

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Tuesday, March 18th, 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**

A. **UC Master Gardeners of Placer County:** Staff will facilitate a presentation by the UC Master Gardeners regarding development of a demonstration garden at Station 18.

B. **Badge Pinning:** Badge pinning for the newest members of the fire district.

PG#4

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#5

Ambulance	\$168,434.33
Consolidated Mitigation Fees	\$29,167.29
Plans/Inspections	\$32,375.00
Cell Tower Leases	\$8,851.98
CalCard Rebate	\$712.41
TOTAL	<u>\$239,541.01</u>

- D. Approval of the March 2025 Expenditures: \$711,205.75

PG#13

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

7. Old Business:

- A. **Appointment of 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.
- B. **Fire Impact Fee Program 2025 Annual Adjustment:** Staff recommends an update on the Fire Impact Fee Annual Adjustment.

PG#29

PG#30

8. New Business

- A. **South Placer Fire District Policy Updates:** Staff recommends a first reading and discussion of the proposed policy updates.
- B. **2025 South Placer Fire District Fire Impact Fee Nexus Study:** Staff seeks contract approval authority for an updated Fire Impact Fee Nexus Study.

PG#44

PG#80

9. Informational and Discussion

10. Committee and Monthly Reports

11. Correspondence Review

PG#88

12. Chief's Report:

PG#93

A. Staff recommends a monthly District update

13. Labor Report

PG#95

14. Functions Scheduled

A. Open House – March 29th @ Station 19

B. FDAC Conference April 1-4

15. Board/Staff Comments

16. Future Agenda Items

17. Adjournment

**Next Board Meeting:
April 15, 2025 @ 6:00 PM**

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: UC Master Gardeners of Placer County:

Action Requested: Staff will facilitate a presentation by the UC Master Gardeners regarding development of a demonstration garden Station 18.

Background: The District was approached by the UC Master Gardeners (UCMG) to see if there was interest in partnering with them to update the landscaping at Station 18. With the recent fire events down south, the UCMG proposed the idea of a fire-safe demonstration garden for Station 18. A member of UCMG will present their ideas for this project.

Impact: Improvement update

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire Protection District

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Special Board Meeting Minutes
March 4, 2025

The South Placer Fire District Board of Directors Special Meeting was called to order on Tuesday, March 4, 2025, at 6:00 p.m. by President, Tracy Randall.

Present:

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

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Board Secretary, Katherine Medeiros

Public Comment: None

OLD BUSINESS

Western Placer County Fire/Emergency Medical Services/Dispatch Service Municipal Survey Review (MSR) Response Workshop: Staff recommends a workshop to discuss and take action on the 22/23 Draft Fire/Emergency Medical Service/Dispatch MSR. The board discussed responding to the draft MSR during the public review period as a whole or specifically the recommendations relating to South Placer. Director Gallegos noted that the board should support our neighbor agencies, but not comment on their service review. President Randall noted that MSR is dated, and the data does not match today's data in the county's fire services. The board discussed the three options for SPFD discussed in the MSR and noted that any consolidation or merger suggested in the MSR should be following an extensive feasibility on financial and service impacts for the two agencies as well as the surrounding impacted agencies. Director Windeshausen stressed the importance of taxpayer equity in any merger discussion. It was noted that any merger should benefit South Placer and be in the best interest of the public. In addition, the Board discussed the current sphere of influence (SOI) noted in the report. It was recommended that the District request LAFCO to expand the SPFD SOI at a minimum to include all areas inside the Town of Loomis as well as also to include Penryn and Newcastle.

The Board directed Chief Duerr to compose a letter on their behalf to LAFCO noting the following two principles: 1) all mergers/consolidations require extensive financial and service feasibility, 2) to expand the current SOI to include all areas of the Town of Loomis at a minimum and Penryn and Newcastle. Director Gibson made a motion to authorize Chief Duerr to compose the comments into a formal response to the LAFCO MSR. Director Flanagan made a second to the motion.

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

Noes: None

Abstain: None

Absent: None

Carried

There being no further business to come before the Board, the meeting adjourned at 7:20 p.m.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
February 18, 2025

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Tuesday, February 18, 2025, at 6:00 p.m. by President, Tracy Randall.

Board Present:

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

Absent:

Ken Musso, Vice President

Staff Present:

Mark Duerr, Fire Chief
Kathy Medeiros, Board Secretary
Fire Marshal, Jeff Ingolia
Captain, John O’Leary

Engineer Paramedic, Pat Patterson
Deputy Chief, Matt Feeley
Division Chief, James Magnuson

Public Comment: Member of the public, Charles Peterson, commented he would like information on the water supply in the area. Tim Monroe, Fire Safe Council of Auburn, introduced himself to the Board and noted he would like to work together in the future.

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

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

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption for the proposed policy updates. Seven polices were presented for approval to the Board. Chief Duerr noted that there is some duplication of language in the policies to add an additional layer of protection to the District. Director Gibson made a motion to approve the policies as presented. Director Gallegos made a second to the motion.

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

Apprentice Firefighter Contract: Staff recommends discussing an amendment to the apprentice contract to provide funding for paramedic school. Chief Duerr explained that the Apprentice Firefighter is a minimum wage full time position. Staff is bringing back the contract to the Board to develop a pipeline of qualified applicants by expanding the training portion of the program to include a one-time stipend of \$5000 for paramedic training over a two-year contract. Chief Duerr continued the contract would be for two years, with an apprentice employed in good standing for 6 months or more, to receive \$2500 in the first year, and the other \$2500 in the second year. Should the program cost less than \$5000, the apprentice would receive the actual costs for the paramedic training. Should the apprentice fail the

program, the District would not try to recover the first half of the money and therefore would not pay out the second half. Director Gibson made a motion to approve the Apprentice Firefighter Contract. Director Gallegos made a second to the motion.

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

Grievance Side Letter: Staff recommends adopting a side letter amending the District grievance process. Board asked staff to amend the grievance policy to resolve issues at the lowest possible level. The amended process adds steps three and four, creating a middle step to petition to the Board to hear a grievance, although presenting to the Board would be completing a final binding step with the Board decision being final. Labor and the Personnel Committee have met and come to agreement with the language. Director Gibson made a motion to approve the side letter amending the District grievance process. Director Flanagan made a second to the motion.

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

Fire Impact Fee Program 2025 Annual Adjustment: Staff recommends an update on the Fire Impact Fee Annual Adjustment. Resolution 18-2024/25 presented to the Board for approval to adopt the fire impact fee automatically to adjust for inflation by the Loomis Town Council and County Board on July 1st of each fiscal year by the percentage change in the Engineering News-Record cost index. For the preceding calendar year, the appropriate index is 0.2%. This change has no impact on the fees charged but is publicizing the change and the recently adopted Mitigation Fee Report to meet the legal requirements for posting. Director Gibson made a motion to approve Resolution No. 18-2024/25 approving and adopting the provision for inflationary adjusted fire impact fees. Director Windeshausen made a second to the motion.

Roll Call:

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

Municipal Service Review & Sphere of Influence (MSR) Update-Western Placer County Fire Service: Staff recommends a discussion and direction regarding the draft MSR. The draft LAFCO report reviewing Western Placer County Fire Services has been released. Public comment is offered following 45 days from the release. Chief Duerr emphasized that this report does not represent services as they exist today. President Randall noted the importance of drafting a response to LAFCO and the recommendations in the report. Chief Duerr suggested a special meeting on Tuesday, March 4th at 6:00 pm for the board to further collaborate on a response to the report. The board agreed to schedule the meeting for March 4th at 6 pm.

NEW BUSINESS

Ordinance for Fees and Charges for Certain Emergency Medical Services- Amended: Staff recommends amending Resolution 02-2019/20 Amended Ordinance of the South Placer Fire Protection District Revising the District's Schedule of Fees and Charges for Certain Emergency Medical Services to establish a baseline fee to limit fee regression. The board established a baseline for certain emergency medial service fees back in 2024. Amended language for the baseline of the fees is necessary to be included in section 4 to keep those fees from regressing. Director Flanagan made a motion to approve the Amended Ordinance 02-2019/20. Director Gibson made a second to the motion.

Roll Call:

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

LAFCO Election Process: Staff recommends discussion and possible action on LAFCO Special District Representative. The Placer Local Agency Formation Committee has opened the nomination period for one special district representative. Director Gallegos expressed interest in the opening, specifying that should he be elected, he would then prefer to move to the alternate position for the Ad Hoc Committee-Board Members of Placer County Fire Districts. Director Randall confirmed that they would replace their roles on that committee. Director Gibson made a motion to nominate Pete Gallegos to the LAFCO Special District Representative. Director Flanagan made a second to the motion.

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

Resolution to Adopt Non-Safety, Unrepresented, and Safety Management Agreements: Staff recommends adopting resolutions to establish an agreement between the identified groups and the District Board. A compliance review done by CalPERS concluded that the District’s reporting of special compensation under the individual contracts for the unrepresented employees did not comply with Government Code. To correct the issue, the Board needs to adopt resolutions to comply with GC 20049 and establish the District’s labor policy or agreement is consistent with the agreements already in place. The adopted resolutions would retroactively apply to the unrepresented members back to 2017. Director Windeshausen noted the resolution should dictate “labor policy”. Chief Duerr noted that he would confer with legal and make that correction. Director Gallegos made a motion to approve both Resolutions 14-2024/25 and 15-2024/25 with the amended language pending legal review. Director Gibson made a second to the motion.

Roll Call:

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

Fiscal Year 2024/25 2nd Quarter Budget Report: The Chief recommends a short presentation on the Fiscal Year 2024/25 budget status. Total expenditures for the 1st half of the year are at 45.9% with revenues at 58%. Salaries and benefits are in line at 49%. CFAA staffing revenues exceeded budget expectations with still several deployments are yet to be recognized in the revenue category. Director Gibson made a motion to approve the Fiscal Year 2024/25 2nd Quarter budget report. Director Gallegos made a second to the motion.

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

Brown Act, Harassment, Conflicts of Interest and Ethics: The Chief recommends a workshop to conduct training as required under AB 1234. Assembly Bill 1234 requires training of local officials to refresh their knowledge of public service ethics laws and principles. Director Gallegos asked if there might be online courses that cover the requirement. Chief Duerr noted that he would look into online classes that cover the ethics and harassment training, but there is a high value having legal counsel conduct the Conflict of Interest and Brown Act training. He noted that he would return with additional information on the training and availability of legal counsel to provide the training in a future special meeting/workshop.

Fire Risk Management Services (FRMS) Election: Staff recommends that the Board consider the nomination of SPFD personnel for a position the FRMS board. FRMS, the JPA for worker’s compensation and other benefits is seeking nominations for 3 full term and 2 unexpired positions on the

Board of Directors. Nominees must be a member of the governing body, Administrative Officer, Fire Chief, or person responsible for risk management. Chief Duerr noted that the Business Manager, Kathy Medeiros, could potentially represent the District. The Business Manager consented that she would be interested in the position. Director Randall made a motion to nominate Business Manager, Kathy Medeiros to the FRMS board position. Director Gibson made a second to the motion.

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

Station 18 Land Option: Staff recommends a discussion about the raw land at Station 18. The Town of Loomis has approached staff to partner in creating additional parking for downtown events. The town would provide the improvements, maintenance, and liability coverage for a 5–10-year commitment with a cancellation clause if the District changes direction during that time. Director Gallegos added that the contract should also discuss maintenance along with hours of use and maximum vehicles on the lot. Director Gibson made a motion to approve the Station 18 land option partnership with the Town of Loomis. Director Gallegos made a second to the motion.

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

Cal OES Fiscal Year 2024 State and Local Cybersecurity Grant Program Governing Body Resolution: Staff recommends review and adoption of the resolution for the Fiscal Year 2024 State and Local Cybersecurity Grant Program. The District was awarded a \$100,000 grant to improve cyber security for the District. The State requires a board resolution appointing the authorized agents to act on behalf of the governing body and the applicant. Director Gibson made a motion to approve Resolution No. 16-2024/25. Director Gallegos made a second to the motion.

Roll Call:

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

SCI Proposal for Providing Consulting, Engineer of /work and Levy Administration on South Placer Fire District (Former Loomis Fire District) Emergency Response Services Assessment District: Staff recommends discussion and approval for the Chief to execute a new agreement with SCI Consulting Group. The current agreement with SCI expires at the end of the fiscal year. The cost of the final year of the current contract for 2024/25 is \$12,935. The cost for each year of the new 3-year proposed contract is 13,293, \$13,662, \$14,042- a 13% increase over three years. Director Gibson made a motion to approve the contract with SCI. Director Windeshausen made a second to the motion.

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

Chief's Report:

- January call Volume: 335 calls, up from last year
- M16, E17 most calls by apparatus
- Station 18 most calls by station area
- 2 fires in January
- Turn out time down, travel time down
- M16 busiest unit hour utilization
- Ambulance responses met SSV compliance at 96% for December

- Fire Prevention department (Chief Ingolia): 6 new starts, 14,735 square feet in remodels this month, 40 sets of plans received, 44 new construction inspections, 1 reinspection. New construction: Nugget remodel and Three Acre Preschool
- Facilities (Chief Ingolia): St. 19 solar plans in development
- Fire Investigations (Chief Ingolia): 1 callout – no SPFD involvement
- Leave usage consistent. 75% Volunteer vs. 25% mandatory Overtime
- OES driving Overtime up-Overtime total hours up, costs up
- Met with Supervisor Jones and other representatives to discuss St. 19 opening
- Medic 16 moves early March
- CFAA revenues at \$457k, with one outstanding invoice to be received
- Protest hearing for 201 ambulance rights
- Working on updating the training room -equipment to be in place in few weeks
- Apprentice Firefighters hired 4 – online in March
- Personnel moves occurred in Early January

Functions: Coffee with 1st Responders held in Loomis 2/24 at Smithville Coffee, St. 16 Open House March 1st, Community Event March 6th, St. 19 Open House March TBD

Committee Reports: Director Flanagan reported that the Personnel Committee will meet soon to discuss meet and confer. President Randall added that the Personnel committee is working with policies for CalPERS compliance and additional side letters. He continued that the Strategic Plan Committee will meet next week with a report in March.

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

Labor Report: Labor representative Pat Patterson reported that the four new Apprentices are in training and crew have done outstanding work getting them ready to go on the line. He added thanks to members for rebuilding the training props and rebuilding the confidence course. Capt. Green attending International Firefighter Cancer symposium in Miami and will bring resources/information back. Meeting held with Personnel Committee to review multiple policies. He offered thanks to members for signing up to cover vacant shifts for openings and members out on medical. He noted that he would like to have standing meetings pre-scheduled with Management.

Board/Staff Comments: none

Future Agenda Items: None

7:50 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Conference with Legal Counsel- Anticipated Litigation (Gov. Code § 54956.9
- (d)(2) Significant exposure to litigation (One potential case-receipt of a tort claim for damages pursuant to GC Section 910, et seq.)

8:01 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had voted unanimously to pass a resolution to reject a claim brought pursuant to the Tort Claims Act, and to give the Claimants notice of the denial.

There being no further business to come before the Board, the meeting adjourned at 8:01 p.m. The next regular meeting will be held on Tuesday, March 18, 2025.

Respectfully submitted,

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

Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:
 Checkbook ID First Last Number First Last
 Description First Last Date 2/12/2025 3/11/2025
 User-Defined 1 First Last Type Check Check

Sorted By: Date
 Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
PLACER COUNTY	County Of Placer					\$3,959,086.36	
25080	2/19/2025	CHK	AUBURN TIRE SERVICE	No	PMCHK00001102	\$3,756.84	
25081	2/19/2025	CHK	BART INDUSTRIES	No	PMCHK00001102	\$510.53	
25082	2/19/2025	CHK	BART INDUSTRIES	No	PMCHK00001102	\$317.76	
25083	2/19/2025	CHK	BART INDUSTRIES	No	PMCHK00001102	\$694.29	
25084	2/19/2025	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00001102	\$243.78	
25085	2/19/2025	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00001102	\$428.70	
25086	2/19/2025	CHK	CUMMINS Pacific, LLC	No	PMCHK00001102	\$1,467.61	
25087	2/19/2025	CHK	DeMink DeSigns	No	PMCHK00001102	\$4,615.00	
25088	2/19/2025	CHK	DC Solar Electric Inc.	No	PMCHK00001102	\$60,475.00	
25089	2/19/2025	CHK	DR Associates International	No	PMCHK00001102	\$1,000.00	
25090	2/19/2025	CHK	FOLSOM LAKE FORD	No	PMCHK00001102	\$56.90	
25091	2/19/2025	CHK	Golden State Emergency Vehic	No	PMCHK00001102	\$522.14	
25092	2/19/2025	CHK	Golden State Emergency Vehic	No	PMCHK00001102	\$701.35	
25093	2/19/2025	CHK	HI-TECH	No	PMCHK00001102	\$531.10	
25094	2/19/2025	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001102	\$226.95	
25095	2/19/2025	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001102	\$277.05	
25096	2/19/2025	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001102	\$177.85	
25097	2/19/2025	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001102	\$53.85	
25098	2/19/2025	CHK	Interwest Consulting Group I	No	PMCHK00001102	\$7,795.00	
25099	2/19/2025	CHK	Kingsley Bogard, LLP	No	PMCHK00001102	\$1,365.00	
25100	2/19/2025	CHK	LIFE ASSIST	No	PMCHK00001102	\$150.15	
25101	2/19/2025	CHK	LIFE ASSIST	No	PMCHK00001102	\$2,423.87	
25102	2/19/2025	CHK	Placer County Water Agency	No	PMCHK00001102	\$71.27	
25103	2/19/2025	CHK	Placer County Water Agency	No	PMCHK00001102	\$50.82	
25104	2/19/2025	CHK	Placer County Water Agency	No	PMCHK00001102	\$50.82	
25105	2/19/2025	CHK	Placer County Water Agency	No	PMCHK00001102	\$234.46	
25106	2/19/2025	CHK	Placer County Water Agency	No	PMCHK00001102	\$89.03	
25107	2/19/2025	CHK	PLACER COUNTY ELECTIONS	No	PMCHK00001102	\$25,883.75	
25108	2/19/2025	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001102	\$190.71	
25109	2/19/2025	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001102	\$112.32	
25110	2/19/2025	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001102	\$68.38	
25111	2/19/2025	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001102	\$105.88	
25112	2/19/2025	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001102	\$295.79	
25113	2/19/2025	CHK	SAMBA Holdings Inc	No	PMCHK00001102	\$107.41	
25114	2/19/2025	CHK	TIFCO INDUSTRIES	No	PMCHK00001102	\$330.05	
25115	2/19/2025	CHK	William L. Adams PC	No	PMCHK00001102	\$405.00	
25116	2/20/2025	CHK	Estate of T Jennings, in tru	Yes	PMCHK00001103	\$25,000.00	
25117	2/26/2025	CHK	ADVANTAGE GEAR	No	PMCHK00001104	\$2,573.31	
25118	2/26/2025	CHK	BART INDUSTRIES	No	PMCHK00001104	\$310.25	
25119	2/26/2025	CHK	Capital Rubber & Gasket, Inc	No	PMCHK00001104	\$99.72	
25120	2/26/2025	CHK	Capital Public Finance Group	No	PMCHK00001104	\$3,900.00	
25121	2/26/2025	CHK	FOLSOM LAKE FORD	No	PMCHK00001104	\$32.52	
25122	2/26/2025	CHK	GRAINGER, W.W.	No	PMCHK00001104	\$180.61	
25123	2/26/2025	CHK	Interstate All Battery Cente	No	PMCHK00001104	\$930.73	
25124	2/26/2025	CHK	JRB Pest and Sanitation	No	PMCHK00001104	\$310.00	
25125	2/26/2025	CHK	LIFE ASSIST	No	PMCHK00001104	\$4,657.85	
25126	2/26/2025	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001104	\$1,537.27	
25127	2/26/2025	CHK	PG & E	No	PMCHK00001104	\$5,906.46	
25128	2/26/2025	CHK	ROCKLIN HYDRAULICS	No	PMCHK00001104	\$14.48	
25129	2/26/2025	CHK	Consolidated Communications	No	PMCHK00001104	\$825.24	

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
25130	2/26/2025	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001104	\$7,461.42	
25131	3/5/2025	CHK	ADVANTAGE GEAR	No	PMCHK00001107	\$2,609.77	
25132	3/5/2025	CHK	DAWSON OIL	No	PMCHK00001107	\$6,543.95	
25133	3/5/2025	CHK	Fire Plan Review, Inc.	No	PMCHK00001107	\$722.50	
25134	3/5/2025	CHK	GRAINGER, W.W.	No	PMCHK00001107	\$13.42	
25135	3/5/2025	CHK	Kingsley Bogard, LLP	No	PMCHK00001107	\$1,477.97	
25136	3/5/2025	CHK	LIFE ASSIST	No	PMCHK00001107	\$4,226.01	
25137	3/5/2025	CHK	Marshall Survivor's Trust TR	No	PMCHK00001107	\$126.43	
25138	3/5/2025	CHK	PATTERSON, PAT	No	PMCHK00001107	\$250.00	
25139	3/5/2025	CHK	Roper, Skylar	No	PMCHK00001107	\$284.00	
25140	3/5/2025	CHK	SCI Consulting Group	No	PMCHK00001107	\$7,834.00	
25141	3/5/2025	CHK	STERICYCLE INC	No	PMCHK00001107	\$151.50	
25142	3/5/2025	CHK	Teleflex	No	PMCHK00001107	\$3,552.21	
25143	3/5/2025	CHK	The Permanente Medical Group	No	PMCHK00001107	\$3,979.00	
25144	3/5/2025	CHK	T-Mobile	No	PMCHK00001107	\$1,008.74	
25145	3/5/2025	CHK	US Bank Corporate Payment Sy	No	PMCHK00001107	\$26,682.39	
25146	3/5/2025	CHK	William L. Adams PC	No	PMCHK00001107	\$1,303.50	
25147	3/5/2025	CHK	Xerox Financial Services	No	PMCHK00001107	\$2,583.36	
25148	3/11/2025	CHK	AFLAC	No	PMCHK00001108	\$2,180.18	
25149	3/11/2025	CHK	California Assn of Prefessio	No	PMCHK00001108	\$1,121.00	
25150	3/11/2025	CHK	California Assn of Prefessio	No	PMCHK00001108	\$88.50	
25151	3/11/2025	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001108	\$831.35	
25152	3/11/2025	CHK	P.E.R.S	No	PMCHK00001108	\$106,705.78	
25153	3/11/2025	CHK	PRINCIPAL MUTUAL	No	PMCHK00001108	\$7,162.89	
25154	3/11/2025	CHK	Sacramento Area Fire Fighter	No	PMCHK00001108	\$2,563.20	
25155	3/11/2025	CHK	Sacramento Area Fire Fighter	No	PMCHK00001108	\$2,563.20	
25156	3/11/2025	CHK	TASC/ Total Admin Service	No	PMCHK00001108	\$5,092.83	
25157	3/11/2025	CHK	TASC/ Total Admin Service	No	PMCHK00001108	\$5,092.83	
25158	3/11/2025	CHK	Voya Financial Trust Co.	No	PMCHK00001108	\$18,054.00	
25159	3/11/2025	CHK	Voya Financial Trust Co.	No	PMCHK00001108	\$19,276.74	
80 Transaction(s)						\$403,607.52	\$0.00
PLACER-CONS MIT PLACER COUNTY CONSOLIDATED MIT					\$1,139,071.73		
00000000000000000007	3/5/2025	CHK	PNC Equipment Finance	No	PMCHK00001105	\$146,158.41	
00000000000000000008	3/5/2025	CHK	Motorola Solutions Inc	No	PMCHK00001106	\$161,439.82	
2 Transaction(s)						\$307,598.23	\$0.00
82 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 2/12/2025 3/11/2025

Sorted By: Checkbook ID

Distribution Types Included: All

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A211	AUBURN TIRE SERVICE	PLACER COUNTY	25080	2/19/2025	\$3,756.84
38502	147104	4 rear tires			\$3,756.84
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$3,756.84
	PURCH	0-000-2222-828	2018 Pierece Engine 18	\$3,756.84	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	25081	2/19/2025	\$510.53
38503	633355	Rear brake pads, rotors			\$510.53
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$510.53
	PURCH	0-000-2222-508	2017 Ford E450 Medix Type III	\$510.53	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	25082	2/19/2025	\$317.76
38504	633374	Rear brake calipers			\$317.76
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$317.76
	PURCH	0-000-2222-507	2017 Ford E450 Medix Type III M20	\$317.76	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	25083	2/19/2025	\$694.29
38505	634041	Chain saw fuel			\$694.29
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$694.29
	PURCH	0-000-2124-001	Station 17 Fuel	\$694.29	\$0.00
C115	CAPITAL CLUTCH & BRAKE	PLACER COUNTY	25084	2/19/2025	\$243.78
38506	1864190	Air brake drain cocks			\$243.78
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$243.78
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$243.78	\$0.00
C115	CAPITAL CLUTCH & BRAKE	PLACER COUNTY	25085	2/19/2025	\$428.70
38507	1864400	Air brake dryer filters			\$428.70
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$428.70
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$428.70	\$0.00
C233	CUMMINS Pacific, LLC	PLACER COUNTY	25086	2/19/2025	\$1,467.61
38508	Y5-250214439	Coolant			\$1,467.61
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,467.61
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$1,467.61	\$0.00
D146	DeMink DeSigns	PLACER COUNTY	25087	2/19/2025	\$4,615.00
38510	S04457	Graphics for ISRAM			\$4,615.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$4,615.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2222-509		2023 Ford F450 Demers Ambulance	2/19/2025	\$4,615.00
					\$0.00
D161 38509	DC Solar Electric Inc. 2025-102179-25	PLACER COUNTY	25088	2/19/2025	\$60,475.00
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Solar equipment, Sta 19	\$0.00	\$60,475.00
	PURCH 0-000-4512-049		Accounts Payable	\$60,475.00	\$0.00
			Solar Project		
D162 38511	DR Associates International 8908	PLACER COUNTY	25089	2/19/2025	\$1,000.00
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		FBOR interview	\$0.00	\$1,000.00
	PURCH 0-000-2010-000		Accounts Payable	\$1,000.00	\$0.00
			Labor Legal Fees		
F109 38512	FOLSOM LAKE FORD 794102	PLACER COUNTY	25090	2/19/2025	\$56.90
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Air springs	\$0.00	\$56.90
	PURCH 0-000-2222-014		Accounts Payable	\$56.90	\$0.00
			2008 Ford F150 4X4		
G204 38513	Golden State Emergency Vehicle CI048645	PLACER COUNTY	25091	2/19/2025	\$522.14
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Sight glass tank gauges	\$0.00	\$522.14
	PURCH 0-000-2222-000		Accounts Payable	\$522.14	\$0.00
			Automotive Repairs/Supplies		
G204 38514	Golden State Emergency Vehicle CI049289	PLACER COUNTY	25092	2/19/2025	\$701.35
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Foam level gauge	\$0.00	\$701.35
	PURCH 0-000-2222-829		Accounts Payable	\$701.35	\$0.00
			2022 Pierce Freightlines		
H116 38519	HI-TECH 181020	PLACER COUNTY	25093	2/19/2025	\$531.10
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Tank level gauge	\$0.00	\$531.10
	PURCH 0-000-2222-818		Accounts Payable	\$531.10	\$0.00
			2004 Spartan HiTec		
H141 38515	HARRIS INDUSTRIAL GASES 0001969090	PLACER COUNTY	25094	2/19/2025	\$226.95
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Medical oxygen	\$0.00	\$226.95
	PURCH 0-000-2130-000		Accounts Payable	\$226.95	\$0.00
			Oxygen		
H141 38516	HARRIS INDUSTRIAL GASES 0001970300	PLACER COUNTY	25095	2/19/2025	\$277.05
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Cylinder rental	\$0.00	\$277.05
	PURCH 0-000-2130-000		Accounts Payable	\$277.05	\$0.00
			Oxygen		
H141 38517	HARRIS INDUSTRIAL GASES 0001970328	PLACER COUNTY	25096	2/19/2025	\$177.85
	Type Account		Description	Debit	Credit
			Cylinder rental		

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38528	20250203-19	Monthly billing			\$234.46
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$234.46
	PURCH	0-000-2041-003	Water - Station #19	\$234.46	\$0.00
P125	Placer County Water Agency	PLACER COUNTY	25106	2/19/2025	\$89.03
38529	20250203-20	Monthly billing			\$89.03
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$89.03
	PURCH	0-000-2041-005	Water - Station #20	\$89.03	\$0.00
P157	PLACER COUNTY ELECTIONS	PLACER COUNTY	25107	2/19/2025	\$25,883.75
38538	CI32740	Election services, 11/5/24			\$25,883.75
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$25,883.75
	PURCH	0-000-2051-000	Elections	\$25,883.75	\$0.00
S163	SACRAMENTO TRUCK CENTER	PLACER COUNTY	25108	2/19/2025	\$190.71
38530	FA009239892:01	Fuel pump surge suppressor			\$190.71
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$190.71
	PURCH	0-000-2222-812	2001 Weststaes Pumper Engine OES 2	\$190.71	\$0.00
S163	SACRAMENTO TRUCK CENTER	PLACER COUNTY	25109	2/19/2025	\$112.32
38531	FA009255014:01	Thermostat			\$112.32
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$112.32
	PURCH	0-000-2222-818	2004 Spartan HiTec	\$112.32	\$0.00
S163	SACRAMENTO TRUCK CENTER	PLACER COUNTY	25110	2/19/2025	\$68.38
38532	FA009255014:02	Coolant hose			\$68.38
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$68.38
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$68.38	\$0.00
S163	SACRAMENTO TRUCK CENTER	PLACER COUNTY	25111	2/19/2025	\$105.88
38533	FA009263082:01	Thermostat			\$105.88
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$105.88
	PURCH	0-000-2222-828	2018 Pierece Engine 18	\$105.88	\$0.00
S163	SACRAMENTO TRUCK CENTER	PLACER COUNTY	25112	2/19/2025	\$295.79
38534	FA009266051:01	Oil and air filters			\$295.79
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$295.79
	PURCH	0-000-2222-829	2022 Pierce Freightlines	\$295.79	\$0.00
S286	SAMBA Holdings Inc	PLACER COUNTY	25113	2/19/2025	\$107.41
38535	INV01750288	CDL monitoring			\$107.41
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$107.41
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$107.41	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
T117 38536	TIFCO INDUSTRIES 72057574	PLACER COUNTY	25114	2/19/2025	\$330.05
	Various hardware				\$330.05
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$330.05
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$330.05	\$0.00
W203 38537	William L. Adams PC 541	PLACER COUNTY	25115	2/19/2025	\$405.00
	January services				\$405.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$405.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$405.00	\$0.00
E177 38539	Estate of T Jennings, in trust 20250128	PLACER COUNTY	25116	2/20/2025	\$25,000.00
	Jennings settlement				\$25,000.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$25,000.00
	PURCH 0-000-2599-000	Miscellaneous Expense		\$25,000.00	\$0.00
A172 38540	ADVANTAGE GEAR 74489-1	PLACER COUNTY	25117	2/26/2025	\$2,573.31
	Boots, belt - Bradley				\$475.01
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$475.01
	PURCH 0-000-2133-000	Uniform Supplies		\$475.01	\$0.00
38541	74580-1	Boots, belt - Roper			\$405.30
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$405.30
	PURCH 0-000-2133-000	Uniform Supplies		\$405.30	\$0.00
38542	74861-1	Shirt, patch, belt - Lopez			\$215.47
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$215.47
	PURCH 0-000-2133-000	Uniform Supplies		\$215.47	\$0.00
38543	82028-1	Belt - Silchuck			\$46.06
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$46.06
	PURCH 0-000-2133-000	Uniform Supplies		\$46.06	\$0.00
38544	82075-1	Belt - Bragg			\$46.06
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$46.06
	PURCH 0-000-2133-000	Uniform Supplies		\$46.06	\$0.00
38545	82077-1	Boots - Bragg			\$428.95
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$428.95
	PURCH 0-000-2133-000	Uniform Supplies		\$428.95	\$0.00
38546	82231-1	Boots, belt - Munoz			\$478.23
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$478.23
	PURCH 0-000-2133-000	Uniform Supplies		\$478.23	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38547	82291-1		Boots, belt - Perry		\$478.23
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$478.23
	PURCH 0-000-2133-000		Uniform Supplies	\$478.23	\$0.00
B147	BART INDUSTRIES	PLACER COUNTY	25118	2/26/2025	\$310.25
38548	634243		Windshield wipers		\$160.15
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$160.15
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$160.15	\$0.00
38549	634382		Heater hose		\$81.85
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$81.85
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$81.85	\$0.00
38550	635181		Hose cutters		\$37.71
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$37.71
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$37.71	\$0.00
38551	635555		Radio fuse holder		\$30.54
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$30.54
	PURCH 0-000-2222-015		2009 Ford BC Vehicle	\$30.54	\$0.00
C118	Capital Rubber & Gasket, Inc	PLACER COUNTY	25119	2/26/2025	\$99.72
38552	30021765		T-bolt clamp, hardware		\$99.72
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$99.72
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$99.72	\$0.00
C156	Capital Public Finance Group,	PLACER COUNTY	25120	2/26/2025	\$3,900.00
38553	2025-126		Annual COP disclosure 2025		\$3,900.00
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$3,900.00
	PURCH 0-000-2043-000		Legal/Consulting Fees	\$3,900.00	\$0.00
F109	FOLSOM LAKE FORD	PLACER COUNTY	25121	2/26/2025	\$32.52
38556	794907		Axle gaskets		\$32.52
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$32.52
	PURCH 0-000-2222-508		2017 Ford E450 Medix Type III	\$32.52	\$0.00
G110	GRAINGER, W.W.	PLACER COUNTY	25122	2/26/2025	\$180.61
38557	9395748883		Sight glass water level gaug		\$180.61
	Type Account		Description	Debit	Credit
	PAY 0-000-0203-000		Accounts Payable	\$0.00	\$180.61
	PURCH 0-000-2222-813		2005 Spartan Hi-Tech Type One Engin	\$180.61	\$0.00
I130	Interstate All Battery Center	PLACER COUNTY	25123	2/26/2025	\$630.73

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38558	50033847	Group 31 batteries			\$930.73
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$930.73
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$930.73	\$0.00
J128	JRB Pest and Sanitation	PLACER COUNTY	25124	2/26/2025	\$310.00
38559	87480	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
38560	87482	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
38561	87511	Monthly billing, Sta 18			\$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
L107	LIFE ASSIST	PLACER COUNTY	25125	2/26/2025	\$4,657.85
38562	1555002	Various supplies			\$1,095.21
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,095.21
	PURCH	0-000-2127-000	Medical Supplies	\$1,095.21	\$0.00
38563	1555954	IV training arm			\$1,023.54
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,023.54
	PURCH	0-000-2127-000	Medical Supplies	\$1,023.54	\$0.00
38564	1557275	Pressure infuser bags			\$269.30
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$269.30
	PURCH	0-000-2127-000	Medical Supplies	\$269.30	\$0.00
38565	1556872	Syringes			\$28.96
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$28.96
	PURCH	0-000-2127-000	Medical Supplies	\$28.96	\$0.00
38566	1557311	Various supplies			\$2,240.84
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,240.84
	PURCH	0-000-2127-000	Medical Supplies	\$2,240.84	\$0.00
N226	NETWORK DESIGN ASSOC	PLACER COUNTY	25126	2/26/2025	\$1,537.27
38567	94115	IT support			\$660.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$660.00
	PURCH	0-000-2122-001	Software Support	\$660.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38568	94201	Monthly software subscriptio	\$877.27		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$877.27
	PURCH 0-000-2056-000	Software Subscriptions		\$877.27	\$0.00
P111	PG & E	PLACER COUNTY	25127	2/26/2025	\$5,906.46
38569	20250212	Monthly billing	\$5,906.46		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$5,906.46
	PURCH 0-000-2027-001	6900 Eureka Road		\$1,843.76	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,122.14	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$83.48	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$218.70	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,333.85	\$0.00
	PURCH 0-000-2027-028	Station 28		\$688.05	\$0.00
	PURCH 0-000-2027-029	Station 29		\$616.48	\$0.00
R153	ROCKLIN HYDRAULICS	PLACER COUNTY	25128	2/26/2025	\$14.48
38570	00050846	Hydraulic fitting	\$14.48		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$14.48
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$14.48	\$0.00
S282	Consolidated Communications In	PLACER COUNTY	25129	2/26/2025	\$825.24
38554	20250209F	Sta 17 fax line	\$86.94		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$86.94
	PURCH 0-000-2037-001	6900 Eureka Road		\$86.94	\$0.00
38555	20250209I	Sta 17 Internet	\$738.30		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$738.30
	PURCH 0-000-2037-001	6900 Eureka Road		\$738.30	\$0.00
W121	WITTMAN ENTERPRISES, LLC	PLACER COUNTY	25130	2/26/2025	\$7,461.42
38571	2501046	January services	\$7,461.42		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$7,461.42
	PURCH 0-000-2025-000	Ambulance Billing Services		\$7,461.42	\$0.00
A172	ADVANTAGE GEAR	PLACER COUNTY	25131	3/5/2025	\$2,609.77
38573	82557-1	Uniforms - Silchuck	\$533.94		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$533.94
	PURCH 0-000-2133-000	Uniform Supplies		\$533.94	\$0.00
38574	82579-1	Uniforms - Bragg	\$548.96		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$548.96
	PURCH 0-000-2133-000	Uniform Supplies		\$548.96	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
38575	82607-1	Uniforms - Munoz			\$548.96
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$548.96
	PURCH 0-000-2133-000	Uniform Supplies		\$548.96	\$0.00
38576	82655-1	Uniforms - Perry			\$548.96
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$548.96
	PURCH 0-000-2133-000	Uniform Supplies		\$548.96	\$0.00
38577	82709-1	Duty boots - Silchuk			\$428.95
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$428.95
	PURCH 0-000-2133-000	Uniform Supplies		\$428.95	\$0.00
D101	DAWSON OIL	PLACER COUNTY	25132	3/5/2025	\$6,543.95
38578	778750	Fuel, Sta 17			\$1,940.28
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,940.28
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,940.28	\$0.00
38579	778751	Fuel, Sta 19			\$1,582.47
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,582.47
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,582.47	\$0.00
38580	779245	Fuel, Sta 19			\$1,316.36
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,316.36
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,316.36	\$0.00
38581	779246	Fuel, Sta 17			\$1,704.84
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,704.84
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,704.84	\$0.00
F173	Fire Plan Review, Inc.	PLACER COUNTY	25133	3/5/2025	\$722.50
38582	1264	February plan reviews			\$722.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$722.50
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$722.50	\$0.00
G110	GRAINGER, W.W.	PLACER COUNTY	25134	3/5/2025	\$13.42
38583	9405436149	Specialty hose clamps			\$13.42
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$13.42
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$13.42	\$0.00
K127	Kingsley Bogard, LLP	PLACER COUNTY	25135	3/5/2025	\$1,477.97
38584	32434	January services			\$1,477.97
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$1,477.97
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,477.97	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
L107	LIFE ASSIST	PLACER COUNTY	25136	3/5/2025	\$4,226.01
38585	1557605	Wrist & ankle cuffs	\$108.89		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$108.89
	PURCH	0-000-2127-000	Medical Supplies	\$108.89	\$0.00
38586	1558069	Various supplies	\$1,871.79		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,871.79
	PURCH	0-000-2127-000	Medical Supplies	\$1,871.79	\$0.00
38587	1558915	Sodium Chloride	\$109.20		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$109.20
	PURCH	0-000-2127-000	Medical Supplies	\$109.20	\$0.00
38588	1558917	Blankets	\$201.42		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$201.42
	PURCH	0-000-2127-000	Medical Supplies	\$201.42	\$0.00
38589	1575142	Fanny packs, scissors, penli	\$141.38		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$141.38
	PURCH	0-000-2127-000	Medical Supplies	\$141.38	\$0.00
38590	1576277	Various supplies	\$1,793.33		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,793.33
	PURCH	0-000-2127-000	Medical Supplies	\$1,793.33	\$0.00
M205	Marshall Survivor's Trust TR	PLACER COUNTY	25137	3/5/2025	\$126.43
38591	SP240002806	Ambulance refund	\$126.43		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$126.43
	PURCH	0-000-2025-000	Ambulance Billing Services	\$126.43	\$0.00
P195	PATTERSON, PAT	PLACER COUNTY	25138	3/5/2025	\$250.00
38592	20250218	Paramedic recertification	\$250.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$250.00
	PURCH	0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$250.00	\$0.00
R183	Roper, Skylar	PLACER COUNTY	25139	3/5/2025	\$284.00
38593	20250215	Firefighter 1 certification	\$284.00		
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$284.00
	PURCH	0-000-2040-000	Education/Training	\$284.00	\$0.00
S142	SCI Consulting Group	PLACER COUNTY	25140	3/5/2025	\$7,834.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38594	SBS11716	Div 1 Ben Assmt Admin FY24/2			\$4,177.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$4,177.00
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$4,177.00	\$0.00
38595	SBS11717	Div 2 Parcel Tx admin, FY24/			\$2,137.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,137.00
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$2,137.00	\$0.00
38596	SBS11718	Div 1 Parcel Tx Admin, FY24/			\$1,520.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,520.00
	PURCH	0-000-2043-000	Legal/Consulting Fees	\$1,520.00	\$0.00
S145	STERICYCLE INC	PLACER COUNTY	25141	3/5/2025	\$151.50
38597	80009890762	Monthly billing			\$151.50
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$151.50
	PURCH	0-000-2046-000	Medical Waste Disposal	\$151.50	\$0.00
T145	Teleflex	PLACER COUNTY	25142	3/5/2025	\$3,552.21
38598	9509591990	EZ IO needle sets			\$2,878.35
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,878.35
	PURCH	0-000-2127-000	Medical Supplies	\$2,878.35	\$0.00
38599	9509634335	EZ IO needle sets			\$673.86
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$673.86
	PURCH	0-000-2127-000	Medical Supplies	\$673.86	\$0.00
T147	The Permanente Medical Group I	PLACER COUNTY	25143	3/5/2025	\$3,979.00
38600	1000873706	Pre-employment physicals			\$3,979.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$3,979.00
	PURCH	0-000-2045-000	Pre-Employment Physicals/Background	\$3,979.00	\$0.00
T150	T-Mobile	PLACER COUNTY	25144	3/5/2025	\$1,008.74
38601	20250221	Monthly billing			\$1,008.74
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$1,008.74
	PURCH	0-000-2037-000	Telephone	\$1,008.74	\$0.00
U109	US Bank Corporate Payment Syst	PLACER COUNTY	25145	3/5/2025	\$26,682.39
38602	20250224-01	Monthly billing			\$26,682.39
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$26,682.39
	PURCH	0-000-2030-000	Memberships/Subscriptions	\$1,146.32	\$0.00
	PURCH	0-000-2032-000	News Publications & Ads	\$738.09	\$0.00
	PURCH	0-000-2039-000	Business/Conference	\$2,582.39	\$0.00
	PURCH	0-000-2040-000	Education/Training	\$3,187.00	\$0.00
	PURCH	0-000-2043-001	Prevention Consulting Fees	\$291.87	\$0.00
	PURCH	0-000-2053-000	Food/Drink-Incident Supplies	\$270.53	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2055-000		Safety Awards & Recognition	\$275.63	\$0.00
	PURCH 0-000-2056-000		Software Subscriptions	\$94.97	\$0.00
	PURCH 0-000-2120-000		Cleaning/Maintenance Supplies	\$233.72	\$0.00
	PURCH 0-000-2122-000		Computer Service & Maint.	\$5,686.33	\$0.00
	PURCH 0-000-2123-001		Prevention Misc. Supplies	\$7.58	\$0.00
	PURCH 0-000-2124-001		Station 17 Fuel	\$127.41	\$0.00
	PURCH 0-000-2127-000		Medical Supplies	\$563.06	\$0.00
	PURCH 0-000-2129-000		Office Supplies/Computer	\$215.63	\$0.00
	PURCH 0-000-2131-000		Postage/Shipping	\$65.64	\$0.00
	PURCH 0-000-2133-000		Uniform Supplies	\$160.34	\$0.00
	PURCH 0-000-2135-000		Misc. Firefighting Equip/Supplies	\$47.63	\$0.00
	PURCH 0-000-2222-000		Automotive Repairs/Supplies	\$471.45	\$0.00
	PURCH 0-000-2222-014		2008 Ford F150 4X4	\$295.60	\$0.00
	PURCH 0-000-2222-015		2009 Ford BC Vehicle	\$299.17	\$0.00
	PURCH 0-000-2222-017		2016 Ford BC Vehicle	\$149.71	\$0.00
	PURCH 0-000-2222-507		2017 Ford E450 Medix Type III M20	\$659.61	\$0.00
	PURCH 0-000-2225-001		6900 Eureka Road	\$1,466.41	\$0.00
	PURCH 0-000-2225-005		3505 Auburn Folsom Road	\$1,048.13	\$0.00
	PURCH 0-000-2225-016		5300 Olive Ranch Road	\$1,600.00	\$0.00
	PURCH 0-000-2225-028		5840 Horseshoe Bar Rd	\$105.94	\$0.00
	PURCH 0-000-2523-000		Printing/Outside Services	\$192.63	\$0.00
	PURCH 0-000-4472-000		Training/Operations Equipment	\$1,994.73	\$0.00
	PURCH 0-000-4474-000		Fitness Equipment	\$2,704.87	\$0.00
W203 38603	William L. Adams PC 561	PLACER COUNTY	25146	3/5/2025	\$1,303.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	February services		\$1,303.50	
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$1,303.50	\$0.00
X001 38604	Xerox Financial Services 40214991	PLACER COUNTY	25147	3/5/2025	\$2,583.36
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Copier & Docuware lease		\$2,583.36	
	PURCH 0-000-2056-000	Software Subscriptions		\$2,583.36	\$0.00
A212 38610	AFLAC 141164	PLACER COUNTY	25148	3/11/2025	\$2,180.18
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	February premium		\$2,180.18	
	PURCH 0-000-1550-000	Agency Share Insurance		\$2,180.18	\$0.00
C273 38611	California Assn of Professiona 03-2025 LTD	PLACER COUNTY	25149	3/11/2025	\$1,121.00
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	03-20025 Safety LTD		\$1,121.00	
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,121.00	\$0.00
C273 38612	California Assn of Professiona 03-2025 NS LTD	PLACER COUNTY	25150	3/11/2025	\$88.50
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	03-2025 NSafety LTD		\$88.50	
	PURCH 0-000-0215-000	Group Insurance Payable		\$88.50	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	25151	3/11/2025	\$831.35

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
38613	880042	03-2025	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
P101	P.E.R.S	PLACER COUNTY	25152	3/11/2025	\$106,705.78
38614	17834854	March 2025	premium		\$106,705.78
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$106,705.78
	PURCH	0-000-0215-000	Group Insurance Payable	\$25,538.89	\$0.00
	PURCH	0-000-0221-000	OPEB Obligation Payable	\$20,036.06	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$58,350.86	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$2,779.97	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	25153	3/11/2025	\$7,162.89
38615	03-2025	DENTAL	March 2025 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	25154	3/11/2025	\$2,563.20
38616	PP17 UNION 2025	EE Union dues	PP 17		\$2,563.20
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,563.20
	PURCH	0-000-0218-000	Union Dues Payable	\$2,563.20	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	25155	3/11/2025	\$2,563.20
38617	PP18 UNION 2025	EE Union dues	PP 18		\$2,563.20
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$2,563.20
	PURCH	0-000-0218-000	Union Dues Payable	\$2,563.20	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	25156	3/11/2025	\$5,092.83
38618	PP17 DC/MR 2025	EE/ER DC/MR	PP17		\$5,092.83
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$5,092.83
	PURCH	0-000-0216-000	Flexible Benefits Payable	\$999.05	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$3,728.41	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$365.37	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	25157	3/11/2025	\$5,092.83
38619	PP18 DC/MR 2025	EE/ER DC/MR	PP18		\$5,092.83
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$5,092.83
	PURCH	0-000-0216-000	Flexible Benefits Payable	\$999.05	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$3,728.41	\$0.00
	PURCH	0-000-1550-000	Agency Share Insurance	\$365.37	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	25158	3/11/2025	\$18,054.00
38620	PP17 DEF COMP 2025	EE/ER Def Comp	PP 17		\$18,054.00
	Type	Account	Description	Debit	Credit
	PAY	0-000-0203-000	Accounts Payable	\$0.00	\$18,054.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$17,153.88	\$0.00
	PURCH	0-000-0214-000	457 Deferred Comp. Payable	\$900.12	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
V125 38621	Voya Financial Trust Co. PP18 DEF COMP 2025	PLACER COUNTY EE/ER Def Comp PP 18	25159	3/11/2025	\$19,276.74
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$19,276.74
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$18,376.62	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$900.12	\$0.00
P219 38572	PNC Equipment Finance 2147689	PLACER-CONS MIT Type 1 engine - 4th payment	00000000000000000007 \$146,158.41	3/5/2025	\$146,158.41
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$146,158.41
	PURCH 0-000-4523-021	Type 1 Engine		\$146,158.41	\$0.00
M138 38605	Motorola Solutions Inc 8282063109	PLACER-CONS MIT Portable Radios	00000000000000000008 \$112,782.90	3/5/2025	\$161,439.82
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$112,782.90
	PURCH 0-000-4523-017	Portable Radios		\$112,782.90	\$0.00
38606	8282063235	Portable Radios	\$13,141.13		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$13,141.13
	PURCH 0-000-4523-017	Portable Radios		\$13,141.13	\$0.00
38607	8282065151	Portable Radios	\$12,242.97		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$12,242.97
	PURCH 0-000-4523-017	Portable Radios		\$12,242.97	\$0.00
38608	8282069612	Portable Radios	\$17,122.25		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$17,122.25
	PURCH 0-000-4523-017	Portable Radios		\$17,122.25	\$0.00
38609	8282073123	Portable Radios	\$6,150.57		
	Type Account	Description		Debit	Credit
	PAY 0-000-0203-000	Accounts Payable		\$0.00	\$6,150.57
	PURCH 0-000-4523-017	Portable Radios		\$6,150.57	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18TH, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Appointment of 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: The Board has directed staff to reach out to active oversight committee members and the community for recommendations for a new member of the committee. Current committee members did not provide any recommendations and, from the local community members that we have spoken with, we have received one recommendation. Staff is looking for direction as to how to proceed.

Impact: Benefit Assessment Oversight

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18TH, 2025
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Fire Impact Fee Program 2025 Annual Adjustment:

Action Requested: Staff recommends an update on the Fire Impact Fee Annual Adjustment.

Background: In June of 2018, the District, at a public hearing, approved by resolution the adoption of the South Placer Fire Protection Districts Fire Impact Fee Nexus Study. The Town of Loomis subsequently approved the study in November 2018 and the County of Placer in January 2019, and it became effective in March 2019. The town and the county approved an automatic annual adjustment for inflation for each fiscal year based on the percentage change in the San Francisco engineering cost index, as published by the Engineering News-Record. The change, as published in the appropriate index for the preceding calendar year, is 0.2%. This change has no impact on the fees charged, but the District is publicizing the change and the recently adopted Mitigation Fee Report to meet legal requirements for posting.

Impact: Future planning and budgeting.

Attachments: Current Fire Impact Fee Proposed Increase; Published Engineering News-Record Cost Index; Amended Resolution 18-2024/25; 2023/24 Consolidated Fire Fee Annual Report; Notice of Public Hearing

Mark Duerr
Fire Chief
South Placer Fire District

South Placer Fire District
Fire Impact Fee Proposed Increase

Figure 1 - Maximum Fire Impact Fee Schedule

Land Use Category	Current Maximum Fee	2025 CPI Increase
Residential Development	Per Living Sq. FT	0.20%
Single-Family Housing	\$0.94	\$0.94
Multi-Family Housing	\$1.63	\$1.63
Mobile Home	\$1.12	\$1.12
Assisted Living Facility	\$1.03	\$1.03
Nonresidential Development	Per Living Sq. FT	
Retail Commercial	\$1.53	\$1.53
Office	\$1.97	\$1.97
Industrial	\$1.21	\$1.21
Agriculture	\$0.61	\$0.61
Warehouse / Distribution	\$1.00	\$1.00
Notes: The Fire Impact fee is rounded to the nearest whole cent.		

City Cost Index - San Francisco - As of March 2024



The building and construction cost indexes for ENR's individual cities use the same components and weighting as those for the 20-city national indexes. The city indexes use local prices for portland cement and 2 X 4 lumber and the national average price for structural steel. The city's BCI uses local union wages, plus fringes, for carpenters, bricklayers and iron workers. The city's CCI uses the same union wages for laborers.

To find more recent cost index data, go to this webpage ([link below](http://www.enr.com/economics/current_costs)) and click on the link for the year you need, and then navigate to the week you need. Keep in mind that the city cost index figures are always published in the second weekly issue of the month.

http://www.enr.com/economics/current_costs

Go back to [view all City Indexes](#).

ENR COST INDEXES IN SAN FRANCISCO (1978-2024)

YEAR	MONTH	BCI	%CHG	CCI	%CHG
2024	March	10774.99	+7.0	15458.96	+0.6
2024	February	10843.54	+7.1	15527.50	+0.7
2024	January	10777.24	+5.6	15525.00	+0.2
2023	December	10767.24	+11.2	15515.00	+3.6
2023	November	10778.49	+9.8	15526.28	+2.7
2023	October	10725.60	+8.9	15473.38	+2.2
2023	September	10741.92	+9.7	15489.70	+2.7
2023	August	10657.16	+9.2	15404.94	+2.4
2023	July	10621.95	+2.7	15369.76	-1.7

AMENDED RESOLUTION NO. 18-2024/25

A RESOLUTION OF THE SOUTH PLACER FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING INFLATIONARY ADJUSTED FIRE IMPACT FEES AND REQUESTING THE PLACER COUNTY BOARD OF SUPERVISORS AND THE LOOMIS TOWN COUNCIL ADOPT AN AUTOMATIC INFLATIONARY ADJUSTMENT PROVISION FOR THE DISTRICT'S FIRE IMPACT FEE

WHEREAS, on June 13, 2018, the South Placer Fire Protection District (“District”) Board of Directors (“District Board”), by their Resolution No. 15-2017/18, approved a Fire Impact Fee Nexus Study and a new fire impact fee program on new development in the District; and

WHEREAS, on November 13, 2018, by their Resolution 18-35, the Loomis Town Council adopted the District’s Fire Impact Nexus Study and new fire impact fee program on behalf the District; and

WHEREAS, on January 8, 2019, by their Resolution 2019-013, the Placer County Board of Supervisors (“County Board”) of the adopted the District’s Fire Impact Nexus Study and new fire fee program on behalf the District; and

WHEREAS, the District’s 2018 Fire Fee Program Nexus Study, established automatic annual fee adjustment for inflation based on the annual change in Engineering News-Record Construction Cost Index for San Francisco (“ENR CCI SF”); and

WHEREAS, the one-year change in the ENR CCI SF from January 2023 to January 2024 is 0.2%; and

WHEREAS, the District Board desires to have the fire impact fee automatically adjust for inflation by the Town Council and County Board on July 1 of each fiscal year by the percentage change in the ENR CCI SF for the preceding calendar year unless another action is taken by the District Board, County Board or Town Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The District Board does hereby approve a 0.2% increase in the District’s fire impact fees and requests that the County Board the Town Council adopt and implement the adjusted fire impact fees, as shown in Appendix A, on behalf of the District.

- 2) Prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made as part of the Board's regularly scheduled February 18, 2025 meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code sections 66004, 66018, and 6062, subdivision (a). Additionally, at least 10 days prior to the meeting the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charge is to be adjusted pursuant to the Resolution by way of such public meeting, the Board received a memorandum attached as Exhibit A, which formed the basis for the action taken pursuant to this Resolution.
- 3) The Board finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding fire protection and emergency response facilities, apparatus, and equipment but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)
- 4) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

BE IT FURTHER RESOLVED that the District Board formally requests that the County Board and the Town Council authorize an automatic inflationary adjustment of the District's fire impact fee by amending their respective fire impact fee enabling ordinance or resolution.

PASSED AND ADOPTED by the Board of Directors of the South Placer Fire Protection District, at a regularly scheduled meeting held on March 18, 2025, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Tracy Randall, President
Board of Directors

Chris Gibson, Clerk
Board of Directors

APPENDIX A

**South Placer Fire Protection District
 Adjusted Fire Impact Fee Schedule**

Land Use Category	Unit	Current Fire Impact Fee¹	Inflationary Adjustment²	Adjusted Fire Impact Fee
Single-Family Housing	BSQFT	\$0.94	0.2%	\$0.94
Multi-Family Housing	BSQFT	\$1.63	0.2%	\$1.63
Mobile Home	BSQFT	\$1.12	0.2%	\$1.12
Assisted Living Facility	BSQFT	\$1.03	0.2%	\$1.03
Accessory Dwelling Unit ³		----- See Note 3 -----		
Retail / Commercial	BSQFT	\$1.53	0.2%	\$1.53
Office	BSQFT	\$1.97	0.2%	\$1.97
Industrial	BSQFT	\$1.21	0.2%	\$1.21
Agriculture	BSQFT	\$0.61	0.2%	\$0.61
Warehouse / Distribution	BSQFT	\$1.00	0.2%	\$1.00

Notes:

¹ Approved by the SPFPD Board of Directors on June 13, 2018 (Resolution No. 15-2017/18); adopted by the Loomis Town Council on November 13, 2018 (Resolution No. 18-35); and adopted by the Placer County Board of Supervisors on January 8, 2019 (Resolution No. 2019-013).

² Based upon the percentage change in the Engineering News-Record Construction Cost Index for San Francisco from January 2023 to January 2024.

³ Pursuant to Govt. Code § 65852.2(f)(3)(A), the fire impact fee for an accessory dwelling unit shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

SOUTH PLACER FIRE DISTRICT

REPORTING THE

CONSOLIDATED

2023/24 FIRE FEE ANNUAL REPORT



PLANNING FOR THE FUTURE TODAY

2023/2024 Fire Impact Fee Program Annual Report

ANNUAL REPORT (FISCAL YEAR 2023/24)

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

BRIEF DESCRIPTION OF THE REPORTABLE FEE

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

REPORTABLE FEE AMOUNTS

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

Figure 1 - Maximum Fire Impact Fee Schedule

Land Use Category	Maximum Fee
	Per Living Sq. Ft.
Residential Development	
Single Family Home	\$ 0.94
Multi-Family Housing	\$ 1.63
Mobile Home	\$ 1.12
Assisted Living Facility	\$ 1.03
	Per Building Sq. Ft.
Nonresidential Development	
Retail/Commercial	\$ 1.53
Office	\$ 1.97
Industrial	\$ 1.21
Agriculture	\$ 0.61
Warehouse/Distribution	\$ 1.00

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

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

REPORTABLE FEE ACCOUNT BALANCES

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

REPORTABLE FEES COLLECTED AND INTEREST EARNED

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

USE OF REPORTABLE FEES

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

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

IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

None

INTERFUND TRANSFERS AND LOANS

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

REFUNDS

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

Appendix A

Capital Facility Plans – 2023/2024

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

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

Assig.	Year	Est. Life	Rplc Yr	Description	2023/24	2024/25	2025/26	2026/27	2027/28	2028
All	2019	10	2029	Breathing Apparatus System						\$395
All	2023	10	2033	Heart Monitors 12-Lead						
All		4	4	Thermal Imaging Cameras						
All		10	10	Structure Protective Gear/Helmets(2 per F	\$24,000	\$24,000	\$36,000	\$38,000	\$45,000	\$110
All	2024	10	2034	VHF Digital Trunking Radios (Portable/Mo	\$68,000	\$220,000				
All	2022	10	2032	Lucas CPR Devices						
M	2015	10	2025	Power Cot			\$50,000	\$50,000		
M	2023	8	2031	Med Vaults	\$21,000					
All Type I			0	Combustible Gas Detectors						
CO 15	2022	25	2047	Auxiliary Power Generator (St 15)						
CO 16	2024	25	2049	Auxiliary Power Generator (St 16)	\$65,000					
Co 17	2024	25	2049	Auxiliary Power Generator (St 17)	\$169,000					
CO 17	2000	20	2020	Extractor (St 17)			\$45,000			
Co 17	1990	30	2020	Above Ground Fuel Storage (St 17)			\$45,000			
Co 17	2013	15	2028	Air Bag(s) Rescue System (Truck)						
CO 18	2016	25	2041	Auxiliary Power Generator (St 18)						
CO 18	2005	20	2025	Extractor (St 18)			\$45,000			
CO 18 & 19	2013	15	2028	Rescue Tools						
CO 19	2005	20	2025	Extractor (St 19)						
Co 19	2004	30	2034	Above Ground Fuel Storage (St 19)						
CO 19	2006	20	2026	SCBA Air Compressor					\$65,000	
CO 19	2005	25	2030	Auxiliary Power Generator (St 19)						
CO 20	2020	25	2045	Auxiliary Power Generator (St 20)						
Shop	2004	15	2019	Hoist (Shop)						
				Total Annual Project Costs	\$347,000	\$244,000	\$176,000	\$133,000	\$110,000	\$505
				General Revenue/Projections (No OES)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
					\$15,976,064	\$16,455,346	\$16,949,006	\$17,457,476	\$17,981,201	\$18,52
				(Budget Principles)	0.00%	0.50%	0.75%	0.75%	1.00%	1.0
				PAPC (General Revenue)	\$347,000	\$82,277	\$127,118	\$130,931	\$179,812	\$185
				PAPC (Fire development Fee)	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,

SOUTH PLACER FIRE PROTECTION DISTRICT
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the South Placer Fire District Board of Directors, at a regular meeting on Tuesday, February 18, 2025, at 6:00 pm, will hold a public hearing to consider the adoption of a resolution to accept the South Placer Fire District Impact Fee Annual Report and to automatically adjust the fee in accordance with County Code 15.30.090(B) in the amount of 0.20% based on the San Francisco Engineering Cost Index as published by the Engineering-News Recor from January 2023 to January 2024. The South Placer Fire District Fire Impact Fee Nexus Study became effective in March 2019 to mitigate the impacts of new development on the District. The Public Hearing will be accessible to members of the public seeking to attend and address the Board. Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting based on disability or other reasons should contact the District at least twenty-four (24) hours in advance of the public hearing to make arrangements for such reasonable accommodations at (916) 791-7059. The link will be made available 72 hours before the hearing on the District's website (www.southplacerfire.org) and included in the posted Board Agenda. The Ordinance and the revised schedule of fees and charges will be available for public review on February 13, 2025. Public members are invited to provide comments at the public hearing or in writing, received on or before February 18, 2025. Any person challenging in court the decision made at the conclusion of the public hearing may be limited to raising only those issues raised at such hearing or in correspondence delivered to the District before the close of such hearing. Information on this matter may be obtained at the District's Station 17 at 6900 Eureka Road, Granite Bay, California, 9574, or by contacting the District at (916) 791-7059.

Fire Chief Mark Duerr
South Placer Fire Protection District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18TH, 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>
218	Staffing and Overtime Procedures	New
1010	Emergency Recall	05/03/21
1011	Overtime	New
1013	Conduct and Behavior	05/04/21
1014	Personnel Complaints	New
1016	Personal Projects On-Duty	05/17/21
1017	On-Duty Voting in Statewide Elections	New
1018	Personnel Records	New
1019	Commendations and Meritorious Service	New

Mark Duerr
Fire Chief
South Placer Fire Protection District

Staffing and Overtime Procedures

218.1 PURPOSE AND SCOPE

[The Fire District will maintain staffing consistent with the District's minimum staffing policy \(South Placer Fire District Policy Manual: 207.3 Minimum Staffing\). Staffing will be consistent with all requirements under the existing MOU and this policy.](#)

218.2 POLICY

[It is the Policy of the South Placer Fire District to establish a uniform and equitable methodology for staffing the fire District.](#)

218.3 ADMINISTRATIVE FUNCTIONS

218.3.1 DEFINITIONS

[See attachment: Staff Manual definitions.pdf](#)

218.3.2 LEADERS INTENT

[The District and the employees have an obligation to provide fire protection and EMS to the community. This policy is a living document and can not address every possible staffing iteration. Thus, shall not alleviate the District's responsibility to staff the agency to meet the needs of the District. As such, the District reserves the right to adjust, modify, or temporarily suspend any of the guidelines below to provide a fully staffed and qualified Fire District as defined under the MOU section 4.2.16 "."](#)

218.3.3 STAFFING PRIORITIES

[Given available resources, the intent is to ensure reliable operational staffing at all ranks utilizing a consistently administered system unless noted by exception.](#)

[Staffing priorities:](#)

- (a) [Promote the equitable distribution of voluntary assignments \(Scheduled Overtime\) and the disbursement of Mandatory Overtime \(Force Hire\).](#)
- (b) [Maintain constant staffing.](#)
- (c) [Provide qualified relief and seek to minimize costs.](#)
- (d) [Seek consistency through clear, written procedures and procedural compliance.](#)

[Consistent policy administration is expected; however, flexibility must be exercised in emergent or unusual circumstances. Policy deviations must be in accordance with established staffing priorities. The Staffer will make notations using the notes feature within Kronos when deviations occur and provide written notice to the Deputy Chief who will share the information with the association.](#)

Staffing and Overtime Procedures

Employees are responsible for managing their availability and work schedule (regular and overtime). They must log in to Kronos WFTS[®] and review this data at or near the beginning of each workday.

Employees will check the Districts staffing program before going off shift.

218.3.4 STAFFING ADMINISTRATION

Staffing Manager - The Deputy Chief is responsible for the supervision of all staffing matters.

Staffer - The on-duty Battalion Chief assumes the daily staffing responsibilities unless explicitly reported otherwise. The Staffing Manager will consult and assist the Staffer during extraordinary circumstances (e.g., Multiple Vacancies, Strike Team Backfill).

Staffing Program Administrator— The person tasked with managing and maintaining the technological function and operation of the staffing system.

218.4 GENERAL STAFFING RULES

218.4.1 MINIMUM CONSTANT STAFFING LEVEL (OPERATIONS)

- Employees shall not leave their duty assignment without relief from another employee of the same (appropriate) job classification.
- Employees may use short-term "stand-in" cover (less than 2 hours) to be released from shift early or shift coverage.
 - Short-term coverage shall include notification to the affected Battalion Chief
- Employees required to work beyond their regular shift assignments are compensated according to the Memorandum of Understanding (MOU).
- Employees have thirty (30) minutes to travel to an assigned duty station for an on-duty move or a move to accommodate a subsequent overtime assignment. Travel time for Off Roster assignments is not compensated (e.g., time to and from a class)

218.4.2 MINIMUM LEAVE HOURS TAKEN (MOU 14.6)

Minimum leave hours taken will comply with the current Memorandum of Understanding.

218.4.3 LEAVE MANAGEMENT

A. **Posting Leave**

1. Employees will make a vacation or shift trade request using the Districts staffing program.
2. The Battalion Chief will approve the shift trade request through the Districts staffing program. Vacation requests will be approved or denied through the Districts staffing program.

B. **Canceling Leave**

1. An employee may cancel their leave request if the shift has not been filled (beyond two [2] weeks out) by removing it from the District's staffing program.

Staffing and Overtime Procedures

2. [If the shift has been filled \(inside the two \[2\] week out window\), an email requesting the removal of the leave request shall be sent to the Deputy Chief. All impacted employees must approve the removal.](#)
 3. [If the leave is a bid day off, an email requesting removal of the shift shall be sent to the Deputy Chief. Upon removal, the Deputy Chief will work with labor to rebid the now open day.](#)
- C. **[Relinquishing an overtime assignment](#)**
1. [If an employee wishes to give up an overtime shift they have received, they will contact the Battalion Chief as soon as possible.](#)
 2. [If the leave is outside the 48-hour window from the shift's start time, the employee will be penalized for the number of hours they were assigned, and the hours will be added to the OT bucket.](#)
 3. [The employee will not be penalized if the shift is assigned within the 48-hour window.](#)

218.5 SICK LEAVE

[When an employee calls in sick, they will call on the on-duty Battalion Chief as soon as possible but no later than 06:30.](#)

- A. [If they cannot contact the Battalion Chief, the employee will contact the Deputy Chief](#)
- B. [If the employee is unable to reach either the \[Battalion Chief\] or the \[CUSTOM:DeputyFireChief\] by phone, the employee utilizing sick leave will send the \[Battalion Chief\]and the\[CUSTOM:DeputyFireChief\] a text message and email notification.](#)

[The employee is responsible for having the contact information of the Battalion Chief and Deputy Chief.](#)

218.6 SHIFT TRADES

[A shift trade is a contract between employees and at no time will cost the District money or result in a unit being less than fully staffed as ALS per the MOU.](#)

All Shift trades will comply with the current MOU

- A. [When an employee wants to trade shifts with another employee, they will ensure the other employee is equally qualified for the position.](#)
- B. [Upon approval from the Battalion Chief, a member who is not equally qualified may still trade so long as the District maintains full ALS staffing on all apparatus.](#)
- C. [All shift trades must be approved by a Battalion Chief before being entered into the District staffing program](#)
- D. [The procedure for entering an employee shift trade is:](#)
 1. [Open the staffing program](#)
 2. [Navigate to the employee calendar](#)

South Placer Fire District

SPFD Policy Manual

Staffing and Overtime Procedures

3. [Click on the date you would like to trade](#)
4. [Select add](#)
5. [Choose the shift trade-off work code](#)
6. [Select the person who will be working the trade \(TW\). The staffing program allows qualified employees to save the trade.](#)
7. [The staffing program will then notify the employee scheduled to work the trade.](#)
 - (a) [Please refer to the MOU for additional shift trade information](#)
8. [When a Battalion Chief is inputting either an STO or TW, they must also enter the notes:](#)
 - (a) [Is this a payback or open trade](#)
 - (b) [If a payback, the original trade date](#)
 - (c) [Who worked for who](#)
 1. [Is this a three-way trade, and all parties involved](#)

Ghost Trades - [No shift trade can be canceled within the two-week hiring period without approval from the Deputy Chief.](#)

218.7 OVERTIME AVAILABILITY

[It is up to each employee to sign up on the District staffing program for their availability to work overtime and/or be available for strike teams if they are not on duty. To do so:](#)

- A. [Open staffing program](#)
- B. [Left-click over the dates available to work until they are highlighted](#)
- C. [Release the mouse button](#)
- D. [In the dropdown that appears, go to add and scroll down to sign up or strike team sign up](#)
- E. [Left-click on the appropriate signup](#)
- F. [Select ok](#)

218.8 BUCKET FOR NEW HIRE/DISABILITY RETURN TO WORK

[New hire employees and members returning from long-term injuries/disabilities will receive the following:](#)

- A. [New Hire](#)
 1. [Will be credited with the lowest number of hours in the rank they are hired into plus 24 hours](#)
- B. [Return to work](#)
 1. [If a member is off for more than 30 days for injury or leaves \(military, FMLA, etc\) that member will receive the same treatment as above \(fewest hours plus 24\).](#)

Staffing and Overtime Procedures

2. The member may not see a change in bucket hours pending hours in the bucket prior to injury/leave but in no instance will any member have hours removed from their bucket to meet the formula.

218.9 MANDATORY OVERTIME

218.9.1 MANDATORY SWAP

- A. Personnel who have been mandated work can choose to find another "like qualified" employee to work their shift or portion of the shift with the employee working getting credit for the mandatory hours worked.
- B. If the original mandated employee finds coverage, that employee is exempt from additional mandatory overtime for the shift for which the coverage was secured. This exemption is subject to the operational needs of the district, and the employee may be required to work under exigent circumstances

218.9.2 MANDATORY EXEMPTIONS

- A. Employees are exempt from mandatory shifts on days that fall immediately before or after a scheduled day off (vacation, scheduled sick day, or trade) under the following conditions
 1. The day off must be scheduled at least two weeks in advance to allow for proper staffing adjustments.
 2. If an employee has a scheduled 24-hour shift off, the adjacent four (4) scheduled days off are protected from mandated overtime.
 3. This exemption is subject to the operational needs of the district, and the employee may be required to work under exigent circumstances
- B. The employee may work voluntary overtime on any of the protected days without losing the mandatory protection afforded in this section.
- C. Vacation or trade-off exemptions may not be taken after a mandatory shift(s) have been assigned.

218.9.3 MANDATORY OVERTIME PASS

- A. Employees may utilize a pass to reject up to two (2) mandatory overtime assignments per calendar year.
 1. Each rejection counts as one (1) rejection regardless of length but not to exceed a 24-hour period.
- B. These rejections apply to the entire shift and will not be counted against the employee if the mandatory list is exhausted and the employee is required to work the mandatory .
- C. If the overtime list is not exhausted, the employee's rejection remains valid, and the employee may not be required to work unless there are exigent circumstances.
- D. Mandatory overtime pass cannot be used on the following dates:

Staffing and Overtime Procedures

1. [Fourth of July](#)
2. [Thanksgiving](#)
3. [Christmas Eve](#)
4. [Christmas](#)

218.9.4 MANDATORY HARDSHIP EXEMPTION

- A. [A hardship exemption may be granted in cases of personal, medical, family, or financial circumstances that create an undue burden on an employee, hindering their ability to work mandatory overtime.](#)
- B. [Each request will be considered on a case-by-case basis and will be submitted to the Deputy Chief, who will approve or deny the request in consultation with the employee or the Association based on who submitted the request.](#)
- C. [Short-Term Exemptions \(48 hours or less\)](#)
 1. [Medical Emergency - Sudden illness or a family medical emergency](#)
 2. [Family Emergency - Direct care for a spouse, partner, dependent, parent, or grandparent.](#)
 3. [Under the influence - Alcohol or medication usage causing impairment within eight hours preceding the mandatory assignment.](#)
 4. [Pre-Scheduled Travel - The employee can provide verification of travel receipts in excess of \\$250 that were scheduled prior to the assignment of mandated overtime with the travel occurring during the duration of their time off.](#)
- D. [Long-Term Exemptions \(temporary removal from mandatory list\)](#)
 1. [Employees or the Association on behalf of the employee may request a long-term exemption from mandated overtime when a foreseeable hardship affects their ability to work overtime on a recurring basis.](#)
 - (a) [Ongoing medical condition for the employee or immediate family member](#)
 - (b) [Major personal situation.](#)

218.10 STRIKE TEAMS

[Strike team staffing](#)

- A. [Immediate need or initial attack in county strike teams will be staffed by the closest resource stations/crew as directed by the Battalion Chief.](#)
- B. [The on-duty Battalion Chief will arrange staff for an immediate need or initial attack out-of-county strike teams.](#)
- C. [Planned need strike team staffing will be accomplished by the strike team sign-up list on the District staffing program](#)
 1. [This list will be established at 0800 on the day of work](#)
 2. [The District will not force hire personnel for strike team deployments](#)

Staffing and Overtime Procedures

Strike team rest period:

Upon returning from a strike team, personnel on the strike team will be offered the remainder of the shift twenty-four-hour shift off. The time will come from the member's vacation bucket and comply with the current MOU.

218.11 STAFFING PROCEDURES

218.11.1 GENERAL

Staffing

- A. The employee signed up to work the fewest hours will be selected for overtime for the open position with preference given to least hours if applicable.
- B. Employees may be moved from their bidded position to another position or station to avoid creating a mandatory overtime shift so long as a lesser qualified person is signed up and minimum staffing request requirements are met.
 - 1. If multiple employees could be moved, the staffer will make every effort to move the least senior employee.
 - 2. If the open position is for a paramedic, and another paramedic is already working at that station in another position (Captain or Engineer), the position may be filled with an EMT with the lowest hours if no paramedics are on the voluntary list.
- C. Every effort shall be made to efficiently and equitably staff the District
- D. The hierarchy of hiring will be as follows:
 - 1. If an apprentice is signed up on a pick list, they will have priority hiring for apprentice vacancies.
 - (a) If no apprentice is signed up, then the position may be filled by other classes on the voluntary list.
 - (b) If no employee is signed up on the voluntary list, then the position will progress to the mandatory hiring guidelines.
 - 2. Fill with mandatory overtime with the employee with the fewest mandatory hours.
 - 3. Fill the 24-hour open position first
 - 4. Fill in this order
 - (a) Captain
 - (b) Engineer
 - (c) Firefighter
 - 5. ALL units must be ALS
- E. Staffing for vacancies two (2) weeks out and shift trade requests shall be completed by 1700 hours, barring extenuating circumstances.

Staffing and Overtime Procedures

Holdovers - When an employee is held over due to a call for service or relief from another station, the employee shall notify the Battalion Chief and the affected party. Notifications should be made to the daily roster with reasons for holdover (i.e., incident number, station, etc.)

218.11.2 VACANCIES WITHIN 48 HOURS (OR LESS) NOTIFICATION TIME

If a vacancy needs to be filled within 48 hours of shift start, the Battalion Chief will utilize the picklist and call those qualified for the position and signed up. Contact must be made before being put into the District staffing program. If no employees are signed up, the staffer will send an alert over the District's notification system.

If an employee responds to the alert and is not signed up on the picklist, the employee coming into work will have their actual work hours credited to their mandatory bucket.

If no employees respond, the staffer will proceed with the Mandatory Overtime process (218.11.3)

218.11.3 MANDATORY OVERTIME

Mandatory callbacks will be initiated when the Battalion Chief determines a need for immediate future staffing and cannot fill the open position with voluntary overtime.

- A. Mandatory callbacks may be initiated from the District staffing program, telephone, text message, or in-person communications up to two (2) weeks before the work date.
- B. Mandatory shifts will be assigned using the **Mandatory Call Back List** utilizing the hours from your **mandatory bucket**, accounting for exemption criteria, which are
 1. When a mandatory position needs to be filled, it will be filled by a qualified person with the fewest hours in their mandatory bucket who is available based on any exemption, including
 - (a) the mandatory exemption (218.9.2)
 - (b) mandatory hardship exemption (218.9.4)
 - (c) Scheduled fire-related class/course and apprentices in paramedic school
 - (d) Inability to work due to clearance (example - new hire paramedic clearance)
 2. As noted above, personnel who have been mandated that don't qualify for an exemption may use a mandatory swap or pass.
 3. The District will try to move personnel into positions to avoid a mandatory overtime shift.
- C. If a mandatory shift is assigned within 48 hours of shift start, the Battalion Chief will contact the affected employee and receive confirmation that the employee is aware of the assignment.

Attachments

Staff Manual definitions.pdf

Work Code	Code	Definition
Admin Leave	AL	Paid leave initiated and funded at the departments' expense
Bidded Vacation	bV	vacation bids are done in November for the following year. If a "bidded" vacation is canceled, a re-bid process for applicable personnel should occur. Refer to MOU Article 14 or Policy XX for more information.
Disability Off	DI	When an employee is injured on the job and receives paid leave
District Business	DB	Paid leave that is given to employees for district reasons. Negotiations or meetings are examples of when DB is used
Intern Stipend	Is	Pay code for firefighter interns when they are on duty for their "intern" day.
Jury Duty	JD	Paid leave when an employee must attend jury duty when they are scheduled to work
Leave without Pay	LWOP	Used by Apprentice Firefighters and on direction from Administration
Mandatory Bypass	ByP	Pass used to be excluded from a mandatory shift
Modified Duty	MD	goes from shift work to days
MOU		Memorandum of Understanding
Office of Emergency Services	OES	Used for interns, reserve apprentices and apprentices when deployed on strike teams. They will be given the OES pay rate for firefighter since they are not full time
Overtime	OT	hours worked as defined by the MOU
Overtime - Mandatory	OTM	Non-voluntary overtime
Overtime - Mandatory Disability	OTMDi	Mandatory Overtime caused as a result of an employee that is injured on the job and receives paid leave
Overtime - Mandatory OES	OTMOES	Mandatory overtime for any OES or Strike team deployment
Overtime - Mandatory Open	OTMOPN	Mandatory Overtime as a result of a vacant or open position not otherwise covered by another reason.
Overtime - Mandatory out of grade	OTMOG	Non-voluntary overtime, working in an acting position of a higher rank. The employee receives their regular pay plus incentives as defined by the MOU
Overtime - Mandatory PTL	OTMPTL	Mandatory overtime caused by member attending training sponsored by the District and the District covering time off
Overtime - Mandatory Vacation	OTMV	Mandatory overtime as a result of a member calling in sick
Overtime - OES	OTOES	Overtime for any OES or Strike team deployment
Overtime - Open	OTOPN	Overtime as a result of a vacant or open position not otherwise covered by another reason
Overtime - Out of Grade	OTOG	Voluntary overtime working in an acting position of a higher rank. The employee receives their regular pay plus an out-of-grade incentive as defined by the MOU

Overtime - Paid Time Leave	OTPTL	Overtime caused by member attending training sponsored by the District and the District covering time off
Overtime - Sick Leave	OTMSL	Overtime caused as a result of a member calling in sick.
Overtime - Vacation	OTV	Overtime caused as a result of a member taking vacation time off
Overtime Bucket		determine who is selected for overtime (MOU XX, Policy manual 1430.3). Staffing managers use this work code to add hours into a new hire's overtime bucket (Policy manual 1430.6.2) when they start on shift. All full-time employees' overtime buckets re-
Overtime Disability	OTDi	Overtime as a result of an employee injured on the job and receive paid leave
Paid Training Leave	PTL	Compensated leave for training purposes
Penalty	PEN	assigned beyond 48 hours out from the start of the shift. The time amount of the shift will be subtracted from the employee's overtime bucket as if they didn't work it.
Regular out of Grade Pay	RegOG	When a member works their regular scheduled shift, but in a higher rank, they will receive Out of grade pay as defined by the MOU for their bargaining unit
Regular Pay	Reg	When a member works their regular shift
Schedule Leave		The scheduled Leave Period is defined as the time period of five or more days between the last day worked and the next scheduled work day. The Scheduled Leave Period
Schedule leave Bidded Out		Two (2) members off on vacation at the same time
Shift Trade - Off	STO	when a member is on duty on a shift trade and another member is working for them. This is a contractual agreement between the members and has no District involvement, per the MOU. The member who is scheduled will still get paid for that day as if they worked and the member working for them receives no compensation. See Shift Trade
Shift Trade - Working	TW	A member working for someone during their normally scheduled shift. The person working will not be paid for that day (see STO).
Sick Leave	SL	Paid leave for a member, as defined by the MOU.
Sick Time Bucket	Sb	Hours are accrued as earned for every full-time employee to be used for sick leave as defined in policy XXX and MOU
Sign Up	S	The SOD bucket is used to rank employees for selection to work overtime.
Sign up - Strike Team	STA	When a member signs up on Kronos WFTS to be on a planned need strike team
Vacation	Vac	Paid leave from an employee's vacation bucket
Vacation Bucket	vB	available to be used for vacation leave. New employees will be credited vacation leave on a pro-rated basis determined by their MOU and date of hire.

Emergency Recall

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the South Placer Fire District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

1010.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the South Placer Fire District and neighboring jurisdictions.

1010.2 POLICY

It is the policy of the South Placer Fire District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances this may require the emergency recall of employees.

1010.3 PROCEDURES

The Fire Chief or any other Chief Officer or Battalion Chief may initiate an emergency recall by providing Placer Dispatch or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1010.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time an emergency recall is ordered by the Fire Chief or the authorized designee.

1010.3.2 RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining

Emergency Recall

agreements. Dispatch or another designated resource should follow the established procedure when implementing an emergency recall.

1010.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and if applicable, report for duty with their personal protective equipment.

1010.3.4 EXCEPTIONS

Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1010.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Chief officers

Overtime

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by South Placer Fire District members and to establish an overtime payment request process.

1011.2 POLICY

It is the policy of the South Placer Fire District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1011.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. ~~The or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the 's interest in managing overtime costs.~~

Any instance of work that requires overtime payment shall be approved in advance by [the Fire Chief or their designee](#) ~~a supervisor~~. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Members classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt members who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement ~~or by the allowance of accrual of compensatory time off~~ should submit a request for overtime payment as soon as practicable after overtime is worked.

~~Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the member by flexing a subsequent shift schedule to compensate for the time worked, rather than by submitting a request for overtime payment. If the supervisor authorizes or directs the member to complete an overtime request for such a period, the member shall comply.~~

~~The individual member may request compensatory time in lieu of receiving an overtime payment. However, the member may not exceed the number of hours allowed by the collective bargaining agreement or rules and regulations.~~

1011.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as possible for verification and approval. Failure to submit an overtime compensation request in a timely manner may result in discipline.

Supervisors should verify the overtime worked prior to approving the request for compensation.

South Placer Fire District

SPFD Policy Manual

Overtime

1011.5 ACCOUNTING FOR OVERTIME

Members should record the actual time worked in an overtime status. ~~In some cases, a~~ [The](#) collective bargaining agreement may stipulate that a minimum number of hours will be paid. In such cases, the supervisor should enter the actual time worked.

1011.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

TIME WORKED	INDICATE ON CARD
1 to 15 minutes	¼ hour
16 to 30 minutes	½ hour
31 to 45 minutes	¾ hour
46 to 60 minutes	1 hour

1011.5.2 VARIATION IN TIME REPORTED

Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Battalion Chief or other approving supervisor may require each member to include the reason for the variation.

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

Conduct and Behavior

1013.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1013.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1013.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District. ~~or the~~

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

Conduct and Behavior

1013.13 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief or his/her designee.

1013.15 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

Personnel Complaints

1014.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Personnel / Human Resources.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

1014.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1014.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the district's response to specific incidents.

1014.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or

Personnel Complaints

referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1014.4.1 AVAILABILITY OF COMPLAINT FORMS

~~Personnel complaint forms will be available and clearly visible in public access locations within facilities. Forms will also be available on the website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.~~

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Battalion Chief any suggestions for improvement or changes. [Feedback or complaints may be made online here or at bit.ly/spfdsurvey](#)

1014.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor [and the Battalion Chief](#).
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1014.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

Personnel Complaints

1014.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints [and feedback](#) are documented ~~on a complaint form~~ [on line at bit.ly/spfdsurvey](https://bit.ly/spfdsurvey). The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log [on sharepoint](#) that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1014.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1014.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Battalion Chief, [Deputy Chief](#) and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that [feedback is left at bit.ly/ spfdsurvey](#) ~~a personnel complaint and that information has form~~ ~~has~~ been completed as fully as possible. The original complaint form will then be directed to the Battalion Chief of the accused member, via the chain of command. The Battalion Chief will forward a copy of the complaint to the [Deputy Chief](#) to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Battalion Chief, [Deputy Chief](#) or Fire Chief.
- (d) A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.

South Placer Fire District

SPFD Policy Manual

Personnel Complaints

- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Personnel / Human Resources and the Battalion Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Battalion Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1014.6.2 INVESTIGATION PROCEDURES

The following procedures shall also be followed with regard to any accused member covered by FBOR (Government Code § 3253):

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
 - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
 - 2. Provide the date, time and place of the interview and the names of all who will be present.
 - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.

Personnel Complaints

- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.
- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.
- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1014.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and

Personnel Complaints

witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1014.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or authorized designee shall notify the Personnel / Human Resources in writing of the employee's administrative leave and the cause for the leave.

1014.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1014.7.1 DEPUTY CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the [Deputy Chief](#) of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The [Deputy Chief](#) may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the [Deputy Chief](#) may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the [Deputy Chief](#) shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1014.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the [Deputy Chief](#) for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

Personnel Complaints

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice
 - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

1014.8 DISCIPLINE

~~Any Discipline associated or related to a personnel complaint will comply with the District Discipline Policy 1050. The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:~~

- ~~(a) This response is not intended to be an adversarial or formal hearing.~~
- ~~(b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.~~
- ~~(c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the to consider.~~
- ~~(d) In the event that the elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.~~
- ~~(e) The member may thereafter have the opportunity to further respond orally or in writing to the on the limited issues of information raised in any subsequent materials.~~

1014.9

~~In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.~~

Personnel Complaints

1014.10

~~Non-probationary members have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member has the right to appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.~~

~~In the event of punitive action against a member covered by FBOR, the appeal process shall be in compliance with Government Code § 3254.5.~~

1014.11

~~At-will and probationary members not subject to FBOR may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time during the probationary period. These members are not entitled to any rights under this policy.~~

~~Any probationary period may be extended at the discretion of the in cases where the member has been absent for more than a week or when additional time to review the member is considered by the to be appropriate.~~

Personal Projects On-Duty

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1016.2 POLICY

It is the policy of the South Placer Fire District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

1016.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no association to the District and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

On-Duty Voting in Statewide Elections

1017.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1017.2 POLICY

It is the policy of the South Placer Fire District to provide members a reasonable opportunity to vote in all statewide elections.

1017.3 PROCEDURES

Polls are generally open from 7:00 a.m. to 8:00 p.m. each election day for statewide elections. Members scheduled to be at work during that time may take up to two hours off to vote without losing any pay (Elections Code § 14000).

Employees who need time off to vote must notify their supervisor at least two working days prior to the election.

Supervisors shall allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

1017.4 POSTED NOTICE

The Deputy Chief should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election (Election Code §14001).

The notice should be posted in all fire stations and fire district facilities. [Notices](#) from the California Secretary of State may be used for this purpose.

Personnel Records

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

1018.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1018.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Personnel / Human Resources as a permanent record of a member's employment with the District.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1018.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel records.

Personnel Records

1018.3 REQUESTS FOR DISCLOSURE

All records kept by California public agencies are considered public unless they are covered by specific disclosure statutes (Government Code § 7920.000 et seq.).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Board President, District Counsel, or attorneys or representatives of the District in connection with official business.

1018.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the law, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

1018.5 MEMBER ACCESS TO OWN FILE

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (Government Code § 3256.5; Labor Code § 1198.5).

Any adverse written comments, including those from supervisor log entries, shall be reviewed by the firefighter and signed before they are placed in the personnel file or any other file used for personnel purposes. If the member refuses to sign the document, it may be placed into the personnel record without signature if it contains a notation that the member refused to sign. If the member submits a response to the adverse comment within 30 days, the member's response must be attached to the adverse comment and included in the file (Government Code § 3255; Government Code § 3256).

South Placer Fire District

SPFD Policy Manual

Personnel Records

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed (Government Code § 3256.5).

The request and the district's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Commendations and Meritorious Service

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

1019.2 POLICY

It is the goal of the South Placer Fire District to recognize members through an awards system for exceptional performance.

1019.3 PROCEDURES

Community and district members may report acts of exceptional public service through any district supervisor.

1019.3.1 TYPES OF AWARDS

The types of awards offered by the South Placer Fire District include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Company Citation
- (d) Commendation
- (e) Meritorious Service Award
- (f) [Firefighter of the Year Award](#)

1019.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an Award Nomination Form, available at and all fire stations during normal business hours, and submitting it to the Administration division.

1019.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information.

Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

Commendations and Meritorious Service

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A Battalion Chief should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.
- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Battalion Chief should approve this award before sending the letter to the Fire Chief for signature. The Battalion Chief should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. A Battalion Chief should approve this award before sending the letter to the Fire Chief for signature and should present the letter to the company in the presence of other members of the battalion, if practicable.
- (d) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (e) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Meritorious Service Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

1019.4 REVIEW DISPOSITIONS

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file
- (b) Letter of Appreciation, approved/disapproved
- (c) Company Citation, approved/disapproved

South Placer Fire District

SPFD Policy Manual

Commendations and Meritorious Service

- (d) Commendation, approved/disapproved
- (e) Meritorious Service Award, approved/disapproved
- (f) [Firefighter of the Year, approved/disapproved](#)

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18, 2025
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: 2025 South Placer Fire District Fire Impact Fee Nexus Study:

Action Requested: Staff seeks contract approval authority for an updated Fire Impact Fee Nexus Study.

Background: State law requires a nexus study before adopting or increasing development impact fees. The study must establish a connection between new development and the need for more public facilities.

In the consolidation process, a new nexus study was completed in 2018 for the consolidated District to collect impact fees on a District-wide basis. A new study is required every eight years, and the District is rapidly approaching that requirement.

Staff is seeking contract approval authority to enter into an agreement with SCI Consulting Group, a long-standing District partner who completed the last nexus study as well as our routine tax levies, to complete an updated study. Once complete, the Board would adopt a resolution approving the new study, and then the study would go to both Placer County and the Town of Loomis for adoption. Upon adoption by the County and Town, the study will be updated, and the District will maintain compliance with the law and have the ability to continue impact fee collection.

Impact: Procedural; legal

Attachments: Proposal for Fire Impact Fee Nexus Study Update and Related Consulting Services from SCI Consulting Group.

Mark Duerr
Fire Chief
South Placer Fire District

Friday, January 24, 2025

Submitted via Email

mduerr@southplacerfire.org

Mark Duerr, Fire Chief
South Placer Fire Protection District
6900 Eureka Road
Granite Bay, CA 95746

Re: Proposal for Fire Impact Fee Nexus Study Update and Related Consulting Services

Dear Chief Duerr:

SCI Consulting Group ("SCI") is pleased to submit this brief proposal for your review to provide a Fire Impact Fee Nexus Study Update ("Nexus Study") for the South Placer Fire Protection District ("Authority"). We understand that the District desires to update their fire impact fee program. The Nexus Study Update would establish the legal and policy basis for imposing an updated fire impact fee on new residential and nonresidential development within the boundaries of the District. Specifically, the Nexus Study and the updated fee program will comply with the substantive and procedural requirements of the Mitigation Fee Act ("Act"), which are as follows:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("benefit relationship").
4. Determine how there is a reasonable relationship between the need for the facilities and the type of development project on which the fee is imposed ("impact or need relationship").
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("rough proportional relationship").

SCI has been serving California public agencies for 40 years. We firmly believe that our extensive expertise with impact fee programs, the District and the County of Placer, and other fire protection funding mechanisms offers the District the best opportunity to establish a new fire impact fee program in the timeliest, legally compliant, and defensible manner. Our approach to the Nexus Study would be based on close interaction and coordination with District staff and other key stakeholders. If selected, SCI would provide comprehensive services in a manner that limits the time and resources of the District.

The Nexus Study would likely use open-ended facilities standard methodology. Under this widely used method, the District's ratio of existing fire facilities, vehicles, and equipment to new development establishes a facility standard for determining new development's fair share of the cost to improve and expand the District's fire system. These costs are then applied to different land use categories in proportion to the need they create for fire services to establish a cost/fee per square foot. This

methodology is widely accepted and provides the District with maximum flexibility in the use of the fee proceeds and the longevity of the fee program. We will also justify a portion of the District's apparatus/vehicle replacement schedule to be funded by the fire impact fee.

The Nexus Study would also detail the procedural requirements for adoption of the Nexus Study and the proposed fire impact fee program ("fee program") by the Town of Loomis ("Town") and County of Placer ("County"). Also, the Nexus Study provides the specific requirements for the annual collection, accounting, reporting, and transparency of the fee program.

We look forward to the opportunity to assist the District with this important project and stand ready to proceed. If you would like to discuss any aspect of our proposal, please get in touch with me. I can be reached at 707-816-9101 or via email at blair.aas@sci-cg.com.

Sincerely,



Blair E. Aas, Vice President
SCI Consulting Group

cc: Melanie Lee, SCI Consulting Group

WORK PLAN AND APPROACH

Based on our current understanding of the project, the technical analysis and services needed by the District, we propose the following scope of work and approach:

Task 1: Initial Research and Planning

SCI will first coordinate a pre-kick-off meeting to discuss the process of gathering all the available data and capital inventory needed for the project. SCI will review applicable Town and County ordinances, the District's Fire Facilities Master Plan, Capital Improvement Plan, and other technical studies and plans related to the fire facilities, vehicles, and equipment funding. SCI and the District will then hold a project kickoff video conference to discuss the District's goals and objectives, and the proposed methodologies and approaches used to determine the fee. We will also discuss the process of gathering all the available data and fire system inventory needed for the project.

SCI understands that the District will provide an inventory of its fire facilities, apparatus, vehicles, equipment, associated replacement value, and other statistical data. At the project kickoff meeting, SCI and District staff will develop a detailed timeline, task list, and deliverables for the project.

Task Deliverable(s):

- Information and data request list
- Project kickoff meeting (Virtual)
- Project timeline

Task 2: Impact Analysis and Fee Determination

Utilizing the information gathered in Task 1, SCI will determine the maximum fire impact fees to allow the District to expand the fire system to maintain its existing level of service. SCI will determine the District's existing service population and establish a growth projection. The fee cost components will likely include facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment (ancillary and station). Upon completion of the initial cost allocation and fee determination, SCI will meet virtually with District staff to review the technical analysis, key findings, and recommendations and make any necessary adjustments. SCI and the District will need to maintain a productive dialogue throughout this process to ensure cost allocation methodologies are technically defensible and comply with the requirements of the Act.

Task Deliverable(s):

- Project meeting (Virtual)
- Preliminary findings

Task 3: Nexus Study Administrative Review Draft

SCI will then prepare a draft Nexus Study Report for administrative review and comment. The Nexus Study will summarize the fee methodology and approach and provide the technical analysis and documentation to support the maximum fire impact fee. The Nexus Study will also provide the required findings to demonstrate compliance with the nexus requirements of the Act and recent [AB 602 requirements](#). (Click on the link for more information.) Furthermore, the Nexus Study will summarize the adoption,

accounting, reporting, and transparency requirements of the Act for implementation and annual administration of the updated fee program.

Task Deliverable(s):

- Nexus Study Administrative Review Draft (PDF)
- Project meeting (Virtual)

Task 4: Public Review Draft and Stakeholder Outreach

After a review by District staff, SCI will revise the administrative draft according to one set of consolidated comments from the District. SCI will then provide a Public Review Draft of the Nexus Study and present it and the proposed fee program, as necessary, before Town staff, the County staff, the building industry, area developers, and other key stakeholders. A PowerPoint presentation will be prepared for each meeting to succinctly present the fee program and its relation to the District's plans. SCI can assure the District that readers will find the Nexus Study easy to read, calculations easy to follow, and assumptions well supported and documented.

Task Deliverable(s):

- Nexus Study Public Review Draft (PDF)
- Project meeting (Virtual)
- Outreach slide decks (PPT)
- Outreach presentations (Virtual)

Task 5: Nexus Study Final Report and District Board Approval

After incorporating input from the various stakeholders, SCI will make any necessary changes based on one set of consolidated comments from the District and provide a Nexus Study Final Report. SCI will also review and present the Nexus Study and fee program before the District Board and the public for approval. SCI will also make any revisions to the Nexus Study Final Report, if any, requested by the District Board. SCI will also provide the District with a draft resolution, notice of public hearing, and submittal report for the approval of the fee program.

Task Deliverable(s):

- Nexus Study Final Report (PDF)
- List of fire impact fees of comparable jurisdictions
- District Board presentation (PPT)
- Draft notice of public hearing (MS Word)
- Draft approval resolution (MS Word)
- Project meeting (Virtual)
- District Board meeting attendance (Virtual)

Task 6: Town Council Adoption

Upon approval of the fee program by the District Board, SCI is also available to review and present the Nexus Study and fee program before Town staff, Town Counsel, and eventually the Town Council and the public for adoption of the fee program.

Task Deliverable(s):

- Town Council presentation (PPT) if necessary
- Liaison with and assistance to Town staff and Town Counsel
- Project meeting, if necessary (Virtual)
- Town Council meeting attendance (Virtual)

Task 7: County Board of Supervisors Adoption

Upon approval of the fee program by the District Board, SCI is also available to review and present the Nexus Study and fee program before County staff, the County Counsel, and eventually the County Board of Supervisors and the public for adoption of the fee program.

Task Deliverable(s):

- County Board presentation (PPT) if necessary
- Liaison with and assistance to County staff and County Counsel
- Project meeting (Virtual)
- County Board meeting attendance (Virtual)

COMPLIMENTARY Task 8: On-Going Fee Administration Guidance

At SCI, our work doesn't end with the adoption of the Nexus Study and fee program. After adopting the fee program, SCI will hold a complimentary virtual meeting with responsible District staff to guide them in the implementation and annual administration of the fee program. SCI is also available for ongoing questions regarding the collection, accounting, reporting, transparency, and use of the fee revenue. However, involved questions or tasks requiring more than an hour of effort at any time may be invoiced at our prevailing hourly billing rate.

Task Deliverable(s):

- Complimentary implementation and fee administration training session (Virtual)
- On-going fee program administration advisory services

In-Person Meetings. The Work Plan anticipates all meetings will be held virtually. At the District's discretion, SCI will attend in-person meetings at our standard billing rates, with travel time charged at 75% of the billing rate. All other project meetings, stakeholder outreach meetings, and presentations will be conducted remotely via video or conference.

DISTRICT RESOURCES

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate, for preparation of the Nexus Study. The District would be responsible for the following:

- Meet or participate in video or voice conference calls periodically with SCI as needed.
- Provide information and documentation regarding the District's Fire Master Plan, capital improvement plan, service call data, inventory of existing facilities, apparatus, vehicles, and equipment, estimate their associated replacement value, and additional data as requested.

- Information on planned future development in the fee program area.
- Designate a District point of contact with District to act on its behalf regarding the Work Plan.
- Assist with planning, review, and coordination of action items.

PROJECT TIMELINE

We anticipate that the preparation of the Public Review Nexus Study will take approximately two months. The timeline will, in part, depend on the availability of the requested data and information from the District. The District Board's first review of the updated fee program could occur the following month. The District Board's approval of the fee program could occur at its next meeting or subsequent meeting, depending on its meeting calendar and ability to satisfy the 30-day notice requirement. The Town Council and the County Board of Supervisors could likely adopt the fee program within the next two – three months. As the Act requires, the new fire impact fee may become effective 60 days after adoption. Therefore, the fire impact fee could become effective as early as Winter 2025, assuming the project commences by March 1, 2025. A more detailed timeline, task list, and deliverables will be developed at the project kickoff meeting in Task 1.

ACCOUNTABILITY AND WARRANTIES

Our approach to the Nexus Study would be based on close interaction and coordination with District staff, County staff, and other key stakeholders. If selected, SCI would provide comprehensive services that limit the District's time and resources by following solid project management principles. We will ensure that the project deliverables are of the highest quality, legally defensible, timely, and on budget.

The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.

OTHER INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace, against any applicant for such employment, or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statements. SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the Work Plan, or any other service for this project.

Independent Contractor. SCI shall perform all services included in this proposal as an independent contractor if selected.

Insurance Requirements. SCI carries professional errors and omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate. SCI will provide proof of insurance upon request.

FEE SCHEDULE / MANNER OF PAYMENT

In consideration of the work accomplished, as outlined in the Work Plan, SCI shall be compensated as detailed below. Our professional fees are based on our understanding of the Authority's needs and the level of effort we expect is necessary to complete the Work Plan successfully.

Task 1: Initial Research and Planning	\$2,310
Task 2: Impact Analysis and Fee Determination	\$3,710
Task 3: Nexus Study Administrative Review Draft	\$4,140
Task 4: Public Review Draft and Stakeholder Outreach	\$3,710
Task 5: Nexus Study Final Report and District Board Approval	\$3,640
Task 6: Town Council Adoption	\$2,770
Task 7: County Board of Supervisors Adoption	\$2,770
Task 8: On-Going Fee Administration Guidance	No Charge*
SUBTOTAL	\$23,050
Incidental Costs (NTE)	\$1,000
TOTAL PROJECT	\$24,050

The Work Plan includes no in-person meetings. As necessary and at the discretion of the District, SCI will attend additional in-person meetings at the hourly billing rate of \$217 for the duration of the Work Plan. Travel time for attendance at additional in-person meetings shall be billed at 75% of the hourly billing rate. All other project meetings, stakeholder outreach meetings, and presentations will be conducted remotely via video or voice conference. Video and voice conferences are not considered in-person meetings in the Work Plan.

Customary incidental expenses, including travel, lodging, printing, postage, data, or other out-of-pocket costs, shall be billed at actual cost plus 10% not to exceed \$1,000 without prior authorization from the District. Mileage expenses shall be billed at the IRS-approved rate. Out-of-scope services shall be billed at the hourly billing rate of \$217.

After completing each task, SCI shall submit an invoice for the work performed. Payments shall be due and payable upon submitting an invoice for each completed task.

Involved questions or requested information in Task 8 requiring more than an hour of effort may be invoiced at our current hourly billing rate.

Note: The fire impact fees justified by the Nexus Study will include and recover the costs associated with preparing the Nexus Study and related consulting services.

SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
1/1/2025 to 1/31/2025

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

Account Summary

Source	Balance as of 1/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2025
OPEB	\$1,674,489.62	\$0.00	\$30,378.17	\$835.84	\$0.00	\$0.00	\$1,704,031.95
Totals	\$1,674,489.62	\$0.00	\$30,378.17	\$835.84	\$0.00	\$0.00	\$1,704,031.95

Investment Selection

Source	
OPEB	Moderate - Strategic Blend

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.81%	2.32%	11.60%	3.99%	6.03%	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



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
 OFFICE OF THE STATE FIRE MARSHAL
 P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 (916) 568-3800
 Website: www.fire.ca.gov



Chief Mark Duerr,

March 11, 2025

On behalf of CAL FIRE – Office of the State Fire Marshal (OSFM) – Arson and Bomb Unit (ABU), I would like to take a moment to highlight one of your Fire Investigators and thank you for your department's contributions and participation in the Sacramento-Sierra Regional Arson Task Force (SSATF) on behalf of the Office of the State Fire Marshal.

On Wednesday, December 11, 2024, a large fire occurred at the historic Bidwell Mansion in Chico, CA, resulting in a total loss estimated to be more than \$37 million dollars, including the loss of priceless historical artifacts within the structure. The Mansion served as a museum and community icon, even pictured on the doors of City vehicles.

CAL FIRE – OSFM – ABU having investigative jurisdiction for fires and explosions on State property, dispatched it's entire Unit of five Investigators from Sacramento and Riverside. Quickly determining this was going to be a lengthy investigation, ABU made a request for assistance from the SSATF for additional Fire Investigators and the response trailer stored at South Placer Fire Protection District's Station 17.

Division Chief / Fire Marshal Jeff Ingolia answered this call and worked through the holiday season of December in inclement weather, assisting ABU with both the origin and cause investigation and the ensuing criminal investigation, once we determined it to be arson.

On January 2, 2025, the suspect was arrested and charged with arson of a structure and an aggravated arson enhancement, ultimately sentenced on Monday, March 3, 2025, to the maximum sentence of 11 years in State prison and restitution to State Parks for \$37,414,083 with 10% interest to run from the date of the arson. I've attached the press release and associated documents for your review.

Realizing Jeff's response was above and beyond his normal duties for South Placer Fire Protection District, I thank you for supporting his investigative career within your agency and his ongoing participation within the SSATF. His knowledge, skills, and expertise greatly contributed to the closure of this ABU case and brought swift justice to the hundreds of victims affected by this fire.

Respectfully,

Bryan Gougé

Supervising Arson and Bomb Investigator / Deputy Chief
 CAL FIRE – Office of the State Fire Marshal
 Law Enforcement

(Replacement for President's Letter - March Newsletter-Draft 2)

Hidden Valley Firewise Community Updates **By Diane Means, HVFWC Facilitator**

Good News!!

Our nearby **Fire Station 19** will be re-opening with a Medical Crew and ambulance on hand, with the possibility that fire staff will be added as resources become available later. South Placer Fire Chief Mark Duerr has carefully managed and reorganized his reduced funding so that our area will have this important resource.

FIRE STATION 19 OPEN HOUSE **MARCH 29, 11:00-1:00**

Join our newly-arrived firehouse staff and other local dignitaries to celebrate this important re-opening. Let's begin to rally our community to support a new ballot measure in 2026 that would fully staff both of the stations closed because an earlier measure failed to pass. Remember, fire embers can travel great distances and don't heed jurisdictional boundaries. Having a fully functional firehouse in the neighborhood will be good for our community.

More Good News!!

We have been awarded three-year certification as a Firewise Community (FWC). Many things are already happening to implement the FWC Action Plan:

- * Our Board, staff, and volunteers are already dealing regularly with our Hidden Valley common areas by regular spraying, trimming, felling, and burning.
- * Our sensor system will alert us to problems and may provide additional time for evacuation.
- * An initial assessment has been completed to indicate lots that may be at greater risk.
- * Now **YOU** can make an important difference by creating defensible space around your own structures and by having plans to evacuate if needed.

Help is Needed!!

Our next step for the FWC Action Plan is to create a network of support for homeowners and residents, as we reduce fuel availability and plan for possible evacuation. Our support network will provide useful information and effective strategies to reduce fire exposure and build a viable two-way communication system to ensure that all of us - particularly our at-risk, elderly, and homebound - are informed and protected.

Our FWC network will consist of FWC liaisons from each of our nine sections, who will meet regularly and communicate frequently to identify and implement appropriate support strategies. As of now, we have only 4 out of 9 sections represented - 1, 4, 8, and 9. Please contact firewise@hiddenvalleygranitebay.com to find out more about how **YOU** can be a part of this essential support network. Your section number can be found in our Membership Directory at <https://hiddenvalleygranitebay.com/>

South Placer Fire Department

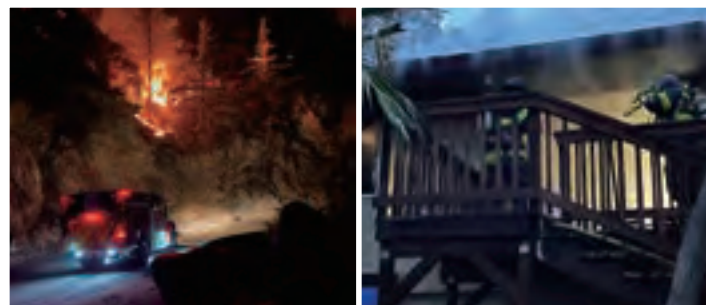
by Alexandra Hruz



Since the 1950s, the South Placer Fire District (SPFD) has offered fire suppression and emergency response services and provided educational resources to increase safety consciousness in the community. Recently, members of the SPFD lent their assistance in Southern California to battle historic and devastating wildfires. Whether close to home or helping neighbors down the road, the SPFD is dedicated to its mission, proudly carrying on with nearly 75 years of exceptional service to the community.



The SPFD was established more than 70 years ago, in 1952. At that time, it was managed as part of the Citrus Heights Fire District (CHFD); in 1962, SPFD terminated its agreement with CHFD. It was during this time that the SPFD also began offering ambulance transport services to local hospitals for community members, a service it still offers. South Placer and Loomis merged in 2017 to become one district serving Granite Bay, Loomis, and areas of Penryn, Newcastle, and unincorporated Placer County.



Through four fire stations, the SPFD serves nearly 35,000 people across 43 square miles, protecting nearly \$10 billion in assessed property value. It provides fire suppression services for both structural and wildland operations. The organization also works in a proactive capacity: It offers fire prevention services, which includes plan review, building inspections, public education, and community outreach. The SPFD also conducts hazardous material response, responds to traffic collisions for entrapments, medical aid, and fire suppression, and offers emergency medical services for both basic and advanced life support. The SPFD is one of only three fire agencies in Placer County that provides ambulance services.



Mark Duerr has served as SPFD fire chief for three-and-a-half years. He says that, as a community-centered organization, the SPFD is intent on its mission of better serving the local people. But, as he explains, their mission involves more than putting out fires and responding to calls, although that's a vital aspect of the work. "Traditionally, fire districts have been recognized for their reactive responses; whenever you call, we promptly respond," Chief Duerr says. "However, we are striving to pave a new path toward proactive engagement, educating our community about various risks and sharing strategies to mitigate them. Our goal is to protect not just property but

the lives and hearts of everyone we serve." The SPFD offers several regular activities, including hosting quarterly open houses at their fire stations where the community is invited to meet their firefighters and learn about their daily activities. Representatives from SPFD regularly attend local meetings with homeowners' associations, the Chamber of Commerce, Loomis Town Council, Public Safety Committee meetings, various community events, and more. Further, through their public education and safety efforts, SPFD members will visit local schools or have students come to their stations to discuss fire safety topics, including "stop, drop, and roll" and exit drills in the home (EDITH). They also



PAUL MESA HANDYMAN SERVICES
ELECTRICAL, CONSTRUCTION & HOMEOWNER EXPERIENCE

30 YEARS OF QUALITY & RELIABLE SERVICES
NO JOB TOO BIG. NO JOB TOO SMALL.

LICENSE: 112191 | PLACER COUNTY | GRANITE BAY | Paulmesa332@gmail.com | (916) 301-3922

to page 28

MAKING A DIFFERENCE | SOUTH PLACER FIRE DEPARTMENT

work with their partners at Sutter Hospital System to provide CPR and “stop the bleed” training to all high school freshmen in the community and offer fall-risk education as well. Through these activities, the SPFD helps equip both the young and young-at-heart with the knowledge and skills to stay safe. “The dedicated

men and women of the South Placer Fire District play a vital role in our community,” Chief Duerr says. “We train tirelessly and prepare ourselves for the various emergencies that life throws our way—whether it’s a raging fire, a sudden flood, or urgent medical situations. We know that getting it right means ensuring the safety and well-being of you, your loved ones, and your property.” One activity the SPFD looks forward to all year is their annual tradition of lending Santa Claus their emergency vehicles to drive through neighborhoods and collect toys for donation.

But there are challenges that the SPFD faces that can stand in the way of better serving the community. As Chief Duerr explains, the organization’s expenses exceed its revenue, which resulted in the district closing one of its stations about two



years ago. “We have stabilized our budget and increased some areas of revenue like ambulance transport revenue, but our main funding mechanism, property taxes, has not grown at the same rate as inflation, and our operations continue to be impacted by this shortfall,” he says. For the SPFD to remain a viable entity in the community, changes may need to be made to help keep this service running.

In January 2025, a SPFD crew were sent to help contain the Eaton Fire in

Southern California, where they joined crews from all over the nation helping save lives and preserve property. Through a sharing of knowledge and dedication to helping others, the SPFD showed its heart. “It is important to know that the members of the Fire District are always here for our community, and it is truly a privilege to serve,” Chief Duerr says. “South Placer Fire prides itself on providing exceptional customer service at all times and is always here to help.”

WE Alliance Wealth Advisors

Do you help make your neighborhood a better place? We’d love to hear about it! Email heather.dailey@localprintmedia.com today!

You relax... We paint

Quality you can afford and trust



Lic #11110360



Call or Text
530-937-2468

- www.happyhousepaint.com
- happyhousepaints@gmail.com
- [happy_house_painting](https://www.instagram.com/happy_house_painting)

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, MARCH 18TH, 2025
CC: BOARD SECRETARY KATHERINE MEDEIROS

Agenda Item: Chiefs Report

Action Requested: Staff recommends a monthly District update.

Background:

- Station 19 Reopening
 - Great effort from the new apprentices, suppression staff, Chief Ingolia, and our vendors to prepare to reopen the station. The Station has been cleaned from top to bottom and made ready for its new inhabitants. It looks great.
 - Open house will be on March 29th, from 11 am to 1 pm, to talk to the community about what this means and how the District improved first unit response time with no additional revenue.
- New apprentices are online and we have increased staffing to three people at Station 20, a reassuring step taken ahead of the wildfire season.
- Truck Needs Assessment Committee met to develop a presentation for the Board as outlined in the strategic plan. A second meeting will be scheduled shortly to work out the details of the presentation.
- Public education and interaction
 - February – Loomis Town Council Public Safety Committee – We toured the town hall and discussed.
 - Station 16 open house.
 - March 6th – Chief Ingolia and a local real estate group participated in a panel with the Sheriff's Office, PCWA, and the UC Master Gardeners to speak about wildfire safety, home hardening, local water supply, and evacuation routes.
 - April 8th – District staff will attend the Hidden Valley HOA meeting to discuss fire safety and answer questions about the reopening of Station 19.

- Training—The training cadre has put together some great foundational training for our crews, and many members have been hard at work rebuilding the ventilation props in the backyard of Station 17. Many thanks to all of those involved, and we are all looking forward to expanding our training time and scope.
- Meet and confer with labor has resulted in completing a staffing policy that has been in process since 2021. We are deeply grateful to the local leadership team and all the members who contributed to developing a sound staffing policy. Their efforts have been invaluable and the District acknowledges and appreciates their often thankless work.
- The new medic unit is in service as M19 and the old medic is now in the State of Washington, being remounted for many more years of service to the District. Remounting is less expensive than purchasing new and will allow the District to remount two ambulances for just a bit more than a single new ambulance.
- New mission, vision, and value posters have been placed at all District facilities.

Attachments: None

Impact: Monthly update

Mark Duerr

Fire Chief

South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: SHAWN CLINE
SUBJECT: MARCH BOARD MEETING LABOR REPORT
DATE: TUESDAY, MARCH 18TH, 2025
CC: CHIEF MARK DUERR, BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Labor Report

Action Requested: No action needed

Background:

Captain Green attended a cancer symposium last month to help gather information from speakers on up-to-date advancements with cancer screenings and ways to help mitigate it.

- A summary will be given in the April Labor Report.

Many members assisted with training of 4 new apprentices in what was allotted for only 3 weeks.

- Drivers training through cone courses, area familiarization and station life.
- With a short time frame, a lot of progress was made to help ensure they are better prepared and capable to serve the community in their new role.

Station 19 Re-open.

- Crews have been adjusting with the relocation of M20 to M19.
- Members have shown much excitement with the new ambulance in service.
- Station needed a day's worth of cleaning by all to ensure it was in service and were able to complete on time.
- Changes still need to be made to response areas with dispatch; crews have to continuously monitor radios to ensure they respond to calls within district in a timely manner.

Impact:

- Continued information for cancer research and better ways to protect members health.
- Better trained apprentices, higher level of service, increased level of preparedness for apprentices for success.

Attachments: None

**Shawn Cline
Captain Paramedic
VP SPFD Unit 522**