical Services Authority](#)
6. [Paramedics must meet all criteria required by Sierra-Sacramento Valley to accredit prior to working as a solo medic See attachment: Paramedic-Initial-Accreditation-Application-Instructions.pdf](#)
7. [Possess a valid American Heart Association BLS Cardiopulmonary Resuscitation Card or equivalent approved by Sierra-Sacramento Valley Emergency Medical Services Authority](#)
8. [Complete SPFD new employee training See attachment: Apprentice 5 Call Record.pdf See attachment: Apprentice ambulance check off.pdf See attachment: Ambulance Drivers Training Record.pdf](#)
9. [Have a working knowledge of all BLS equipment on the ambulance](#)
10. [Demonstrate competency of all skills in the EMT Skills Competency Verification Form \(EMSA – SCV \(01/17\)\) See attachment: Skills-Form-7.1.17.pdf or be an accredited paramedic in S-SV](#)

514.4 SECTION TITLE

[It is the Station Captain's responsibility to ensure that all the station personnel have completed these items before they are allowed to respond to medical incidents.](#)

Attachments

Paramedic-Initial-Accreditation- Application-Instructions.pdf

JIM HOLMES
JPA BOARD CHAIRPERSON



SIERRA – SACRAMENTO VALLEY
EMERGENCY MEDICAL SERVICES AGENCY

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REGIONAL EXECUTIVE DIRECTOR

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SERVING BUTTE, COLUSA, GLENN, NEVADA, PLACER, SHASTA, SISKIYOU, SUTTER, TEHAMA & YUBA COUNTIES

S-SV EMS Paramedic Initial Accreditation Application Process

- Go to www.ssvems.com, click on the 'Application Center' link in the top ribbon and scroll down to the 'Paramedic Initial Accreditation' box. Click on the 'Initial Accreditation Application' link and enter the appropriate information to complete the application (the application is **NOT** printable).
- **All applicants** must attach to the online application or submit copies of the following:
 - Current California State Paramedic License.
 - Current U.S. state-issued Driver's License or photo ID.
 - Verification of one of the following.
 - Current paramedic accreditation from another California local EMS agency; or,
 - Successful completion of a paramedic training program field internship conducted in the S-SV EMS region within the previous six (6) months; or,
 - Successful completion of a supervised field evaluation consisting of a minimum of five (5), but no more than ten (10), ALS contacts conducted in the S-SV EMS region within the previous 60 days.
- Successfully complete an S-SV EMS paramedic accreditation class and pass a policy/protocol examination with a minimum score of 80%. If the examination is failed twice, the individual will be required to repeat the paramedic accreditation class prior to re-testing.
- Pay the accreditation fee online (Select the "Add to Cart" button at the bottom of the confirmation page), or in person, with a debit/credit card. The \$104.00 fee is non-refundable (includes a \$4.00 electronic processing fee), or \$100.00 if paying with a Money Order (made out to the S-SV EMS Agency).
- Email your supporting documents or questions to info@ssvems.com. You may also mail or deliver your documents to (or come fill out the application in person):

Sierra-Sacramento Valley EMS Agency
535 Menlo Drive, Suite A
Rocklin, CA 95765

Apprentice 5 Call Record.pdf

Apprentice 5 Call Record

Apprentice Name: _____

Date	Run #	Hospital Transported to	On duty Apprentice initials

Apprentice ambulance check off.pdf

South Placer Fire District

Apprentice Ambulance Check off

Apprentice Name: _____

This document is intended to serve as a beginning verification of knowledge, skills and abilities for the apprentice when it comes to working around the station and responding to calls. All items on this document must be completed before an apprentice can work. Topics that have an “n/a” in the first taught section, the instructor only needs to show the apprentice. Topics that have an “n/a” in the able to perform section means they will demonstrate knowledge on the written test. Those topics that have an * before the topic must be both taught and have the candidate able to perform at a later date. All training performed must be entered into Zoll. Keep required written materials (evaluations, driver’s training times and 5 call record) with this document.

Topic	Date/initial First taught	Date/initial able to perform
Station familiarity: Tour the station and grounds; door combination where things are located and stored, including but not limited to: day room, kitchen, captain’s office, front office, chiefs offices, training room, training tower, training shed, shops, wood room, EMS and fire store rooms, EMS cabinets, weight room, sleeping quarters, yard tool storage, booklets and binders, daily work schedule, computer log in and navigate, etc.	n/a	
Personnel familiarity –name the following: Board of directors, All chiefs (what are their I.D. #s and what are they in charge of i.e. operations, etc.), front office staff, shop, line personnel –include shift and station. Hand written document in scalar(?) format required for “ability to perform” initial.		n/a
Policy Manual: Read the policy manual and demonstrate how to look up policies.		n/a
Station locations: Know where each station is located including its address and station phone number		n/a
Apprentice duties: By 0800 –PPE check and placed on the medic, raise the flag, equipment and medic check, ice down the coolers. After 0800 – assist with daily and weekly work, cooking and clean up duties. Other duties as assigned.	n/a	

<p>*Ambulance operation: Be able to do the following on both medic units.</p> <ul style="list-style-type: none"> • Start the engine under normal and emergency power • Identify and operate lights and siren • Add fuel and D.E.F. if required (Reserve medic) • Identify warning lights and indicators • Know what “Regen” is and how to do it if required (Reserve medic) • Know where the lock and unlock buttons are and how to use them. • Know how to bring up a call to get times and run # on the MDC • Perform an 0800 and weekly on the medic (make a copy of the weekly and keep it with this document) 		
<p>*Ambulance Inventory and Use: Be able to do on both medic units as necessary.</p> <ul style="list-style-type: none"> • Have a working knowledge of the ambulance inventory inside and outside compartments (will need to demonstrate when ready). Additionally, participate/perform weekly inventory and keep a copy of the paperwork with this document • Be able to change the main O2 cylinder(s) • Be able to refill the portable O2 cylinders and change bottles as needed • Perform the following skills: Heart monitor operation (vitals, 4 lead, 12 lead, patient info set up, transmit and hospital select, code summary, pulse ox, CO2 detection, changing BP cuffs), set up nebulizer treatment, BVM to nebulizer, ET tube set up, King-tube I-Gel set up, IO set up, traction splinting, K.E.D. application, back boarding, other skills not listed. • Gurney operations: Loading/unloading, raising and lowering, locking in place, placing patient in the shock position, trouble shooting in power loss mode. • Stair chair operations: securing the patient, lowering down stairs, placing unit back in service. • MCI bag and triage tags – location and use 		
<p>*Radios: Be able to do the following:</p> <ul style="list-style-type: none"> • Mobile (including med net) - identify components and what they do (knobs and buttons), power on, adjust volume, change channels, scan, change groups, select tones. • Portable VHF – identify components and what they do, power on/volume control, change channels, scan, priority, lo/hi, change groups, create command bank, clear command bank, lock controls, identify the clone groups, remove/ put on the mic. • Portable 800 – identify components and what they do, 		

<p>power on/volume control, change channels, change group, scan, emergency button (don't touch! Emergency only)</p> <ul style="list-style-type: none"> • Demonstrate how to talk on the radio using clear text 		
<p>Area Familiarization: Demonstrate knowledge of the main roads in our district, Trailer parks, Schools, Commercial complexes, F.L.S.P. (including the main beach, horse arena, Doton's point, Beeks bite, 5%, Beal's point beach and campground, boat ramps. Demonstrate the ability to use the map book. Written evaluation to be kept with this document.</p>		n/a
<p>Hospital Locations: Give two ways to get to SRMC, Kaiser Roseville, Mercy Folsom, Mercy San Juan, UC Davis and Sutter Auburn Faith. Know the door codes for SRMC ad Kaiser Roseville</p>		n/a
<p>Ambulance Driving: 10 hours to include cone course, backing, street driving, freeway driving, parking lot driving, night time driving. Make every effort to get 2 hours of driving with the reserve ambulance. May be done in conjunction with doing a 5 call. Proficiency will be determined by the crew you are with when the 10 hours is completed. If deemed "Proficient" the paramedic will initial and date the able to perform box. Record the hours on the form provided and keep with this document.</p>	n/a	n/a
<p>5 Call: Go on 5 transports to the hospital. You may drive as long as the on duty apprentice or paramedic is riding up front with you and they are ok it. This is to get experience with patient care as an apprentice as well as getting the medic back in service. Document your calls on the form provided and keep with this document.</p>	n/a	n/a

Ambulance Drivers Training Record.pdf

Skills-Form-7.1.17.pdf



See attached for instructions for completion

This section is to be filled out by the EMT whose skills are being verified:

I certify that I have performed the below listed skills before an approved verifier and have been found competent to perform these skills in the field.

Name as shown on California EMT Certificate	EMT Certificate Number	Signature
---	------------------------	-----------

This section is to be filled out by an approved Verifier (see instructions for information on approved Verifiers).

By filling out this section the Verifier certifies that they have, through direct observation, verified that the above EMT is competent in the skills below.

Skill Verified	Verifiers Information	
1. Trauma Assessment (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
2. Medical Assessment (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
3. Bag-Valve-Mask Ventilation (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
4. Oxygen Administration (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
5. Cardiac Arrest Management w/ AED (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
6. Hemorrhage Control & Shock Management (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
7. Spinal Motion Restriction- Supine & Seated (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
8. Penetrating Chest Injury (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
9. Epinephrine & Naloxone Administration (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:
10. Childbirth & Neonatal Resuscitation (Signature of Verification)	Name of Verifier:	Date of Verification:
	Approval to Verify from:	Cert./License Info. of Verifier:



INSTRUCTIONS FOR COMPLETION OF EMT SKILLS COMPETENCY VERIFICATION FORM

1. A completed EMT Skills Verification Form (EMSA-SCV 01/17) is required for those individuals who are either renewing or reinstating their EMT certification. This verification form must accompany the application.
2. Verification of skills competency shall be accepted as valid to apply for EMT renewal or reinstatement for a maximum of two (2) years from the date of skill verification.
3. The EMT that is being skills tested shall provide their complete name as shown on their California EMT certification, the EMT certificate number and signature in the spaces provided.
4. **Verification of Competency**

Once skills competency has been demonstrated by direct observation of an actual or simulated patient contact, i.e. skills station, the individual verifying competency shall:

- a. Sign the EMT Skills Competency Verification Form for that skill.
 - b. Print their name on the EMT Skills Competency Verification Form for that skill.
 - c. Enter the date that the individual demonstrated the competency of the skill.
 - d. Provide the name of the organization that has approved them to verify skills.
 - e. Provide their certification or license type and number.
5. In order to be an **approved skills verifier** you must meet the following qualifications:
- a. Be currently licensed or certified as an EMT, AEMT, Paramedic, Registered Nurse, Physician Assistant, or Physician, and
 - b. Be approved to verify by:
 - EMT training program, or
 - AEMT training program, or
 - Paramedic training program, or
 - Continuing education providers, or
 - EMS service provider (including but limited to public safety agencies, private ambulance providers, and other EMS providers).

Equipment Identification

517.1 PURPOSE AND SCOPE

This policy aims to establish the requirements for identifying and marking District equipment.

517.2 POLICY

It is the policy of the South Placer Fire District to ensure accountability and identification of all EMS equipment in the District's inventory.

517.3 EMS EQUIPMENT

All South Placer Fire District EMS equipment shall be marked with the following:

South Placer Fire District and the individual unit number (i.e. M16 or E18) that the piece of equipment is assigned to. Some assets will also have a South Placer Fire District ID tag sticker with a barcode to assist with performing required checks in Vector Check It.

Marking equipment is intended to reduce loss at emergency scenes or at the hospitals.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2024/2025 1st Quarter Budget Report:

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

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

Impact: Informational

Attachments: 1st Quarter Budget overview sheet, September 2023 Profit and Loss Statement.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2024/25 1st Quarter Budget Report (July - September)

Revenue	1st Quarter	Budgeted	Percentage
General Revenue	\$1,660,840	\$17,106,814	9.7 %
Consolidated Mitigation Revenue	\$117,458	\$309,000	38.0 %
CFAA Staffing Reimbursements	\$179,335	\$250,000	71.7 %
Total Revenue	\$1,957,633	\$17,665,814	11.1 %

Expenditures	1st Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2-7) 6 PP's	\$3,878,768	\$13,256,499	29.3 %
CFAA Expenditures	\$152,399	\$250,000	61.0 %
Service and Operations	\$533,125	\$2,458,442	21.7 %
Fixed Assets	\$1,269	\$263,938	0.5 %
Capital Expenditures	\$0	\$235,000	0.0 %
Consolidated Mitigation Expenditures	\$91,202	\$1,247,000	7.3 %
Total Expenditures	\$4,656,763	\$17,710,879	26.3 %

Report Prepared By Kathy Medeiros October 2024

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Monday, September 30, 2024

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	0-000-6000-001	\$0	\$10,054,486	\$10,054,486	100.00%
Unitary & Op Non-Unitary	0-000-6000-002	0	201,368	201,368	100.00%
Current Unsecured Property Tax	0-000-6000-003	189,225	219,600	30,375	13.83%
Delinquent Secured Property Taxes	0-000-6000-004	0	850	850	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	47	2,600	2,553	98.18%
Current Supplemental Property Tax	0-000-6000-006	6,295	255,000	248,705	97.53%
Delinquent Supplemental Property Tax	0-000-6000-008	0	550	550	99.96%
SPFD Special Tax	0-000-6001-000	0	713,100	713,100	100.00%
Loomis Special Tax	0-000-6001-001	0	594,378	594,378	100.00%
Loomis Fire Protection & Response Assessment	0-000-6002-000	0	1,194,097	1,194,097	100.00%
Railroad Unitary Tax	0-000-6106-000	0	5,800	5,800	100.00%
Interest-County	0-000-6950-000	24,203	20,000	(4,203)	(21.02%)
Sect. 5151 Interest Refunded	0-000-6957-000	0	(400)	(400)	100.00%
HOPTERS Intergovernmental Revenue	0-000-7000-000	0	50,785	50,785	100.00%
Ambulance Services	0-000-8192-000	566,464	2,100,000	1,533,536	73.03%
Uniform Reimbursement	0-000-8193-001	0	100	100	100.00%
Other Miscellaneous	0-000-8193-010	20,200	175,000	154,800	88.46%
Fees For Service & Cost Recovery Charges	0-000-8193-011	118,647	350,000	231,353	66.10%
4850 Reimbursements	0-000-8193-014	0	30,000	30,000	100.00%
Cellular Tower Lease	0-000-8193-015	22,725	106,000	83,275	78.56%
MVA Fees	0-000-8193-016	1,383	7,500	6,117	81.56%
Local/State/Federal Grants	0-000-8193-018	711,651	1,026,000	314,349	30.64%
CFAA Revenues	8197	179,335	250,000	70,665	28.27%
TOTAL GENERAL REVENUES		1,840,175	17,356,814	15,516,639	89.40%
Consolidated Mitigation Fee Revenue	0-000-8267-000	102,186	300,000	197,815	65.94%
Consolidated Mitigation Interest	0-000-8264-007	15,272	9,000	(6,272)	(69.69%)
TOTAL RESTRICTED MITIGATION REVENUES		117,458	309,000	191,543	61.99%
TOTAL ALL REVENUES		1,957,633	17,665,814	15,708,182	88.92%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	1,534,655	7,113,076	5,578,421	78.42%
Sellback/Admin. & FF's	1004	(6,759)	100,000	106,759	106.76%
Intern FF/Board/Res.App FF/PT	1005	2,300	20,000	17,700	88.50%
Callback/Overtime-Firefighter	1006	307,340	1,000,000	692,660	69.27%
Comp For Absence/Illness	1007	0	27,500	27,500	100.00%
Out of Grade Pay	1008	191	3,000	2,809	93.63%
Other Payroll	1015	0	10,000	10,000	100.00%
Volunteer Length of Service Award	1016	0	1,000	1,000	100.00%
PERS Retirement	1300	271,280	1,152,411	881,131	76.46%
PERS Lump Sum Payment	1302	1,229,847	1,250,000	20,153	1.61%
Employer 457 Def. Comp. Match	1305	5,655	30,000	24,345	81.15%
Employment Taxes (FICA/Medicare/SUI)	1301	27,675	113,200	85,525	75.55%
Workmans Comp. Insurance	1315	154,669	700,000	545,331	77.90%
Agency Share Insurance	1550	329,387	1,242,312	912,925	73.49%
COP Debt Service	1552	0	400,000	400,000	100.00%
Labor Legal	2010	1,990	40,000	38,010	95.03%
Uniform Allowance/Cell Phone	2017	11,538	45,000	33,462	74.36%
Employees Assistance Program	2019	9,000	9,000	0	0.00%
CFAA Expenditures	1997	152,399	250,000	97,601	39.04%
TOTAL SALARIES/BENEFITS/CFAA		4,031,167	13,506,499	9,475,332	70.15%
SERVICE & OPERATIONS					
Audit	2020	0	15,925	15,925	100.00%
Propane	2021	0	3,750	3,750	100.00%
Employee Physicals/DL/Wellness	2023	65	47,286	47,221	99.86%
ParamedicCert.EMT/CPR Classes	2024	854	9,538	8,684	91.05%
Ambulance Billing Service	2025	44,926	205,000	160,074	78.09%
Garbage	2026	1,796	12,500	10,704	85.63%
Gas & Electric	2027	14,776	55,000	40,224	73.14%
Insurance (FAIRA)	2028	168,669	168,700	31	0.02%

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Monday, September 30, 2024

		YTD	BUDGET	----- REMAINING -----	
				VARIANCE	%
Memberships/Subscriptions	2030	4,044	23,063	19,019	82.47%
News Publications & Ads	2032	434	2,000	1,566	78.28%
Sewer	2035	0	7,000	7,000	100.00%
Telephone	2037	5,575	34,490	28,915	83.84%
Training Supplies	2038	0	25,000	25,000	100.00%
Business/Conference	2039	2,420	20,000	17,580	87.90%
Education/Training	2040	15,003	90,000	74,997	83.33%
Water	2041	3,703	17,500	13,797	78.84%
Laundry	2042	277	2,000	1,723	86.13%
Legal/Consulting Fees	2043-000	69,391	275,000	205,609	74.77%
Prevention Consulting Fees	2043-001	22,345	125,000	102,655	82.12%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	150	20,000	19,850	99.25%
Medical Waste Disposal	2046	319	4,000	3,681	92.02%
County Charges (Tax Collection/LAFCO/Refunds)	2050	0	220,000	220,000	100.00%
Elections	2051	0	35,000	35,000	100.00%
Food/Drink-Incident Supplies	2053	491	7,500	7,009	93.45%
Safety Awards	2055	0	7,250	7,250	100.00%
Software Subscriptions	2056	58,246	150,908	92,662	61.40%
Cleaning/Maintenance Supplies	2120	1,091	17,000	15,909	93.58%
Computer Service & Maint.	2122	2,490	22,000	19,510	88.68%
Fire Prevention Supplies	2123	7,576	14,050	6,474	46.08%
Fuel & Oil	2124	25,526	123,000	97,474	79.25%
Medical Supplies	2127	20,256	125,000	104,744	83.79%
Miscellaneous Supplies	2128	0	1,000	1,000	100.00%
Office Supplies/Computer	2129	341	8,500	8,159	95.99%
Oxygen	2130	1,165	8,250	7,085	85.87%
Postage/Shipping	2131	0	2,000	2,000	100.00%
Storage	2132	2,592	3,000	408	13.60%
Uniform Supplies	2133	248	14,000	13,752	98.23%
Misc. Firefighting Equip/Supplies	2135	1,237	19,775	18,538	93.74%
Radio Repair	2221	0	16,000	16,000	100.00%
Automotive Repairs/Supplies	2222	25,624	134,800	109,176	80.99%
Facilities Maintenance	2225	12,610	98,100	85,490	87.15%
SCBA Maintenance	2226	13,433	13,640	207	1.52%
Equipment Service Maintenance	2227	1,167	33,585	32,418	96.53%
Turnout Clothing Maint.	2228	4,127	19,762	15,635	79.12%
Outside Services/Printing	2523	116	1,320	1,204	91.18%
Miscellaneous Expense	2599	42	0	(42)	0.00%
Bad Debt Expense	8510 + 4521	0	200,000	200,000	100.00%
TOTAL SERVICE & OPERATIONS		533,125	2,458,442	1,925,317	78.31%
FIXED ASSETS					
Facilities,	4456	0	19,758	19,758	100.00%
Firefighting Equipment	4462	0	79,900	79,900	100.00%
EMS Equipment	4464	0	15,000	15,000	100.00%
Office & Communication Equipment	4465	1,269	18,400	17,131	93.10%
Radio & Communications	4469	0	20,000	20,000	100.00%
Shop Equipment	4470	0	57,500	57,500	100.00%
Training/Operations Equipment	4472	0	1,452	1,452	100.00%
Fitness Equipment	4474	0	10,000	10,000	100.00%
Rescue Equipment	4475	0	1,928	1,928	100.00%
Aparatus Upgrades	4476	0	40,000	40,000	100.00%
TOTAL FIXED ASSETS		1,269	263,938	262,669	99.52%
CAPITAL EXPENDITURES					
Extractor	0-000-4511-036	0	30,000	30,000	100.00%
Vehicle Lift	0-000-4511-037	0	75,000	75,000	100.00%
Fuel Storage	0-000-4512-002	0	35,000	35,000	100.00%
Station 17 Seal Coat and Restripe	0-000-4512-025	0	95,000	95,000	100.00%
TOTAL CAPITAL EXPENDITURES		0	235,000	235,000	100.00%
TOTAL GENERAL OPERATING EXPENSES		4,565,561	16,463,879	11,898,318	72.27%

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Monday, September 30, 2024

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
CONSOLIDATED MITIGATION EXPENDITURES					
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	0	147,000	147,000	100.00%
Handtevy EMS Pediatric System	0-000-4523-052	0	410,000	410,000	100.00%
Tablet Command	0-000-4523-054	3,205	0	(3,205)	0.00%
2023 Ambulance	0-000-4523-059	17,033	425,000	407,967	95.99%
2023 EMS Chief Vehicle	0-000-4523-060	70,964	100,000	29,036	29.04%
Compressor	0-000-4523-061	0	125,000	125,000	100.00%
Drone Program	0-000-4523-062	0	40,000	40,000	100.00%
TOTAL RESTRICTED MITIGATION		<u>91,202</u>	<u>1,247,000</u>	<u>1,155,798</u>	<u>92.69%</u>
TOTAL ALL EXPENSES		<u>4,656,763</u>	<u>17,710,879</u>	<u>13,054,116</u>	<u>73.71%</u>
EXCESS GENERAL REVENUE LESS EXPENDITURES					
		(2,725,386)	892,935	3,618,322	405.22%
EXCESS MITIGATION REVENUE LESS MITIGATION EXPENDITURES					
		26,256	(938,000)	(964,256)	102.80%
COMBINED EXCESS		<u>(2,699,130)</u>	<u>(45,065)</u>	<u>2,654,066</u>	<u>(5,889.42%)</u>
ENDING FUND BALANCES		<u>(2,699,130)</u>	<u>(45,065)</u>	<u>2,654,066</u>	<u>(5,889.42%)</u>
COMPONENTS OF FUND BALANCE					

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Gann Limit Report and Resolution:

Action Requested: Staff recommends discussing and adopting the Resolution setting the FY 2024/25 appropriations limit, per Article XIII B of the State Constitution (1979), and verifying compliance for 2023/24.

Background: This is standard procedure. The District sets its annual appropriations limit by computing the previous year's limit to the per capita personal income and population factors. This calculation is made each year by multiplying the District's adopted appropriations limit in the prior fiscal year by the change in the cost of living in the preceding year and the change in population within the District for the preceding fiscal year.

Impact: Procedural

Attachments: 2023/24 Gann Limit Compliance Evaluation and 2024/25 Gann Limit Report and Resolution No. 10-2024/25.

Mark Duerr
Fire Chief
South Placer Fire District

South Placer Fire Protection District
2023-24 Gann Limit Compliance Evaluation and
2024-25 Gann Limit

2023-24 Gann Limit Compliance Evaluation

The District’s 2023-24 Gann Limit was calculated to be \$14,250,268. Based on 2023-24 Budget figures, it was expected that the District’s appropriations subject to limitation would not exceed this figure. At the end of the 2023-24 fiscal year, after all property tax receipts and expenditures were documented, a compliance calculation demonstrated that the District’s appropriations subject to limitation were in fact below the Gann Limit, as demonstrated in the following table.

2023-24 Appropriations Subject to Limitation	
	2023-24 Actuals
Unadjusted Appropriations Subject to the Limit	
Property Tax	\$10,386,290
Special Tax	\$1,253,312
Total Unadjusted Appropriations Subject to the Limit	\$11,639,602
Adjustments for Appropriations Not Subject to the Limit	
Court Ordered Mandates - FLSA Overtime	\$0
Federal Mandates - Worker's Compensation	\$751,268
Qualified Capital Outlay	\$990,818
Qualified Debt Service	\$400,403
Total Adjustments for Appropriations Not Subject to the Limit	\$2,142,489
Adjusted Appropriations Subject to the Limit	\$9,497,113
Gann Limit	\$14,250,268
Appropriations Under/(Over) the Limit	\$4,753,155

As shown in the table, the District’s appropriations were \$4,753,155 under the Limit. Since the District has demonstrated its compliance with the 2023-24 Gann Limit, no further action is required.

2024-25 Gann Limit and Estimated Compliance

For 2024-25, the District must calculate its new Gann Limit, based on both Cost of Living and Population Factors. Additionally, as part of the Budget adoption process, the District should estimate whether it will be in compliance with its 2024-25 Gann Limit by evaluating appropriations subject to limitation.

Gann Limit Calculation

The Gann Limit is calculated by first using the prior year’s Limit as a base, then applying a Cost of Living Factor and a Population Factor. The Cost of Living Factor is equal to the *greater of* the percent change in non-residential new construction or the percent change in California per capita personal income. For 2024-25, the Placer County Assessor’s Office has calculated that the District’s percent change in non-residential new construction is 6.19%. The California Department of Finance calculated the percent change in California per capita personal income to be 3.62%. Therefore, the Cost of Living Factor to be applied to the District’s 2024-25 Gann Limit is 6.19%.

The Population Factor is equal to the *greater of* the percent change in county population or the percent change in unincorporated County population, or the percent change in the District’s population. According to data provided by the California Department of Finance, the percent change in Placer County population was 0.67% and the percent change in unincorporated Placer County population was 0.16%. In order to determine the percentage change in the District’s population, a special population estimate must be specifically requested to the Department of Finance at the District’s expense. Due to the fact that there was minimal residential new construction in the District’s boundaries, this was not completed this year. Therefore, the Population factor to be applied to the District’s 2024-25 Gann Limit is 0.67%.

As shown in the following table, the District’s 2024-25 Gann Limit is calculated to be \$15,234,435.

Gann Limit Calculation				
	Prior Year Gann Limit	Cost of Living Factor	Population Factor	Current Year Gann Limit
2024-25	\$14,250,268	1.0619	1.0067	\$15,234,435

Estimated Appropriations Subject to Limitation

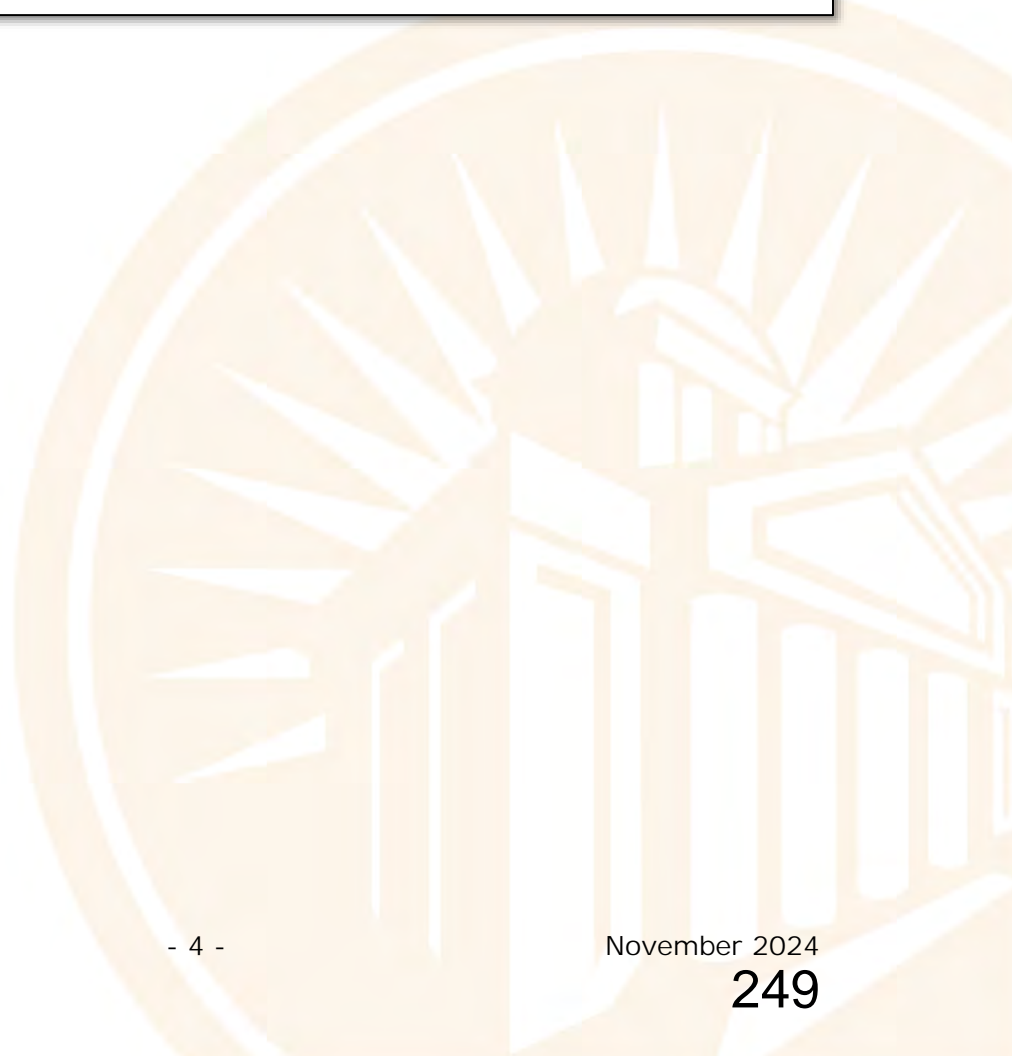
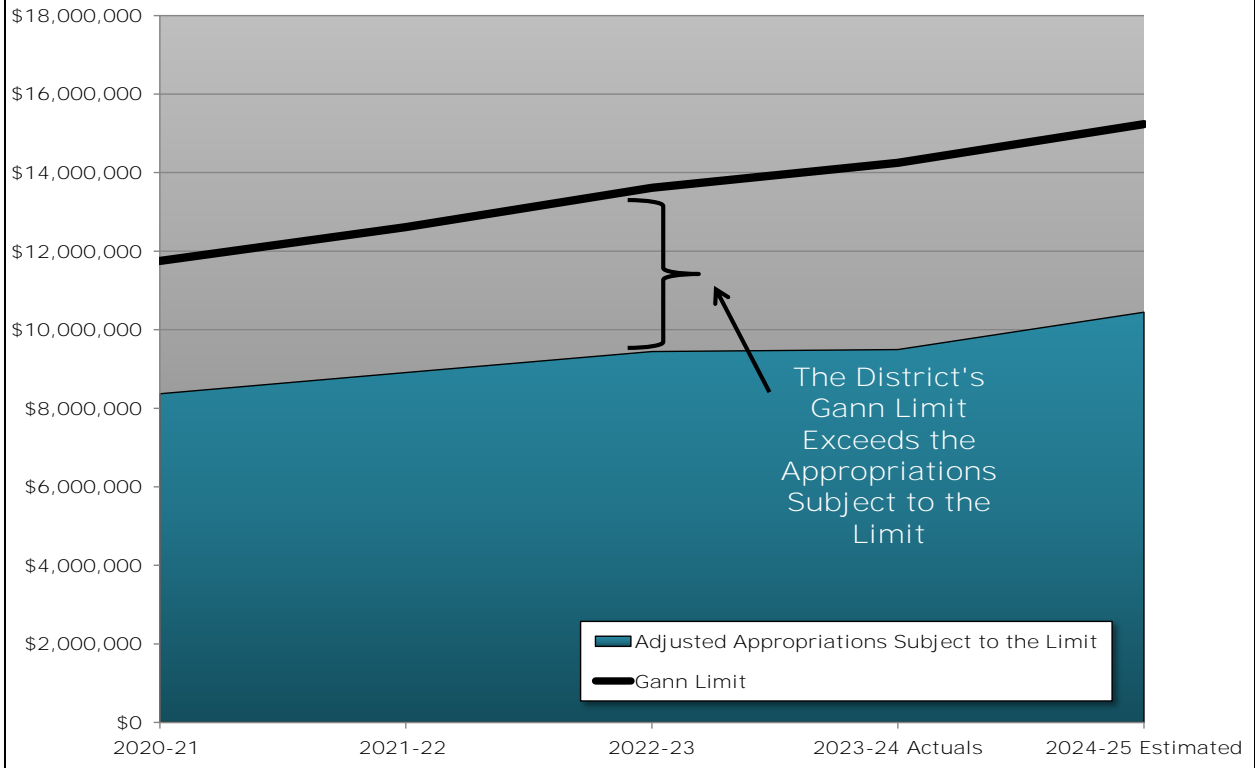
Based on the District’s 2024-25 budget, the District is estimating tax receipts of \$12,114,517 from general property taxes, the District’s Special Tax and the Loomis Parcel Tax. These tax receipts can be adjusted for appropriations that are not subject to limitation from sources such as: FLSA Overtime, Federal Mandates (Worker’s Compensation), Qualified Capital Outlay and Debt Service. Based on 2024-25 budget estimates, the District will have approximately \$1,670,000 of appropriations that are not subject to limitation. Therefore, the District’s total appropriations subject to the Gann Limit total \$10,444,517, which is \$4,789,918 below the calculated 2024-25 Gann Limit, as shown in the following table. *Therefore, we can reasonably estimate that the District will be in compliance with its Gann Limit for 2024-25.*

2024-25 Estimated Appropriations Subject to Limitation	
	2024-25 Estimated
Unadjusted Appropriations Subject to the Limit	
Property Tax	\$10,807,039
Special Tax	\$1,307,478
Total Unadjusted Appropriations Subject to the Limit	\$12,114,517
Adjustments for Appropriations Not Subject to the Limit	
Court Ordered Mandates - FLSA Overtime	\$0
Federal Mandates - Worker's Compensation	\$700,000
Qualified Capital Outlay	\$570,000
Qualified Debt Service	\$400,000
Total Adjustments for Appropriations Not Subject to the Limit	\$1,670,000
Adjusted Appropriations Subject to the Limit	\$10,444,517
Gann Limit	\$15,234,435
Appropriations Under/(Over) the Limit	\$4,789,918

Summary

In summary, the District has met its Gann Limit requirements for 2023-24 and is estimated to again meet its limitations for 2024-25.

The District Has Been and Is Expected to be Under its Gann Limit



RESOLUTION NO. 10-2024/25

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE
ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/25
AND VERIFYING COMPLIANCE WITH ARTICLE XIII B FOR THE
2023/24 FISCAL YEAR APPROPRIATIONS LIMIT**

WHEREAS, the voters of California, on November 6, 1979 adopted Article XIII B of the State Constitution placing various limits on the appropriations of proceeds of taxes by the State and local governments, such as District. An appropriation is a legal authorization from the Board of Directors of the District to make expenditures or to incur obligations for specific purposes; and

WHEREAS, the voters adopted Proposition 111 on June 5, 1990, amending Article XIII B of the State Constitution and modifying the appropriations limit calculation formula; and

WHEREAS, Article XIII B, as amended, provides that the appropriations limit for the District for Fiscal Year 2024-25 is calculated by annually adjusting the District's base year appropriations limit in Fiscal Year 1986-87 for the annual change in the cost of living and change in population within the District each year. This calculation is made each year by multiplying the District's adopted appropriations limit in the prior fiscal year by the change in the cost of living in the preceding year and the change in population within the District for the preceding fiscal year; and

WHEREAS, the Board of Directors adopted Appropriations Limit Policies and Procedures in Fiscal Year 2011-12 providing guidance related to the calculation and implementation of the appropriations limit; and

WHEREAS, Article XIII B, as amended, and Government Code section 7901 require the District to specify the adjustment factors utilized in calculation of the cost of living and change in population adjustments to the District's appropriations limit each year by a recorded vote of the District's Board of Directors; and

WHEREAS, the calculation of the District's appropriations limit for Fiscal Year 2023-24 and the explanation for such calculations are attached hereto, marked Exhibit A, and incorporated herein by this reference;

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

Section 1. The appropriations limit for Fiscal Year 2024-25 has been calculated by utilizing the appropriate adjustment factors for cost of living and population which were

applied to the Fiscal Year 2023-24 appropriations limit, as authorized by the Board of Directors.

Section 2. The District's appropriations limit pursuant to Article XIII B, as amended, for Fiscal Year 2024-25 shall be \$15,234,435. The Board expressly adopts the appropriations limit calculations for FY 2024-25.

Section 3. The District Board of Directors hereby finds that the District has complied with all of the provisions of Article XIII B, as amended, and Government Code section 7900 et seq., in determining the District's appropriations limit for Fiscal Year 2023-24.

Section 4. The Board hereby directs staff to perform a compliance calculation as soon as possible after the completion of Fiscal Year 2024-25 to determine if appropriations subject to limitation of the proceeds of taxes subject to the appropriations limit during the Fiscal Year 2024-25 have exceeded this appropriations limit established for FY 2024-25.

Section 5. The Board hereby finds that appropriations subject to limitation of the proceeds of taxes subject to the appropriations limit during the Fiscal Year 2023-24 have not exceeded the appropriations limit established for Fiscal Year 2023-24.

PASSED AND ADOPTED this 13th day of November, 2024, by the following roll call vote.

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary of the Board

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Resolutions for Dedicated Service to South Placer Fire District:

Action Requested: Staff recommends adopting the Resolutions recognizing Gary Grenfell and Mike Johnson for their outstanding service to the Fire District and the community.

Background: Directors Gary Grenfell and Mike Johnson have served our community with distinction and honor in their terms on the South Placer Fire District Board.

Director Grenfell has given more than 24 years of service to this community through his participation as a member of the Board, serving in all roles, including clerk, vice president, and president. During his tenure, he was instrumental in navigating the complexities of a national recession, budget shortfalls, increasing service demand, extending the District's service area to include consolidation with the Loomis Fire Protection District, and navigating a world pandemic. With his service to the District, combined with over 30 years with San Jose Fire, Director Grenfell has been actively participating in the Fire Service for more than 54 years.

Director Johnson was sworn onto the Board of Directors of the South Placer Fire District in December 2020. His time on the Board can be characterized by his artful skill of building consensus and relationships amongst all parties. Director Johnson always focused on ensuring that service to the community was upheld, but never at the expense of the men and women of the District. Helping to facilitate the first NFPA 1582 health and wellness physicals for all members, Director Johnson has established a legacy of member support in his short term with the District.

With our sincerest gratitude, we thank Directors Grenfell and Johnson for their service and wish them well in future endeavors.

Impact: Recognition for a job well done

Attachments: Resolution No. 11-2024/25 and Resolution No. 12-2024/25

Mark Duerr
Fire Chief
South Placer Fire District

RESOLUTION NO. 11-2024/25

RESOLUTION OF COMMENDATION FOR DEDICATED SERVICE TO THE
SOUTH PLACER FIRE DISTRICT

DIRECTOR GARY GRENFELL

WHEREAS, Gary Grenfell served as a member of the Board of Directors of the South Placer Fire Protection District from December 2000 through November 2024; and

WHEREAS, he has given selflessly for twenty-four years on the Board of Directors in addition to his over thirty years of in the fire service before being elected to the Board; and

WHEREAS, in his 54 years of public service and through his vision, commitment, experience, leadership, and adherence to his principles for what he perceives as the good of the District, has contributed to building the District into the professional organization it is today; and

WHEREAS, this was all accomplished by maintaining his integrity in doing what he felt was the best for the long-term benefit of the District and its citizens;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that Gary Grenfell be commended for his dedicated service to the District and to the Community served by the District.

The foregoing resolution was adopted at the regular meeting of the Board of Directors of the South Placer Fire Protection District held on the 13th day of November 2024 by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

ATTEST:

Clerk of the Board

RESOLUTION NO. 12-2024/25

RESOLUTION OF COMMENDATION FOR DEDICATED SERVICE TO THE
SOUTH PLACER FIRE DISTRICT

DIRECTOR MIKE JOHNSON

WHEREAS, Mike Johnson served as a member of the Board of Directors of the South Placer Fire Protection District from December 2020 through November 2024; and

WHEREAS, he has given selflessly for four years on the Board of Directors and through his vision, commitment, experience, leadership and adherence to his principles for what he perceives as the good of the District has contributed to building the District into the professional organization it is today; and

WHEREAS, this was all accomplished by maintaining his integrity in doing what he felt was the best for the long-term benefit of the District and its citizens;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that Mike Johnson be commended for his dedicated service to the District and to the Community served by the District.

The foregoing resolution was adopted at the regular meeting of the Board of Directors of the South Placer Fire Protection District held on the 13th day of November 2024 by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

ATTEST:

Clerk of the Board

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Apprentice Firefighter Contract:

Action Requested: Staff recommends discussing an amendment to the apprentice contract to provide funding for paramedic school.

Background: Fire services across the United States struggle to find qualified and trained personnel. South Placer, like many local organizations, faces this struggle daily. One of the reasons the District started an apprentice program many years back was to develop a pipeline of qualified applicants. In the same vein, Staff recommends we expand the training portion of the apprentice program to address the largest deficit in qualified applicants, paramedic school, by providing a one-time stipend of up to \$5,000 for paramedic training.

The program would work by requiring an apprentice to petition the District to attend an accredited paramedic training program after being employed for six months with the fire district. With approval from the District and acceptance into a program, the apprentice would be given the first half of (\$2,500) of the stipend to attend training. Once the apprentice completes the program (completion of paramedic ride time through the school), the apprentice would be given the balance of the stipend up to no more than \$5,000 total. If the program costs are less than \$5,000, the apprentice would be reimbursed for the actual cost. If the amount of the program exceeds \$5,000, the apprentice would be given the maximum stipend of \$5,000. If the apprentice fails the program, the District will not try to recover the first half of the money, but also will not pay out the second half.

The goal of the apprenticeship is to train interested personnel for a job in the fire service. We believe this is the next logical step in making sure apprentices are ready for a job in the fire service and building a training and hiring pipeline for those apprentices who would like to continue their careers with the South Placer Fire District.

Impact: Improved hiring prospects at a cost of an additional \$5,000 per apprentice.

Attachments: Draft apprentice contract.

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE PROTECTION DISTRICT
APPRENTICE FIREFIGHTER CONTRACT

This Employment Contract (“Contract”) is by and between the
SOUTH PLACER FIRE PROTECTION DISTRICT, hereafter referred to “DISTRICT,”
and XXXXXX, hereafter referred to as “APPRENTICE”.

I. EMPLOYMENT

A. Employment is “At-Will”

1. APPRENTICE is an at-will, unrepresented employee of the DISTRICT. APPRENTICES are not covered by a Memorandum of Understanding (MOU). The APPRENTICE position is designed to provide career development opportunities in the fire service.
2. The APPRENTICE position is a full-duty shift assigned position with a limited term of two years.
3. Either APPRENTICE or DISTRICT may terminate this Contract, at any time, by giving written notice to the other. No cause or reason is required.
4. Once written notice of termination is given, APPRENTICE shall have no additional employment rights with the DISTRICT.

B. Duties and Responsibilities

1. See Policy Number 1191 for a statement of duties and responsibilities.
2. APPRENTICE shall maintain required training requirements set forth by the District Training Division.

II. COMPENSATION

- A. APPRENTICE shall receive an hourly rate of pay in accordance with the current salary schedule approved by the BOARD OF DIRECTORS.
- B. In addition to the hours from the APPRENTICE’s assigned shift, the hourly rate shall also apply when he/she:
 1. Participates on calls as “extra help”. Hourly rate applies only when the call time exceeds the Volunteer Pay amount.
 2. Overtime will be compensated on a 24 day FLSA work cycle.
- C. APPRENTICE shall be paid the hourly rate for a minimum of one hour, and thereafter in 15 minute increments.
- D. APPRENTICE shall be paid in accordance with regularly scheduled DISTRICT pay periods.
- E. Each APPRENTICE upon initial employment shall be provided with a Class B uniform as listed below.

1. The employee shall be provided with one uniform including boots and excluding a Class B jacket. After one year of service, each member will be reimbursed up to \$200 for additional uniform needs.
2. If in the event an employee's uniforms/boots are damaged beyond repair, the district will purchase a replacement.

F. See Policy Number 1029 for a description of uniform requirements.

III. OPTION TO LIVE AT STATION

A. With approval from the Deputy Fire Chief an Apprentice may live at Station XX.

IV. BENEFITS

- A. Retirement: APPRENTICE shall be enrolled in the Public Employees Retirement System (PERS). APPRENTICE shall pay the employee contribution of 6.25% per accordance with PEPRG G.C. 7522.34 .
- B. Paid leave: APPRENTICE shall be eligible for 33.6 hours per year sick leave, as required by law. Apprentice not eligible for any other paid leave including vacation, holiday, and CTO leave.
- C. Insurances: APPRENTICE shall receive \$100.00 per month paid towards health insurance upon enrollment into a district offered health plan or upon proof of medical enrollment. APPRENTICE shall not receive a DISTRICT contribution for dental, or vision insurance.
- D. Workers Compensation: APPRENTICE shall be covered by DISTRICT's workers' compensation insurance policy as required by law.
- E. Paramedic School: After six (6) months of employment, APPRENTICE is eligible to apply for up to a maximum reimbursement of \$5000 for enrollment and successful completion of paramedic school. One half (\$2500) is available upon enrollment in an accredited Paramedic training program, and the other half (\$2500) will be paid upon the successful completion of the program. If the program costs exceed \$5000, the balance of the expense will be the responsibility of the APPRENTICE. If program costs are less than \$5000, the DISTRICT will reimburse up to the actual cost, but not more than a total of \$5000.

V. OUTSIDE EMPLOYMENT

A. APPRENTICE may undertake outside employment provided it does not conflict with his/her assigned shift.

VI. GENERAL PROVISIONS

- A. This Contract is the full and complete Contract between the parties. It can be changed or modified only in writing, signed by the parties or their successors in interest.
- B. If any provision of this Contract is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Contract which can be given effect without the invalid provisions shall continue in full force and effect and shall in no way be impaired or invalidated.

SOUTH PLACER FIRE PROTECTION DISTRICT

By:

Mark Duerr, Fire Chief

Date: _____

By:

Apprentice Firefighter

Date: _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Ambulance Remount:

Action Requested: Staff recommends discussing a proposal to perform remount services on one of the two District ambulances

Background: The District ambulance fleet is the backbone of the transportation services provided to our community. Ensuring a properly functioning fleet is paramount and critical to maintaining transportation services. As the existing fleet ages, it is time to begin planning for apparatus replacement as the current ambulance fleet is beginning to show its age. Both ambulances are coming up on replacement and have not stood up as well as anticipated. It is time to begin the replacement process a year or two ahead of schedule. Typically, this would occur during the budget cycle. Still, due to the long lead times to secure vehicle chassis, Staff is proposing an early request for remount services for one of the existing ambulances.

There are two options for replacing ambulances: purchasing new ones, as we recently did with the ISRAM ambulance, or performing a “remount.” A remount takes the existing box (the patient care area) and places it on a new chassis. This is standard practice in the industry with a customer list that includes agencies such as Berkely FD, Consumnes (14 units), San Francisco FD, Sacramento City (6-12/year), and Sac Metro. Both options have pros and cons, including costs, delivery schedule, longevity, and community serviceability.

	New	Remount
Costs	\$325,000	\$185,000
Delivery Schedule	12-18 months*	6-9 months
Longevity	Longer	Reduced box service life
Operations	In service from purchase, no loss of apparatus	Rig out of service during the remount

Staff is requesting contract approval authority to begin the remount process. The anticipated cost is approximately \$185,000 and is part of an HGAC (purchasing cooperative) pricing agreement, meaning the competitive process has been addressed through this cooperative agreement. Note that payment is not due until receipt of the chassis, which is anticipated to take 4-6 months. This would most likely place this purchase in next year's budget cycle; however, if we wait until July 2025, then we will extend our purchase time even longer and, based on the current state of one of the ambulances, will require us to operate out of a reserve unit more often. With contract approval, we can start the process at no initial cost to the District and plan for the additional cost should the chassis arrive prior to the start of the new fiscal year.

Impact: Initial reduction in ambulance fleet, but long-term improved fleet reliability at a cost more affordable than a new purchase.

Attachments: HGAC remount proposal.

Mark Duerr
Fire Chief
South Placer Fire District

HGAC REMOUNT PROPOSAL

September 19, 2024

South Placer Fire District
 Attn: Mark Duerr
 6900 Eureka Road
 Granite Bay, CA 95746
Mduerr@southplacerfire.org

RE: Remount/Refurbish one (1) 2017 Medix 167-1 module

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-23:

Remount/Refurbish one (1) 2017 Medix 167-1 module on a 2025 Ford F-450 4x2 ambulance prep gas chassis per enclosed specification dated 9/11/2024 with the following change:

- Utilize 2025 Ford F-450 4x2 ambulance prep gas chassis

Base price HGAC AM23CE03.....	\$138,950.00
Published/Unpublished options taken.....	\$ 35,229.00
Contingency Fund.....	\$ 10,000.00
California Tire Tax	\$ 12.25
HGAC Discount	<\$ 1,500.00>
HGAC Fee.....	\$ 600.00
Total F.O.B. Chehalis, WA	<u>\$183,291.25***</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery, agency's operational schedule and Braun NW manufacturing plan.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.

**Note: The above pricing is based upon estimated 2025 model year chassis pricing and is subject to change when new pricing is released by Ford.*

****One-way travel is included for two people, flying from Portland, OR to Sacramento, CA after pre-build meeting.**

*****One-way travel is included for two people, flying from Sacramento, CA to Portland, OR for final inspection, with agency driving vehicle home.**



BRAUN-NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a California dealer (#16055) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.



Colton Schoelkopf, General Sales
Manager

Date: 9-19-24

We agree to accept the above proposal:
South Placer Fire District

Signature

Date

Printed Name

Title

CS
cc BC/LM
Enclosures: Specifications.



EMERGENCY VEHICLES

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Solar Panel Acquisition for Station 19

Action Requested: Staff recommends discussion and possible action regarding the purchase of photovoltaic solar panels for Station 19.

Background: Approximately two years ago, the District Board had the foresight to approve the purchase of photovoltaic solar panels for the majority of our stations, reducing the utility bills from over \$91k/year in FY 22/23 to \$50k in FY 23/24, a nearly 45% decrease. The initial expenditure for labor and materials was approximately \$410k, putting the District on track for a return on investment in 8 years.

As a part of this process, the District also secured NEM 2.0 privileges for installing PV panels at stations 15 and 19. As you remember, NEM 2.0 allows the District to sell back energy at retail rates instead of the wholesale rates granted under today's NEM 3.0 plan. These privileges will expire in 2025, and any new solar installation must comply with NEM 3.0 standards. Those requirements are not nearly as lucrative and have a return on investment (ROI) 3-4 times longer than NEM 2.0, making solar arrays, without batteries, fiscally unsuitable.

Staff is requesting a mid-year budget amendment to include contract approval authority to install solar on Station 19 ahead of the loss of NEM 2.0 rights and in line with the reopening of that station under the new deployment plan. The cost to the District will be approximately \$135k and will be funded through reallocation of money that was earmarked for reserves. This will lock in long-term savings as PG&E continues to increase rates and ensure that the District maximizes fiscal opportunities in all areas of the organization.

Impact: Long-term reduction in utility costs after 6.5-year ROI.

Attachments: Station 19 solar proposal.

Mark Duerr
Fire Chief
South Placer Fire District

DC Solar ELECTRIC INC.

South Placer Fire District Station 19

Prepared For:
South Placer Fire District 2020

Prepared By: Eddie Milloy

2/2/2023



DC Solar Electric, Inc., A Stevens Family Company:

DC Solar Electric has been providing Northern California with service that is second to none for the past 35 years. Through our experience we have become a regional leader in solar integration, providing residential and commercial solar electric systems that have saved our customers over \$20,000,000 in 2020 alone.

We are your solar solution partner and an experienced solar, storage, and backup installation company that provides solar design to exactly fit your needs, detailed structural and electrical engineering, and quality craftsmanship on every install.

Our Solar Electric Field Team consists of licensed C-10 electricians, roofers, solar PV installers, storage and backup system installers and project managers. Our support staff includes an electrical engineer, CAD designers, technical plan set managers, sales and customer support personnel, and administrative personnel that all work in a collaborative environment that encourages a thorough, efficient, and responsive teamwork environment developed through the years with an unusually high rate of employee retention and expertise. The benefit to our customers is a process that facilitates a smooth flow from conceptual design through final inspection and system start up.

Our EPC, design/build structure provides our customers with the best response and design flexibility. Our team works hand-in-hand with our customers to make certain your solar electric, storage and/or backup project exceeds your expectations! We have experts in every discipline within the solar, backup, and building trade including roofers, electricians, and solar experts assuring our high standards through-out the project.

Our proven success through-out Northern California over the past 35 years is testament to our ability to handle every project we undertake. Our flat-management structure allows not only an efficient and streamlined experience for our customers but also provides a fiscally conservative model for the company to operate in. Our financial strength as well as our extensive lines of credit with all of our suppliers guarantees that the solar project will be financially backed without issue.

As a second generation Family Company with over 35 years experience serving Northern California, we offer an unparalleled lifetime warranty on all of our projects! We stand behind all of our materials for their warranty lifetime and our workmanship for life – 100% Guaranteed. No shipping charges, no repair charges, no excuses, and no exceptions.

DC Solar Electric has both a General (B) and Electrical (C10) contractor's license (S.C.L 953430 C-10, B).DC Solar has 35 years of experience as a Licensed General Contractor, 15 years of experience as a Licensed Electrical Contractor, and over 10 years of experience as a Licensed Solar Contractor solely focused on solar and backup systems.



Prepared By: Eddie Milloy

P: (916) 932-6401, **E:** emilloy@dcsolarelectric.com

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1 Project Summary

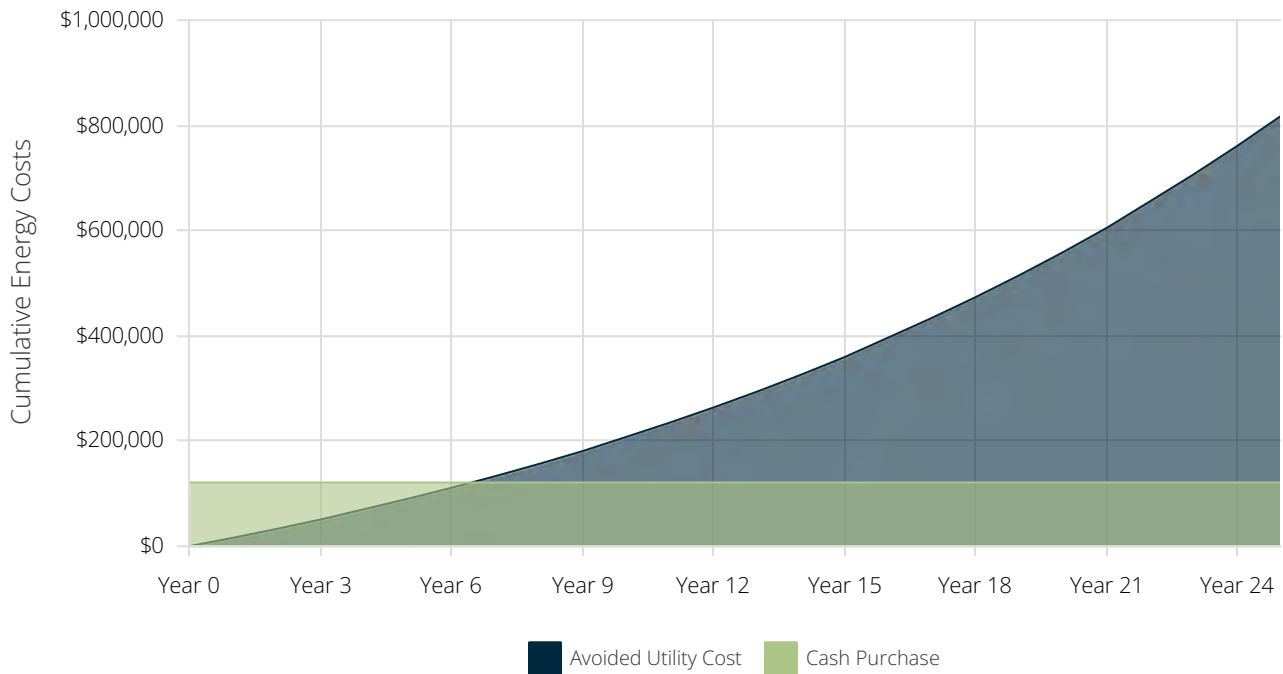
Payment Options	Cash Purchase
IRR - Term	18.0%
LCOE PV Generation	\$0.075 /kWh
Net Present Value	\$282,980
Payback Period	6.5 Years
Total Payments	\$120,950
Total Incentives	\$0
Net Payments	\$120,950
Electric Bill Savings - Term	\$818,005
Upfront Payment	\$120,950

Combined Solar PV Rating

Power Rating: 49,200 W-DC

Power Rating: 45,116 W-AC-CEC

Cumulative Energy Costs By Payment Option



Prepared By: Eddie Milloy

P: (916) 932-6401, E: emilloy@dcsolarelectric.com

2.1.1 PV System Details

General Information

Facility: Station 19
 Address: 7070 Auburn Folsom Rd Granite Bay CA 95746

Solar PV Equipment Description

Solar Panels: (120) Hyundai HIS S410
 Inverters: (120) Enphase IQ8H

Solar PV Equipment Typical Lifespan

Solar Panels: Greater than 30 Years
 Inverters: 25 Years

Solar PV System Cost and Incentives

Solar PV System Cost \$120,950

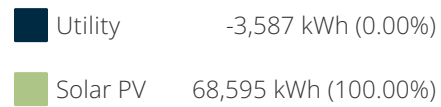
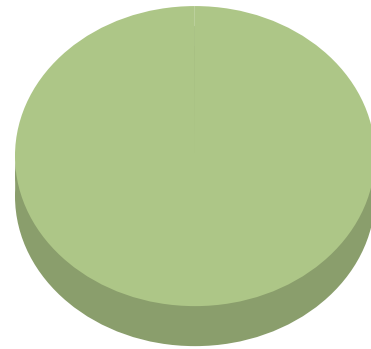
Net Solar PV System Cost \$120,950

Solar PV System Rating

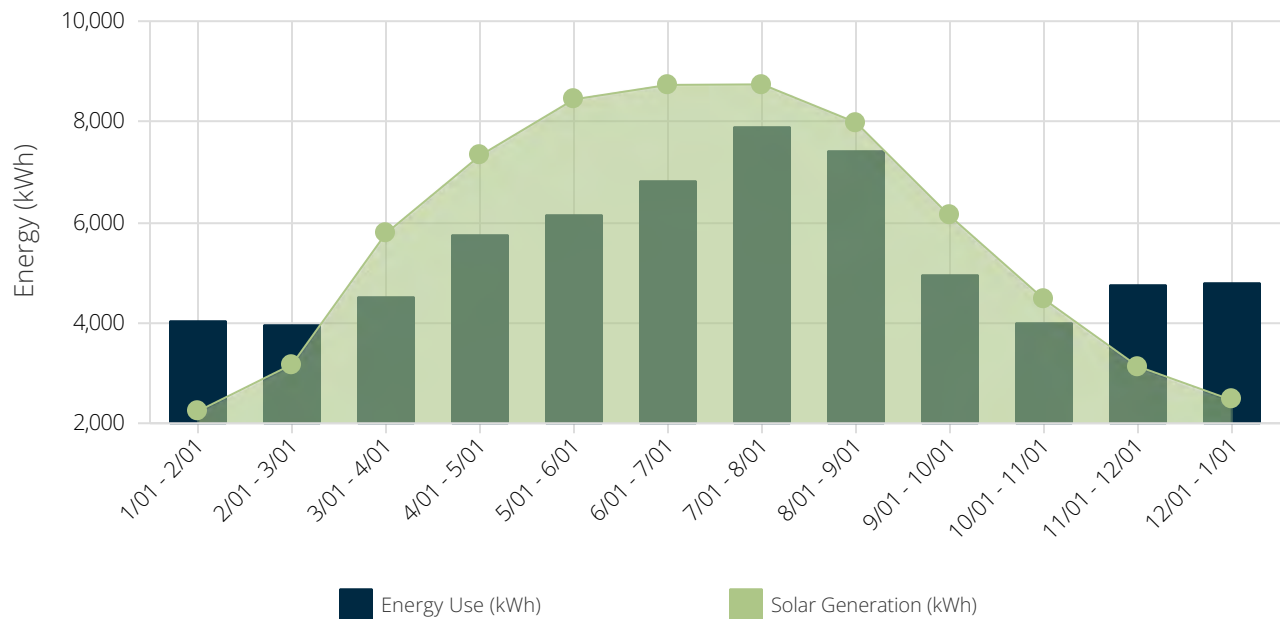
Power Rating: 49,200 W-DC
 Power Rating: 45,116 W-AC-CEC

Energy Consumption Mix

Annual Energy Use: 65,008 kWh



Monthly Energy Use vs Solar Generation



Prepared By: Eddie Milloy
 P: (916) 932-6401, E: emilloy@dcsolarelectric.com

2.1.2 Rebates and Incentives

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.



2.1.3 Utility Rates

You have the option to remain on your current rate schedule (A-1) or switch to an alternative rate schedule (B-1). The rates for each are shown below and your estimated electric bills are shown on the following page for each rate schedule.

Customer Charges					Energy Charges				
Season	Charge Type	Rate Type	A-1	B-1	Season	Charge Type	Rate Type	A-1	B-1
W	Flat Rate	per day	\$0.82	-	W	Flat Rate	Import	\$0.22096	-
S	Flat Rate	per day	\$0.82	\$0.82	S	Flat Rate	Import	\$0.2815	-
W1	Flat Rate	per day	-	\$0.82	W1	On Peak	Import	-	\$0.25794
W2	Flat Rate	per day	-	\$0.82	W1	Off Peak	Import	-	\$0.24182
					W2	On Peak	Import	-	\$0.25794
					W2	Off Peak	Import	-	\$0.24182
					W2	Super Off Peak	Import	-	\$0.2254
					S	On Peak	Import	-	\$0.33337
					S	Part Peak	Import	-	\$0.28414
					S	Off Peak	Import	-	\$0.26333

2.1.4 Current Electric Bill

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

Rate Schedule: PG&E - A-1

Time Periods	Energy Use (kWh)	Charges			
		Other	NBC	Energy	Total
1/1/2020 - 2/1/2020 W	4,014	\$25	\$100	\$787	\$912
2/1/2020 - 3/1/2020 W	3,954	\$24	\$99	\$775	\$898
3/1/2020 - 4/1/2020 W	4,515	\$25	\$113	\$885	\$1,023
4/1/2020 - 5/1/2020 W	5,750	\$25	\$144	\$1,127	\$1,295
5/1/2020 - 6/1/2020 S	6,159	\$25	\$154	\$1,580	\$1,759
6/1/2020 - 7/1/2020 S	6,804	\$25	\$170	\$1,745	\$1,940
7/1/2020 - 8/1/2020 S	7,909	\$25	\$198	\$2,029	\$2,252
8/1/2020 - 9/1/2020 S	7,432	\$25	\$186	\$1,906	\$2,118
9/1/2020 - 10/1/2020 S	4,944	\$25	\$124	\$1,268	\$1,416
10/1/2019 - 11/1/2019 S	3,991	\$25	\$100	\$1,024	\$1,149
11/1/2019 - 12/1/2019 W	4,749	\$25	\$119	\$931	\$1,074
12/1/2019 - 1/1/2020 W	4,787	\$25	\$120	\$938	\$1,083
Total	65,008	\$301	\$1,625	\$14,993	\$16,919



Prepared By: Eddie Milloy

P: (916) 932-6401, E: emilloy@dcsolarelectric.com

2.1.5 New Electric Bill

Rate Schedule Option 1: PG&E - A-1

Time Periods	Energy Use (kWh)	Charges			
	Total	Other	NBC	Energy	Total
1/1/2020 - 2/1/2020 W	1,773	\$25	\$66	\$347	\$439
2/1/2020 - 3/1/2020 W	784	\$24	\$57	\$154	\$235
3/1/2020 - 4/1/2020 W	-1,264	\$25	\$50	\$248	\$173
4/1/2020 - 5/1/2020 W	-1,575	\$25	\$49	\$309	\$235
5/1/2020 - 6/1/2020 S	-2,285	\$25	\$52	\$586	\$509
6/1/2020 - 7/1/2020 S	-1,928	\$25	\$48	\$495	\$422
7/1/2020 - 8/1/2020 S	-834	\$25	\$58	\$214	\$131
8/1/2020 - 9/1/2020 S	-551	\$25	\$64	\$141	\$52
9/1/2020 - 10/1/2020 S	-1,178	\$25	\$44	\$302	\$233
10/1/2019 - 11/1/2019 S	-477	\$25	\$47	\$122	\$49
11/1/2019 - 12/1/2019 W	1,620	\$25	\$70	\$317	\$412
12/1/2019 - 1/1/2020 W	2,328	\$25	\$80	\$456	\$562
Total	-3,587	\$301	\$686	\$179	\$807

New Rate Schedule Option 2: PG&E - B-1

Time Periods	Energy Use (kWh)				Charges			
	On Peak	Part Peak	Off Peak	Super Off Peak	Other	NBC	Energy	Total
1/1/2020 - 2/1/2020 W1	859	-	914	-	\$25	\$66	\$398	\$490
2/1/2020 - 3/1/2020 W1	717	-	67	-	\$24	\$57	\$182	\$263
3/1/2020 - 4/1/2020 W2	300	-	475	-2,039	\$25	\$50	\$236	\$161
4/1/2020 - 5/1/2020 W2	211	-	482	-2,267	\$25	\$49	\$301	\$227
5/1/2020 - 6/1/2020 W2	137	-	177	-2,600	\$25	\$52	\$451	\$374
6/1/2020 - 7/1/2020 S	211	-473	-1,666	-	\$25	\$48	\$455	\$382
7/1/2020 - 8/1/2020 S	495	-278	-1,051	-	\$25	\$58	\$170	\$87
8/1/2020 - 9/1/2020 S	646	-267	-930	-	\$25	\$64	\$92	\$2
9/1/2020 - 10/1/2020 S	406	-446	-1,138	-	\$25	\$44	\$262	\$193
10/1/2019 - 11/1/2019 W1	480	-	-957	-	\$25	\$47	\$96	\$23
11/1/2019 - 12/1/2019 W1	1,079	-	540	-	\$25	\$70	\$368	\$463
12/1/2019 - 1/1/2020 W1	1,101	-	1,227	-	\$25	\$80	\$523	\$628
Total	6,642	-1,464	-1,860	-6,906	\$301	\$686	\$179	\$807

Annual Electricity Savings: \$16,112



Prepared By: Eddie Milloy
 P: (916) 932-6401, E: emilloy@dcsolarelectric.com

3.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - 10 Year	10.2%	IRR - 20 Year	17.2%	IRR - Term	18.0%
Net Present Value	\$282,980	Payback Period	6.5 Years	ROI	576.3%
PV Degradation Rate	0.50%	Discount Rate	5.0%	Energy Cost Escalation Rate	6.0%
Federal Income Tax Rate	21.0%	State Income Tax Rate	8.0%	Total Project Costs	\$120,950

Years	Project Costs	Electric Bill Savings	Total Cash Flow	Cumulative Cash Flow
Upfront	-\$120,950	-	-\$120,950	-\$120,950
1	-	\$16,112	\$16,112	-\$104,838
2	-	\$16,993	\$16,993	-\$87,844
3	-	\$17,923	\$17,923	-\$69,922
4	-	\$18,902	\$18,902	-\$51,020
5	-	\$19,934	\$19,934	-\$31,085
6	-	\$21,023	\$21,023	-\$10,063
7	-	\$22,170	\$22,170	\$12,107
8	-	\$23,379	\$23,379	\$35,486
9	-	\$24,653	\$24,653	\$60,139
10	-	\$25,996	\$25,996	\$86,135
11	-	\$27,412	\$27,412	\$113,547
12	-	\$28,903	\$28,903	\$142,450
13	-	\$30,476	\$30,476	\$172,926
14	-	\$32,132	\$32,132	\$205,058
15	-	\$33,878	\$33,878	\$238,936
16	-	\$35,718	\$35,718	\$274,654
17	-	\$37,656	\$37,656	\$312,310
18	-	\$39,698	\$39,698	\$352,008
19	-	\$41,850	\$41,850	\$393,859
20	-	\$44,118	\$44,118	\$437,976
21	-	\$46,506	\$46,506	\$484,483
22	-	\$49,023	\$49,023	\$533,506
23	-	\$51,674	\$51,674	\$585,180
24	-	\$54,467	\$54,467	\$639,646
25	-	\$57,409	\$57,409	\$697,055
Totals:	-\$120,950	\$818,005	\$697,055	-



Prepared By: Eddie Milloy
 P: (916) 932-6401, E: emilloy@dcsolarelectric.com

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Municipal Service Review (MSR)- Service Review Study and Sphere of Influence Update – Western Placer County Fire/Emergency Medical Services/Dispatch Service Agency Providers :

Action Requested: Staff recommends discussing the MSR.

Background: By law, the Local Agency Formation Commission (LAFCO) is required to provide a municipal service review for services every five years. Over the last few years, LAFCO has been working with AP Triton to complete a fire service review for western Placer County. A draft review had been completed, but was not widely shared to the stakeholders. When it was shared, information was included that was not germane to the project, as well as recommendations that contradict findings and proposed determinations in the report. In an abundance of caution and to correct the contradictions, LAFCO will open the process for public comment in November, but not present or discuss the matter until the December meeting.

Staff recommends that all Directors read the document once available and be prepared to discuss feedback at the next possible Board meeting after the LAFCO publication.

Impact: MSR update

Attachments: None.

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
9/1/2024 to 9/30/2024

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

Account Summary

Source	Balance as of 9/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 9/30/2024
OPEB	\$1,679,250.16	\$0.00	\$23,799.86	\$815.32	\$0.00	\$0.00	\$1,702,234.70
Totals	\$1,679,250.16	\$0.00	\$23,799.86	\$815.32	\$0.00	\$0.00	\$1,702,234.70

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	1.42%	5.59%	21.67%	3.79%	6.96%	6.27%	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



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 568-3800
Website: www.fire.ca.gov



November 1, 2024

Dear: Fire Chief,

CAL FIRE – The Office of the State Fire Marshal (OSFM) finalized the adoption of the State Responsibility Area Fire Hazard Severity Zone (FHSZ) map which became effective April 1, 2024. We have now begun the update process for the classification of Fire Hazard Severity Zones in the Local Responsibility Areas (LRA). Government Code (GC) 51178 mandates that the State Fire Marshal identify moderate, high, and very high FHSZs based on consistent statewide criteria and the expected severity of fire hazards. Government Code 51179 requires the State Fire Marshal to make recommendations to local agencies, as defined per GC 51177(e), for their designation and adoption by ordinance.

CAL FIRE's fire scientists, and wildfire mitigation experts, developed the map using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior. Many factors are considered, such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for an area. These zones fall into the following classifications – moderate, high, and very high.

Your jurisdiction has been identified as potentially having Moderate, High, Very High or a combination of Fire Hazard Severity Zones within your jurisdiction. The maps and data will be made available during the month of January 2025. We will send you a letter and email with a link for you to download the maps and data. We are currently finalizing maps for each City and County and developing a data package.

We have developed a "Hub" website where you can access information for the local adoption process. <https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/>

The Hub includes:

- a) Training video on the LRA process
- b) Pertinent reference material
- c) OSFM regional contact information
- d) A bookings application to schedule a meeting with assigned OSFM staff
- e) Public FHSZ model information and videos
- f) Model ordinance

g) Surveys

- The Contact Survey is to identify your jurisdictions contact person during the process.
- The Public Contact Survey will be used for a public Webmap on the OFSM website to guide your constituents to the appropriate contact person or website for LRA FHSZ in your jurisdiction, please enter public-facing jurisdictional contact information that the public can use to submit feedback or ask questions to your jurisdiction directly.

If you have additional questions, please feel free to contact our Team at FHSZinformation@fire.ca.gov

Sincerely,



Daniel Berlant
State Fire Marshal
CAL FIRE – Office of the State Fire Marshal

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 13TH, 2024
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chief's Report

Action Requested: Staff recommends a monthly District update.

Background:

- ISRAM Ambulance - The ambulance has arrived in California from Canada and is at the upfitter for technology and gurney installation. Its projected date of arrival at the District is December 5th.
- 1582 Physicals – Blood draws have been completed and annual physicals are being conducted the week of November 12th.
- All Hands meeting took place on November 8th.
- Apprentice hiring – 13 applicants took the test with 11 passing. Interviews are scheduled for November 21st.
- Firefighter Paramedic hiring – Six applications with testing/interviews scheduled for early December.
- Apprentice Mechanic – Anticipate a start date of late November early December.
- Meeting with Labor - We had a very productive meeting with labor to discuss a number of issues. I'm looking forward to the follow-up and Labor recommendations.

Attachments: None

Impact: Monthly update

Mark Duerr
Fire Chief
South Placer Fire District