

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, January 8th, 2025

1. **6:00 p.m. Regular Session –**

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

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

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

2. **Flag Salute**

3. **Closed Session**

At any time during the regular session, the legislative body may adjourn to a closed session to confer with real property negotiators, labor negotiators, or legal counsel regarding existing or anticipated litigation. The legislative body may also adjourn to a closed session to consider liability claims, threats to public services or facilities, public employee appointment, public employment, public employee performance evaluation, or public employee discipline/dismissal/release.

4. **Public Comment**

Persons who wish to speak to the Board regarding an item not on tonight's agenda or wish to ask the Board to pull an item from the Consent Calendar may do so now. Please submit the Public Comment form to the Board Secretary before the commencement of the Board Meeting. When called upon, please come to the podium, state your name and address, and limit your remarks to three (3) minutes. Please be aware that the California Government Code prohibits the Board from taking any immediate action on an item that does not appear on the agenda unless the item meets stringent statutory requirements. However, your concerns can be referred to the Staff for review and reported back to the Board at a later date. Comments on agenda items, including items pulled from the Consent Calendar, will be allowed at this time or when the Board considers them.

5. **Special Presentations**

6. **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	\$141,096.04
Consolidated Mitigation Fees	\$22,953.26
Plans/Inspections	\$28,219.00
Cell Tower Leases	\$5,712.02
LUSD Rent	\$3,000.00
Fire Report Fee	\$50.00
Refunds/Reimbursements	\$20.30
OES/CFAA Reimbursements	\$41,297.61
Workers Comp Reimbursement	\$3,238.30
 TOTAL	 <u>\$245,586.53</u>

- D. Approval of the January 2025 Expenditures: \$152,601.44

PG#9

- E. Personnel Items
 - Separations: 1 Engineer, retired
 - Promotions: None
 - Reassignments: None
 - New Hires: None
 - Interns/Volunteers: None

7. Old Business:

- A. **South Placer Fire District Policy Updates:** Staff recommends reviewing and approving the proposed policy updates. PG#21
- B. **Board Meeting Schedule:** Staff recommends reviewing the proposed 2025 Board Meeting Schedule. PG#53
- C. **Appointment of a New Member to the Loomis Citizens' Oversight Committee:** Staff recommends the appointment of a new member to the Loomis Citizens' Oversight Committee as required under the Proposition 218 Benefit Assessment. PG#56

8. New Business

- A. **South Placer Fire District Policy Updates:** Staff recommends a first reading of the proposed policy updates. PG#57
- B. **Mid-Year Budget Revision:** Staff recommends discussion and Board Action to amend the 2024/25 Budget. PG#82

- C. **Sale of SCBAs:** Staff recommends the Board approve the sale of self-contained breathing apparatus to the Penryn Fire District. PG#90
- D. **Authorization to Surplus Water Tender:** Staff requests authorization to surplus Water Tender. PG#92
- E. **South Placer Fire District Special Tax Reports 2023/24:** Staff recommends review and approval of the Fiscal Year 2023/24 Fire Suppression and Protection Special Tax Reports completed December 2024 for the South Placer Fire District-Former Loomis Fire District (Division 1) and the South Placer Fire District (Division 2). PG#93
- F. **Placer County Fire District Discussion:** Staff recommends a discussion to appoint a group of Board members to discuss fire district issues in the County with other fire boards. PG#120

9. Informational and Discussion

10. Committee and Monthly Reports

11. Correspondence Review

PG#121

12. Chief's Report

PG#122

13. Labor Report

PG#123

14. Functions Scheduled

15. Board/Staff Comments

16. Future Agenda Items

17. Adjournment

**Next Board Meeting:
February 18, 2025 @ 6:00 PM**

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

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 11, 2024, at 6:29 p.m. by President, Tracy Randall.

Board Present:

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

Absent:

None

Staff Present:

Mark Duerr, Fire Chief	Engineer Paramedic, Pat Patterson
Kathy Medeiros, Board Secretary	Deputy Chief, Matt Feeley
Battalion Chief, Matt VanVultinburg	Captain, Joe Stephens
Fire Marshal, Jeff Ingolia	Firefighter Paramedic, Michael Lopez
Division Chief, James Magnuson	Firefighter Paramedic, Taylor Bromley
Engineer, Lance McKinley	Captain Paramedic, Nick Paskey

Public Comment: None

Consent Agenda: President Randall asked to pull Item 6C from the agenda. Director Gibson made a motion to approve the amended consent agenda removing Item 6C. The motion was seconded by Director Musso.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Special Presentation: The Chief recommends a special presentation to administer the oath of office for the newly elected and appointed Directors. Placer County Supervisor Suzanne Jones stepped forward to read the oaths of office to the two elected Directors Bajtos and Flanagan, and appointed Directors Musso and Windeshausen.

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. Director Windeshausen asked for changes to be made regarding the Designated Infection Control Officer. Chief Duerr noted that those changes would be made. Director Gibson made a motion to approve the policy updates with the suggested corrections. Director Flanagan made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Community Facilities District Formation and Public Hearing: Staff recommends the second reading and adoption of the ordinance to form the South Placer Fire Protection District Community Facilities District 1. Chief Duerr noted that the notifications were published in the paper and District website. Director Gibson made a motion to approve Ordinance No. 1-2024/25 to approve the final formation of the CFD. Director Flanagan made a second to the motion.

Roll Call:

Ayes: Gibson, Randall, Bajtos, Flanagan, Windeshausen, Musso Noes: Gallegos Abstain: None Absent: None

Carried

Strategic Plan: Staff recommends discussion and acceptance of the strategic plan. Director Flanagan reported disappointment in the report produced by AP Triton, noting that labor assumed it would include all comments. Director Windeshausen noted that the plan is a working document, and a committee could move forward to work through any deficits. She added that any committee should report out a summary of activity at the regular board meeting. Director Gallegos made a motion to approve the Strategic Plan. Director Gibson made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Windeshausen, Musso Noes: Flanagan Abstain: None Absent: None

Carried

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Four policies to be reviewed for their first reading. There were no questions on the policies as presented before returning to next month's meeting for approval.

Fiscal Year 2023/24 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2023/24 third-party audit. Chief Duerr began that this is standard procedure to adopt the completed financial audit. He noted that excess revenues of \$497,000 were due to a reduction of full-time equivalent positions, employee contributions to post employment benefit costs, and a rigorous budget review. Director Gibson made a motion to approve the Fiscal Year 2023/24 Audit. Director Windeshausen made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Carried

2024 Annual Fire Inspection Resolution: Staff recommends acceptance of the Resolution documenting the number of reportable annual occupancy inspections completed in 2024 as per Senate Bill 1205. Chief Duerr began that this a routine requirement of the annual documentation of the 2024 reportable inspections by resolution. He continued that the District had 100% compliance with Group E completing 26 inspections, Group R completing 7 inspections. A total of 493 Company inspections were completed in 2024. Director Gibson made a motion to approve Resolution No. 13-2024/25. Director Bajtos made a second to the motion.

Roll Call:

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Carried

Board of Director Officers and Committees 2025: Staff recommends board office position elections and committee appointments for 2025. This is standard procedure each December to elect a President, Vice President, Clerk, and appoint members to various standing committees. Director Gibson nominated Director Randall for President. Director Bajtos made a second to the nomination. Director Gibson made a nomination for Director Musso as Vice President. Director Gallegos made a second to the nomination. Director Gallegos and Director Musso nominated Director Gibson as Clerk. Director

Flanagan made a motion to approve to approve the nominations as presented for President, Vice President, and Clerk. Director Gallegos made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Board members discussed filling the committee positions for 2025. Director Windeshausen suggested the Facilities Committee be eliminated as those items can be directed to a Budget/Finance Committee. Director Bajtos, Windeshausen, and Musso agreed to join the renamed Budget/Finance Committee. Director Gallegos, Randall, and Flanagan agreed to participate on the Personnel Committee. Director Musso agreed to continue on the FAIRA Committee. Directors noted the need for a temporary committee, Strategic Plan Committee, composed of Director Windeshausen, Randall, and Gallegos. Director Windeshausen noted that reporting out a short synopsis of committee meetings should be added to District policy.

Personnel Committee: Pete Gallegos, Tracy Randall, Gary Flanagan
Budget/ Finance Committee: Jenine Windeshausen, Dan Bajtos, Ken Musso
FAIRA: Ken Musso
Strategic Plan Committee (temporary): Windeshausen, Randall, Gallegos

Director Flanagan made a motion to fill the committee positions for 2025 as discussed. Director Gallegos made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

2025 Board Meeting Schedule: Staff recommends review of the proposed 2025 Board meeting Schedule. Director Gibson noted that his schedule has a conflict with the current timeframes scheduled for the 2nd Wednesday of each month at 6:00 pm. He asked if the Board could move the meeting date to the third Tuesday of each month at 6 p.m. beginning in February. All board members agreed that the proposed time and dates for 2025 would also work within their schedules at this time. Director Windeshausen suggested the board make the change by board Resolution during the January meeting.

2024/25 Long-Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: Chief recommends a review and approval of the 2024/25 revised plans. Chief Duerr began that the updated plans are ready for approval and adoption before presentation to the Placer County Board of Supervisors. He continued that there were very few changes for the fiscal year. Director Musso made a motion to approve the 2024/25 Long term plans. Director Gibson gave a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Loomis Benefit Assessment Citizens' Oversight Committee Membership: Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Citizens' Oversight Committee as required under the Proposition 218 Benefit Assessment. Chief Duerr explained that following the appointment of Director Windeshausen to the Board, there is a vacancy on the committee. The vacancy can be filled with any property owner within Division 1 with no known conflicts with the operations of the District. The board requested for Chief Duerr to make a request of the current Committee for recommendations for the vacancy and report back to the Board.

Truck Apparatus Future: Staff recommends a discussion about the future of the District's truck. The District unstaffed the truck back in 2022 to better service the community and reduce ongoing costs associated with maintaining a truck. Chief Duerr explained that the issue was raised by request by a board member but is currently an objective in the Strategic Plan. The board agreed that the issue be

presented to the newly formed Strategic Plan Committee for discussion. Once a recommendation is made the committee can bring the item back to the board.

Correspondence: One PARS financial statement received for the month of October and a letter from the Granite Bay High School thanking staff for their assistance during their annual Bonfire Rally.

Chief's Report:

- November call Volume: 346 calls
- M16, E18 most calls by apparatus
- Station 18 most calls by station area
- 9 fires
- Turn out time increasing, travel times up.
- M16, M20 busiest
- Ambulance responses met SSV compliance at 98%.
- Fire Prevention department (Chief Ingolia): 6 new starts, 1 commercial project, 16,000 square feet in remodels this month, 44 sets of plans received, 2 reinspections.
- Facilities (Chief Ingolia): St. 19 solar plan in development
- Fire Investigations (Chief Ingolia): 2 fire investigations.
- Weed Abatements (Chief Ingolia): 21 cases for the year, all resolved.
- Overtime: 43% due to Openings and Sick Leave
- Leave usage consistent. 75% Volunteer vs. 25% mandatory Overtime
- Overtime total hours 2000, \$60,000 per pay period
- PG&E expenses -St. 17 saving 61%, St. 20 83%
- New Apprentice Mechanic began 12/7.
- Apprentice Firefighter testing.
- EMS Training for ACLS
- 2 new thermal imaging cameras
- Several structure fires: area of concern for improper disposal of ashes
- Live fire training
- Pancake breakfast hosted 270 people.
- Paul Martin's Toy drive well attended.
- LAFCO update: 1st step for ambulance rights in Division 1
- Santa by the Lake and Hood in process
- Jim Holmes retirement dinner 12/10

Labor Report: No report

Functions: Santa by the Lake 12/13 & 12/14

Board/Staff Comments: None

Committee Reports: Director Musso reported he recently attended a FAIRA meeting by Zoom noting that many districts are not paying their premiums. FAIRA general counsel retired, with a new representative stepping in from the same company. FAIRA looking for a new CPA. He noted that there would not be a rate increase for four years.

Future Agenda Items: None

8:24 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

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

9:20 p.m. Return from Closed Session

Report from Closed Session: President Randall reported that there was no action to report from closed session.

There being no further business to come before the Board, the meeting adjourned at 9:20 p.m. The next regular meeting will be held on Wednesday, January 8, 2025.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

Ranges:	From:	To:	From:	To:
Checkbook ID	First	Last	Number	Last
Description	First	Last	Date	12/31/2024
User-Defined 1	First	Last	Type	Check

Sorted By: Date
 Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type	Paid To/Rcvd From
			Reconciled Origin
			Payment
			Deposit
PLACER COUNTY	County Of Placer		(\$843,290.04)
24950	12/18/2024	CHK	PLACER COUNTY TAX COLLECTOR No
			PMCHK00001092 \$917.04
24951	12/18/2024	CHK	SAN JUAN WATER Yes
			PMCHK00001092 \$262.65
24952	12/19/2024	CHK	AUBURN TIRE SERVICE No
			PMCHK00001093 \$2,966.57
24953	12/19/2024	CHK	Benz Air Engineering Co, Inc No
			PMCHK00001093 \$2,398.65
24954	12/19/2024	CHK	DAWSON OIL No
			PMCHK00001093 \$2,159.13
24955	12/19/2024	CHK	GRAINGER, W.W. No
			PMCHK00001093 \$17.20
24956	12/19/2024	CHK	G & T Truck Repair No
			PMCHK00001093 \$4,582.53
24957	12/19/2024	CHK	HARRIS INDUSTRIAL GASES No
			PMCHK00001093 \$545.75
24958	12/19/2024	CHK	Hall's Towing, Inc No
			PMCHK00001093 \$1,087.50
24959	12/19/2024	CHK	Interwest Consulting Group I No
			PMCHK00001093 \$6,395.63
24960	12/19/2024	CHK	JRB Pest and Sanitation No
			PMCHK00001093 \$130.00
24961	12/19/2024	CHK	Jorgensen Company No
			PMCHK00001093 \$261.12
24962	12/19/2024	CHK	LIFE ASSIST No
			PMCHK00001093 \$2,191.13
24963	12/19/2024	CHK	Long, Michael No
			PMCHK00001093 \$720.00
24964	12/19/2024	CHK	Lopez, Michael No
			PMCHK00001093 \$248.50
24965	12/19/2024	CHK	Mission Uniform Services No
			PMCHK00001093 \$30.82
24966	12/19/2024	CHK	On Duty Health, PLLC No
			PMCHK00001093 \$38,666.00
24967	12/19/2024	CHK	Placer County Water Agency No
			PMCHK00001093 \$471.33
24968	12/19/2024	CHK	Robertson, Mark No
			PMCHK00001093 \$470.00
24969	12/19/2024	CHK	South Placer Municipal Utili No
			PMCHK00001093 \$303.73
24970	12/19/2024	CHK	Silke Communications Solutio No
			PMCHK00001093 \$2,345.58
24971	12/19/2024	CHK	Consolidated Communications No
			PMCHK00001093 \$823.57
24972	12/19/2024	CHK	SAMBA Holdings Inc No
			PMCHK00001093 \$105.41
24973	12/19/2024	CHK	Thomas, Tyler No
			PMCHK00001093 \$250.00
24974	12/19/2024	CHK	The Permanente Medical Group No
			PMCHK00001093 \$65.00
24975	12/19/2024	CHK	WITTMAN ENTERPRISES, LLC No
			PMCHK00001093 \$7,775.79
24976	12/19/2024	CHK	William L. Adams PC No
			PMCHK00001093 \$1,822.50
24977	12/19/2024	CHK	Xerox Financial Services No
			PMCHK00001093 \$2,583.36
24978	12/30/2024	CHK	AFLAC No
			PMCHK00001094 \$893.84
24979	12/30/2024	CHK	California Assn of Prefessio No
			PMCHK00001094 \$59.00
24980	12/30/2024	CHK	NLGIC C/O Superior Vision Se No
			PMCHK00001094 \$831.35
24981	12/30/2024	CHK	PRINCIPAL MUTUAL No
			PMCHK00001094 \$7,162.89
24982	12/30/2024	CHK	Sacramento Area Fire Fighter No
			PMCHK00001094 \$2,634.40
24983	12/30/2024	CHK	TASC/ Total Admin Service No
			PMCHK00001094 \$5,735.63
24984	12/30/2024	CHK	TASC/ Total Admin Service No
			PMCHK00001094 \$479.70
24985	12/30/2024	CHK	TASC/ Total Admin Service No
			PMCHK00001094 \$5,741.82
24986	12/30/2024	CHK	Voya Financial Trust Co. No
			PMCHK00001094 \$15,727.56
24987	12/31/2024	CHK	Atwal, Jatinder No
			PMCHK00001095 \$238.36
24988	12/31/2024	CHK	BURTONS FIRE APPARATUS No
			PMCHK00001095 \$1,026.59
24989	12/31/2024	CHK	BART INDUSTRIES No
			PMCHK00001095 \$152.82
24990	12/31/2024	CHK	Benz Air Engineering Co, Inc No
			PMCHK00001095 \$542.06
24991	12/31/2024	CHK	CAPITAL CLUTCH & BRAKE No
			PMCHK00001095 \$51.90
24992	12/31/2024	CHK	CUMMINS Pacific, LLC No
			PMCHK00001095 \$1,397.72
24993	12/31/2024	CHK	DAWSON OIL No
			PMCHK00001095 \$3,380.34
24994	12/31/2024	CHK	Echelon Front, LLC No
			PMCHK00001095 \$2,500.00
24995	12/31/2024	CHK	Elegant Home Improvement No
			PMCHK00001095 \$1,118.60
24996	12/31/2024	CHK	FAIRA No
			PMCHK00001095 \$291.50
24997	12/31/2024	CHK	Interstate All Battery Cente No
			PMCHK00001095 \$1,178.47
24998	12/31/2024	CHK	Innovage No
			PMCHK00001095 \$621.41
24999	12/31/2024	CHK	JRB Pest and Sanitation No
			PMCHK00001095 \$180.00

Checkbook ID	Description	User-Defined 1		Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
25000	12/31/2024	CHK	Kingsley Bogard, LLP	No	PMCHK00001095	\$1,495.00	
25001	12/31/2024	CHK	LIFE ASSIST	No	PMCHK00001095	\$2,218.65	
25002	12/31/2024	CHK	Meraki Public Affairs, Inc	No	PMCHK00001095	\$5,000.00	
25003	12/31/2024	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001095	\$5,344.81	
25004	12/31/2024	CHK	PG & E	No	PMCHK00001095	\$5,583.00	
25005	12/31/2024	CHK	TIFCO INDUSTRIES	No	PMCHK00001095	\$309.53	
25006	12/31/2024	CHK	Walloch, Anne	No	PMCHK00001095	\$108.00	
57 Transaction(s)						\$152,601.44	\$0.00
57 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 12/5/2024 12/31/2024

Sorted By: Checkbook ID

Distribution Types Included: All

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
P194	PLACER COUNTY TAX COLLECTOR	PLACER COUNTY	24950	12/18/2024	\$917.04
38246	JE100-0075152	Property taxes, FY 2024/25	\$917.04		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$917.04
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$143.04	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$143.04	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$143.04	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$135.04	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$34.86	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$135.04	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$153.48	\$0.00
	PURCH	0-000-2050-000	Property Tax Collection Fees	\$29.50	\$0.00
S107	SAN JUAN WATER	PLACER COUNTY	24951	12/18/2024	\$262.65
38245	20241106-17 (2)	Bi-monthly billing, Sta 17	\$262.65		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$262.65
	PURCH	0-000-2041-001	Water - Station #17	\$262.65	\$0.00
A211	AUBURN TIRE SERVICE	PLACER COUNTY	24952	12/19/2024	\$2,966.57
38247	146601	6 tires	\$2,966.57		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,966.57
	PURCH	0-000-2222-604	2008 Ford F550 4x4 Westmark Type 4	\$2,966.57	\$0.00
B178	Benz Air Engineering Co, Inc	PLACER COUNTY	24953	12/19/2024	\$2,398.65
38248	AWF112524	Nederman transmitters	\$2,398.65		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,398.65
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$1,333.98	\$0.00
	PURCH	0-000-2222-021	2017 Ford F250 XL	\$1,064.67	\$0.00
D101	DAWSON OIL	PLACER COUNTY	24954	12/19/2024	\$2,159.13
38251	765753	Fuel, Sta 17	\$1,748.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,748.00
	PURCH	0-000-2124-001	Station 17 Fuel	\$1,748.00	\$0.00
38252	765758	Fuel, Sta 19	\$411.13		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$411.13
	PURCH	0-000-2124-003	Station 19 Fuel	\$411.13	\$0.00
G110	GRAINGER, W.W.	PLACER COUNTY	24955	12/19/2024	\$17.20
38254	9323033135	Cap screws	\$17.20		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$17.20

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$17.20	\$0.00
G164 38253	G & T Truck Repair 48651	PLACER COUNTY	24956	12/19/2024	\$4,582.53
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$4,582.53
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$4,582.53	\$0.00
H141 38257	HARRIS INDUSTRIAL GASES 0001964583	PLACER COUNTY	24957	12/19/2024	\$545.75
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$53.00
	PURCH 0-000-2130-000	Oxygen		\$53.00	\$0.00
38258	0001964767	Cylinder rental			\$268.25
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$268.25
	PURCH 0-000-2130-000	Oxygen		\$268.25	\$0.00
38259	0001964798	Cylinder rental			\$172.25
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$172.25
	PURCH 0-000-2130-000	Oxygen		\$172.25	\$0.00
38260	0001964900	Cylinder rental			\$52.25
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$52.25
	PURCH 0-000-2130-000	Oxygen		\$52.25	\$0.00
H165 38255	Hall's Towing, Inc 118488	PLACER COUNTY	24958	12/19/2024	\$1,087.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$787.50
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$787.50	\$0.00
38256	120588	Tow from Auburn to Sta 17			\$300.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$300.00
	PURCH 0-000-2222-605	1998 Ford Grass		\$300.00	\$0.00
I134 38261	Interwest Consulting Group Inc 974418	PLACER COUNTY	24959	12/19/2024	\$6,395.63
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$6,395.63
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$6,395.63	\$0.00
J128 38263	JRB Pest and Sanitation 86670	PLACER COUNTY	24960	12/19/2024	\$130.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$130.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
J133	Jorgensen Company	PLACER COUNTY	24961	12/19/2024	\$261.12
38262	6163972	Semi-annual Ansul service	\$261.12		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$261.12
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$261.12	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	24962	12/19/2024	\$2,191.13
38264	1534181	Various supplies	\$1,441.78		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,441.78
	PURCH 0-000-2127-000	Medical Supplies		\$1,441.78	\$0.00
38265	1535472	Various supplies	\$315.39		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$315.39
	PURCH 0-000-2127-000	Medical Supplies		\$315.39	\$0.00
38266	1535947	Sodium Chloride	\$250.60		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$250.60
	PURCH 0-000-2127-000	Medical Supplies		\$250.60	\$0.00
38267	1536708	Sodium Chloride	\$183.36		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$183.36
	PURCH 0-000-2127-000	Medical Supplies		\$183.36	\$0.00
L142	Long, Michael	PLACER COUNTY	24963	12/19/2024	\$720.00
38284	20241205	Instructor II class fee	\$470.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$470.00
	PURCH 0-000-2040-000	Education/Training		\$470.00	\$0.00
38285	20241210	Paramedic renewal	\$250.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$250.00
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$250.00	\$0.00
L175	Lopez, Michael	PLACER COUNTY	24964	12/19/2024	\$248.50
38286	20241212	Driver Op 1A class fee	\$248.50		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$248.50
	PURCH 0-000-2040-000	Education/Training		\$248.50	\$0.00
M101	Mission Uniform Services	PLACER COUNTY	24965	12/19/2024	\$30.82
38268	522843485	Weekly billing	\$30.82		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$30.82
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$30.82	\$0.00
O124	On Duty Health, PLLC	PLACER COUNTY	24966	12/19/2024	\$38,666.00
38269	1624	1582 physicals	\$38,666.00		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$38,666.00
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$38,666.00	\$0.00
P125 38270	Placer County Water Agency 20241127-18A	PLACER COUNTY Monthly billing, Sta 18	24967	12/19/2024	\$471.33
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$64.07
	PURCH 0-000-2041-028	Water - Station #28		\$64.07	\$0.00
38271	20241127-18B	Monthly billing, Sta 18			\$48.85
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$48.85
	PURCH 0-000-2041-028	Water - Station #28		\$48.85	\$0.00
38272	20241127-18M	Monthly billing, Sta 18			\$46.75
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$46.75
	PURCH 0-000-2041-028	Water - Station #28		\$46.75	\$0.00
38273	20241203-19	Monthly billing, Sta 19			\$225.54
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$225.54
	PURCH 0-000-2041-003	Water - Station #19		\$225.54	\$0.00
38274	20241203-20	Monthly billing, Sta 20			\$86.12
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$86.12
	PURCH 0-000-2041-005	Water - Station #20		\$86.12	\$0.00
R174 38287	Robertson, Mark 20241205	PLACER COUNTY Instructor II class fee	24968	12/19/2024	\$470.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$470.00
	PURCH 0-000-2040-000	Education/Training		\$470.00	\$0.00
S019 38278	South Placer Municipal Utility 20241201-1	PLACER COUNTY Qtrly billing, Sta 18	24969	12/19/2024	\$303.73
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$186.91
	PURCH 0-000-2035-000	Sewer		\$186.91	\$0.00
38279	20241201-2	Qtrly billing, Sta 18			\$116.82
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$116.82
	PURCH 0-000-2035-000	Sewer		\$116.82	\$0.00
S064 38276	Silke Communications Solutions INV-21002462	PLACER COUNTY Radio parts & repairs	24970	12/19/2024	\$2,345.58
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,755.63
	PURCH 0-000-2221-000	Radio Repair		\$1,755.63	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38277	INV-21002464	Radio repairs, F250			\$589.95
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$589.95
	PURCH	0-000-2221-000	Radio Repair	\$589.95	\$0.00
S282	Consolidated Communications In	PLACER COUNTY	24971	12/19/2024	\$823.57
38249	20241209F	Monthly billing, Sta 17 fax			\$84.96
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$84.96
	PURCH	0-000-2037-001	6900 Eureka Road	\$84.96	\$0.00
38250	20241209I	Monthly billing, Sta 17 Intr			\$738.61
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$738.61
	PURCH	0-000-2037-001	6900 Eureka Road	\$738.61	\$0.00
S286	SAMBA Holdings Inc	PLACER COUNTY	24972	12/19/2024	\$105.41
38275	INV01689429	CDL monitoring			\$105.41
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$105.41
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$105.41	\$0.00
T138	Thomas, Tyler	PLACER COUNTY	24973	12/19/2024	\$250.00
38288	P42018	Paramedic renewal			\$250.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$250.00
	PURCH	0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$250.00	\$0.00
T147	The Permanente Medical Group I	PLACER COUNTY	24974	12/19/2024	\$65.00
38280	1000664089	Pre-employment physicals			\$65.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$65.00
	PURCH	0-000-2045-000	Pre-Employment Physicals/Background	\$65.00	\$0.00
W121	WITTMAN ENTERPRISES, LLC	PLACER COUNTY	24975	12/19/2024	\$7,775.79
38282	2411046	November services			\$7,775.79
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$7,775.79
	PURCH	0-000-2025-000	Ambulance Billing Services	\$7,775.79	\$0.00
W203	William L. Adams PC	PLACER COUNTY	24976	12/19/2024	\$1,822.50
38281	503	November services			\$1,822.50
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,822.50
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$1,822.50	\$0.00
X001	Xerox Financial Services	PLACER COUNTY	24977	12/19/2024	\$2,583.36
38283	6620801	Copier & DocuWare lease			\$2,583.36
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,583.36
	PURCH	0-000-2056-000	Software Subscriptions	\$2,583.36	\$0.00
A212	AFLAC	PLACER COUNTY	24978	12/30/2024	\$493.84

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38289	475239	December premium			\$893.84
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$893.84
	PURCH	0-000-1550-000	Agency Share Insurance	\$893.84	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24979	12/30/2024	\$59.00
38290	01-2025 NS LTD	01-2025 NSafety LTD			\$59.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$59.00
	PURCH	0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24980	12/30/2024	\$831.35
38291	867547	01-2025 vision premium			\$831.35
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$831.35
	PURCH	0-000-1550-000	Agency Share Insurance	\$831.35	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24981	12/30/2024	\$7,162.89
38292	01-2025 DENTAL	January dental premium			\$7,162.89
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$7,162.89
	PURCH	0-000-1550-000	Agency Share Insurance	\$7,162.89	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24982	12/30/2024	\$2,634.40
38293	PP12 UNION 2024	EE Union dues PP 12			\$2,634.40
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,634.40
	PURCH	0-000-0218-000	Union Dues Payable	\$2,634.40	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24983	12/30/2024	\$5,735.63
38294	PP12 DC/MR 2024	EE/ER DC/MR PP 12			\$5,735.63
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$5,735.63
	PURCH	0-000-0216-000	Flexible Benefits Payable	\$838.42	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$4,443.39	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$453.82	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24984	12/30/2024	\$479.70
38295	IN3285820	Admin & renewal fees 2025			\$479.70
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$479.70
	PURCH	0-000-0215-000	Group Insurance Payable	\$234.78	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$244.92	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24985	12/30/2024	\$5,741.82
38296	PP13 DC/MR 2024	EE/ER DC/MR PP13			\$5,741.82
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$5,741.82
	PURCH	0-000-0216-000	Flexible Benefits Payable	\$839.50	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$4,447.96	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$454.36	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24986	12/30/2024	\$15,727.56

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38297	PP12 DEF COMP 2024	EE/ER Def Comp	PP12		\$15,727.56
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$15,727.56
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$14,827.44	\$0.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$900.12	\$0.00
A247	Atwal, Jatinder	PLACER COUNTY	24987	12/31/2024	\$238.36
38328	SP2400041-2	Ambulance refund			\$238.36
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$238.36
	PURCH	0-000-2025-000	Ambulance Billing Services	\$238.36	\$0.00
B138	BURTONS FIRE APPARATUS	PLACER COUNTY	24988	12/31/2024	\$1,026.59
38306	S66555	Foam pro cables			\$331.88
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$331.88
	PURCH	0-000-2222-604	2008 Ford F550 4x4 Westmark Type 4	\$331.88	\$0.00
38307	S66581	Windshield wiper transmissio			\$694.71
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$694.71
	PURCH	0-000-2222-829	2022 Pierce Freightlines	\$694.71	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	24989	12/31/2024	\$152.82
38300	624774	Oil filters, repair kit			\$97.45
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$54.59
	PURCH	0-000-2222-604	2008 Ford F550 4x4 Westmark Type 4	\$54.59	\$0.00
38302	624899	Hazard flasher			\$18.80
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$18.80
	PURCH	0-000-2222-605	1998 Ford Grass	\$18.80	\$0.00
38303	624924	Light bulbs			\$29.60
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$29.60
	PURCH	0-000-2222-818	2004 Spartan HiTec	\$29.60	\$0.00
38304	625832	Door struts			\$49.83
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$49.83
	PURCH	0-000-2222-818	2004 Spartan HiTec	\$49.83	\$0.00
B178	Benz Air Engineering Co, Inc	PLACER COUNTY	24990	12/31/2024	\$542.06
38305	AWF121024	Hose retractor repair			\$542.06
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$542.06
	PURCH	0-000-2225-001	6900 Eureka Road	\$542.06	\$0.00
C115	CAPITAL CLUTCH & BRAKE	PLACER COUNTY	24991	12/31/2024	\$51.90
38308	1857285	Air brake fittings			\$51.90
	Type	Account	Description	Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$51.90
	PURCH 0-000-2222-830	2022 Pierce Freightlines		\$51.90	\$0.00
C233 38309	CUMMINS Pacific, LLC Y5-241212983	PLACER COUNTY Coolant	24992	12/31/2024	\$1,397.72
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,397.72
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$1,397.72	\$0.00
D101 38310	DAWSON OIL 766305	PLACER COUNTY Sta 17 fuel	24993	12/31/2024	\$3,380.34
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,881.13
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,881.13	\$0.00
38311	766306	Sta 19 fuel			\$1,499.21
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,499.21
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,499.21	\$0.00
E138 38312	Echelon Front, LLC 8041	PLACER COUNTY Leadership training	24994	12/31/2024	\$2,500.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$2,500.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,500.00	\$0.00
E140 38329	Elegant Home Improvement BLD23-03737	PLACER COUNTY Mitigation fee refund	24995	12/31/2024	\$1,118.60
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,118.60
	PURCH 0-000-8267-000	Consolidated Mitigation Revenue		\$1,118.60	\$0.00
F101 38313	FAIRA MD 2024-48	PLACER COUNTY EPLI case	24996	12/31/2024	\$291.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$291.50
	PURCH 0-000-2028-000	Insurance (FAIRA)		\$291.50	\$0.00
I130 38314	Interstate All Battery Center 829460	PLACER COUNTY Group 65 batteries	24997	12/31/2024	\$1,178.47
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$753.41
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$753.41	\$0.00
38315	70047389	Batteries			\$425.06
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$425.06
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$425.06	\$0.00
I139 38330	Innovage SP240001618	PLACER COUNTY Ambulance refund	24998	12/31/2024	\$621.41
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$621.41

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2025-000	Ambulance Billing Services		\$621.41	\$0.00
J128	JRB Pest and Sanitation	PLACER COUNTY	24999	12/31/2024	\$180.00
38316	88281	Monthly billing, Sta 17	\$90.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$90.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00
38317	88285	Monthly billing, Sta 20	\$90.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$90.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
K127	Kingsley Bogard, LLP	PLACER COUNTY	25000	12/31/2024	\$1,495.00
38318	32331	October services	\$1,495.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,495.00
	PURCH 0-000-2010-000	Labor Legal Fees		\$227.50	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,267.50	\$0.00
L107	LIFE ASSIST	PLACER COUNTY	25001	12/31/2024	\$2,218.65
38319	1537775	NIBP cuffs	\$180.44		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$180.44
	PURCH 0-000-2127-000	Medical Supplies		\$180.44	\$0.00
38320	1537873	Soft stretcher	\$149.23		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$149.23
	PURCH 0-000-2127-000	Medical Supplies		\$149.23	\$0.00
38321	1538989	Various supplies	\$1,888.98		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,888.98
	PURCH 0-000-2127-000	Medical Supplies		\$1,888.98	\$0.00
M204	Meraki Public Affairs, Inc	PLACER COUNTY	25002	12/31/2024	\$5,000.00
38322	1130	November PR services	\$5,000.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$5,000.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$5,000.00	\$0.00
N226	NETWORK DESIGN ASSOC	PLACER COUNTY	25003	12/31/2024	\$5,344.81
38323	93538	Annual server/backup licensi	\$3,979.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$3,979.00
	PURCH 0-000-2056-000	Software Subscriptions		\$3,979.00	\$0.00
38324	93573	Monthly IT maintenance	\$495.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$495.00
	PURCH 0-000-2122-001	Software Support		\$495.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38325	93655	Monthly software subscriptio	\$870.81		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$870.81
	PURCH 0-000-2056-000	Software Subscriptions		\$870.81	\$0.00
P111	PG & E	PLACER COUNTY	25004	12/31/2024	\$5,583.00
38326	20241213	Monthly billing	\$5,583.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$5,583.00
	PURCH 0-000-2027-001	6900 Eureka Road		\$1,418.12	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,483.01	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$118.15	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$180.30	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$888.23	\$0.00
	PURCH 0-000-2027-028	Station 28		\$1,117.73	\$0.00
	PURCH 0-000-2027-029	Station 29		\$377.46	\$0.00
T117	TIFCO INDUSTRIES	PLACER COUNTY	25005	12/31/2024	\$309.53
38327	72042654	Various hardware	\$309.53		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$309.53
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$309.53	\$0.00
W186	Walloch, Anne	PLACER COUNTY	25006	12/31/2024	\$108.00
38331	SP240001116	Ambulance refund	\$108.00		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$108.00
	PURCH 0-000-2025-000	Ambulance Billing Services		\$108.00	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends a 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 approval:

Impact: Policy update.

Attachments: Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
501	Medical supplies	New
502	Patient Refusal	New
506	EMS Training	New
518	EMS Continuous Quality Improvement	New

Mark Duerr
Fire Chief
South Placer Fire Protection District

Medical Supplies and Minimum Inventories

501.1 PURPOSE AND SCOPE

This policy aims to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients while reducing costly inventory overstock and the inability to obtain critical supplies.

For controlled medications, see the Controlled Substance Accountability Policy [505](#).

501.2 POLICY

It is the policy of the South Placer Fire District to use a PAR level system for medical supply inventories. [All supply inventories will be maintained at Station 17 in the EMS Supply Closet or within station EMS Cabinets. All supplies will be ordered by the EMS Supply Manager or Division Chief of EMS after consulting with the designated Supply Manager.](#)

501.3 PROCEDURES

The PAR level should be based on normal inventory usage for two weeks at [all career stations and four weeks at reserve](#) stations. The PAR level should include all medical supplies maintained in fire stations and carried on units, except controlled substances. [For controlled substances, see Policy 505 Controlled Substance Accountability.](#)

- (a) [All units will be checked daily to ensure operational readiness. These checks should include visual inspections to ensure equipment is present in minimum quantities as established by SSV, clean, and operational.](#)
- (b) [A monthly ALS Inspection will be completed for each ALS Unit and fire station EMS supply cabinet to verify expiration dates on medications and soft goods. This will allow the EMS Supply Manager to place orders before medications and equipment expire and restock SPFD Units prior to those expiration dates.](#)
- (c) [Monthly Inspections will be performed using Vector Solutions Check It Module.](#)
- (d) [A paper form has been attached to help guide you through the process. See attachment: SPFD Monthly ALS Inspection.pdf](#)
- (e) [Inspections will be conducted on the third Wednesday of the month and listed in the OPS Calendar. This will allow time to order equipment and replenish expiring stocks prior to the end of the month.](#)
- (f) [The following items will be inspected and documented within the Check It Module:](#)
 1. [All medications to include the expiration date and quantity on hand.](#)
 2. [A monthly glucometer check with a high / low test.](#)

South Placer Fire District

SPFD Policy Manual

Medical Supplies and Minimum Inventories

3. [A monthly LUCAS check to make sure all supplies are present and the Transmit Button has been pushed.](#)
4. [A monthly check to ensure all iGels, and IO Needles are not expired.](#)
5. [A review of the Vector Narcs Log to make sure it is up to date.](#)
6. [A check to make sure there is no Biohazard Waste to drop off at Station 17.](#)
- (g) [The EMS Supply Manager will review monthly reports and replenish supplies as necessary.](#)
- (h) [Units requiring resupply shall obtain the supplies from Station 17 and document what they have obtained within Vector Check It by transferring the equipment to their unit and logging the items in the Medical Supply log book.](#)

~~A delivery schedule for supplies should be created and distributed to all stations one month in advance. The delivery should be rescheduled if a scheduled delivery date falls on a holiday or furlough day.~~

501.3.1 PARAMEDIC FACILITIES

~~Facilities with one or more fully staffed paramedic units should order medical supplies for all units assigned to the facility. They should schedule delivery at the same time, as follows:~~

- (a) ~~On the day before a scheduled delivery, an inspection of the medical supplies of the entire facility and the units should be conducted.~~
- (b) ~~Expiration dates on existing inventory should be checked, and all supplies and medications due to expire during the next 30 days should be ordered to prevent shortfalls before the next delivery (See the Controlled Substance Accountability Policy regarding expired drugs).~~
- (c) ~~Complete an Advanced Life Support (ALS) delivery order form to bring the inventory to the PAR level and post the form at a specified delivery location or as the supplier requires. The supplier should include a new ALS delivery order form when delivering making a delivery, or picking up an order form. Use only original ALS delivery order forms from the supplier. Photocopies should not be used.~~
- (d) ~~If no supplies are needed, a zero-order call or fax should be made to the supplier to indicate that an order was not lost or forgotten.~~
- (e) ~~Upon delivery of medical supplies, the receiving member should reconcile the delivered supplies with the packing slip and immediately alert the supplier of any discrepancies.~~
- (f) ~~When putting medical supplies away, any items with expiration dates should be stored so that older supplies are used first.~~

Medical Supplies and Minimum Inventories

501.3.2 PARAMEDIC ASSESSMENT UNIT

~~Facilities with one or more paramedic assessment and basic life support units should order medical supplies as follows:~~

- ~~(a) On the delivery date, a visual inspection of the medical supply inventory should be conducted. When inspecting the medical supply inventory, expiration dates on existing inventory should be checked. Supplies that expire soon should be ordered in advance to prevent a shortage.~~
- ~~(b) Medications with pending expiration dates should be exchanged with an ALS unit.~~
- ~~(c) Do not obtain supplies on a one-for-one exchange from non-district units.~~
- ~~(d) A BLS order form should be completed to bring inventory to PAR levels.~~
- ~~(e) One BLS order form per facility should be completed. When possible, the BLS order form should be completed and posted at the designated location prior to the delivery date. This will reduce the potential of missing a delivery. The order should include all medical supplies needed for all units at the facility.~~
- ~~(f) The supplier should include a new BLS order form when making a delivery or picking up an order form. Use only original BLS order forms delivered by the supplier. Photo copies should not be used.~~
- ~~(g) Upon delivery of medical supplies, the receiving member should reconcile the delivered supplies with the packing slip and immediately alert the supplier of any discrepancies.~~
- ~~(h) When putting medical supplies away, any items with expiration dates should be stored so that older supplies are used first.~~

501.3.3 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only district [paramedics](#) ~~members~~ who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the district mail system.
- (c) All medications should be inventoried daily by the designated paramedic for each facility.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.

Medical Supplies and Minimum Inventories

- (g) Medications with expiration dates indicating only a month and year, shall be removed from the inventory on the last day of the month shown.
- (h) Out-of-date medications should be exchanged for current medications.
- (i) The [Division Chief of EMS](#) ~~Emergency Medical Services (EMS) supervisor~~ should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

501.4 SUPPLY OVERSTOCK

~~Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.~~

501.5 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. [Check with the EMS Supply Manager to determine when restock will become available.](#) Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS [Division Chief](#) ~~supervisor~~ .

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient can understand the circumstances surrounding their illness or impairment and the risks of refusing treatment or transport. The patient is alert, and their judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication, or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be considered competent.

Emancipated minor - An individual under the age of 18 years who is married, on active duty in the military, or is 14 years or older and emancipated by a declaration of a court.

EMT- The title Emergency Medical Technician includes the following levels of certification and/or licensure: EMT-B, Advanced EMT, EMT-II, or EMT- Paramedic

Mental health hold or 5150 hold - A patient who is held against their will for evaluation because the patient is a danger to themselves or others and/or is gravely disabled or unable to care for themselves (Welfare and Institutions Code § 5150). This hold may be written by a law enforcement officer, a county mental health worker, or an emergency room physician certified by the county to place an individual on a 5150 hold.

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in the event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient not requiring transport or release at the scene - A patient who, after an Emergency Medical Technician (EMT) assessment, does not appear to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system.

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate

Patient Refusal of Pre-Hospital Care

treatment and transportation capabilities of the EMS system but who declines medical care despite being advised of their condition and the risks and possible complications of refusing medical care.

502.2 POLICY

It is the policy of the South Placer Fire District that a Pre-Hospital Care Report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients likely to have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor, or the parent or legal representative does not appear to be competent, the EMT should make contact with the base hospital for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to:
 1. The patient's complaint or the reason for the call.
 2. Any important circumstances surrounding the call for assistance.
 3. Significant patient medical history.
 4. Complete physical assessment, including vital signs and mental status.
 5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.

Patient Refusal of Pre-Hospital Care

- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risk and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- (f) The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify the proper authorities to obtain a 5150 hold. The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on a 5150 hold cannot be released at the scene.
- (i) If the base hospital and/or the EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - 1. The patient should be transported to an appropriate facility under implied consent. In this case a 5150 hold is not necessary.
 - 2. If the base hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a 5150 hold on the patient but a 5150 hold is not required for transport.
 - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

[S-SV 850 Refusal Of EMS Care](#)

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport

Patient Refusal of Pre-Hospital Care

- (d) A statement that the patient was advised of the risk/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact, including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number, the signature of the field personnel and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form should be attached to the ePCR and submitted to S-SV for review.

EMS Training, Certificate, and Licensure Renewal

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure district members have the skills and knowledge to perform CPR and other life saving measures -when necessary (Health and Safety Code § 1797.182).In order to meet the operational objectives of the EMS Division, the South Placer Fire District will provide all required training and classes to district employees as scheduled on the EMS Training Calendar. In the event that the employee misses training due to illness or vacation during scheduled mandatory training, the employee will be required to make arrangements with the EMS Division to make up the training.

506.2 POLICY

It is the policy of the South Placer Fire District that all firefighter members, except those whose duties are primarily clerical or administrative, shall be trained to administer CPR prior to employment. Recurrent CPR training shall occur every two years (Health and Safety Code § 1797.182) per American Heart Association (AHA) BLS guidelines. ~~guidelines :~~

In addition to BLS CPR, paramedics will be trained in all certifications required by the Sierra-Sacramento Valley EMS Agency. This includes AHA Advanced Cardiac Life Support (ACLS) and either AHA Pediatric Advanced Life Support (PALS) or HandTevy

All members will also have access to Vector Solutions classes to obtain continuing education training credit as required to maintain their certificate or license.

It is ultimately the responsibility of the employee to maintain all required certifications and licenses. If the employee fails to complete or attend classes required to maintain their certification, the employee will be removed from all emergency responses and placed on a 40 hr work week until such a time when he/she has completed all required training and the member is approved by the EMS Division to resume working as a "Line" employee.

506.3 TRAINING REQUIREMENTS

All S-SV required training will be provided to the members of the District at no cost to the member. All required S-SV training shall meet the standards prescribed by S-SV EMS Agency. (Health and Safety Code § 1797.182) ~~CPR training shall be provided to members - by the District at no cost to the member. The CPR training curriculum shall meet the standards prescribed by the county Emergency Medical Services (EMS) authority . The EMS authority may designate a public agency or private non-profit agency to provide training that meets the standards. Examples of such agencies include, but are not limited to, the American Red Cross and the American Heart Association (Health and Safety Code § 1797.182).~~

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EMS Training, Certificate, and Licensure Renewal

506.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all [District provided EMS 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 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
- (e) The name of the [EMS Training](#) program or nationally recognized authority that provided the curriculum
- (f) Copies of the certification cards issued to members upon completion of the CPR training

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

506.5 CERTIFICATION AND LICENSE RENEWAL REIMBURSEMENT

[The South Placer Fire District will reimburse the employee for renewing their California Emergency Medical Technician or Paramedic License fees as provided for in their MOU. If the employee fails to submit their application and/or paperwork to the governing agency on time and is charged a late fee, the District will not reimburse the additional "Late Fees."](#)

EMS Continuous Quality Improvement

518.1 POLICY

It is the Policy of the South Placer Fire District (SPFD) to maintain a Continuous (CQI) Program to assess and improve the delivery of pre-hospital EMS care in accordance with all applicable state and local EMS Policies and Procedures. The CQI Program is will meet Sierra-Sacramento Valley EMS Agency (S-SVEMS) requirements and be reported every five years in the EMSQIP Report. This report should be maintained and updated annually or when significant need for change take place in the QI process.

See attachment: SSV Policy 620.pdf

518.2 PURPOSE

The purpose of CQI is to assure the highest level of EMS care is provided. This Policy describes the ongoing process of systematic quality assessment and CQI for all emergency incidents.

518.3 PROCEDURES

I. General Guidelines:

1. The CQI Program will embody the values of and conform to the Mission Statement of the SPFD. The CQI program consists of prospective, concurrent, retrospective, and reporting/feedback components:
 - (a) 1. Prospective - Activities designed to prevent potential problems.
 2. Concurrent - Activities designed to identify problems or potential problems during delivery of patient care.
 3. Retrospective - Activities designed to identify potential or known problems and prevent their recurrence.
 4. Reporting/Feedback - Results of CQI activities will be reported to the SPFD EMS Committee and Sierra-Sacramento Valley EMS Agency (S-SV) if needed to help provide opportunities for improvement and to form the basis for EMS System changes.
- (a) SPFD member's role in the S-SV EMS System Operations:
 - (a) SPFD is a provider of pre-hospital care in Placer County and in the S-SV EMS System. As a system participant, SPFD will collaborate with S-SV EMSA to participate in system-wide quality improvement. The SPFD CQI Program will collaborate with the S-SV EMS Quality Improvement Plan (EMSQIP)
 - (b) SPFD will also participate with S-SV informally as needed or as requested.

EMS Continuous Quality Improvement

- (c) Data required by the State of California EMS Authority (EMSA) and by S-SV will be provided as mandated by existing state statutes and local EMS Policy.

2. EMS Committee

- (a) The SPFD will maintain an EMS Committee. The EMS Committee shall be comprised of any rank and any medical certification level. Ideally, all ranks will be represented.
- (b) The information collected from SPFD EMS data is instrumental to the operation of the CQI Program. All information is to be used for educational purposes and is not intended to be punitive. The EMS Committee may create smaller CQI Task Forces for specific projects, and provide assistance and/or expertise as needed.
- (c) The EMS Committee will identify ways to improve the quality of care rendered to patients (our customers). Tasks may also be assigned to the EMS Committee by Senior Staff.
- (d) The EMS Committee will:
 - 1. Assist with peer review and staff competencies;
 - 2. Evaluate and recommend ideas to improve organizational processes, and;
 - 3. Use quantitative measures to collect and analyze data.

II. CQI Focus Areas of Identification: Indicators

1. Chart Audits

- (a) Key Performance Indicators (KPIs): Every month the following incident types are reviewed retrospectively to ensure that patient care policies and protocols are met, documentation is thorough and review all pertinent patient care records. KPIs are to be reviewed annually to ensure their relevance or to add/subtract procedures, skills, or medications are current.
 - 1. Specific Medical Procedures: These procedures are tracked for success/failed attempt, number of attempt(s), age of patient, and completeness of documentation.
 - (a) Advanced Airway: Endotracheal, iGel, and Cricothyrotomy
 - (b) Pleural Decompressions
 - (c) Cardioversion
 - (d) External Cardiac Pacing
 - 2. Discharge against Medical Advice (AMA) or refusals: All AMAs are reviewed for appropriateness, adherence to policy, vital signs, age of patient, and completeness of documentation.
 - 3. Unusual Occurrence: Sentinel Events (Definition)
Definition:

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EMS Continuous Quality Improvement

Any Sentinel Event involving death or serious physical or psychological injury or the risk thereof, from any cause, involving SPFD personnel shall be promptly reported within twenty-four hours through the chain of command to:

- (a) The On Duty Battalion Chief
- (b) The Division Chief of EMS
 - (a) A root cause analysis shall be investigated by the SPFD EMS Division and required notifications made in accordance with SSV Policy 927 See attachment: 927.pdf See attachment: 927-A-PDF-Fillable (2).pdf
 - (b) All Sentinel Events will remain on the EMS Committee agenda until resolved.

4. Unusual Occurrence (UO): (Definition) Reportable Event

- (a) Definition:

A UO is defined as practice outside the "normal" flow of EMS operations surrounding dispatch, response, rescue, EMS policy deviation and disposition of ALS and BLS emergency incidents, where there is no serious outcome to patient care, shall be promptly reported within twenty-four hours through the chain of command to:

 - (a) The On Duty Battalion Chief
 - (b) The Division Chief of EMS

III. Description of Data Collection and Analysis

- 1. Data is collected and reported through the Imagetrend ePCR platform
- 2. CQI of tags is created daily based on the KPIs listed in section II.1.a.1-4
- 3. EMS Committee members will be assigned reports to review by the EMS Chief. Care will be taken to ensure that the reviewer is a neutral party, not involved in the call.
- 4. EMS Committee Members will review tags promptly so the author can receive feedback while the call is still "fresh"
- 5. Evaluations of patient care should be candid and thorough. These activities are protected in accordance with the following statutes and any other regulatory authority of providing for such reviews:
 - (a) California Code of Evidence Section 1157.7, 1040.
 - (b) Sections 1797.174, 1797.202, 1797.204, 1797.220, and 1798.175 of the CH&SC, Division 2.5.
 - (c) All activities and documentation of the EMS Committee, its subcommittees, and the contents of SPFD Data Systems are confidential. All EMS Committee members given access to EMS patient care data

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EMS Continuous Quality Improvement

will sign a Statement of Confidentiality. See attachment: Confidentiality Statement.pdf

- (d) Confidential information is any patient or provider specific information in a variety of forms including, but not limited to, files reports, minutes, medical records, computer-based information, film and electronic media.
- (e) Other data, although not patient specific, may be subject to the rules of confidentiality.
- (f) In order to maintain the privilege extended by law, confidentiality guidelines apply to the collection, review, discussion, analysis, distribution, and maintenance of data.

IV. SPFD Framework for Quality Improvement

- 1. QI is a strategic integrated management system, which involves all managers and employees and uses quantitative methods to continuously improve an organization's processes to meet and exceed customer needs.
 - (a) (Adapted from "Total Quality Management" by the Federal Quality Institute and "Hoshin Planning" by GOAL/QPC)
- 2. Deming's Principles Applied to SPFD/EMS
 - (a) EMS can and should be made better
 - (b) Efforts to improve EMS quality should be continuous
 - (c) Every EMS process can yield data and information on how well the process works
 - (d) Data and information are essential to improving EMS quality (Adapted from "A Leadership Guide to Quality Improvement for Emergency Medical Services System" by the National Highway Traffic Safety Administration)
- 3. SPFD EMS CQI will use the Deming Method of "Plan, Do, Check, Act" to assess clinical performance. This methodology is presented to all staff upon initial training and as required.
 - (a) "Plan:"
 - 1. Identification phase in which the organization asks the following questions:
 - (a) Where can we improve?
 - (b) What data do we need?
 - (b) "Do:"
 - 1. Do improvements, data collection, and data analysis
 - 2. Experiment---make changes
 - (c) "Check:"
 - 1. Observe effects of the changes

EMS Continuous Quality Improvement

2. [Check for improved outcomes](#)
- (d) ["Act:"](#)
1. [Study the results](#)
 2. [What did we learn?](#)
 3. [Hold gains and continue improvement](#)

Attachments

SSV Policy 620.pdf

Sierra – Sacramento Valley EMS Agency Program Policy			
EMS System Quality Improvement Program (EMSQIP)			
	Effective: 12/1/2023	Next Review: 09/2026	620
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: John Poland – Executive Director		SIGNATURE ON FILE

PURPOSE:

To establish a system wide Emergency Medical Services System Quality Improvement Program (EMSQIP) to monitor, review, evaluate, and improve the delivery of prehospital care in the S-SV EMS region.

AUTHORITY:

- A. HSC, Division 2.5, § 1797.204, 1797.220 and 1798.
- B. CCR, Title 22, Chapter 12.

POLICY:

- A. ALS/LALS prehospital provider organizations and base/modified base hospitals shall submit a written EMSQIP to S-SV EMS for review and approval every five (5) years. The EMSQIP shall include the provider/hospital name and management structure, including quality improvement (QI) coordinator (or similar position), medical director, and internal QI staff and structure. A provider/hospital organizational chart shall also be included if available.
- B. The EMSQIP shall, at a minimum, include the following QI activities:
 - 1. Prospective QI – Systematic approach to identify, measure, and improve the quality of care provided.
 - 2. Concurrent QI – Ongoing process to monitor and improve the quality of care in real-time during patient care.
 - 3. Retrospective QI – Analysis of data and events after the delivery of patient care to identify trends, patterns, and recurring issues.
 - 4. Reporting/Feedback – Sharing information about performance, outcomes, and quality measures with system participants.

C. ALS/LALS prehospital provider organization EMSQIPs shall, at a minimum, detail the process for conducting the following activities:

1. Prospective QI:

- Participation in S-SV EMS and base/modified base hospital QI committees.
- Initial and continuing employee education:
 - Orienting field personnel to the S-SV EMS system.
 - Developing educational programs based on problem identification and trend analysis.
 - Process for communicating system changes to field personnel.
- Process for development of performance standards to evaluate the quality of care delivered by field personnel.
- Methods for evaluating field personnel:
 - New/probationary employee clinical performance standards.
 - Clinical/operational deficiency identification methodology.
 - Problem-oriented evaluation and corrective action plans for identified deficiencies, including an example of a standardized performance improvement plan (PIP).
- Personnel certification/accreditation tracking:
 - Initial and ongoing certification/accreditation tracking process.
 - Other S-SV EMS required training/education.

2. Concurrent QI:

- Direct observation (ride-along, field training officer, etc.) of field personnel evaluating patient care against performance standards.
- Availability of field supervisors and/or QI personnel for field personnel support.

3. Retrospective QI:

- Process for retrospective analysis of field care to include but not be limited to:
 - High-acuity, low occurrence (HALO) call/event types.
 - Audit topics.
 - Problem oriented calls/events.
 - Calls/events requested to be reviewed by S-SV EMS.
- Documentation/PCR review to assure quality, accuracy, and adherence to provider/S-SV EMS documentation standards/requirements.
- Compliance with reporting and other quality improvement requirements as specified by S-SV EMS.


4. Reporting/Feedback:

- Process for reporting trends/issues to S-SV EMS and/or base/modified base hospitals.
 - Process for communicating quality improvement/opportunities for improvement to field personnel.
- D. All EMS system participants shall submit an annual EMSQIP report, utilizing an S-SV EMS developed standardized form, for the previous calendar year to S-SV EMS no later than March 31st.
- E. All EMS system participants shall participate in the S-SV EMS EMSQIP, which may include providing records for program monitoring and evaluation.

927.pdf

Sierra – Sacramento Valley EMS Agency Program Policy

EMS Incident Reporting & Investigation

	Effective: 06/01/2021	Next Review: 05/2024	927
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: Victoria Pinette – Executive Director		SIGNATURE ON FILE

PURPOSE:

To establish incident reporting and investigation requirements for EMS personnel, EMS provider agencies and base/modified base hospitals.

AUTHORITY:

- A. HSC, Division 2.5, § 1797.200 and 1798.
- B. CCR, Title 22, Division 9, Chapters 2, 3, 4, 6 & 12.

REPORTABLE INCIDENTS:

- A. Sentinel Events – An unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof.
- B. Breach of the standard of care (i.e. failure to assess/act, patient abandonment).
- C. Medication errors.
- D. Treatment errors, or errors in assessment/application of treatment guidelines.
- E. Care beyond the appropriate scope of practice.
- F. Failure to follow S-SV EMS policy or protocol.
- G. Any alleged or known injury to a patient as a result of actions by EMS personnel.
- H. Suspected violations of HSC, Division 2.5, § 1798.200, including:
 - 1. Fraud in the procurement of any certificate or license.
 - 2. Gross negligence.
 - 3. Repeated negligent acts.
 - 4. Incompetence.

5. The commission of any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, and duties of prehospital personnel.
6. Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or a certified copy of the record shall be conclusive evidence of the conviction.
7. Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
8. Violating or attempting to violate any federal or state statute or regulation that regulates narcotics, dangerous drugs, or controlled substances.
9. Addiction to, the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
10. Functioning outside the supervision of medical control in the field care system operating at the local level, except as authorized by any other license/certification.
11. Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
12. Unprofessional conduct exhibited by any of the following
 - The mistreatment or physical abuse of any patient resulting from force in excess of what a reasonable and prudent person trained and acting in a similar capacity while engaged in the performance of his or her duties would use if confronted with a similar circumstance. Nothing in this section shall be deemed to prohibit an EMT, AEMT, or paramedic from assisting a peace officer, or a peace officer who is acting in the dual capacity of peace officer and EMT, AEMT, or paramedic, from using that force that is reasonably necessary to effect a lawful arrest or detention.
 - The failure to maintain confidentiality of patient medical information, except as disclosure is otherwise permitted or required by law.
 - The commission of any sexually related offense specified under PC, § 290.

POLICY:**A. EMS Personnel Responsibilities:**

1. Immediately notify the receiving facility RN or physician if a reportable incident impacts or has a potential to impact a patient's health and well-being.
2. Notify the on-duty supervisor of any reportable incident as soon as possible, and subsequently submit a written incident report describing the details of the reportable incident within 24 hours of occurrence/identification.
3. Reasonably cooperate with the investigation of any reportable incident.

B. EMS Provider Agency and/or Hospital Staff Responsibilities:

1. If the EMS provider agency or hospital is the reporting entity:
 - Provide a written report of the incident and any other pertinent incident related materials to the investigating entity within three (3) working days of becoming aware of a reportable incident.
 - Provide reasonable/appropriate information to the investigating entity to assist them in completing their investigation.
2. If EMS provider agency or hospital staff receive notification of a reportable incident from another reporting entity:
 - Acknowledge receipt of the incident to the reporting entity within three (3) working days.
 - Conduct an adequate investigation of the incident, which at a minimum shall include:
 - A review of all pertinent incident related documentation, including PCRs, incident reports and any other documentation relevant to the investigation.
 - A review of other materials relevant to the investigation (medical records, voice recordings, etc.).
 - Interviews with complainants, witnesses, prehospital personnel and/or hospital personnel deemed relevant to the investigation.
 - Determine the appropriate action/resolution, which may include one or more of the following:
 - No action necessary.
 - Remedial education.
 - Provider disciplinary action.
 - Referral of prehospital personnel to S-SV EMS and/or EMSA for further review and/or potential certification/license action.
 - Referral of the incident to S-SV EMS for possible case review and/or policy/protocol revision.

-
- C. Investigations should be completed in a timely manner, and should be routinely resolved within 21 calendar days of notification. The reporting entity shall be advised if the investigation is expected to last longer than 21 calendar days, and appropriate updates shall be provided until a resolution is reached.
- D. EMS provider agencies shall utilize the S-SV EMS Prehospital Provider Incident Tracking Form (927-A), or similar provider agency documentation, to record the notification, investigation, findings and resolution of reportable incidents. This documentation shall be provided to S-SV EMS upon request, or for any incident that requires referral to S-SV EMS for additional review/action.
- E. Appropriate notification of investigation completion/findings/resolution, in compliance with current employment and confidentiality laws, shall be provided to the reporting entity at the conclusion of the investigation.
- F. EMS provider agencies and/or hospitals shall report any of the following to S-SV EMS within three (3) working days of occurrence confirmation:
1. Sentinel Events.
 2. Any alleged or known injury to a patient as a result of actions or omissions by EMS personnel.
 3. Any alleged or known violation of HSC, Division 2.5, § 1798.200.
 4. Any incident believed to require S-SV EMS notification, including if the reporting party is not satisfied with the investigating entity's incident findings/resolution.
- G. EMS provider agencies shall notify S-SV EMS within three (3) working days of the occurrence of any of following:
1. An EMT, AEMT or paramedic is terminated or suspended for disciplinary cause.
 2. An EMT, AEMT or paramedic resigns/retires following notice of an investigation based upon evidence indicating disciplinary cause.
 3. An EMT, AEMT or paramedic is removed from EMT/AEMT/paramedic related duties for disciplinary cause after the completion of the employer's investigation.

927-A-PDF-Fillable (2).pdf



S-SV EMS Prehospital Provider Incident Tracking Form

927-A

CONFIDENTIAL

(In accordance with California Civil Code Section 56, et seq, California Evidence Code Section 1040 and section 1157. Et seq, and California Code of Regulations, Title 22, Division 9)

Reporting Entity Information:

Name of Reporting Entity:	
Phone Number:	Email Address:
Date Received:	Receipt Acknowledgement Date:

Incident Logistics:

<input type="checkbox"/> Butte <input type="checkbox"/> Colusa <input type="checkbox"/> Glenn <input type="checkbox"/> Nevada <input type="checkbox"/> Placer <input type="checkbox"/> Shasta <input type="checkbox"/> Siskiyou <input type="checkbox"/> Sutter <input type="checkbox"/> Tehama <input type="checkbox"/> Yuba		
Date Investigation Opened:		Date Investigation Closed:
Incident Date:	Incident Time:	Run #:
Incident Location:		
Prehospital Agencies Involved:		
Hospitals Involved:		
Personnel Involved:		

Type of Reportable Incident(s):

<input type="checkbox"/> Sentinel Event	<input type="checkbox"/> Breach of the Standard of Care
<input type="checkbox"/> Medication Error	<input type="checkbox"/> Treatment Error
<input type="checkbox"/> Key Equipment Failure Related to Patient Care	<input type="checkbox"/> Care Beyond the Appropriate Scope of Practice
<input type="checkbox"/> Failure to Follow S-SV EMS Policy/Protocol	<input type="checkbox"/> Suspected Violation of HSC, Div. 2.5, § 1798.200
<input type="checkbox"/> Alleged or Known Injury to a Patient as a Result of Actions by EMS Personnel	
<input type="checkbox"/> Other	

Specific Issue(s):

<input type="checkbox"/> Airway	<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> MICN Issues
<input type="checkbox"/> AMA/RAS	<input type="checkbox"/> Interpersonal	<input type="checkbox"/> Patient Assessment
<input type="checkbox"/> Base/Modified Base Contact	<input type="checkbox"/> Manpower/Resource Utilization	<input type="checkbox"/> Patient Transfer
<input type="checkbox"/> Destination	<input type="checkbox"/> MCI	<input type="checkbox"/> Patient Turnover
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Medical Control	<input type="checkbox"/> Physician Issues
<input type="checkbox"/> Documentation	<input type="checkbox"/> Medication Broken/Missing	<input type="checkbox"/> Policy Clarification
<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Medication Error	<input type="checkbox"/> Scope of Practice
<input type="checkbox"/> Equipment Utilization	<input type="checkbox"/> Other:	



CONFIDENTIAL

(In accordance with California Civil Code Section 56, et seq, California Evidence Code Section 1040 and section 1157. Et seq, and California Code of Regulations, Title 22, Division 9)

Description of Incident (attach additional documentation if necessary):

[Large empty rectangular box for incident description]

Incident Investigation Checklist (items used/reviewed during the incident investigation):

<input type="checkbox"/> Base Hosp. Audio Files	<input type="checkbox"/> Dispatch Audio Files	<input type="checkbox"/> PCR
<input type="checkbox"/> Base Hosp. Documentation	<input type="checkbox"/> Dispatch Logs	<input type="checkbox"/> RAS/AMA Forms
<input type="checkbox"/> Cardiac Monitor/AED Reports	<input type="checkbox"/> Incident Reports	<input type="checkbox"/> S-SV EMS Policy/Protocol
<input type="checkbox"/> Prehospital Personnel Interview(s):		
<input type="checkbox"/> Interviews/Discussions With Other Personnel:		
<input type="checkbox"/> Other:		



CONFIDENTIAL

(In accordance with California Civil Code Section 56, et seq, California Evidence Code Section 1040 and section 1157. Et seq, and California Code of Regulations, Title 22, Division 9)

Comments (attach additional documentation if necessary):

[Large empty rectangular box for comments]

Resolution(s):

<input type="checkbox"/> No Action Required	<input type="checkbox"/> Remedial Education	<input type="checkbox"/> Disciplinary Action
<input type="checkbox"/> Referral to S-SV EMS and/or the California EMS Authority for Potential Certification/Licensure Action		
<input type="checkbox"/> Referral to S-SV EMS for Possible Case Review or Policy/Protocol Revision		
<input type="checkbox"/> Other:		
S-SV EMS Agency Referral Date:		
Date Notification of Resolution Provided to Reporting Party:		

Investigator Information

Name/Title of Person Completing Investigation:

Confidentiality Statement.pdf

Acknowledgment of CQI Program Confidentiality

As a participant in the South Placer Fire Protection District's CQI program involved in the evaluation and improvement of the quality of care rendered to patients in the field and Placer County hospitals, I recognize that confidentiality is vital to the candid discussions that are necessary for effective system quality improvement activities. Therefore, I shall respect and maintain the confidentiality of all discussions, deliberations, records, and other information generated in connection with these activities, and agree to make no disclosures of such information except to persons authorized to receive it in the conduct of the EMS System as required by Sections 1040 and 1157.7 of the Evidence Code of the State of California.

Furthermore, my participation in the CQI activities is in reliance on my belief that every other member of the CQI team will similarly preserve the confidentiality of these activities. I understand that all affected persons and agencies are entitled to undertake such action as is deemed appropriate to ensure that this confidentiality is maintained, including action necessitated by any breach or threatened breach thereof.

DATE: _____ SIGNED: _____

PRINT NAME/TITLE: _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: 2025 Board Meeting Schedule:

Action Requested: Staff recommends reviewing the proposed 2025 Board Meeting Schedule.

Background: Based on the Board's direction at the last meeting, this new calendar represents South Placer Fire District Board Meetings occurring on the third Tuesday of the Month.

Impact: Planning

Attachments: Recommended calendar; 2025 Placer County Holiday Calendar

Mark Duerr
Fire Chief
South Placer Fire District

2025 Board Meeting Calendar

Wednesday, January 8 , 2025	Regular Board Meeting
Tuesday, February 18 , 2025	Regular Board Meeting
Tuesday, March 18 , 2025	Regular Board Meeting
Tuesday, April 15 , 2025	Regular Board Meeting
Tuesday, May 20 , 2025	Regular Board Meeting
Tuesday, June 17 , 2025	Regular Board Meeting
<i>June 2025 TBA</i>	<i>Fire Chief Evaluation</i>
Tuesday, July 15 , 2025	Regular Board Meeting
Tuesday, August 19 , 2025	Regular Board Meeting
<i>August 2025 TBA</i>	<i>2025/26 Goal Setting Workshop</i>
Tuesday, September 16 , 2025	Regular Board Meeting
Tuesday, October 21 , 2025	Regular Board Meeting
Tuesday, November 18 , 2025	Regular Board Meeting
Tuesday, December 16 , 2025	Regular Board Meeting



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** October 22, 2024
FROM: Nicole Lopez, Interim Director of Human Resources
SUBJECT: 2025 Placer County Holiday Calendar

ACTION REQUESTED

Approve the 2025 Placer County Holiday Calendar.

BACKGROUND

Placer County Code, Chapter 2, Section 2.12.010 codifies the County’s holiday schedule by prior agreement with the County’s collective bargaining units. The calendar for 2025 is as follows:

Week Day	Date Observed	In Observance Of
Wednesday	January 1, 2025	New Year’s Day
Monday	January 20, 2025	Martin Luther King Jr. Day
Wednesday	February 12, 2025	President Lincoln’s Birthday
Monday	February 17, 2025	Presidents’ Day
Monday	May 26, 2025	Memorial Day
Friday	July 4, 2025	Independence Day
Monday	September 1, 2025	Labor Day
Monday	October 13, 2025	Columbus Day
Tuesday	November 11, 2025	Veterans Day
Thursday	November 27, 2025	Thanksgiving
Friday	November 28, 2025	Day following Thanksgiving
Thursday	December 25, 2025	Christmas Day
Thursday	January 1, 2026	New Year’s Day

FISCAL IMPACT

None

ATTACHMENT

None

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2024
CC: BOARD SECRETARY KATHY MEDEIROS

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

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

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

Staff was directed to reach out to current Committee members to seek recommendations for the committee. Staff has not received feedback but understands that it is the holidays and members may have been otherwise occupied; however, it is important to impanel another member to ensure proper and adequate representation. Staff recommends broadening the search to include the methods utilized in the prior search – posting the opening on our website and in the community as well as reaching out to influential community members to find interested people.

Impact: Benefits Assessment Oversight

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

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

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

Impact: Policy update.

Attachments: Proposed policies:

<u>Number</u>	<u>Policy</u>	<u>Adopted Date</u>
1021	Wellness	New
1106	Fire Station Living	9/14/23
1207	Committees of the Board of Directors	9/20/19
1210	Board Meetings	6/15/23
1211	Board Meeting Agenda and Board Packet	7/22/19

Mark Duerr
Fire Chief
South Placer Fire Protection District

Wellness and Fitness Program

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

1021.1.1 POLICY

It is the policy of the South Placer Fire District that the wellness and fitness of its members is an organizational priority. Participation in the Wellness and Fitness Program is mandatory and non-punitive.

1021.2 PROGRAM COMPONENTS

A comprehensive fitness evaluation will be provided to all safety employees in the Wellness Program. The additional testing results, not included in Section 1021.2.2, below, shall be made available to the employee and their primary care physician only. The results of the additional test shall be confidential. The physician shall only disclose the additional testing results to the employee. It will then be the responsibility of the employee, in consultation with his/her physician, to determine the level of appropriate participation in the program. The Department shall not have access to the additional medical information. Before participating in the program's exercise portion, participants will be required to undergo the expanded medical exam by the District's physician.

Medical examination specifics should include those items identified under NFPA 1582; however, it can include additional tests as requested by a qualified healthcare professional.

1021.2.1 MEDICAL EXAMINATIONS

All firefighting members shall have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- A. Medical History Questionnaire- A medical history questionnaire shall be completed by each member to provide baseline information with which to compare future medical concerns.
- B. Physical Exam- The annual physical examination shall include each of the following components:
 1. Vital Signs
 2. Head, eyes, ears, nose, and throat
 3. Neck
 4. Cardiovascular - must include a thorough history and physical exam
 5. Pulmonary
 6. Gastrointestinal -
 7. Genitourinary

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

- (a) Hernia for men
 - (b) Breast - May be deferred to Primary Care Provider (PCP)
- 8. Lymph nodes exam
- 9. Neurological exam
 - (a) Mental status
 - (b) Cranial nerve function
 - (c) Motor system
 - (d) Sensory system
 - (e) Cerebellar function/coordination (balance and gait)
 - (f) Reflexes
- 10. Musculoskeletal
- 11. Skin (includes screening for cancers)
- C. Spirometry- Pulmonary function testing (spirometry) shall be conducted to measure, at a minimum, the member's forced vital capacity (FVC), forced expiratory volume in 1 second (FEV1), and the FEV1/FVC ratio.
- D. Body Composition
- E. Laboratory analysis
 - 1. Blood analysis
 - (a) White blood cell count (with differential)
 - (b) Platelet count
 - (c) Red blood cell count (hemoglobin and hematocrit)
 - (d) Liver enzymes and function tests (AST, ALT, LDH, alkaline phosphate bilirubin, albumin)
 - (e) Fasting glucose
 - (f) Creatinine and estimated glomerular filtration rate (eGFR)
 - (g) Blood urea nitrogen, sodium potassium, carbon dioxide, total protein, calcium, lipids (cholesterol and triglycerides) - fasting
 - 2. Metabolic Syndrome
 - 3. Heavy metal screening - as required or needed
 - 4. Urinalysis
 - (a) pH
 - (b) Glucose
 - (c) Ketones
 - (d) Protein

South Placer Fire District

SPFD Policy Manual

Wellness and Fitness Program

- (e) Blood
- (f) Bilirubin
- F. Vision evaluation
- G. Hearing evaluation - See 1021.2.2
- H. Pulmonary evaluation - See 1021.2.2
- I. Chest X-ray initial baseline and repeated as clinically indicated

1021.2.2 MANDATORY ANNUAL OCCUPATIONAL MEDICAL EXAMINATION

The following elements included in the mandatory annual occupational medical examination are required by Federal and State law:

- A. Respirator Medical Clearance - All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter (8 CCR 5144(e)). The questionnaires will be reviewed by a licensed healthcare provider selected by the Department to determine which, if any, members need to complete physical examinations. See also Policy
- B.
- C. TB Testing – All members who have the potential of being occupationally exposed to tuberculosis must complete a TB test prior to employment and annually thereafter (8 CCR 3204). See also the South Placer Fire District Infection Control Plan
- D. Flu Shots – All members who have the potential of being occupationally exposed to influenza must be offered a flu shot initially and on an annual basis. All members must either receive the injection OR complete a declination form (8 CCR 3203). See also the South Placer Fire District Infection Control Plan
- E. Hearing Conservation Program - All members who are exposed to noise levels in excess of those permissible pursuant to 8 CCR 5096(b) Permissible Noise Exposure Table N-1. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure and annually thereafter (8 CCR 5097(c)). Records to be retained by District per OSHA 1910.95(m)(3). See also Policy 605- .

Requirements by position classification:

- A. All suppression personnel, including chief officers, are mandated to complete all four elements.
- B. Fire prevention personnel who are issued respirators must complete the Respirator Medical Clearance. NOTE: P-100 and N-95 masks are categorized as respirators.
- C. Fire prevention personnel exposed to noise levels exceeding permissible levels must complete the audiology exam.
- D. Fleet personnel must complete the audiology exam.

1021.2.3 AEROBIC/CARDIOVASCULAR EVALUATION

All firefighting members shall have an annual aerobic/cardiovascular evaluation to include

Wellness and Fitness Program

- A. Resting ECG
 - 1. A rating 12 lead ECG shall be performed at a baseline for all ages, annually starting at age 40 and when clinically indicated.
- B. Aerobic/Cardiopulmonary testing
 - 1. Cardiac exercise stress testing should be done to achieve 12 METS, and a validated 12 MET exercise testing protocol must be used.
 - 2. Testing should be performed with proper monitoring by a physician
 - 3. Uniform personnel with a positive stress test result will be referred to a cardiologist for further evaluation
 - 4. Uniform personnel whose stress test results are negative but who are unable to meet the 12 MET criteria should be referred to a fitness program, counseled on risk factor modification, and retested in six (6) months.

1021.2.4 CANCER SCREENING & SLEEP DISTURBANCE

Given the known occupational risk of exposure to carcinogens and the excess number of certain cancers in the fire service, the District will provide cancer screening on a regular basis to include screening for:

- A. Lung
- B. Skin
- C. Breast
- D. Cervical
- E. Testicular
- F. Prostate
- G. Digital Rectal Examination
- H. Colorectal Screening
- I. Bladder
- J. Oral
- K. Thyroid
- L. Ovarian
- M. Uterine
- N. Brain

Screening for sleep disorders will also be provided through a validated questionnaire such as the Epworth Sleepiness Scale, Berlin Sleep questionnaire, or BMI. Firefighters with a high index of suspicion should be referred to a specialist for a diagnostic sleep study.

Wellness and Fitness Program

1021.2.5 IMMUNIZATIONS

Uniformed members must receive or provide documentation or declination for the following vaccinations:

- A. Hepatitis A
- B. Hepatitis B
- C. Tetanus/Diphtheria
- D. Pertussis
- E. Influenza
- F. COVID
- G. Measles, Mumps, Rubella (MMR)
- H. Polio
- I. Varicella (if not already immune)
- J. Human Papillomavirus (HPV)
- K. Pneumovax should be considered for individuals with appropriate risk factors
- L. Vaccination adverse event recording
 - 1. All adverse reactions to vaccine administration shall be recorded in the member's medical record and reported to the Vaccine Adverse Events Reporting System (VAERS) at [HTTP://vaers.hh.gov](http://vaers.hhs.gov) or 800-822-7967

Infectious disease screening is another aspect of immunizations and shall be provided for:

- A. Hepatitis C
- B. Tuberculosis (TB)
- C. Human Immune Deficiency (HIV)

1021.2.6 OCCUPATIONAL STRESS AWARENESS CONSULTATION

The physician conducting the firefighter's annual medical evaluation shall use a validated questionnaire to assess for occupational stress. Fire fighters with a high index of suspicion must be referred to a licensed behavioral health specialist trained to recognize and treat stress-related and/or behavioral health disorders in firefighters, as needed.

1021.2.7 REFERRAL TO HEALTH CARE PRACTITONERS

The following situations/conditions warrant referrals to healthcare practitioners:

- A. Abnormal findings on the annual medical exam
- B. Revaccination or intervention following exposures
- C. Managed care or other provided referrals as appropriate for non-work-related medical issues

Wellness and Fitness Program

Follow-up findings from annual examinations will be handled by the Districts workers' compensation (W/C) medical provider if work-related and return-to-work determinations that require clearance by W/C and other specialty providers as needed.

Final authority for return to work/fitness for duty decisions shall be governed by the current MOU.

1021.2.8 WRITTEN FEEDBACK

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

1021.2.9 FITNESS EVALUATIONS

All firefighting members shall have an annual fitness evaluation that is not punitive or competitive, consisting of an assessment questionnaire (developed by a qualified healthcare professional) and testing. The District's primary goal is to have a healthy and fit workforce.

To that end, the District will utilize a standardized set of tests consistent with NFA 1582 and the IAFF Wellness-fitness initiative (current edition) and shall evaluate the following:

- A. Body Composition
- B. Aerobic capacity
 - 1. Using a consistent, appropriate maximal or submaximal protocol for all participants
- C. Power
- D. Muscular Strength and endurance
- E. Mobility and flexibility

A poor fitness assessment will not cause the District to remove an incumbent member from the line. However, a poor fitness assessment (or fit for duty assessment) after a physical performance issue has been identified either on the training ground or at an emergency scene must both be present for the District to remove personnel from their regularly assigned duties.

1021.2.10 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program shall correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program shall also provide fitness equipment in fire stations with the available space. The fitness and conditioning program shall be developed in coordination with a trained and certified fitness and conditioning trainer.

1021.2.11 PEER FITNESS TRAINERS

Volunteers shall be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and shall be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

Wellness and Fitness Program

1021.2.12 PERIODIC WELLNESS EDUCATION

Ongoing training and education will be provided to all members on a variety of topics relating to health, fitness, and overall wellness. All training and education will be coordinated by a health and fitness professional identified by South Placer Fire District. All activities will be coordinated by the Division Chief EMS/Safety . Topics will include, but are not limited to, the following:

- A. Nutrition
- B. Back health
- C. Functional movement
- D. Mobility
- E. Emotional/Mental health
- F. Physical fitness & exercise
- G. Safe exercise practices

1021.2.13 REHABILITATION

The South Placer Fire District and the labor association will work together to provide a progressive individual injury, fitness, and medical rehabilitation program that can assist in full rehabilitation of any affected uniformed personnel to a safe return to duty status. The rehabilitation of our personnel must be a priority. Rehabilitation programs shall include:

- A. A physical therapy organization familiar with job requirements and fit-for-duty expectations
- B. An alternate duty program is available
- C. A personalized exercise prescription that considers job requirements and the individual's past medical history
- D. a comprehensive injury prevention program
- E. The District rehab program is not punitive and is comprehensive in scope. It includes medical treatment, fitness training, and physical/occupational therapy with the goal of quickly and safely returning members to full-duty

1021.2.14 BEHAVIORAL HEALTH

The District will support the provisions of a behavioral health plan through appropriate internal and external resources. Components of the behavioral health plan include an effective stress management program through training, peer support, and an Employee Assistance Program (EAP).

- A. Training - The district will annually provide awareness and review available resources for behavioral health to increase awareness of programs and benefits available to district members and their families.
- B. Peer Support has been established through the District and neighboring agencies to manage stress and mental wellness. All members are encouraged to utilize peer support immediately following a call where peer support would be indicated.

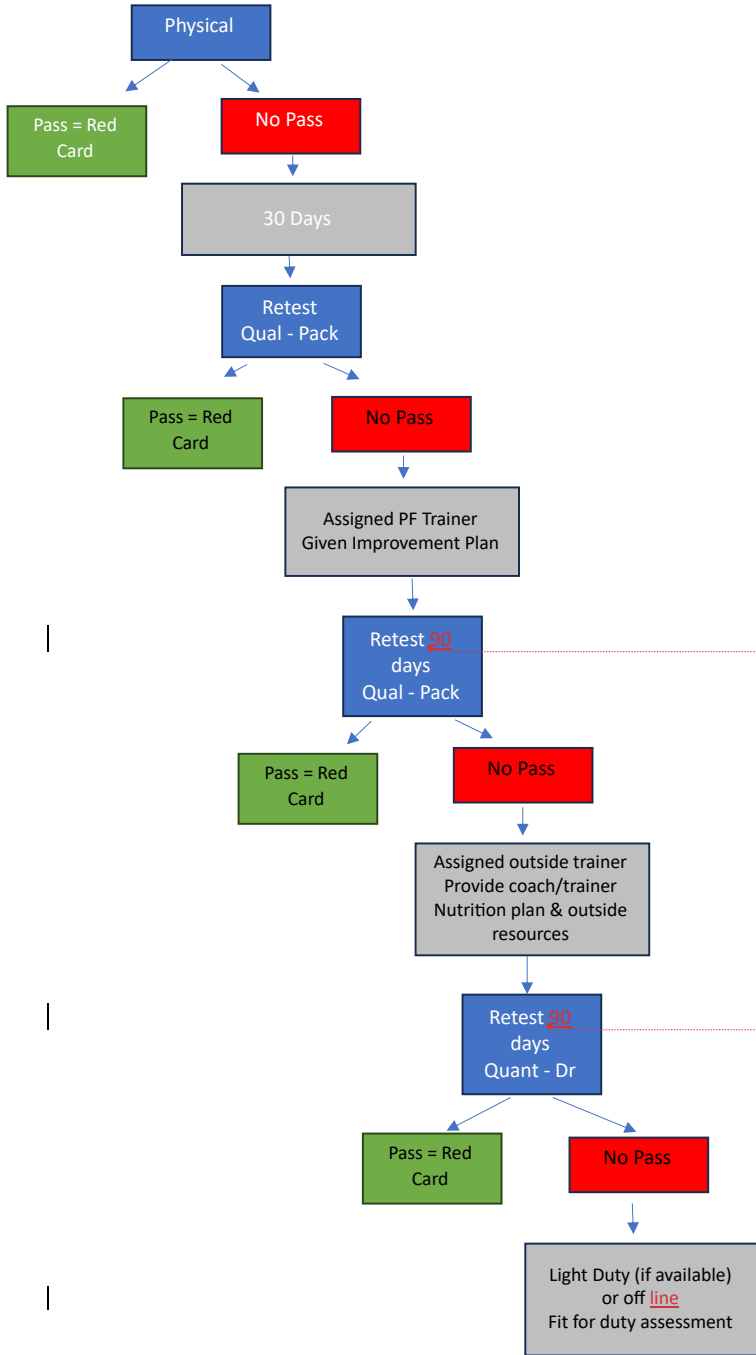
Wellness and Fitness Program

- C. EAP - is a program provided by the District for all members. The menu of services and support is extensive and can be found [here](#). Use company code southplacerefire

1021.3 POLICY

It is the policy of the South Placer Fire District to prioritize member wellness to foster fitness for duty and support a healthy quality of life for [department_agency] members. The District will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

RED CARD TESTING MATRIX



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RED CARD TESTING MATRIX

If, during the annual fitness assessment, a member scores below 12 METS qualitative and 11.4 METS quantitative, the following will occur:

Members who do not meet the mark will be advised that they are below the required threshold of 12 METS qualitative and 11.4 METS quantitative.

- The member will not be issued a red card and will be provided 30 days to retest.
- The retest will be qualitative and may be one of the following.
 - Pack Test

An agreed upon 12 METS equivalent test,

If the member passes the qualitative test, they will be issued a red card.

If a member does not pass the qualitative test, no red card is issued, and the following will occur:

1. The member will work with a district peer fitness trainer or personal fitness trainer and prescribed an aerobic fitness improvement program.
 - a. Peer fitness trainers will develop and monitor the aerobic fitness improvement program. District administrative staff will support the program. Still, the overall program will be managed by peer or personal fitness trainers.

Member will be retested qualitatively within 90 days of the last test date.

- The retest will be qualitative and may be one of the following.
 - Pack Test

An agreed upon 12 METS equivalent test,

If the member passes the second qualitative test, they are issued a red card.

If a member does not pass the qualitative test, no red card is issued, and the following will occur:

- An aerobic fitness performance improvement plan will be implemented by a licensed or certified coach or trainer as mutually agreed upon by the District and labor group
- The program could consist of the following components as needed:
 - Regular meetings with the licensed or certified coach/trainer to provide a plan with progress updates and regular feedback.
 - Nutritional counseling and support
 - Online resources may include workout suggestions, workout logs, nutrition logs, online trainer feedback, or any other tool that improves employee health and fitness overall.

The member will be retested quantitatively within 90 days of the last test date. Quantitative testing will be provided at the District's expense by a provider selected by the District. It will most likely be through the district occupational health provider (currently Kaiser) under the oversight of a doctor but the district reserves the right to choose providers.

If the member passes the quantitative test, they are issued a red card.

If a member does not pass the quantitative test, no red card is issued, and the following will occur:

- The member will be placed in a light-duty role, if available or taken offline.
- The member will be subject to a fit for Duty exam at the Districts expense

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Fire Station Living

Effective Date:	05/25/2019
Revised Date:	09/14/2023
Issuing Authority:	

1106.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

1106.2 POLICY

It is the policy of the South Placer Fire District that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1106.3 PROCEDURE

Each company shall be assigned responsibility for a specific station area and should cooperate with other companies to ensure all duties are completed during a shift. The daily work activities for each station can be found [below](#):

- [Station Standard Daily Work Activities](#)
- ~~Station 17 Standard Daily Work Activities-2022~~
- ~~Station 18 Standard Daily Work Activities-2022~~
- ~~Station 20 Standard Daily Work Activities-2022~~

All fire stations and equipment shall be inspected semi-annually by a Battalion Chief [in the months of January and July](#). The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep District desks, vehicles, beds, and lockers neat and clean. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained clean, orderly, and sanitary. Daily tasks to accomplish this shall include but are not limited to:
 1. Vacuuming.
 2. Sweeping and mopping floors.
 3. Dusting.
 4. Polishing.
 5. Cleaning restrooms.

Fire Station Living

6. Cleaning apparatus bays.
 - (a) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
 - (b) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 3. Maintaining cooking appliances and eating utensils in good working order.
 4. Cleaning kitchen hoods and vents monthly and ensuring the hood light is installed and functioning.
 5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
 7. Using South Placer Fire District provided fall protection systems or fall protection personal protective equipment when working above ground level (29 CFR § 1910.140; Labor Code § 142.3).
 8. Addressing hazards associated with walking-working surfaces (29 CFR 1910.21 et seq.; Labor Code § 142.3).

All members shall follow established policies and procedures regarding:

- Beginning and end of shift preparation, readiness, equipment inventory, and testing.
- Shift change station cleanup.
- Sleeping quarter assignments.
- Permissible and restricted activities and hours.
- Use of technology and electronics on duty.

Any disputes shall be resolved by a supervisor.

Attachments

Station Standard Daily Work Activities_sept_2024.pdf

Station Standard Daily Work Activities

1. Each workday begins at 0800.
 - a. The daily work period is 0800 thru 1700 (excluding a one-hour lunch and breaks). Special events that extend or alter the daily work period may be scheduled, including meetings, classes, training, community events, and station tours.
 - b. Employees will be in uniform between 0800 and 1700. Reference the current District uniform policy for additional information.
 - c. Dayroom televisions will be turned off between 0800 and 1700 (excluding the one-hour lunch period, training, or emergency preparedness needs).
 - d. Each company shall complete two hours of Emergency Operations or EMS training each day (excluding physical training) and be provided one hour of physical training.

2. At the beginning of the day, the Captain will ensure that:
 - a. The daily roll call is completed
 - b. Per district policy, daily 0800 checks are completed on each in-service unit assigned to the station, and the check shall be logged into Vector Solutions Check-It by 0900.
 - c. The safety meeting is completed and logged, and any additional daily checks (SCBAs, Narcs, fuel, equipment, etc.) are completed and logged as required.
 - d. Check the OPS calendar for training, events, or other District activities that must be addressed.
 - e. The morning station grounds check is completed for unusual circumstances or abnormalities.

3. During each daily work period, the following recurring weekly and monthly duties as assigned:

Day	Weekly Station Assignment	Apparatus/Equipment Checks
Monday	Shop, storage, shed, rear patio, and laundry area	Engines
Tuesday	Day room, Office areas, & reception areas	Reserve apparatus
Wednesday	Bathrooms & sleeping quarters	Medics
Thursday	Yard work, exterior, minor maintenance.	Grass/Brush
Friday	Kitchen, dining, pantry, & refrigerators	Light vehicles
Saturday	Truck Room	OES, Tender,
Sunday	Windows	

4. The following will be completed monthly during the weekly checks.

Week 1	Monthly check and inventory of apparatus, SCBA, airbrake check, and drain.
Week 2	Wash and wax apparatus.
Week 3	Detail equipment & compartment interiors.
Week 4	Detail Cab.

5. The following ongoing duties will be assigned to each shift of each station.

A Shift	B Shift	C Shift
EMS Supplies	Apparatus Inventory	Station Supplies
Pre-fire plans & Map books	Walls Maps	Portable Battery Maintenance
Operations manual & bulletin binder	SDS Publications	Prevention supplies

Station Standard Daily Work Activities

6. At the conclusion of each day, the captain will ensure:
 - a. All required documentation is completed and properly forwarded according to district policy (required documentation may be but not limited to incident reports, accident reports, training reports, safety meetings, equipment checks, ImageTrend reports, etc.).
 - b. General station clean-up is completed. All unnecessary lights are turned off.
 - c. The evening station grounds check is completed for unusual circumstances or abnormalities (including the locking and securing of each building on the station grounds).

COMMITTEES OF THE BOARD OF DIRECTORS

1207.1 SCOPE AND PURPOSE

The South Placer Fire Board of Directors shall define the standing and ad-hoc committees and their associated duties.

1207.2 POLICY

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

1207.3 STANDING COMMITTEES

The following shall be standing committees of the Board:

1. Personnel Committee;
2. [Strategic Planning Facilities](#) -Committee;
3. Budget [and Finance](#) Committee;

1207.4 ANNOUNCEMENT OF STANDING COMMITTEES

The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

1207.5 COMMITTEE ASSIGNMENT

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. [Committees shall prepare a report for the Board as to their discussions, actions, and recommendations.](#) ~~Any recommendations resulting from said review should be submitted to the Board via a written or oral report.~~

1207.5.1 COMMITTEE PURPOSES

The purpose of standing and ad hoc committees is to provide for oversight, review, and policymaking and not to engage in management activities of the District.

1207.5.2 COMMITTEE AUTHORITY

The authority of standing and ad hoc committees is limited to providing recommendations to the Board of Directors for committee responsibilities as specified in a committee charter approved by the Board of Directors or as otherwise specifically authorized by the Board of Directors.

South Placer Fire District

SPFD Policy Manual

COMMITTEES OF THE BOARD OF DIRECTORS

1207.6 STANDING PERSONNEL COMMITTEE

The Board's standing Personnel Committee shall be concerned with labor negotiations and contract development with recognized employee groups in an effort to meet District goals.

1207.7 STANDING STRATEGIC PLANNING COMMITTEE

The Board's standing [Strategic Planning Committee](#) ~~Facilities~~ Committee shall be concerned with the ~~progress and development of the Districts Strategic Plan, development and revision of the District's Capital Facilities Plan and Facilities Maintenance Plan.~~

1207.8 STANDING BUDGET AND FINANCE COMMITTEE

The Board's standing Budget [and Finance](#) Committee shall be concerned with developing and revising the District's [financial operations](#), [f](#) Fundamental [b](#) Budgeting [p](#) Principles, [and maintenance of District reserves.](#) ~~.~~

BOARD MEETINGS

1210.1 SCOPE AND PURPOSE

This Policy defines the types of meetings that are established by the South Placer Fire District Board of Directors.

1210.2 REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held on the ~~third~~ ~~second~~ - ~~Tuesday~~ ~~Wednesday~~ of each calendar month at 6:00 pm at Station Seventeen, 6900 Eureka Road, Granite Bay CA. The date, time and place of regular Board meetings shall be reconsidered in January of each year and outlined in the District Annual Calendar. The Board President shall publicly announce changes in the regular meeting schedule for the ensuing year no later than the Board's regular meeting in February.

1210.3 SPECIAL MEETINGS

Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

1210.3.1 FIRE DISTRICT STAFF NOTIFICATIONS

All Directors, the Fire Chief and required Staff or Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1210.3.2 PUBLIC NOTICE

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

1210.3.3 AGENDA

An agenda shall be prepared as specified for regular Board meetings in Policy 1211 and shall be delivered with the notice of the special meeting to those specified above.

1210.3.4 AGENDA ITEMS

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1210.4 SPECIAL MEETING (EMERGENCY)

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1210.3.1, above. An emergency situation means a crippling disaster which severely impairs

BOARD MEETINGS

public health, safety, or both, as determined by the Fire Chief, Board President or Vice President in the President's absence.

1210.4.1 PUBLIC NOTICE

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Fire Chief, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

1210.4.2 CLOSED SESSIONS

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1210.5 ADJOURNED MEETINGS

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 1210.3.2 above.

1210.6 ANNUAL ORGANIZATION MEETING

The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year.

1210.7 AGENDA ORDER

The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1210.8 AUDIENCE INFORMATION

The Chairperson and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

BOARD MEETINGS

1210.9 FIRE STAFF ATTENDANCE

The Fire Chief or Fire Chief's designated representative shall attend each regular and special meeting of the Board unless otherwise specified by the Board. All District members are invited and encouraged to attend regular and special meetings of the Board. Only those members specifically instructed to attend by the Fire Chief shall be deemed to be "required to attend" within the meaning of this section.

BOARD MEETING AGENDA AND BOARD PACKETS

1211.1 SCOPE AND PURPOSE

This Policy defines the Meeting Agenda and required Board Packets for South Placer Fire District Board of Directors' Meetings

1211.2 POLICY

The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Fire Chief and request any item to be placed on the agenda no later than 5:00 o'clock P.M. 7 days prior to the meeting date.

1211.3 PUBLIC REQUESTS

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

1211.3.1 REQUEST REQUIREMENTS

The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, no later than 5:00 o'clock P.M. 7 days prior to the date of the meeting;

1211.3.2 FIRE CHIEF'S JUDGMENT

The Fire Chief shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

1211.3.3 LEGALITY

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

1211.3.4 LIMITATIONS

The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

1211.4 TESTIMONY

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

BOARD MEETING AGENDA AND BOARD PACKETS

1211.5 TIME LIMITS

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

1211.5.1 SPECIAL MEETING

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

1211.6 AGENDA CONTENT

The agenda shall include those matters designated by the President. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter for each of the items. The agenda may include suggested actions or recommendations.

1211.7 BUSINESS ORDER

The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the President of the Board. Generally, this shall be as follows:

1. Closed Session
2. Call to Order Regular Session
3. Flag Salute
4. Report on Previous Closed Session
5. Public Comments
6. Special Presentations
7. Consent Agenda
8. Action Items (old/new business)
9. Informational and Discussion Items
10. Committee and Monthly Reports
11. Correspondence Review
12. Chiefs Report
13. Functions Scheduled
14. Future Agenda Items
15. Closed Session (if needed)
16. Adjournment

1211.8 BOARD PACKETS

The Fire Chief along with the Board Secretary shall prepare the Board Packets for each regularly scheduled meeting and special meetings when necessary.

South Placer Fire District

SPFD Policy Manual

BOARD MEETING AGENDA AND BOARD PACKETS

1211.8.1 BOARD PACKETS TO BOARD MEMBERS

Board Packets shall be available at station 17 as well as delivered electronically to each Director no later than 5:00 o'clock P.M. 4 days prior to the meeting date.

1211.8.2 BOARD PACKET ORDER

Board Packets for each regular meeting of the Board shall be in the order similar to the meeting agenda or as directed by the President of the Board. Generally, this shall be as follows:

1. Meeting Agenda
2. Previous Meeting Minutes
3. Monthly Claims Summary
4. Staff Report With Supporting Information For Each Action Item and Information Items When Necessary.
5. Correspondence

1211.8.3 BOARD MEMBER'S INFORMATION

Individual Board members wishing to distribute information on items on the agenda to the Board shall provide copies of the information to the Board Clerk no later than 5:00 o'clock P.M. 7 days prior to the scheduled meeting.

1211.9 PUBLIC ACCESS TO WRITTEN MATERIAL

Written material given to a majority of the Board normally must be made available to the general public. The major exceptions to the obligation to provide the public with access to any writings distributed to members of the board are those that deal with matters properly discussed in closed sessions or protected under Government Code section 6250 et seq.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Mid-Year Budget Revision:

Action Requested: Staff recommends discussion and Board Action to amend the 2024/25 Budget.

Background: In the past few months, the Board has approved several operational changes, including the addition of three apprentices, the remounting of an ambulance, and the addition of photovoltaic solar for Station 19. Minor changes to line items to adjust for new projects (improving AV in the training room) and revised revenue have also been made. Overall, the changes have resulted in a net increase of approximately \$150k, but at the cost of reducing funding for some reserve areas and deferring some projects later.

Impact: This budget revision has had several impacts, including improved operations, an improved ambulance fleet, increased overall spending, increased revenue projections, reduced reserve funding, and a long-term reduction in utility expenses.

Attachments: Revised 2024/25 Budget

Mark Duerr
Fire Chief
South Placer Fire District



	Estimated Revenues 2024-25				
	General Revenue		\$17,136,814		
	Mitigation Revenue		\$335,000		
	CFAA Revenue		\$250,000		
	Mitigation Reserves		\$938,000		
		Total	\$18,659,814		
	Estimated Expenditures 2024-25				
	Operational Expenditures (salaries, operations, fixed assets)		\$16,109,452		
	Capital Expenditures- Capital Facilities General Budget		\$566,000		
	Mitigation Expenditures		\$1,275,205		
	CFAA Expenditures		\$250,000		
		Total	\$18,200,657		

Account Number		2023/2024 Amount	2024/2025 *thru 11/30/24	2024/25 Budget	Percent Change
General Revenues					
6000-000:001	Secured Property Tax General	\$9,567,127	\$0	\$10,054,486	5.09%
0-000-6000-002	Unitary & Op Non-Unitary	\$191,854	\$0	\$201,368	4.96%
0-000-6000-003	Current Unsecured Property Tax	\$207,260	\$205,668	\$219,600	5.95%
0-000-6000-004	Delinquent Secured Property Taxes	\$836	\$0	\$850	1.67%
0-000-6000-005	Delinquent Unsecured Property Tax	\$2,593	\$1,915	\$2,600	0.27%
0-000-6000-006	Current Supplemental Property Tax	\$243,400	\$6,295	\$255,000	4.77%
0-000-6000-008	Delinquent Supplemental Property Tax	\$550	\$358	\$550	0.00%
0-000-6001-000	SPFD Special Tax	\$713,370	\$0	\$713,100	-0.04%
0-000-6002-000	Loomis Fire Protection & Response Assessment	\$1,147,591	\$0	\$1,194,097	4.05%
	Loomis Parcel Tax	\$539,943	\$0	\$594,378	10.08%
0-000-6106-000	Railroad Unitary Tax	\$5,709	\$0	\$5,800	1.59%
0-000-6950-000	Interest-County	\$20,000	\$27,378	\$50,000	150.00%
0-000-6957-000	Sect. 5151 Interest Refunded	-\$385	\$0	-\$400	3.90%
0-000-7000-000	HOPTERS Intergovernmental Revenue	\$51,221	\$7,821	\$50,785	-0.85%
0-000-8192-000	Ambulance Services	\$1,960,000	\$882,854	\$2,100,000	7.14%
0-000-8193-001	Uniform Reimbursement	\$100	\$0	\$100	0.00%
0-000-8193-009	Other Staffing Reimbursements	\$0	\$0	\$0	
0-000-8193-010	Other Miscellaneous	\$130,000	\$25,533	\$175,000	34.62%
0-000-8193-011	Fees For Service & Cost Recovery Charges	\$310,000	\$198,397	\$350,000	12.90%
0-000-8193-014	4850 Reimbursements	\$30,000	\$18,273	\$30,000	0.00%
0-000-8193-015	Cellular Tower Lease	\$107,700	\$37,509	\$106,000	-1.58%
0-000-8193-016	MVA Fees	\$7,500	\$1,383	\$7,500	0.00%
0-000-8193-018	Local/State/Federal Grants	\$771,496	\$711,651	\$1,026,000	32.99%
0-000-8300-000	Grant Revenue	\$0	\$0		
0-000-8372-000	Automotive Fund Mat & Services	\$0	\$0	\$0	
	Total General Revenue	\$16,007,865	\$2,125,035	\$17,136,814	6.59%
0-000-8267-000	Consolidated Mitigation Fee Revenue	\$300,000	\$170,920	\$300,000	0.00%
0-000-8264-007	Consolidated Mitigation Interest	\$6,000	\$25,515	\$35,000	483.33%
	Total Mitigation Revenue	\$306,000	\$196,435	\$335,000	9.48%
0-000-8300-000	CFAA Revenues (Strike Teams)				
	Total CFAA Revenue	\$180,000	\$457,604	\$250,000	
	Total Budget With Mitigation Fees & CFAA Revenues	\$16,493,865	\$2,779,074	\$17,721,814	6.93%

OPERATIONAL EXPENDITURES						
Account			2023/2024	2024/2025	2024/25 Budget	Percent
Number			Amount	*thru 11/30/24		Change
Personnel Salaries and Benefits						
1002		Salaries & Wages	\$6,684,168	\$2,724,311	\$7,200,000	7.72%
1004		Sellback/Admin. & FF's	\$105,000	-\$57,516	\$100,000	-4.76%
1005		Intern FF/Board/App FF/PT	\$20,000	\$3,900	\$20,000	0.00%
1006		Callback/Overtime-Firefighter	\$1,000,000	\$466,106	\$1,000,000	0.00%
1007		Comp For Absence/Illness	\$25,000	\$20,601	\$27,500	10.00%
1008		Out of Grade Pay	\$3,000	\$234	\$3,000	0.00%
1015		Other Payroll	\$10,000	\$0	\$10,000	0.00%
1016		Volunteer Length of Service Award	\$1,000	\$0	\$1,000	0.00%
1300		PERS Retirement	\$1,151,541	\$492,198	\$1,152,411	0.08%
1302		PERS Lump Sum Payment	\$930,800	\$1,229,847	\$1,230,000	32.14%
1305		Employer 457 Def. Comp. Match	\$30,000	\$10,248	\$30,000	0.00%
1301		Employment Taxes (FICA/Medicare/SUI)	\$108,649	\$48,803	\$113,200	4.19%
1315		Workmans Comp. Insurance	\$770,000	\$154,669	\$700,000	-9.09%
1550		Agency Share Insurance	\$1,230,179	\$411,498	\$1,242,312	0.99%
1551		OPEB Contribution	\$0	\$0	\$0	#DIV/0!
1552		COP Debt Service	\$400,404	\$109,201	\$400,000	-0.10%
2010		Labor Legal	\$60,000	\$4,793	\$40,000	-33.33%
2017		Uniform Allowance/Cell Phone	\$117,320	\$21,615	\$45,000	-61.64%
2019		Employees Assistance Program	\$5,800	\$9,000	\$9,000	55.17%
		Total Salaries/Benefits	\$12,652,861	\$5,649,508	\$13,323,422	5.30%
8197		CFAA Expenditures (Strike Teams) Estimates				
8197-001		Personnel Overtime	\$145,000	\$393,019	\$205,000	29.27%
8197-002		Administration Costs	\$17,500		\$17,500	
8197-003		Apparatus	\$12,500		\$15,000	
8197-004		FICA & FASIS Reimbursement	\$5,000		\$12,500	
		Total CFAA Expenditures	\$180,000	\$393,019	\$250,000	28.00%
		Total Salaries and Benefits including CFAA Est.	\$12,832,861	\$6,042,527	\$13,573,422	
		1 Fire Chief		3 Shift Battalion Chiefs	1 Volunteer Firefighters	
		1/Personnel/Operations - Deputy Chief		15 Captains (6 PM)	0 Intern Firefighters	
		1 Division Chief - Fire Marshal		12 Engineers (6 PM)		
		1 Division Chief - EMS/Safety		12 Firefighters		
		1 Business Manager		6 Apprentice Firefighte	1 Volunteer Positions	
		1 Prevention Specialist/Admin. Assistant				
		1 Journeyperson Mechanic				
		1 District Secretary-Full Time				
		1 Apprentice Mechanic				

Service & Operations		2023/24 Budget	2024/25 YTD	2024/25 Budget	
2020	Audit	\$15,925	\$0	\$15,925	0.00%
2021	Propane	\$3,750	\$0	\$3,750	0.00%
2023	Employee Physicals/DL/Wellness	\$84,550	\$278	\$47,286	-44.07%
2024	Paramedic Cert. EMT/CPR Classes	\$6,140	\$854	\$9,538	55.34%
2025	Ambulance Billing Service	\$205,000	\$72,547	\$205,000	0.00%
2026	Garbage	\$12,500	\$3,631	\$12,500	0.00%
2027	Gas & Electric	\$50,000	\$24,384	\$55,000	10.00%
2028	Insurance (FAIRA)	\$147,061	\$168,669	\$168,700	14.71%
2030	Memberships/Subscriptions	\$21,183	\$14,206	\$25,713	21.39%
2032	News Publications & Ads	\$2,000	\$994	\$2,000	0.00%
2035	Sewer	\$7,000	\$300	\$7,000	0.00%
2037	Telephone	\$58,076	\$10,873	\$34,490	-40.61%
2038	Training Supplies	\$17,500	\$0	\$25,000	42.86%
2039	Business/Conference	\$15,000	\$3,855	\$20,000	33.33%
2040	Education/Training	\$25,000	\$17,527	\$90,000	260.00%
2041	Water	\$16,500	\$6,244	\$17,500	6.06%
2042	Laundry	\$1,850	\$401	\$2,000	8.11%
2043-000	Legal/Consulting Fees	\$70,000	\$100,050	\$275,000	292.86%
2043-001	Prevention Consulting Fees	\$95,000	\$46,919	\$125,000	31.58%
2044	Petty Cash Fund	\$250	\$0	\$250	0.00%
2045	Pre-Employment Testing/Background Inv.	\$20,000	\$150	\$20,000	0.00%
2046	Medical Waste Disposal	\$4,500	\$622	\$4,000	-11.11%
2050	County Charges (Tax Collection/LAFCO/Refunds)	\$203,439	\$0	\$220,000	8.14%
2051	Elections	\$0	\$0	\$35,000	#DIV/0!
2053	Food/Drink-Incident Supplies	\$7,500	\$611	\$7,500	0.00%
2055	Safety Awards	\$7,250	\$478	\$7,250	0.00%
2056	Software Subscriptions	\$139,067	\$69,795	\$151,808	9.16%
2120	Cleaning/Maintenance Supplies	\$17,000	\$3,473	\$17,000	0.00%
2122	Computer Service & Maint.	\$12,000	\$3,150	\$22,000	83.33%
2123	Fire Prevention Supplies	\$10,000	\$7,651	\$14,050	40.50%
2124	Fuel & Oil	\$116,000	\$39,120	\$123,000	6.03%
2127	Medical Supplies	\$125,000	\$33,153	\$125,000	0.00%
2128	Miscellaneous Supplies	\$1,000	\$0	\$1,000	0.00%
2129	Office Supplies	\$8,000	\$1,520	\$8,500	6.25%
2130	Oxygen	\$8,250	\$2,642	\$8,250	0.00%
2131	Postage/Shipping	\$2,000	\$169	\$2,000	0.00%
2132	Storage	\$3,000	\$2,592	\$3,000	0.00%
2133	Uniform Supplies	\$14,000	\$263	\$14,000	0.00%
2135	Misc. Firefighting Equip/Supplies	\$20,000	\$3,367	\$19,775	-1.13%
2221	Radio Repair	\$16,000	\$328	\$16,000	0.00%
2222	Automotive Repairs/Supplies	\$125,000	\$42,392	\$134,800	7.84%
2225	Facilities Maintenance	\$98,100	\$27,573	\$98,100	0.00%
2226	SCBA Maintenance	\$12,990	\$15,362	\$13,640	5.00%
2227	Equipment Service Maintenance	\$39,085	\$1,767	\$33,585	-14.07%
2228	Turnout Clothing Maint.	\$9,280	\$10,798	\$19,762	112.95%
2523	Outside Services	\$1,320	\$669	\$1,320	0.00%
	Miscellaneous Expenses	\$0	\$42	\$0	#DIV/0!
8510 + 4521	Bad Debt Expense	\$225,000	\$0	\$250,000	11.11%
	Total Service & Operations	\$2,099,066	\$739,419	\$2,511,992	19.67%

Fixed Assets		2023/24 Budget	2024/25 YTD	2024/25 Budget
4456	Facilities	\$19,758	\$0	\$19,758
4462	Firefighting Equipment	\$32,000	\$7,743	\$79,900
	Turnouts			\$46,900
	Yellows			\$10,000
	Structure Gloves			\$2,500
	Structure helmets			\$7,500
	Wildland gloves			\$1,500
	Hose			\$7,500
	Wildland equipment			\$4,000
4464	EMS Equipment	\$15,000	\$0	\$15,000
				\$0
4465	Office, Telephone & Computer Equipment	\$15,500	\$4,754	\$33,500
	Station IT			\$25,000
	Vehicle IT			\$2,500
	Replacement switches			\$3,500
	Director iPads			\$2,500
4469	VHF Radio, & Communications	\$0		\$15,000
	Mobile radio			\$10,000
	Portable			\$5,000
4470	Shop Equipment	\$5,000	\$0	\$57,500
	Bandsaw			\$3,000
	Airlines			\$2,500
	2000 gallon fuel tank			\$30,000
	Pump test pit			\$15,000
	Ford Muster truck tranny			\$7,000
4472	Training/Operations Equipment	\$0		\$1,452
4475	Rescue Equipment	\$0		\$1,928
	Equipment			\$1,928
4476	Apparatus Up-Grades	\$0		\$40,000
	Upfit one resrve appratus			\$40,000
447X	Fitness Equipment	\$8,105	\$0	\$10,000
	Total Fixed Assets	\$95,363	\$12,497	\$274,038

Capital Expenditures					
	Capital Expenditures Reserves	2023/24 Budget	2024/25 YTD	2024/25 Budget	
	Total Capital Expenditures Reserve Account				\$0
	Capital Expenditures General Budget	2023/24 Budget	2024/25 YTD	2024/25 Budget	
4510	Apparatus	\$15,000	\$0	\$185,000	
	Reserves			\$0	
	Ambulance Remount			\$185,000	
4511	Major Equipment	\$62,300	\$0	\$84,000	
	Reserves			\$84,000	
	Extractor			\$0	
	Vehicle lift			\$0	
4512	Capital Facilities Projects	\$58,360	\$0	\$297,000	
	Reserves			\$46,000	
	Fuel Storage (Co 17)			\$35,000	
	Asphalt @ Co 17			\$95,000	
	Solar Sta 19			\$121,000	
	Total Capital Expenditures General Budget	\$1,116,914	\$0	\$566,000	
	Total Capital Expenditures Reserves and General Budget	\$1,116,914	\$0	\$566,000	

Mitigation Expenditures					
	Mitigation Expenditures Reserves	2023/24 Budget	2024/25 YTD	2024/25 Budget	Change YOY
			\$418,720		
	Total Mitigation Expenditures Reserve Account	\$0			
	CONSOLIDATED MITIGATION EXPENDITURES				
4523-017	Portable Radios			\$435,000	
	Portable Radios			\$435,000	
4523-021	Apparatus			\$147,000	
	2021 Pierce			\$147,000	
4523-054	Tablet Command		\$3,205	\$3,205	
4523-061	Compressor			\$125,000	
4523-059	ISRAM Ambulance		\$17,187	\$425,000	
4523-060	EMS Vehicle (pull forward 24/25)		\$71,408	\$100,000	
4523-062	Drone Program			\$40,000	
	Consolidated Mitigation Expenditures	\$0	\$91,800	\$1,275,205	

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Sale of SCBAs

Action Requested: Staff recommends the Board approve the sale of self-contained breathing apparatus to the Penryn Fire District

Background: In 2018, the District participated in and was awarded funding through a regional grant that replaced the entire SCOTT SCBA inventory. As part of the grant, the District purchased 54 complete SCBAs, more than is needed to operate the District safely. The maximum and minimum are below for the current deployment.

Unit	Seated	Min
E16	4	4
E17	4	3
E18	4	3
E20	4	4
Reserve Engine (3)	12	0
Medic 16	2	2
Medic 20	2	2
Isram	2	2
Reserve Medic	2	0
BC (Reserve)	2	1
Total	38	21

Staff would factor in approximately a 20% reserve number to ensure optimal operating capacity. The District requires 46 to operate within a safety margin. This also includes the buffer of units on reserve apparatus that can be pulled into frontline service if needed.

Staff requests to sell six (6) complete units (SCBA pack, two cylinders, and mask) to our partners at the Penryn Fire Protection District for the price the District paid in 2018. This action will help Penryn acquire much-needed technology and improve county-wide operations. Penryn operates on a non-compatible system because they were not part of the original grant. Extending this offer helps ensure there will not be a compatibility issue in a firefighter-down emergency.

Attachments: none

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Authorization to Surplus Water Tender:

Action Requested: Staff requests authorization to surplus Water Tender.

Background: Water Tender is a 1985 custom-built Chevy water tender with over 4000 gallons of capacity. This water tender has served the District admirably for the past 39 years. This apparatus has a lot of history in the District and is the last “homegrown” apparatus that the District constructed. Unfortunately, due to its age, size, and manual transmission, it had become difficult for staff on the operational side. Volunteer Captain Doug Phillips was always ready to respond, but when he was out of town or unable to respond due to work, the pool of people able to operate the tender was small. So, in 2022/23, the District successfully secured an Assistance to Firefighter Grant (AFG) to replace this apparatus.

The District took delivery of a new Rosenbauer water tender in 2024, and as a condition of the grant, due to its age and roadworthiness, the old water tender must be sent to surplus. The one mandate is that it cannot be used for an emergency response, so the options are:

1. Donate or auction it to someone who will not use it for emergency response.
2. Sell it for scrap
3. Donate it to an agency out of the country.

Staff believes the two most viable options are to send it to scrap or donate it to someone who will repurpose it for other uses. With Board approval, staff will surplus the apparatus, report to FEMA that this action has occurred and that the District complies with the grant, and report on the final action to the Board.

Impact: Fulfill obligations under AFG grant

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Special Tax Reports 2023/24:

Action Requested: Staff recommends review and approval of the Fiscal Year 2023/24 Fire Suppression and Protection Special Tax Reports completed December 2024 for the South Placer Fire District-Former Loomis Fire District (Division 1) and the South Placer Fire District-Measure A (Division 2).

Background: The District's Special Tax administrator, SCI Consulting Group, prepared the reports for the SPFD (Division 1, formerly Loomis Fire District) and the SPFD (Division 2) Special Taxes, which include brief histories of the special taxes and summarize the parcel tax submittals to the County, expenditures for the fiscal year 2023/24, and projections for the current fiscal year 2024/25.

Impact: The South Placer Fire District (former Loomis Fire District) Special Tax revenues for 2023/24 were \$539,943. The South Placer Fire District (Measure A) Special Tax revenues for 2023/24 were \$713,370.

Attachments: 2023/24 South Placer Fire District-Former Loomis Fire District Special Tax Report dated December 2024; 2023/24 South Placer Fire District-Measure A Special Tax Report dated December 2024.

Mark Duerr
Fire Chief
South Placer Fire District

Fiscal Year 2023-24

TAX REPORT

South Placer Fire Protection District

Former Loomis Fire Protection District

Fire Suppression and Protection Special Tax

December 2024

Final Report

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534

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South Placer Fire Protection District

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SCI Consulting Group

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Introduction

In June 2017 Loomis Fire Protection District (the “former District”) completed the necessary steps, as directed by the Placer County Local Agency Formation Commission (PCLAFCO), in order to merge with South Placer Fire Protection District (the “Consolidated District”). The former District was formed in 1930 as a volunteer department. The former District is located in the rural foothills of Placer County along Interstate 80, and its service area encompasses approximately 18 square miles. The former District includes most of the town of Loomis as well as some unincorporated areas. The former District also provides service along Interstate 80 and the main line for Amtrak and the Union Pacific Railroad, a major tourist transportation corridor.

On June 3, 1997, registered voters in the town of Loomis and some unincorporated areas that make up the former District voted to approve a special tax. After 67 years of providing fire protection and emergency medical services, the once-all-volunteer fire department was unable to keep up with the growth in the area and thus needed additional funding. The purpose of this tax is to ensure that the former District continues to receive fire protection and emergency medical services. In addition, the former District receives some minimal property tax revenues.

The Special Tax was collected for the first time in fiscal year 1997-98. This Report summarizes the purpose of the Special Tax, the fiscal year 2023-24 Special Tax, the method of apportionment, and other related data as required by Government Code Section 50075.1 et seq.

In future years, the Special Tax will continue to be collected and its revenue will continue to be used to provide local fire suppression, protection and emergency response services in the former District area, as approved by its voters on June 3, 1997.

Rate and Special Tax Method of Apportionment

The passage of the Special Tax by the voters on June 3, 1997 authorized the District to levy the Special Tax at a rate of \$63.46 per tax unit or Single Family Residence for fiscal year 1996-97. In order to help ensure that the revenues from the special tax grow in line with the inflation-adjusted cost of providing local fire protection and medical emergency response services, the tax rate may be increased in future years by an annual amount determined by the Consumer Price Index. The Board of Directors determined that the tax rate for fiscal year 2023-24 would be increased by the total CPI change of 4.19%, according to the Consumer Price Index (“CPI”) for All Urban Consumers – San Francisco Bay Area from April 2022 to April 2023, as determined by the United States Bureau of Labor Statistics.

Therefore, the rates shown for fiscal year 2023-24 are shown in the following Figure 1.

Figure 1 –Special Tax Rate

Use of Property	2019-20	2020-21	2021-22	2022-23	2023-24	Unit
	Rate	Rate	Rate	Rate	Rate	
Single-Family	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
Multi-family Residential	\$55.18	\$55.79	\$57.92	\$60.81	\$63.36	SFR rate + MFR for each additional unit
Apartment Building	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
Apartment Units	\$55.18	\$55.79	\$57.92	\$60.81	\$63.36	per unit
Mobile Homes on a Separate Parcel	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
Mobile Home Park	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
Mobile Home Units	\$5.36	\$5.42	\$5.63	\$5.91	\$6.16	per unit
Commercial/ Industrial	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
Agricultural / Vacant	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel
All other uses	\$112.85	\$114.10	\$118.45	\$124.37	\$129.58	per parcel

Summary of Special Tax Revenues by Year

The Special Tax revenue for fiscal year 2023-24, as well as the amounts for previous fiscal years, are summarized in Figure 2.

Figure 2 – Summary of Special Tax Revenues

Fiscal Year	Tax Units	Tax Amount per Tax Unit	Total Tax ¹	Annual Change	
				Tax Units	Tax Amount
2019-20	4,189	\$112.85	\$469,771	25	\$18,656
2020-21	4,231	\$114.10	\$480,906	42	\$11,135
2021-22	4,211	\$118.45	\$497,429	(20)	\$16,523
2022-23	4,232	\$124.37	\$523,883	1	\$42,977
2023-24	4,259	\$134.46	\$539,943	49	\$42,514

¹ Amounts submitted to the County Tax Collector.

Expenditures for Fiscal Year 2023-24

There were 4,136 parcels in the District as of June 30, 2024. The total annual taxes to be collected within the District for fiscal year 2023-24 were \$539,942.

Figure 3 –Expenditures for Fiscal Year 2023-24

Expenditures for Fiscal Year 2023-24

Revenue

Parcel Tax \$539,942

Expenses

Salaries and Benefits \$431,953

Administraton/ Benefits \$0

Service and Ops \$107,989

Fixes Assets \$0

Ending Balance

\$0

¹ Revenues are based on final parcel tax revenues less County costs and fees

Projections for Fiscal Year 2024-25

Revenue from fiscal year 2024-25 property tax bill collections will be used to fund operating expenses in order to provide local fire protection and emergency medical services in the District.

The Figure below displays the preliminary budget for the Loomis Fire Protection District for fiscal year 2024-25:

Figure 4 – Projected Budget for Fiscal Year 2024-25

Projections for Fiscal Year 2024-25

Revenue

Parcel Tax \$594,378

Expenses

Salaries and Benefits \$475,502

Administraton Salaties/ Benefits \$0

Service and Ops \$118,876

Fixes Assets \$0

Ending Balance

\$0

Administration of Special Taxes

General Administrative Requirements

The Special Tax levies are calculated for all parcels on the new fiscal year's assessor roll. This roll includes all parcels that are in existence prior to January 1 of the previous fiscal year. After the Special Tax levies have been computed, the levy data must be filed with the County Auditor prior to July 24 of each year for inclusion on property tax bills.

After submission of the Special Tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills, which typically occurs in October. The Special Tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

Use of Proceeds

All proceeds of the Special Tax levied and imposed shall be accounted for and paid into a special account designated for use of operations and maintenance of the District, pursuant to Government Code Section 50075.1(b) and (c).

Appropriations Limit

Pursuant to Section 7902.1 of the California Government Code or any successor provision of law, the Board shall provide in each year for any increase in the District's appropriations limit as shall be necessary to ensure that Parcel Tax proceeds, and of all qualified parcel tax levied by the District, may be spent for the authorized purposes.

Delinquencies

The District participates in the "Teeter Plan" with the County of Placer whereby the County pays all delinquent parcel taxes to the District and in return the County institutes collection proceedings and, when collected, keeps all delinquent payments with interest and penalties. This plan allows the District to maintain reliable parcel tax revenues and reduces the cost of collection. Contract to include in the Teeter Plan is at the option of the County. It is not anticipated that the County will discontinue the Teeter Plan unless the level of delinquencies becomes excessive. Delinquencies are 1.16% for fiscal year 2023-24, which is below the Teeter Plan upper threshold limit of 4% and, therefore, should continue to be closely monitored. See Figure 5 on the following page:

Figure 5 - Summary of % of Unpaid Delinquencies

As of June 30, 2024	
Total Special Tax Levied	539,942
Total Special Taxes Delinquent	6,285
Percent of Special Tax Delinquent	1.16%

Appeals Procedure

Taxpayers wishing to challenge the County Assessor’s determination must do so under the procedures for correcting a misclassification of property pursuant to Section 4876.5 of the California Revenue and Taxation Code or other applicable procedures. Taxpayers seeking a refund of the Parcel Tax paid shall follow the procedures applicable to property tax refunds pursuant to the California Revenue and Taxation Code.

Public Information

Taxpayers and other interested persons can obtain information regarding the parcel tax, or other information by contacting the District’s parcel tax levy administrator, SCI Consulting Group at telephone number (707) 430-4300 or (800) 273-5167. SCI Consulting Group’s toll free property-owner inquiry line is also included with property tax bills.

Auditor Filing and Reporting

Parcel tax levies for the upcoming fiscal year must be filed with the Placer Tax Collector by August 10. The parcel tax levies have been submitted and confirmed for the fiscal year 2023-24. After submission of the parcel tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills which typically occurs in October. The parcel tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

Exhibit A – Special Tax Roll, Fiscal Year 2023-24

Reference is hereby made to the Assessment Roll in and for the assessment proceedings is on file in the office of the Fire Chief of the South Placer Fire Protection District, as the Assessment Roll is too voluminous.

Fiscal Year 2023-24

TAX REPORT

South Placer Fire Protection District

Measure A Special Tax

December 2024

Final Report

Tax Administrator:



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Introduction

The South Placer Fire District has served the community of Granite Bay and portions of Loomis, Penryn, and Newcastle since 1952. The South Placer First District formed a Special Tax by way of Ordinance No. FP6 of the Board of the South Place Fire District “SPFD”, adopted on June 3, 1980. The purpose of this tax is to ensure that the residents within the South Placer Fire District continue to receive Advance Life Support and transportation, fire suppression, and Rescue/Special Operations services. In addition, SPFD receives some minimal property tax revenues.

The Special Tax was collected for the first time on July 1, 1980. This Report summarizes the purpose of the Special Tax, the fiscal year 2023-24 Special Tax, the method of apportionment, and other related data as required by Government Code Section 50075.1 et seq.

In future years, the Special Tax will continue to be collected and its revenue will continue to be used to provide Advance Life Support and transportation, fire suppression, and Rescue/Special Operations services in the South Placer area, as approved by way of Ordinance No. FP6 of the Board of the South Placer Fire District.

Special Tax Rate

The passage of the Special Tax by the voters on June 3, 1980 authorized the District to levy the Special Tax. SCI Consulting Group became the parcel tax administrator beginning with the submittal of the Fiscal Year 2016-17. The Board of Directors determined that the tax rate for fiscal year 2023-24 shall remain. Therefore, the rates shown for fiscal year 2023-24 are shown in the following Figure 1.

Figure 1 –Special Tax Rate

Use of Property	Rate	Unit
Residential Parcel	\$70.00	per parcel *
Commercial Unit	\$0.05	per square feet *
Irrigated Farm	\$70.00	for all buildings *
Mobile Home Park	\$20.00	per unit *
Land	\$2.00	per acre

Note: All marked (*) will include an additional \$2 per acre

Fiscal Year 2023-24 Parcel Tax

There were 10,139 parcels in the District as of June 30, 2023. The total annual parcel tax submitted collected within the district for fiscal year 2023-24 was approximately \$713,370.

Figure 2 below will summarize the Parcel Tax Levies for the previous five years.

Figure 2 –Summary of Parcel Tax Submittal FY 2023-24

Fiscal Year	Tax Units	Tax Amount per Tax Unit¹	Total Tax
2019-20	10014.2	see Figure 1 for details	\$ 700,995.80
2020-21	10020.0	see Figure 1 for details	\$ 706,259.04
2021-22	10108.3	see Figure 1 for details	\$ 707,862.00
2022-23	10015.5	see Figure 1 for details	\$ 702,238.68
2023-24	10191.0	see Figure 1 for details	\$ 713,370.62

¹ Amounts submitted to the County Tax Collector

Figure 3 below displays the Parcel Tax Levies expenditures for fiscal year 2023-24:

Figure 3– Estimated Expenditures for Fiscal Year 2023-24

Expenditure for Fiscal year 2023/24		
Revenue		
	Special Parcel Tax: Measure A Revenues ¹	\$ 713,370
Expenses		
	Salaries and Benefits	\$ 577,830
	Service and Operations	\$ 135,540
	Fixed Assets	\$ -
Ending Balance		\$ 0

¹ Revenues are based on final parcel tax revenues less County costs and fees

Figure 4 below displays the Parcel Tax Levies projections for fiscal year 2024-25:

Figure 4 – Projections for Fiscal Year 2024-25

Projections for Fiscal year 2024/25		
Revenue		
	Special Parcel Tax: Measure A Revenues	\$ 713,000
Expenses		
	Salaries and Benefits	\$ 570,400
	Service and Operations	\$ 142,600
	Fixed Assets	\$ -
Ending Balance		\$ -

Administration of Special Taxes

General Administrative Requirements

The Special Tax levies are calculated for all parcels on the new fiscal year's assessor roll. This roll includes all parcels that are in existence prior to January 1 of the previous fiscal year. After the Special Tax levies have been computed, the levy data must be filed with the County Auditor prior to July 24th of each year for inclusion on property tax bills.

After submission of the Special Tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills, which typically occurs in October. The Special Tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

AB2109 Requirements

During last year's legislative session, the Governor signed AB2109 that is effective January 1, 2015. In summary, each county, city, and special district that assesses a parcel tax (direct charge) shall provide information to the Controller in the annual Financial Transaction Report. The information to be provided is as follows:

- The type and rate of parcel tax imposed
- The number of parcels subject to the parcel tax
- The number of parcels exempt from the parcel tax
- The sunset date of the parcel tax, if any
- The amount of revenue received from the parcel tax
- The manner in which the revenue received from the parcel tax is being used

Use of Proceeds

All proceeds of the Special Tax levied and imposed shall be accounted for and paid into a special account designated for use of operations and maintenance of the District, pursuant to Government Code Section 50075.1(b) and (c).

Delinquencies

Beginning in 1993/94, Placer County implemented the alternative method of apportionment commonly referred to as the Teeter Plan. The basic concept of the Teeter Plan is that the County apportions to taxing agencies 100% of their secured (and supplemental secured) levy (adjusted for roll changes), with the County owning the delinquent receivables. Placer County “Teeters” all secured ad valorem taxes as well as all direct charges (with the exception of 1915 Act Bond and Mello Roos charges). 55% of the current secured roll is apportioned in December, 40% in April and 5% in June. They also distribute any adjustments due to roll changes processed during the year in June.

The District participates in the “Teeter Plan” with the County of Placer whereby the County pays all delinquent parcel taxes to the District and in return the County institutes collection proceedings and, when collected, keeps all delinquent payments with interest and penalties. This plan allows the District to maintain reliable parcel tax revenues and reduces the cost of collection. Contract to include in the Teeter Plan is at the option of the County. It is not anticipated that the County will discontinue the Teeter Plan unless the level of delinquencies becomes excessive. Delinquencies are 0.77% for fiscal year 2023-24, which is below the Teeter Plan upper threshold limit of 4% and, therefore, should continue to be closely monitored.

See Figure 5 below:

Figure 5 – Delinquencies for Fiscal Year 2023-24

As of June 30, 2024	
Total Special Tax Levied	\$713,370
Total Special Taxes Delinqu	\$5,513
Percent of Special Tax Delir	0.77%

Exhibit A – Special Tax Roll, Fiscal year 2023-24

Special Tax Roll – Exhibit A – begins on the following page.

Exhibit B-AB 2109 Reporting Requirements, Fiscal year 2023-24

AB 2109 Reporting Requirements, – Exhibit B– begins on the following page.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Placer County Fire District Discussion:

Action Requested: Staff recommends a discussion to appoint a group of Board members to discuss fire district issues in the County with other fire boards.

Background: Internal board members and external fire district boards have been interested in convening to discuss issues affecting Placer County fire service, specifically those issues affecting the independent fire districts.

Impact: Develop better relationships within western Placer County.

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
11/1/2024 to 11/30/2024

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

Account Summary

Source	Balance as of 11/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 11/30/2024
OPEB	\$1,667,866.16	\$0.00	\$50,208.13	\$829.15	\$0.00	\$0.00	\$1,717,245.14
Totals	\$1,667,866.16	\$0.00	\$50,208.13	\$829.15	\$0.00	\$0.00	\$1,717,245.14

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	3.01%	2.41%	17.79%	3.72%	6.59%	6.12%	5/31/2012

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

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

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, JANUARY 8TH, 2025
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chief's Report

Action Requested: Staff recommends a monthly District update.

Background:

- ISRAM Ambulance—The ambulance has been delivered and is currently undergoing a thorough inspection and certification from both internal and external stakeholders. This process ensures the safety and efficiency of our emergency services. Additionally, Staff is working on the deployment plan and policy and will be bringing this to the Board in the next few months.
- Ambulance Inspections – As part of the regular process, the District worked with our local emergency services authority (EMSA) Sierra Sacramento Valley (S-SV) to conduct a routine inspection of our transport ambulances.
- Santa Toy and Food Drive – January marks the end of another year of the annual Santa Claus by the Lake/in the Hood event. It was another successful year, with the community offering great support and tremendous donations. We could not have done this without the help of Captain Mike Long, Engineer Kevin Cooney, and Apprentice Firefighter Wyatt Stensler. Additional thanks to Director Flanagan and retired FF Tribur for helping to bring Santa Claus from the North Pole. We also extend our heartfelt thanks to our high school volunteers, Nick, Mateo, and Lilly, for their invaluable assistance in collecting the donations. And finally, thank you to all the SPFD members, families, and friends who helped; this event would never be successful without you.
- Arson Task Force Deployment—The regional Arson Task Force team was deployed to the Bidwell Mansion fire in Chico. Their use of the arson trailer and assistance with the initial phases of the investigation underscore our commitment to providing regional support in times of need.

Attachments: None

Impact: Monthly update

Mark Duerr
Fire Chief
South Placer Fire District

SOUTH PLACER LABOR REPORT 1/8/24

- Lack of retention and how it impacts succession planning
- Impacts to the level of service.
- Scope of the retention problem