

AGENDA  
EL DORADO HILLS FIRE DEPARTMENT  
BOARD OF DIRECTORS  
SIX HUNDRED EIGHTY THIRD MEETING  
Thursday, June 21, 2012  
6:00 p.m.  
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order and Pledge of Allegiance
- II. Consent Calendar (All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item.)
  - A. Approve Minutes of the 682nd meeting held May 17, 2012
  - B. Approve Financial Statements for May 2012  
End Consent Calendar
- III. Oral Communications
  - A. Special Presentation – MADE Drill (Multi-Agency Disaster Exercise)
  - B. Honor Guard presentation regarding training with the Old Guard/Arlington Trip
  - C. EDH Professional Firefighters
  - D. EDH Firefighters Association
  - E. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.
- IV. Correspondence
- V. Attorney Items
  - A. **Closed Session:** Pursuant to Government Code Section 54956.9, Conference with Legal Counsel, Pending Litigation (One Matter) Merino et. al. v. El Dorado Hills County Water District
- VI. Committee Reports
  - A. Administrative Committee (Directors Barber and Hidahl)
    1. Review and discuss construction plans and alternatives for Station 84 (2180 Francisco Boulevard)
      - a. Review and authorize Request for Proposal for architect for Station 84
  - B. Fire Committee (Directors Durante and Winn)
  - C. Ad Hoc Committee Reports
    1. Report from the Regional Operations Committee regarding contract for services with Latrobe Fire Protection District; implementation and monitoring issues; and alternative strategies (Directors Hartley and Barber)
    2. Report from Ad Hoc Committee regarding the League of Fire Districts (Directors Hidahl and Durante)
- VII. Operations Report
  - A. Operations Report (Receive and file)
  - B. Review and update regarding Joint Powers Authority
- VIII. Fiscal Items
  - A. Review and approve Resolution 2012-08 adopting the 2012-13 Preliminary Budget and set notice for public hearing as required by law
  - B. Review and approve auditor for annual audit for fiscal year 2011-2012

- IX. New Business
  - A. Review and discuss draft Strategic Planning Report
- X. Old Business
- XI. Oral Communications
  - A. Directors
  - B. Staff
- XII. Adjournment

*Note: Action may be taken on any item posted on this agenda.*

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**Director Greg Durante will be attending via teleconference from  
Hilton Garden Inn Portland/Beaverton  
15520 Northwest Gateway Court, Beaverton, OR**

***This Board meeting is normally recorded.***

**SIX HUNDRED EIGHTY SECOND MEETING OF THE BOARD OF DIRECTORS  
OF THE  
EI DORADO HILLS COUNTY WATER DISTRICT**

The six hundred eighty second meeting of the Board of Directors of the El Dorado Hills County Water District was held on Thursday, May 17, 2012 at 6:00 p.m. at the regular meeting place of the District, the District Office, 1050 Wilson Blvd., El Dorado Hills, California. Directors Barber, Hartley, Hidahl and Winn were present with President Hidahl presiding. (Director Durante was present via teleconference). Counsel Cook was also in attendance. Chief Roberts, Chief O’Camb and Chief Financial Officer Bair were present. President Hidahl called the meeting to order at 6:03 p.m. and Counsel Cook led the Pledge of Allegiance.

Director Barber moved to approve the consent calendar which included the minutes of the 681<sup>st</sup> meeting held April 19, 2012 and the financial statements for April 2012. The motion was seconded by Director Durante. The motion carried with Director Hartley abstaining.

CFO Bair brought the Board’s attention to an additional piece of correspondence that had been distributed for informational purposes, a CalPERS circular letter regarding IRS regulations, and stated that it had been forwarded to Counsel Cook previously for review.

President Hidahl reported that Attorney Item 5-A, Conference with Legal Counsel, Pending Litigation (one matter) Merino et. al. v. El Dorado Hills County Water District, pursuant to Government Code Section 54956.9, will be moved to a Special Meeting in closed session.

President Hidahl gave an update regarding the status of the proposed AT&T cell tower that is to be constructed at Station 84 stating that the earlier plan had been denied by the Planning Commission. He stated that the Planning Commission had requested a more aesthetically pleasing tower design; therefore, AT&T will be resubmitting another formal design package for approval. The Admin Committee did not meet because they had previously approved the second design.

Director Barber asked Chief Roberts to give an ongoing status report regarding the contract for services with the Latrobe Fire Protection District. Chief Roberts stated that he and Chief Cooper have been engaged in cooperative weekly meetings. He also stated that an invoice is being sent to Latrobe for the first year of service. Chief Roberts said that after additional discussions with LAFCO Executive Director, José Henriquez, a number of different options have been presented that will need further evaluation by the Committee.

CFO Bair reminded the Board that the information in the Board Packets is now being posted to the website. (The agenda is being posted 72 hours prior to the Board Meeting with the Board Packets being posted the following day.)

Chief Roberts recognized lead Firefighter/Paramedics Jason Smith and Ryan Hathaway for their lifesaving CPR efforts and presented them both with Chief Excellence Coins. In addition, he presented CPR Save Pins to the entire 85C crew for their participation in two CPR saves during back-to-back shifts.

President Hidahl reported on the progress of the League of Fire Districts stating that their discussions have been very productive and they are looking at using the JPA as an umbrella to explore various methods to reduce costs. He also stated that the aide to fire augmentation ends July 1, 2012.

The meeting adjourned to closed session at 6:20 p.m. to discuss Item VI-C.3, a report from the Budget and Negotiations Committee regarding potential changes to the Rules and Regulations, pursuant to Government Code Section 54957 and 54957.6.

The meeting reconvened at 6:35 p.m.

Chief Roberts presented a summary of the proposed changes to the El Dorado Hills Fire Department Rules and Regulations stating that the majority of the changes were minor changes in language, updates to information, and the shifting of some information to the MOU or Employee Handbook. He stated that there were no changes that would affect benefits or salary.

Director Hartley made a motion to approve the El Dorado Hills Fire Department Rules and Regulations as amended. The motion was seconded by Director Winn and unanimously carried.

Neil Hillel, Treasurer of the El Dorado Hills Firefighters' Association updated the Board on several upcoming events including the Golf Tournament and annual June Picnic. He also reported that the Volunteer Firefighter Program is progressing well; six Scholarship Awards were presented to High School Seniors including two recipients from the Explorer Program; and another very successful "*Every 15 Minutes Program*" was conducted at Oak Ridge High School. Chief Roberts made note that each Volunteer Firefighter is appropriated \$15 for every incident or training he or she participates in; however, the Volunteer organization has always elected to take this appropriation and put it into an account to be given back to the community rather than be personally compensated.

The Operations Report was received and filed.

Director Hartley gave an update on the JPA stating that the budget continues to offer challenges as reserves are being used to cover the \$800,000 deficit on the revenue side. He

continued by saying he believes that some kind of restructuring within the JPA will be necessary in order to get the revenue stream in line with the budget. He also stated that he feels that the Directors need to take a more direct role in the restructuring process and suggested that a workshop be held through the League of Fire Districts to make recommendations to deal with the shortfall. President Hidahl and Director Hartley asked that Chief Roberts have this topic placed on the next JPA Meeting agenda.

Chief Roberts asked the Board to approve Resolution 2012-06, a Resolution of Appreciation to the Stockton Fire Department for the extensive effort that they put forth in a full week's training of our personnel in Swiftwater River and Flood Rescue and Rescue Boat Operations.

Director Barber made a motion to approve Resolution 2012-06, a Resolution of Appreciation to the Stockton Fire Department. The motion was seconded by Director Winn and unanimously carried. (Roll Call: Ayes: All; Noes: None.)

Chief O'Camb asked the Board for approval to surplus outdated JLT mobile data computers that have been replaced with newer technology of Panasonic Tough Books.

Director Barber made a motion to approve the JLT mobile data computers for surplus. The motion was seconded by Director Durante and unanimously carried.

Chief O'Camb reviewed Staff's recommendation to purchase a Motorola APX7000 portable radio that will enable communications on different radio bands with one radio rather than two. This purchase will complete the communications upgrade for all responding units to Sacramento.

Director Winn made a motion to approve the purchase of a Motorola APX7000 portable radio. The motion was seconded by Director Barber and carried with Director Durante abstaining.

Ms. Sherrie Petersen, El Dorado Hills resident, voiced her concern that based on the statistics being published in the Activity Report, it appears that the District is not meeting their goal of a six minute response time for 90 percent of emergency calls and inquired about what steps are being taken to improve performance. A discussion followed where Chief Roberts, Chief O'Camb and President Hidahl explained that the aggressive goal was established years ago by the Board for the purpose of selecting locations for fire stations throughout the District with the best possible response times in mind as well as taking into consideration NFPA 1710 guidelines; however, it is also understood that achieving this goal, that is measured from the time the call is dispatched to the time the first responders are on scene, can be unrealistic due to circumstances such as time of call, having to put on gear, heavy traffic, etc. The goal was left in place so as to continue to strive for the best possible response time but also acknowledging the fact that it would be unrealistic to expect that it could be met on a consistent basis especially in responding to calls in rural areas.

Ms. Petersen suggested that the goal be adjusted so that it didn't appear that we were under performing; she also commented that other Departments were able to achieve four to five minute response times. Chief Roberts cautioned making comparisons of response times stating that different Departments use varying criteria when measuring response times; for example, some measure the time it takes when the truck rolls out the door vs. when the call is dispatched and also stated that response times vary for calls that are within city limits vs. rural areas, etc.

In conclusion of the discussion, President Hidahl asked Staff to revisit the statistical response time data with the goal of a seven minute response time so as to more favorably portray response time performance; Chief O'Camb will bring the new statistical report back to next month's Board Meeting.

CFO Bair asked for Board approval to allow ACH (Automated Clearing House) payments for Nationwide Retirement Solutions and Cal Card sponsored by US Bank payments. ACH payments eliminate the need to write checks streamlining the payment process and reducing costs.

Director Winn made a motion to approve the ACH payments for Nationwide Retirement Solutions and Cal Card. The motion was seconded by Director Hartley and unanimously carried.

CFO Bair presented Resolution 2012-07 declaring a consolidated election to be held in the El Dorado Hills County Water District jurisdiction on November 6, 2012. The issue to be presented to the voters shall be nomination of candidates for positions currently held by Directors Hidahl and Hartley for two full four year terms to expire on December 2, 2016. It would also authorize and direct El Dorado County to provide all necessary services such as election flyers, etc. CFO Bair stated that if any measures needed to be added to the ballot, this would be the opportunity to make that request.

Director Barber made a motion to approve Resolution 2012-07 declaring a consolidated election to be held on November 6, 2012, for two full four year terms for positions currently held by Directors Hidahl and Hartley without any measures to be voted on. The motion was seconded by Director Winn and unanimously carried. (Roll Call: Ayes: All; Noes: None.)

Director Barber suggested that it may be very beneficial to have Chief Roberts publish a communication on our website that would help the public better understand Fire Department operations. Along those lines, Chief Roberts announced that soon the public will have access to a smart phone app that will provide the public with a great deal of Fire Department information.

Director Hartley expressed his appreciation to those that helped to put on the Pancake Breakfast/Open House saying that it was well attended and enjoyed by the community. He also stated that he appreciated being a part of the Strategic Planning Session and is looking forward to seeing the preliminary results.

President Hidahl stated that regrettably not all five Board Members were able to participate in the three day Strategic Planning Session; however, more information will be shared with all the Board Members so that they will have the opportunity to provide input into the final Strategic Plan. Chief Roberts added the draft will likely be ready for review by the next Board Meeting.

President Hidahl commented on the success of the Town Hall Meeting that was held on Lake Forest School to help prepare residents for a possible wildland fire as well as inform the Lakehills area residents of the June 9, 2012 Multi-Agency Disaster Exercise which will include a voluntary mass evacuation. He expressed his appreciation to Chief Roberts and all those that have invested their time in putting this valuable emergency preparedness drill together to benefit the community. Chief Roberts thanked Engineer Matt Belleci for taking the Department's vision for this kind of drill and running with it. President Hidahl added that there is also a renewed interest in forming an El Dorado Hills Fire Safe Council.

Chief Roberts stated that several volunteers will again be helping chaperone the Oak Ridge High School “*Safe and Sober Grad Night*” and complimented Captain Kasey Owens on the amazing job he did in coordinating the “*Every 15 Minutes Program*” stating that it was one of the best. He also stated that he is very proud of five Department members who have been nominated for an award during EMS week and invited the Board to attend a Board of Supervisors Meeting on May 22 during which they will be recognized.

Chief O’Camb reported that fire season has begun and it is time to clear weeds and ensure a 100 foot clearance. He also commended Firefighter/Paramedic Jason Smith for his lifesaving efforts given to a choking victim.

President Hidahl commented that there has already been twice the number of wildland fires to date and this year’s wildland fire season has the potential of being extremely severe. Ms. Petersen, El Dorado Hills resident, stated that in the past, there was a fire sign located at the old fire station that indicated the level of fire risk and suggested it be re-displayed. Chief Roberts said that the County has put limitations on signage but that it might be possible to have a link on the Department website that would give that information.

Director Barber made a motion to adjourn the meeting, seconded by Director Winn and unanimously carried.

The meeting adjourned at 8:15 p.m.

Approved:

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Connie Bair, Board Secretary

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John Hidahl, President

# El Dorado Hills Fire Department Revenue and Expense Summary May 2012

	Final Budget Fiscal Year 2011-2012	Actual Revenue Collected May 2012	Actual Revenue Collected YTD May 31 2012	Unrealized Revenues <b>More Revenue than Expected</b>	% of Revenue Collected
<b>Revenue</b>					
<b>3240 - Tax Revenue</b>					
3260 - Secured Tax Revenue	11,475,218		10,871,180.14	604,037.86	94.74%
3270 - Unsecured Tax Revenue	249,444		241,565.00	7,879.00	96.84%
3280 - Homeowners Tax Revenue	134,572		115,088.00	19,484.00	85.52%
3320 - Supplemental Tax Revenue	15,000		(8,541.62)	23,541.62	-56.94%
3330 - Sacramento County Revenue	10,000		9,219.25	780.75	92.19%
<b>Total 3240 - Tax Revenue</b>	<b>11,884,234</b>	<b>* See Note</b>	<b>11,228,510.77</b>	<b>655,723.23</b>	<b>94.48%</b>
<b>3510 - Misc. Operating Revenue</b>					
3511 - Contributions/Prev Fees	20,000	2,092.98	24,638.14	(4,638.14)	123.19%
3512 - JPA Revenue	1,050,654	0.00	810,085.79	240,568.21	77.10%
3513 - Rental Income (Cell site)	20,000	3,617.02	19,471.82	528.18	97.36%
3514 - Grant Revenue	0	0.00	0.00	0.00	0.00%
3515 - OES/Mutual Aid Reimbursement	250,000	0.00	38,638.67	211,361.33	15.46%
3520 - Interest Earned	100,000	0.00	52,087.27	47,912.73	52.09%
3510 - Misc. Operating Revenue - Other	95,000	7,019.67	100,120.52	(5,120.52)	105.39%
<b>Total 3510 - Misc. Operating Revenue</b>	<b>1,535,654</b>	<b>12,729.67</b>	<b>1,045,042.21</b>	<b>490,611.79</b>	<b>68.05%</b>
<b>3550 - Development Fee</b>					
3560 - Development Fee Revenue	100,000		454,001.40	(354,001.40)	454.00%
3561 - Development Fee Interest	0		683.07	(683.07)	100.00%
<b>Total 3550 - Development Fee</b>	<b>100,000</b>	<b>* See Note</b>	<b>454,684.47</b>	<b>(354,684.47)</b>	<b>454.68%</b>
<b>Total Revenue</b>	<b>13,519,888</b>		<b>12,728,237.45</b>	<b>791,650.55</b>	
<b>- Transfers (Board Authorized)</b>					
Transfer from Capital Reserve Fund	761,000		0.00	761,000.00	0.00%
Transfer from General Reserve Fund	703,550		703,550.00	0.00	100.00%
<b>Total Transfers</b>	<b>1,464,550</b>		<b>703,550.00</b>	<b>761,000.00</b>	<b>48.04%</b>
<b>Total Revenue and Transfers</b>	<b>14,984,438</b>	<b>12,729.67</b>	<b>13,431,787.45</b>	<b>1,552,650.55</b>	<b>89.64%</b>

Notes: Tax Revenue for current month is not available.

Tax Revenue collected/received in January and April. (Property Tax Admin Fee \$318,851 taken from Secured Property Tax.)

# El Dorado Hills Fire Department Revenue and Expense Summary May 2012

	Final Budget Fiscal Year 2011-2012	Actual Expended May 2012	Actual Expended YTD May 31 2012	Remaining Balance Available	% of Budget Expended
<b>Expense</b>					
<b>6000 - Salaries &amp; Wages</b>					
6001 - Salaries & Wages, Fire	5,118,214	581,711.69	4,690,119.66	428,094.34	91.64%
6011 - Education Pay	373,800	42,611.49	340,863.09	32,936.91	91.19%
6016 - Salaries & Wages, Clerical/Misc	435,972	48,713.76	393,012.69	42,959.31	90.15%
6017 - Volunteer Pay	65,000	0.00	41,995.00	23,005.00	64.61%
6018 - Director Pay	14,400	2,600.00	12,200.00	2,200.00	84.72%
<b>6019 - Overtime</b>					
6019.1 - Overtime, Operational	1,075,000	194,523.49	1,028,951.25	46,048.75	95.72%
6019.2 - Overtime, Outside Aid	250,000	0.00	38,481.22	211,518.78	15.39%
6019.3 - Overtime, JPA	110,000	0.00	111,199.15	(1,199.15)	101.09%
<b>Total 6019 - Overtime</b>	<b>1,435,000</b>	<b>194,523.49</b>	<b>1,178,631.62</b>	<b>256,368.38</b>	<b>82.14%</b>
<b>6020 - P.E.R.S. Retirement</b>					
6031 - Life Insurance	2,077,843	144,111.51	1,786,027.01	291,815.99	85.96%
6032 - P.E.R.S. Health Benefits	5,458	433.20	4,765.20	692.80	87.31%
6033 - Disability Insurance	945,517	79,810.24	857,144.27	88,372.73	90.65%
6034 - Health Cost of Retirees	13,244	975.00	10,920.00	2,324.00	82.45%
6040 - Dental/Vision Expense	686,000	18,512.91	661,566.67	24,433.33	96.44%
6050 - Unemployment Insurance	139,200	7,699.00	109,544.00	29,656.00	78.70%
6060 - Vacation & Sick Expense Reserve	17,055	0.00	15,697.40	1,357.60	92.04%
6070 - Medicare	50,000	0.00	10,828.52	39,171.48	21.66%
<b>Total 6000 - Salaries &amp; Wages</b>	<b>11,486,466</b>	<b>1,133,526.08</b>	<b>10,204,532.13</b>	<b>1,281,933.87</b>	<b>88.84%</b>
<b>6100 - Clothing &amp; Personal Supplies</b>					
6100 - Clothing & Personal Supplies	71,000	1,069.39	66,728.30	4,271.70	93.98%
<b>6110 - Communications</b>					
6111 - Business Phones	58,300	5,255.08	37,752.34	20,547.66	64.76%
6112 - Dispatch Services	16,200	6,157.09	13,580.08	2,619.92	83.83%
<b>Total 6110 - Communications</b>	<b>74,500</b>	<b>11,412.17</b>	<b>51,332.42</b>	<b>23,167.58</b>	<b>68.90%</b>

## El Dorado Hills Fire Department Revenue and Expense Summary May 2012

	Final Budget Fiscal Year 2011-2012	Actual Expended May 2012	Actual Expended YTD May 31 2012	Remaining Balance Available	% of Budget Expended
<b>6120 - Housekeeping</b>	20,325	1,123.84	11,705.05	8,619.95	57.59%
<b>6130 - Insurance</b>					
<b>6131 - General Insurance</b>	50,000	0.00	45,957.00	4,043.00	91.91%
<b>6132 - Workers Compensation</b>	401,374	64,803.00	487,375.31	(86,001.31)	121.43%
<b>Total 6130 - Insurance</b>	<u>451,374</u>	<u>64,803.00</u>	<u>533,332.31</u>	<u>(81,958.31)</u>	<u>118.16%</u>
<b>6140 - Maintenance of Equipment</b>					
<b>6141 - Tires</b>	15,000	0.00	8,778.94	6,221.06	58.53%
<b>6142 - Parts &amp; Supplies</b>	11,500	203.76	3,998.60	7,501.40	34.77%
<b>6143 - Outside Work</b>	105,500	7,169.65	75,063.07	30,436.93	71.15%
<b>6144 - Equipment Maintenance</b>	64,400	4,739.40	42,575.34	21,824.66	66.11%
<b>6145 - Radio Maintenance</b>	5,500	0.00	1,848.80	3,651.20	33.62%
<b>Total 6140 - Maintenance of Equipment</b>	<u>201,900</u>	<u>12,112.81</u>	<u>132,264.75</u>	<u>69,635.25</u>	<u>65.51%</u>
<b>6150 - Maintenance, Structures &amp; Ground</b>	85,700	3,980.40	39,694.55	46,005.45	46.32%
<b>6160 - Medical Supplies</b>					
<b>6161 - Medical Supplies</b>	4,000	0.00	393.14	3,606.86	9.83%
<b>Total 6160 - Medical Supplies</b>	<u>4,000</u>	<u>0.00</u>	<u>393.14</u>	<u>3,606.86</u>	<u>9.83%</u>
<b>6170 - Dues and Subscriptions</b>	7,555	491.00	5,058.96	2,496.04	66.96%
<b>6180 - Miscellaneous</b>					
<b>6181 - Miscellaneous</b>	5,000	1,240.57	4,364.16	635.84	87.28%
<b>6182 - Honor Guard</b>	18,000	105.00	13,984.74	4,015.26	77.69%
<b>6183 - Explorer Program</b>	1,000	375.00	529.40	470.60	52.94%
<b>Total 6180 - Miscellaneous</b>	<u>24,000</u>	<u>1,720.57</u>	<u>18,878.30</u>	<u>5,121.70</u>	<u>78.66%</u>
<b>6190 - Office Supplies</b>	27,650	1,831.91	17,570.32	10,079.68	63.55%

# El Dorado Hills Fire Department Revenue and Expense Summary May 2012

	Final Budget Fiscal Year 2011-2012	Actual Expended May 2012	Actual Expended YTD May 31 2012	Remaining Balance Available	% of Budget Expended
<b>6200 - Professional Services</b>					
6201 - Audit	10,500	0.00	9,500.00	1,000.00	90.48%
6202 - Legal	120,000	3,788.72	76,735.44	43,264.56	63.95%
6203 - Notices	3,500	483.75	2,053.25	1,446.75	58.66%
6204 - Misc.	173,900	29,668.11	145,889.58	28,010.42	83.89%
6205 - Elections/Tax Administration	1,000	0.00	0.00	1,000.00	0.00%
<b>Total 6200 - Professional Services</b>	<b>308,900</b>	<b>33,940.58</b>	<b>234,178.27</b>	<b>74,721.73</b>	<b>75.81%</b>
<b>6230 - Small Tools and Supplies</b>	65,250	4,027.12	31,705.11	33,544.89	48.59%
<b>6240 - Special Expenses</b>					
6241 - Training	70,000	592.70	38,663.18	31,336.82	55.23%
6242 - Fire Prevention	15,600	2,851.18	9,032.89	6,567.11	57.90%
6243 - Licenses	1,000	0.00	10.00	990.00	1.00%
6244 - Directors' Training & Travel	3,000	0.00	0.00	3,000.00	0.00%
<b>Total 6240 - Special Expenses</b>	<b>89,600</b>	<b>3,443.88</b>	<b>47,706.07</b>	<b>41,893.93</b>	<b>53.24%</b>
<b>6250 - Transportation and Travel</b>					
6251 - Fuel and Oil	75,000	7,617.67	56,315.34	18,684.66	75.09%
6252 - Travel	18,000	0.00	9,021.13	8,978.87	50.12%
6253 - Meals & Refreshments	20,000	1,791.85	8,850.85	11,149.15	44.25%
<b>Total 6250 - Transportation and Travel</b>	<b>113,000</b>	<b>9,409.52</b>	<b>74,187.32</b>	<b>38,812.68</b>	<b>65.65%</b>
<b>6260 - Utilities</b>					
6261 - Electricity	60,000	7,949.20	45,948.45	14,051.55	76.58%
6262 - Natural Gas/Propane	27,000	1,442.15	15,388.55	11,611.45	57.00%
6263 - Water/Sewer	11,000	0.00	8,486.97	2,513.03	77.15%
<b>Total 6260 - Utilities</b>	<b>98,000</b>	<b>9,391.35</b>	<b>69,823.97</b>	<b>28,176.03</b>	<b>71.25%</b>
<b>6720 - Fixed Assets</b>	761,000	27,394.66	130,528.66	630,471.34	17.15%
<b>PERS Side Fund (One Time Payoff)</b>	1,094,218	0.00	1,094,218.00	0.00	100.00%
<b>6850 - Depreciation Expense</b>	0	0.00	0.00	0.00	0.00%
<b>6999 - Contingencies</b>	0	0.00	0.00	0.00	0.00%
<b>Total Budget and Expenses</b>	<b>14,984,438</b>	<b>1,319,678.28</b>	<b>12,763,837.63</b>	<b>2,220,600.37</b>	<b>85.18%</b>
<b>Net Revenue/Expenses Over/Short +/-</b>	<b>0</b>		<b>667,949.82</b>		

Revenue and Expenditures should be 92%  
Date prepared: 6/4/2012

El Dorado Hills Fire Department

6/4/2012 10:09 AM

Register: 1000 · Bank of America  
 From 05/01/2012 through 05/31/2012  
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/02/2012	EFT	P.E.R.S. Health	-split-	Health Benefits...	100,720.30			588,567.76
05/02/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		100.00			588,467.76
05/03/2012		Deposit	1110 · Accounts Recei...	Deposit			307,859.31	896,327.07
05/03/2012	EFT	ING	2023 · Accrued Retire...	PR12-5-1	13,024.97			883,302.10
05/03/2012	EFT	ING (Loans)	2023 · Accrued Retire...	PR12-5-1L	3,214.20			880,087.90
05/03/2012	EFT	ADP (FSA)	-split-		164.54			879,923.36
05/03/2012	15293	Greg F. Durante (Di...	6000 · Salaries & Wag...		200.00			879,723.36
05/03/2012	15294	John Hidahl	-split-		400.00			879,323.36
05/03/2012	15295	Barbara Winn	6000 · Salaries & Wag...		100.00			879,223.36
05/03/2012	15296	Lou Barber	-split-		200.00			879,023.36
05/03/2012	15297	California State Disb...	2029 · Other Payable		666.92			878,356.44
05/03/2012	15298	Wells Fargo Bank	2026 · EDH Associated...	Payroll Deducti...	1,726.84			876,629.60
05/03/2012	15299	CA Assoc. of Profess...	6000 · Salaries & Wag...		975.00			875,654.60
05/03/2012	15300	Managed Health Net...	6200 · Professional Ser...		751.40			874,903.20
05/03/2012	15301	Standard Insurance Co.	6000 · Salaries & Wag...	Life Insurance	433.20			874,470.00
05/03/2012	15302	Dwight Piper	6000 · Salaries & Wag...		150.00			874,320.00
05/03/2012	15303	Dennis Planje	6000 · Salaries & Wag...		150.00			874,170.00
05/03/2012	15304	Frederick Russell	6000 · Salaries & Wag...		150.00			874,020.00
05/03/2012	15305	Ryan Wolfe	6100 · Clothing & Pers...		250.00			873,770.00
05/03/2012	15306	Absolute Secured Sh...	6190 · Office Supplies		35.00			873,735.00
05/03/2012	15307	Aflac	2029 · Other Payable		230.38			873,504.62
05/03/2012	15308	Carbon Copy, Inc	-split-		71.47			873,433.15
05/03/2012	15309	Costco	-split-		105.16			873,327.99
05/03/2012	15310	Cooperative Personn...	6200 · Professional Ser...		8,820.00			864,507.99
05/03/2012	15311	Dell	-split-		2,449.35			862,058.64
05/03/2012	15312	El Dorado Disposal S...	-split-	Garbage	561.92			861,496.72
05/03/2012	15313	Fit Guard	6140 · Maintenance of ...		200.00			861,296.72
05/03/2012	15314	Home Depot	-split-	Supplies	230.14			861,066.58
05/03/2012	15315	P. G. & E.	-split-	Sta 84, 85, 86, 87	4,154.70			856,911.88
05/03/2012	15316	Raleys	-split-		260.77			856,651.11
05/03/2012	15317	Scott's PPE Recon, Inc.	6100 · Clothing & Pers...		250.81			856,400.30
05/03/2012	15318	Sentinel Fire Equipm...	6150 · Maintenance,Str...		130.76			856,269.54
05/03/2012	15319	Trace Analytics, Inc.	6140 · Maintenance of ...		75.00			856,194.54
05/03/2012	15320	U.S. Bank	-split-		8,587.70			847,606.84
05/03/2012	PR12-5-1	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	72,836.37			774,770.47
05/03/2012	PR12-5-1	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	211,175.95			563,594.52
05/03/2012	PR12-5-1	Payroll - Checks	2021 · Federal Tax Wit...	Payroll - Schur...	3,208.18			560,386.34
05/04/2012	EFT	ADP	6200 · Professional Ser...		18.00			560,368.34
05/04/2012	EFT	ADP (FSA)	-split-		664.10			559,704.24
05/08/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		20.00			559,684.24

El Dorado Hills Fire Department

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Register: 1000 · Bank of America  
 From 05/01/2012 through 05/31/2012  
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<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/10/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		15.00			559,669.24
05/11/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		201.00			559,468.24
05/11/2012	EFT	ADP	6200 · Professional Ser...		236.98			559,231.26
05/14/2012	EFT	ADP (FSA)	-split-		265.99			558,965.27
05/15/2012	EFT	P.E.R.S. Retirement	-split-	PR-12-5-1 ...	85,394.07			473,571.20
05/15/2012	EFT	ADP (FSA)	-split-		567.36			473,003.84
05/16/2012		Bank Charges	6190 · Office Supplies	Bank Charges	120.09			472,883.75
05/17/2012	EFT	ADP (FSA)	-split-		447.12			472,436.63
05/17/2012	15321	California State Disb...	2029 · Other Payable		666.92			471,769.71
05/17/2012	15322	Wells Fargo Bank	2026 · EDH Associated...	Payroll Deducti...	1,689.30			470,080.41
05/17/2012	15323	El Dorado Hills Firef...	2029 · Other Payable		450.00			469,630.41
05/17/2012	15324	Kyle Mattson	6240 · Special Expense...		150.00			469,480.41
05/17/2012	15325	Accurate Fire	6150 · Maintenance,Str...		450.00			469,030.41
05/17/2012	15326	APPTIX Inc.	-split-		2,595.77			466,434.64
05/17/2012	15327	Aramark	6100 · Clothing & Pers...	Rags	41.20			466,393.44
05/17/2012	15328	A T & T Wireless	6110 · Communication...	Cell Phones	380.60			466,012.84
05/17/2012	15329	AT&T (CALNET 2)	-split-		1,662.03			464,350.81
05/17/2012	15330	Business Card	-split-	Auth Rep	889.25			463,461.56
05/17/2012	15331	Best Best & Krieger	6200 · Professional Ser...		3,788.72			459,672.84
05/17/2012	15332	Big O Tires	6140 · Maintenance of ...		1,323.25			458,349.59
05/17/2012	15333	Burkett's	-split-		363.81			457,985.78
05/17/2012	15334	Center for Public Saf...	6200 · Professional Ser...		4,833.00			453,152.78
05/17/2012	15335	Cambridge Hardware	6230 · Small Tools and...		50.74			453,102.04
05/17/2012	15336	Cameron Park Fire E...	6180 · Miscellaneous:6...		375.00			452,727.04
05/17/2012	15337	CALPO/HOM/MAC...	6720 · Fixed Assets		3,325.00			449,402.04
05/17/2012	15338	Camino Outdoor Po...	6140 · Maintenance of ...		27.43			449,374.61
05/17/2012	15339	Doug Veerkamp	-split-		2,986.65			446,387.96
05/17/2012	15340	El Dorado Press	6190 · Office Supplies		273.48			446,114.48
05/17/2012	15341	El Dorado Hills Rota...	6170 · Dues and Subscr...		75.00			446,039.48
05/17/2012	15342	Ferrell Gas	6260 · Utilities:6262 · ...		298.42			445,741.06
05/17/2012	15343	FORTIS Telecom	6110 · Communication...		747.00			444,994.06
05/17/2012	15344	Gary Pertle	-split-		675.00			444,319.06
05/17/2012	15345	InterState Oil Compa...	-split-		6,382.19			437,936.87
05/17/2012	15346	Lehr Auto Electric, Inc	-split-		1,274.99			436,661.88
05/17/2012	15347	Marshall Medical Ce...	6200 · Professional Ser...		503.50			436,158.38
05/17/2012	15348	Mountain Democrat	6170 · Dues and Subscr...		416.00			435,742.38
05/17/2012	15349	Photos by JC	6180 · Miscellaneous:6...		160.88			435,581.50
05/17/2012	15350	Reibes Auto Parts	-split-		293.53			435,287.97
05/17/2012	15351	Sign & Banner Expre...	-split-		818.86			434,469.11
05/17/2012	15352	State Compensation ...	6130 · Insurance:6132 · ...	Workers Comp	32,401.50			402,067.61

El Dorado Hills Fire Department

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<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/17/2012	15353	Sundance Uniforms	6100 · Clothing & Pers...		188.00			401,879.61
05/17/2012	15354	TALEO CORPORA...	6200 · Professional Ser...		1,000.00			400,879.61
05/17/2012	15355	UPS Store	-split-		180.07			400,699.54
05/17/2012	15356	Vital Networks, Inc.	-split-		17,261.43			383,438.11
05/17/2012	15357	Phillip Wesson	6180 · Miscellaneous:6...		100.00			383,338.11
05/17/2012	PR12-5-2	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	65,321.19			318,016.92
05/17/2012	PR12-5-2	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	200,776.49			117,240.43
05/18/2012		Transfer from LAIF	1074 · Local Agency I...	Confirm #1360...			200,000.00	317,240.43
05/18/2012	EFT	ING (Loans)	2023 · Accrued Retire...	PR12-5-2L	3,214.20			314,026.23
05/18/2012	EFT	ING	2023 · Accrued Retire...	PR12-5-2	13,024.97			301,001.26
05/21/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		5.00			300,996.26
05/22/2012		Deposit	-split-	Deposit			8,232.51	309,228.77
05/22/2012		Deposit	-split-	Deposit			2,092.98	311,321.75
05/22/2012	EFT	P.E.R.S. Retirement	-split-	PR-12-5-2 ...	82,697.87			228,623.88
05/25/2012		ADP	6200 · Professional Ser...		234.79			228,389.09
05/25/2012	EFT	ADP (FSA Service C...	6200 · Professional Ser...		80.00			228,309.09
05/25/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		30.00			228,279.09
05/30/2012		Transfer from LAIF	1074 · Local Agency I...	Confirm #1361...			500,000.00	728,279.09
05/30/2012	EFT	ADP (FSA)	2032 · FSA-Medical C...		106.61			728,172.48
05/31/2012		Deposit	6240 · Special Expense...	Deposit			576.00	728,748.48
05/31/2012		Deposit	-split-	Deposit			11,486.71	740,235.19
05/31/2012		Deposit	2015 · Weed Abatemen...	Deposit			8,680.00	748,915.19
05/31/2012	EFT	ADP (FSA)	2031 · FSA-Dependent...		244.46			748,670.73
05/31/2012	EFT	ING	2023 · Accrued Retire...	PR12-5-3	13,024.97			735,645.76
05/31/2012	EFT	ING (Loans)	2023 · Accrued Retire...	PR12-5-3L	3,214.20			732,431.56
05/31/2012	15358	Greg F. Durante (Di...	-split-		200.00			732,231.56
05/31/2012	15359	Charles J. Hartley	-split-	Director Pay	500.00			731,731.56
05/31/2012	15360	John Hidahl	-split-		600.00			731,131.56
05/31/2012	15361	Barbara Winn	-split-		200.00			730,931.56
05/31/2012	15362	Lou Barber	-split-		200.00			730,731.56
05/31/2012	15363	California State Disb...	2029 · Other Payable		666.92			730,064.64
05/31/2012	15364	Wells Fargo Bank	2026 · EDH Associated...	Payroll Deducti...	1,689.30			728,375.34
05/31/2012	15365	Ray Phillips	6240 · Special Expense...		150.00			728,225.34
05/31/2012	15366	Carbon Copy, Inc	-split-		212.24			728,013.10
05/31/2012	15367	Comtech Communic...	6150 · Maintenance,Str...		700.50			727,312.60
05/31/2012	15368	Cooperative Personn...	-split-		11,351.25			715,961.35
05/31/2012	15369	CPI Communications...	6230 · Small Tools and...		1,862.00			714,099.35
05/31/2012	15370	DNL Electric, Inc.	6150 · Maintenance,Str...		563.35			713,536.00
05/31/2012	15371	El Dorado County E...	-split-		6,157.09			707,378.91
05/31/2012	15372	El Dorado Disposal S...	-split-	Garbage	561.92			706,816.99

El Dorado Hills Fire Department

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05/31/2012	15373	El Dorado Press	6190 · Office Supplies		91.69			706,725.30
05/31/2012	15374	Fastenal Industrial S...	6230 · Small Tools and...		7.44			706,717.86
05/31/2012	15375	Gilly's Super Signs	6150 · Maintenance,Str...		32.18			706,685.68
05/31/2012	15376	Gary Pertle	6150 · Maintenance,Str...		650.00			706,035.68
05/31/2012	15377	Image Sales	6100 · Clothing & Pers...		53.63			705,982.05
05/31/2012	15378	InterState Oil Compa...	-split-		2,343.61			703,638.44
05/31/2012	15379	Signal Service	6200 · Professional Ser...		114.00			703,524.44
05/31/2012	15380	State Compensation ...	6130 · Insurance:6132 ·...	Workers Comp	32,401.50			671,122.94
05/31/2012	15381	Ultimate Detail and ...	6140 · Maintenance of ...		2,753.01			668,369.93
05/31/2012	15382	Verizon Wireless - 1	6110 · Communication...		915.85			667,454.08
05/31/2012	15383	Verizon Wireless	-split-		7,044.46			660,409.62
05/31/2012	15384	Aaron Albillar	6150 · Maintenance,Str...		518.25			659,891.37
05/31/2012	15385	P. G. & E.	-split-	Sta 84, 85, 86, 87	4,938.23			654,953.14
05/31/2012	15386	California Profession...	6240 · Special Expense...		660.00			654,293.14
05/31/2012	PR12-5-3	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	57,535.37			596,757.77
05/31/2012	PR12-5-3	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	191,360.17			405,397.60



# EL DORADO HILLS FIRE DEPARTMENT

## MONTHLY ACTIVITY REPORT

May 2012



*"Your Safety,  
Our Commitment"*

### ALARM STATISTICS

225	Calls for the Month 2012
223	Calls for the Month 2011
897	Total "2012 Year to Date"
871	Total "2011 Year to Date"
91.28%	Medic Unit Response, 10 Minute
94.87%	Medic Unit Response, 11 Minutes

\*47 consecutive months in compliance.



# EL DORADO HILLS FIRE DEPARTMENT



*"Your Safety,  
Our Commitment"*

## Latrobe Response by Month

January-2012

**7**

July-2012

February- 2012

**1**

August-2012

March- 2012

**1**

September-2012

April- 2012

**3**

October-2012

May- 2012

**4**

November-2012

June- 2012

December- 2012

- Contract with Latrobe Fire Department to provide service to all code 3 emergency calls 24/7 started March, 2012



# EL DORADO HILLS FIRE DEPARTMENT



*"Your Safety,  
Our Commitment"*

## Monthly Response Time Statistics

<u>Jan-2012</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>	<u>July-2012</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>
Station 84	70%	90%	95%	Station 84			
Station 85	83%	93%	95%	Station 85			
Station 86	77%	85%	92%	Station 86			
Station 87	67%	81%	90%	Station 87			
<u>Feb-2012</u>				<u>Aug-2012</u>			
Station 84	83%	90%	98%	Station 84			
Station 85	70%	93%	100%	Station 85			
Station 86	70%	90%	95%	Station 86			
Station 87	73%	80%	100%	Station 87			
<u>Mar-2012</u>				<u>Sept-2012</u>			
Station 84	93%	93%	93%	Station 84			
Station 85	63%	76%	92%	Station 85			
Station 86	60%	85%	95%	Station 86			
Station 87	71%	86%	96%	Station 87			
<u>April-2012</u>				<u>Oct-2012</u>			
Station 84	87%	90%	97%	Station 84			
Station 85	77%	94%	97%	Station 85			
Station 86	71%	82%	94%	Station 86			
Station 87	73%	86%	95%	Station 87			
<u>May-2012</u>				<u>Nov-2012</u>			
Station 84	86%	93%	97%	Station 84			
Station 85	70%	85%	94%	Station 85			
Station 86	64%	86%	86%	Station 86			
Station 87	79%	93%	100%	Station 87			
<u>June-2012</u>				<u>Dec-2011</u>			
Station 84				Station 84	82%	91%	91%
Station 85				Station 85	81%	95%	100%
Station 86				Station 86	73%	82%	100%
Station 87				Station 87	38%	68%	88%

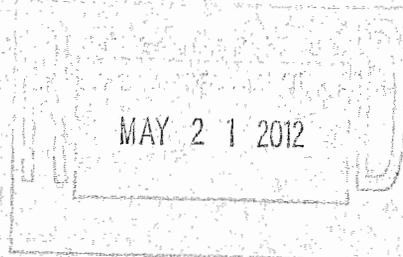
**Note:** The target of a 6 minute response time to 90% of code 3 emergency calls (a lights and sirens, 911 emergency) was adopted by past administrations and Board of Directors based on NFPA 1710 guidelines. The NFPA 1710 sets these guidelines based on statistics that both fires and critical medical emergencies have the best outcome if contact is made within this time frame. Fire stations were strategically located throughout the District with this target in mind. It is important to note that there are several factors that can affect the 6 minute response target such as having to put on safety gear, responding to calls during the night or not being in quarters at the time of the call.

**ROBERT  
W.  
JOHNSON**

**An Accountancy Corporation  
Certified Public Accountant**

6234 BIRDCAGE STREET • CITRUS HEIGHTS, CA 95610-5949 • (916) 723-2555

Board of Directors  
El Dorado Hills Fire Department  
1050 Wilson Blvd.  
El Dorado Hills, CA 95762



May 17, 2012

We are pleased to confirm our understanding of the services we are to provide for El Dorado Hills Fire Department for the years ended June 30, 2012.

We will audit the statement of net assets and governmental fund balance sheet of El Dorado Hills Fire Department as of June 30, 2012, and the related statements of activities and governmental fund revenues, expenditures and changes in fund balances and revenues and expenditures compared to budget for the year then ended.

Maximum fee for year ended June 30, 2012 \$9,750.

**Audit Objective**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

**Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you

for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

### **Management Responsibilities**

You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee any nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations and cash flows in conformity with U.S. generally accepted accounting

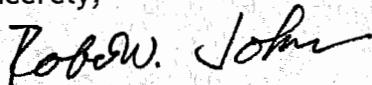
principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

**Audit Administration, Fee, or Other**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Robert W. Johnson, CPA

RWJ:jn

APPROVAL:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **LETTER OF APPRECIATION**

Hi Chief:

Yesterday morning I had occasion to call 911. The previous day I had taken my friend to Emergency and she was later transported to Kaiser Roseville where she is undergoing surgery today. Her husband is a paraplegic and I stayed with him overnight. He asked me to get the hoist she uses to get him out of bed so he could go to the bathroom. Obviously, I was not able to figure the contraption out and had grave concerns about the situation. I told him I was going to call EDHFD.

Kasey Owens and a group of firefighters from #85 responded to the 911 call and got him into the hoist, out of bed, and in his wheelchair, transferred him to the toilet, but got another emergency and left having summoned #84 to assist in returning him to bed. Gino and 3 firefighters came shortly after that and settled him back in bed.

I can't tell you how impressed I was with the professionalism and care your men displayed. We are truly blessed to have such a wonderful department. Yvonne Griffin



# FIREFIGHTERS BURN INSTITUTE

3101 Stockton Blvd • Sacramento, CA 95820 • (916) 739-8525 • [www.ffburn.org](http://www.ffburn.org)

cc: Kyle Roberts (Personnel File)  
Eric Roberts (Personnel File)  
John Niehues  
Board Packet

May 23, 2012

MAY 24 2012

Chief Dave Roberts  
El Dorado Hills Fire Department  
1050 Wilson Blvd  
El Dorado Hills, CA 95762

Dear Chief Dave Roberts,

On behalf of the Firefighters Burn Institute, we would like to thank El Dorado Hills Fire Department for hosting a Firefighters "Fill the Boot for Burns" Boot Drive fundraiser to support burn programs. I would really like to thank and recognize Kyle & Eric Roberts for working very hard to put this Boot Drive together. Volunteers often do not get recognition for the hard work they do, but without the support of leaders, like Kyle & Eric, the Firefighters Burn Institute would not exist.

Thanks to the efforts of hundreds of firefighters throughout Northern and Central California, the 2012 Boot Drives were very successful! Over 70 participating fire agencies throughout 18 counties collected almost one half million dollars in donations to benefit the Firefighters Burn Institute.

With the commitment of fire agencies like El Dorado Hills Fire Department, the Firefighters Burn Institute has become one of the nation's largest and most respected firefighter burn charities. We hope you will continue your participation in 2013, as we are looking forward to another successful year.

Please know that your fundraising efforts do make a life changing difference for people who have suffered the unfortunate tragedy of a serious burn injury.

Sincerely,

Jim Doucette,  
Executive Director, Firefighters Burn Institute  
Retired Captain, Sacramento Fire Department

cc: Kyle & Eric Roberts



*El Dorado Hills Senior Center*



Dear Chief,

I can't say enough nice things about all the assistance you and your firefighters provide for our senior community. You helped make our Spring Fling at the CSP gym on May 11 quite a success!

Thanks a million

*Yvonne Kuffner*  
EDH Sr. Council



**Lake  
Forest  
Elementary**

Dear El Dorado Hills Fire Department,

The Lake Forest PTC would like to thank you for the evening you have planned for the students. We know they will enjoy being at the fire station. We appreciate your gift.

The Lake Forest PTC.



# El Dorado County Emergency Services Authority

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## Board of Directors Meeting

Wednesday, June 20, 2012, 9:00 a.m.

El Dorado County OES Conference Room, 330 Fair Lane, Placerville, CA 95667

### AGENDA

- |   |         |
|---|---------|
| <b>1. Call to Order/Roll Call/Introductions</b>   | Schwab  |
| <b>2. Approval of Agenda</b>  | Schwab  |
| <b>3. Public Comments</b> - Public comments will be received on each agenda item as it is called. The public may address matters not on the agenda at this time. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote. | Schwab  |
| <b>4. Consent Calendar</b>  | Schwab  |
| 4.1 Approval of JPA Board Minutes of May 16, 2012   |         |
| 4.2 Receive and File Systems Mgmt. Committee Meeting Minutes of May 23, 2012  |         |
| 4.3 Approval of May 2012 Bills  |         |
| 4.4 Receive and File Finance Committee Meeting Minutes of March 7, 2012 ( <i>Apr &amp; May canceled</i> )   |         |
| <b>5. Correspondence</b>  |         |
| 5.1 LAFCO Annexation Announcement   | Hackett |
| 5.2 Audit Correspondence:   | Hackett |
| a. 5-17-12 Letter from Daniel Nielson, HHS Director   |         |
| b. 5-23-12 Letter from Joe Harn, Auditor/Controller   |         |
| c. 6-04-12 Letter from Daniel Nielson, HHS Director   |         |
| <b>6. Reports</b>   |         |
| 6.1 Review/Discuss Medical Response Statistics from May 2012  | Hackett |
| 6.2 Report from JPA Systems Management Committee Meeting of May 23, 2012  | Hardy   |
| 6.3 Executive Director Report   | Hackett |
| <b>7. Fiscal Items</b>  |         |
| 7.1 Review/Discuss cost saving and budget modification for FY 12/13   | Hackett |
| 7.2 Review/Discuss CSA 7 Revenues YTD   | Hackett |
| 7.3 Review/Approve Training Reimbursement Request from Garden Valley Fire   | Dekker  |
| 7.4 Audit Update  |         |
| <b>8. Old Business</b>  |         |
| 8.1 Review/Approve Systems Status Policy changes – <i>Page 9 Section B</i>  | Hardy   |
| <b>9. New Business</b>  |         |
| 9.1 Discuss/Approve Draft Audit Corrective Action Plan Policy entitled:<br><i>Financial Transaction Reporting and Accountability</i>  | Hackett |
| 9.2 JPA Funded EE Roster Form   | Hackett |
| 9.3 Review and Approve Draft Policy: Operations when Fleet Resources are below minimum staffing   | Hackett |
| 9.4 Closed Session: Pursuant to Government Code Section 54957: Employee Evaluation-Marty Hackett  | Schwab  |
| 9.5 Closed Session: Pursuant to Government Code Section 54957: Employee Contract-Jannell Clanton  | Schwab  |
| <b>10. Director Items</b>   | Schwab  |
| <b>11. Adjournment</b>  | Schwab  |

Next meeting: 9:00 a.m. on Wednesday – July 18, 2012, El Dorado County OES Conf. Room, 330 Fair Lane

**All Board Meetings are recorded:**

The Board Packet may be reviewed at the JPA Office located at 480 Locust Road, Diamond Springs, CA 95619

Note: The Board of Directors may elect to take action on any item included on this agenda.

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**PRELIMINARY BUDGET**

**2012 / 2013**

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*draft*

**EL DORADO HILLS FIRE DEPARTMENT**

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# **El Dorado Hills Fire Department**

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1050 Wilson Blvd. · El Dorado Hills, California 95762 · Phone (916) 933-6623 · Fax (916) 933-5983

Dave Roberts  
Fire Chief

DATE: June 18, 2012  
TO: Board of Directors  
FROM: Dave Roberts, Fire Chief  
SUBJECT: 2012/2013 Preliminary Budget

## **TOPIC**

This report with attachments represents the 2012/2013 Preliminary Budget.

## **SUMMARY**

The attached budget is the recommended Preliminary Budget for fiscal year 2012/2013. As per statutory requirement, the Preliminary Budget must be adopted by June 30, 2012, and the Final Budget must be adopted by September 30, 2012.

## **BACKGROUND**

The proposed Preliminary Budget was developed with the participation and input from the Chief Financial Officer, all Chief Officers, Staff, and the Budget and Negotiations Committee. The funding philosophy for this budget remains consistent with prior years in that a portion of the various Fund Balances is identified to fund a portion of the expenditures. This meets the objectives of maintaining the District on a progressive track and provides for continuing growth and efficiencies.

## **DISCUSSION**

The Budget consists of three budget units: the General Operating Budget, Capital Improvement Program, and the Economic Uncertainty Reserve. For presentation purposes, all three are summarized as follows:

### General Operating Budget

The General Operating Budget (GOB) portion of the budget provides for all ongoing expenditures to maintain the District in its current configuration. Those expenses include personnel costs, supplies and services, governmental fees, and fixed asset procurement. In short, this component provides for all expenditures necessary for the continual operation of the District. Generally, this portion of the budget includes those operating expenditures that are recurring and routine. To maintain a strong fiscal balance, the general operating expenditures are funded from recurring revenues.

### Capital Improvement Program

The Capital Improvement Program (CIP) represents a reinvestment in the infrastructure of the District. Generally, these investments are in fleet and facilities replacement or the necessary improvements to those facilities that exceeds routine maintenance and District infrastructure that is considered a major investment. The budget includes transfers from reserves as listed. The payment for the engine and truck (\$1,600,000) will be transferred from the Capital Replacement Fund. There was no transfer to the Capital Reserve Fund in the 2012/13 fiscal year and \$118,671 projected revenue overage will be transferred to reserves and then used to fund other capital assets for the fiscal year 2012/13. Major expenses such as land purchases and construction, however, will be transferred from the reserves on an "as needed" basis by approval of the Board of Directors.

### Economic Uncertainty Reserve

This reserve has been discussed as it relates to this severe economic downturn. This fund has not been set up at this time.

### Revenues

As with last year's budget, revenues are forecasted based on an overall growth, positive or negative, of the County and using an appropriate and conservative methodology of projections. Property tax revenues are projected to decrease. Also included in the revenue is JPA Reimbursement in the amount of \$1,078,454. The JPA funds the ambulance service in the District. Mutual Aid/OES Reimbursement is also included in the revenue as an estimate and has been reduced to \$250,000.

The District continues to pursue grant funding for various projects and cost items. The District continues to pursue other Grant funding sources and any such additional funding and expenditures will be shown within the results of our operation as they are awarded and incurred during the year.

### Fund Balance

The Fund Balance remaining from the 2011/2012 fiscal year is estimated to decrease this year as projected. The major contributing factor to the Fund Balance is the monitoring of service and supplies expenditures.

### Reserves

The following are the reserves balances for the fiscal year ending June 30, 2011: (This is very similar to the June 30, 2009 balance.)

	<u>June 30, 2011</u>	<u>June 30, 2010</u>
Reserve, Undesignated	\$13,846,941	\$ 14,338,019
Capital Improvement Reserve	\$ 6,424,411	\$ 7,227,237
Development Fee Fund	\$ 0	\$ 0
Retiree Medical Reserve	\$ 91,584	\$ 475,081
Vacation and Sick Reserve	\$ 1,182,747	\$ 1,468,965
Dental/Vision Reserve	\$ 324,974	\$ 299,587
<b>Total Reserves</b>	<b><u>\$ 21,870,657</u></b>	<b><u>\$ 23,808,919</u></b>

### Reserve Undesignated

The Reserve Undesignated is the District's contingency fund and was established to fund unanticipated or emergency needs of the District. (The Board follows a guideline of establishing this reserve at a minimum of at least one equivalent year of operating budget within all of the combined reserve accounts.) The current balance exceeds that guideline.

### Capital Improvement Reserve

The Capital Improvement Reserve is established to fund the District's fleet and facilities replacement or the necessary improvements to those facilities that exceeds routine maintenance and District infrastructure that is considered a major investment. This is the third year that there have been no transfers to this fund.

### Development Fee Fund

This reserve is established solely to fund the capital assets, facilities, and equipment, which are necessary to serve new developments. The District has loaned from the General Reserve Fund to the Development Fee Fund, which is being paid back over

time. Any money not spent on new development from this fund will be used to pay back the General Reserve.

#### Retiree Medical Reserve

This reserve has been formally set up through the PERS OPEB Trust. The District contributes about \$700,000 annually, per the actuarial valuation into this trust fund.

#### Vacation and Sick Reserve

This reserve was established to fund employees' vacation and sick accruals. This fund fluctuates on an annual basis.

### **BUDGET PROCESS**

In an effort to ensure that all considerations have been given to this decision process and to allow the public to engage in the budget development, it is anticipated the Board of Directors will meet at the regular Board meeting and solicit public input prior to the budget's adoption.

### **FISCAL IMPACT**

Budgeted Annual Revenues (\$13,328,846) exceed Budgeted General Operating Expenditures (\$13,210,175) by \$118,671. (The annual revenue is calculated at a 1% revenue reduction from the County. The final revenue expected from the County will be available prior to the Final Budget being adopted in September.) This Preliminary Budget is partially funded by utilizing the Capital Improvement Reserves in the amount of \$1,346,659 as listed.

### **RECOMMENDATION**

Staff recommends that the Board of Directors review, discuss, and approve the 2012/2013 Preliminary Budget.

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# **PRELIMINARY BUDGET**

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**EL DORADO HILLS FIRE DEPARTMENT  
2012-2013 PRELIMINARY BUDGET**

601.0	SALARIES & WAGES		\$7,400,969
1.1	Chief/Deputy Chief	\$342,000	
1.2	Division/Battalion Chiefs	301,733	
1.3	Captains/Fire Prev Spec.	1,418,848	
1.4	Engineers	1,155,456	
1.5	Firefighters	1,835,276	
1.6	Chief Finance/Clerical/Ops Spec/Misc.	436,456	
1.7	Volunteer Pay	75,000	
1.8	Directors	14,800	
1.9	Overtime	1,435,000	
	.1 Operational OT	\$1,065,000	
	.2 OES Coverage	250,000	
	.3 JPA Ambulance	120,000	
1.10	Education Pay	386,400	
602.0	P.E.R.S.		2,060,572
603.0	GROUP INSURANCE		1,781,302
3.1	Life Insurance	5,458	
3.2	Health Insurance	975,776	
3.3	CSFA Disability	12,168	
3.4	Health Cost for Retirees	787,900	
604.0	DENTAL VISION		139,960
605.0	UNEMPLOYMENT INSURANCE		16,933
606.0	VACATION & SICK EXPENSE		90,000
607.0	MEDICARE/SOCIAL SECURITY		108,012
613.2	WORKERS COMPENSATION		415,162
	Total Salaries & Benefits		<b>\$ 12,012,910</b>

**EL DORADO HILLS FIRE DEPARTMENT  
2012-2013 PRELIMINARY BUDGET**

610.0	CLOTHING & PERSONAL SUPPLIES		88,400
611.0	COMMUNICATIONS		77,400
11.1	Business Phones	61,200	
11.2	Dispatch Fees	16,200	
612.0	HOUSEKEEPING		24,360
613.0	INSURANCE		51,000
13.1	General Insurance	51,000	
614.0	MAINTENANCE OF EQUIPMENT		204,900
14.1	Tires	14,000	
14.2	Parts and Supplies	10,000	
14.3	Outside Work	100,500	
14.4	Equipment Maintenance	75,400	
14.5	Radio Maintenance	5,000	
615.0	MAINTENANCE OF STRUCTURES AND GROUNDS		35,800
616.0	MEDICAL SUPPLIES		1,000
16.1	Medical Supplies	1,000	
617.0	DUES AND SUBSCRIPTIONS		7,255
618.0	MISCELLANEOUS		13,000
18.1	Miscellaneous	6,000	
18.2	Honor Guard	3,000	
18.3	Explorer Program	1,000	
18.4	Pipes and Drums	3,000	
619.0	OFFICE SUPPLIES		21,800
620.0	PROFESSIONAL SERVICES		340,100
20.1	Audit	10,500	
20.2	Legal	120,000	
20.3	Notices	3,500	
20.4	Other Professional Services	186,100	
20.5	Election Services	20,000	
623.0	SMALL TOOLS AND SUPPLIES		41,200

**EL DORADO HILLS FIRE DEPARTMENT  
2012-2013 PRELIMINARY BUDGET**

624.0	SPECIAL DEPARTMENTAL EXPENSES		78,050
24.1	Training	57,750	
24.2	Fire Prevention	16,300	
24.3	Drivers License Fees	1,000	
24.4	Directors' Training and Travel	3,000	
625.0	TRANSPORTATION AND TRAVEL		115,000
25.1	Fuel and Oil	75,000	
25.2	Travel	18,000	
25.3	Meals and Refreshments	22,000	
626.0	UTILITIES		98,000
26.1	Electric	60,000	
26.2	Gas	27,000	
26.3	Water/Sewer	11,000	
	Total Operations		<b>\$ 1,197,265</b>
	<b>Total Salaries and Operations</b>		<b>\$ 13,210,175</b>
672.0	FIXED ASSETS		\$ 1,865,330
1	Computers and Printers	16,500	
2	IPAD3s / Cradle Points	23,980	
3	Base Station (Sta 84)	1,350	
4	Wall Mount Radios (Narrow Band)	5,000	
5	Bullard Camera	8,500	
6	Infrared Safety Eyes (Garage)	10,000	
7	Architectural/Grounds (Sta 84)	200,000	
8	Truck	1,000,000	
9	Type 1 Engine	600,000	
	ESTIMATED BUDGET FOR DEPRECIATION (To Capital Reserve Account)		-
	CONTINGENCY		-
	<b>TOTAL BUDGET</b>	<b>Total</b>	<b>\$ 15,075,505</b>

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## **REVENUE AND BUDGET SUMMARY**

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**EL DORADO HILLS FIRE DEPARTMENT  
2012-2013 PRELIMINARY BUDGET**

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**REVENUE AND BUDGET SUMMARY**

2012/2013 Worksheet Budget		\$ 15,075,505
Less Capital Assets		<u>(1,865,330)</u>
Salaries and Operations Budget		\$ 13,210,175
2012/2013 Property Tax Revenue (1% Negative Growth)	11,765,392	
Prevention Fees	20,000	
Miscellaneous Revenue	115,000	
2011/2012 Interest Revenue (Estimated)	100,000	
Grant Revenue	0	
OES Reimbursement (Estimated)	250,000	
From El Dorado County JPA (Estimated)	<u>1,078,454</u>	
 Total Revenue Projected		 <u>\$ 13,328,846</u>
 Balance Transferred to General Reserve		 \$ (118,671)
<hr/>		
Budget for Capital Assets		\$ 1,865,330
Transfers from Reserves / Revenue		
From General Revenue	118,671	
From Sale of Assets	100,000	
Capital Replacement Fund	1,346,659	
From Development Fees (Estimated)	<u>300,000</u>	
		<u>1,865,330</u>
 Balance transferred to General Reserve		 \$ -

**Notes:**

(Revenue projected = Property Tax less Administrative Fees deducted by County plus \$25,000 projected Supplemental Fees/Sac County.)

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## **RESERVE FUND SUMMARY**

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**EL DORADO HILLS FIRE DEPARTMENT  
2012-2013 PRELIMINARY BUDGET**

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**RESERVE FUND**

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**AS OF JUNE 30, 2011**

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GENERAL RESERVE FUND

\$13,846,941

CAPITAL REPLACEMENT FUND

\$6,424,411

DEVELOPMENT FEE FUND

\$0

RETIREE MEDICAL RESERVE

\$91,584

VACATION & SICK RESERVE FUND

\$1,182,747

DENTAL/VISION RESERVE FUND

\$324,974

**TOTAL RESERVES**

**\$21,870,657**

Note: The District currently holds in the OPEB Trust Fund for retiree health care \$2,819,990. (Quarter End 3/31/12)

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## **BUDGET HISTORY**

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**EL DORADO HILLS FIRE DEPARTMENT  
2012-13 Worksheet Budget**

**Budget History**

Account Title	2007-08 Actual Expenditures	2008-09 Actual Expenditures	2009-10 Actual Expenditures	2010-11 Actual Expenditures	2011-12 Final Budget	2012-13 Worksheet Budget	Increase (Decrease) from Prior Year Actual
<b>Salaries and Benefits Expense</b>							
6001 Salaries & Wages, Fire	5,730,513	5,809,539	5,886,831	5,930,151	5,118,214	5,053,313	(64,901)
6011 Education Pay	355,994	396,983	438,000	470,691	373,800	386,400	12,600
6016 Salaries & Wages, Clerical/Ops		395,771	399,962	430,036	435,972	436,456	484
6017 Volunteer Pay	75,720	84,795	89,060	63,070	65,000	75,000	10,000
6018 Director pay	14,600	12,400	14,800	15,800	14,400	14,800	400
<b>6019 Overtime</b>							-
1 Overtime, Operational	1,776,264	1,309,795	1,874,067	1,562,816	1,075,000	1,065,000	(10,000)
2 Overtime, Outside Aid		478,075	111,650	-	250,000	250,000	-
3 Overtime, JPA		156,239	107,874	173,621	110,000	120,000	10,000
6020 P.E.R.S. Retirement	2,050,891	1,811,813	2,130,283	2,217,160	2,077,843	2,060,572	(17,271)
<b>6030 Health Benefits</b>							-
1 Life Insurance		6,027	5,882	5,586	5,458	5,458	-
2 Health Benefits	1,066,687	957,446	914,125	932,383	945,516	975,776	30,260
3 Disability Insurance		14,255	14,001	13,241	13,244	12,168	(1,076)
4 Health Cost of Retirees		709,294	787,359	690,106	686,000	787,900	101,900
6040 Dental/Vision Expense	146,655	155,210	154,630	149,750	139,200	139,960	760
6050 Unemployment Insurance	12,951	12,222	15,773	17,983	17,055	16,933	(122)
6060 Vacation & Sick Expense to F	286,439	217,404	156,406	183,285	50,000	90,000	40,000
6070 Medicare	103,901	116,076	121,286	124,190	109,763	108,012	(1,751)
6132 Workers Compensation	251,595	360,960	370,513	406,189	401,374	415,162	13,788
<b>6000 Total Salaries and Benefits</b>	<b>11,872,210</b>	<b>13,004,304</b>	<b>13,592,502</b>	<b>13,386,059</b>	<b>11,887,839</b>	<b>12,012,910</b>	<b>125,071</b>
<b>General Operating Expense</b>							
6100 Clothing and Personal Suppli	127,137	149,839	105,374	57,665	71,000	88,400	17,400
6111 Communication Expense	47,548	64,308	61,177	48,780	58,300	61,200	2,900
6112 Dispatch Services		9,857	11,330	12,178	16,200	16,200	-
6120 Housekeeping Expense	17,549	19,527	16,703	16,300	20,325	24,360	4,035
6131 General Insurance	39,283	45,707	46,829	46,486	50,000	51,000	1,000
6140 Maintenance of Equipment	292,612						-
1 Tires		15,794	8,742	7,015	15,000	14,000	(1,000)
2 Parts & Supplies		7,857	9,521	6,752	11,500	10,000	(1,500)
3 Outside Work		122,149	123,784	80,070	105,500	100,500	(5,000)
4 Equipment Maintenance		60,057	70,362	47,355	64,400	75,400	11,000
5 Radio Maintenance		12,049	3,485	4,254	5,500	5,000	(500)
6150 Maintenance, Structures and	68,781	71,667	57,152	29,592	85,700	35,800	(49,900)
6160 Medical Supplies	8,155	4,546	2,916	908	4,000	1,000	(3,000)
6170 Dues and Subscriptions	7,174	6,955	8,016	5,711	7,555	7,255	(300)
Miscellaneous							-
6180 1 Miscellaneous	6,778	8,715	5,315	6,963	5,000	6,000	1,000
2 Honor Guard		14,948	1,685	3,698	18,000	3,000	(15,000)
3 Explorer Program			-	4,212	1,000	1,000	-
4 Pipes and Drums			-			3,000	3,000

**EL DORADO HILLS FIRE DEPARTMENT  
2012-13 Worksheet Budget**

**Budget History**

Continued-								
6190	Office Supplies	45,291	47,332	30,034	19,459	27,650	21,800	(5,850)
6200	Professional Services	166,001						
1	Audit		8,000	11,000	9,000	10,500	10,500	-
2	Legal Services		80,900	194,477	137,280	120,000	120,000	-
3	Notices		1,380	1,426	592	3,500	3,500	-
4	Miscellaneous/HR		99,321	100,069	185,315	173,900	186,100	12,200
5	Elections/Tax Administration		35	-	17,548	1,000	20,000	19,000
6230	Small Tools and Supplies	72,502	97,306	45,241	57,072	65,250	41,200	(24,050)
6240	Special Expenses	123,044						
1	Training		72,829	114,755	67,370	70,000	57,750	(12,250)
2	Fire Prevention		22,549	19,632	16,863	15,600	16,300	700
3	Licenses		123	103	521	1,000	1,000	-
4	Directors' Training and Travel		1,409	1,813	-	3,000	3,000	-
6250	Transportation and Travel	124,129						
1	Fuel and Oil		55,053	51,068	57,314	75,000	75,000	-
2	Travel		20,310	12,374	9,441	18,000	18,000	-
3	Meals and Refreshments		19,876	18,131	16,180	20,000	22,000	2,000
6260	Utilities	71,255						
1	Electricity		55,585	52,386	53,559	60,000	60,000	-
2	Natural Gas/Propane		21,552	20,089	23,331	27,000	27,000	-
3	Water/Sewer		10,276	8,973	9,514	11,000	11,000	-
<b>Total General Operating Ex</b>		<b>1,217,239</b>	<b>1,227,811</b>	<b>1,213,962</b>	<b>1,058,299</b>	<b>1,241,380</b>	<b>1,197,265</b>	<b>(44,115)</b>
<b>Total Salaries, Benefits and</b>		<b>13,089,449</b>	<b>14,232,115</b>	<b>14,806,464</b>	<b>14,444,358</b>	<b>13,129,219</b>	<b>13,210,175</b>	<b>80,956</b>
<b>Capital Assets</b>								
6720	Fixed Assets	3,566,527	207,135	88,389	1,010,801	761,000	1,865,330	1,104,330
6850	Expense to Capital Reserve	1,016,638	966,362	838,754	-	-	-	-
<b>Total Fixed Assets</b>		<b>4,583,165</b>	<b>1,173,497</b>	<b>927,143</b>	<b>1,010,801</b>	<b>761,000</b>	<b>1,865,330</b>	<b>1,104,330</b>
<b>Contingency</b>								
Expense to CalPERS Side Fund (One time)		-	-	-	-	1,094,218	-	(1,094,218)
<b>Total Budget</b>		<b>17,672,614</b>	<b>15,405,612</b>	<b>15,733,607</b>	<b>15,455,159</b>	<b>14,984,437</b>	<b>15,075,505</b>	<b>91,068</b>

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## **ADDENDUM**

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**EL DORADO HILLS FIRE DEPARTMENT  
2012-13 Preliminary Budget**

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**Position Authorization Document**

Dated as of June 18, 2012

**ADMINISTRATIVE DIVISION**

Fire Chief	1
Deputy Chief	1
Division Chief - Fire Marshal	1
Div/Batt Chief - Training	1
Battalion Chief*	3
Training Captain*	1
Prevention Captain*	1
Prevention Specialist	1
Chief Financial Officer	1
Administrative Assistant	3
Systems Administrator	1
<b>Total</b>	<b>15</b>

**SUPPORT DIVISION**

Operations Support Specia	1
<b>Total</b>	<b>1</b>

**OPERATIONS DIVISION**

Fire Captain	12
Engineer	12
Firefighter Paramedic*	27
<b>Total</b>	<b>51</b>

Total Personnel Authorized	67
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Total Personnel Funded	56
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\*Not funded in budget

3 Battalion Chiefs

6 Firefighters

1 Training Captain

1 Prevention Captain

Division Chief changed to Batt Chief/Fire Marshal 9-12

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# **BUDGET RESOLUTION**

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**EL DORADO HILLS COUNTY WATER DISTRICT**

**RESOLUTION 2012-08**

**Resolution Adopting the 2012-13 Preliminary Budget**

**WHEREAS**, the Board of Directors of the El Dorado Hills County Water District Board (the “Fire District”) held a public hearing during which time additions and deletions to the 2012-13 Preliminary Budget were made; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors in accordance with Section 13890 of the Health and Safety Code, the Preliminary Budget for the Fiscal Year 2012-13 is hereby adopted in accordance with the following:

Salaries and Employee Benefits:	\$12,012,910
Services and Supplies:	1,197,265
Contingency:	-0-
Budgeted to Capital Reserve:	-0-
Fixed Assets:	
Structures and Improvements	200,000
Equipment	<u>1,665,330</u>
Total Budget Requirements:	\$15,075,505

**BE IT FURTHER RESOLVED** that the obligations for fixed assets and any new permanent employee positions, are appropriated with the adoption of the 2011-2013 Preliminary Budget.

**BE IT FURTHER RESOLVED** that the means of financing the expenditures will be by monies derived from Property Taxes, Development Fees, Reserves and other Miscellaneous Revenues.

EL DORADO HILLS COUNTY WATER DISTRICT

**RESOLUTION NO. 2012-08**

**BE IT FURTHER RESOLVED** that the Preliminary Budget is hereby adopted and available for inspection by interested persons.

The foregoing resolution was duly passed and adopted by the Board of the El Dorado Hills County Water District at a meeting of said Board held on the 21st day of June, 2012, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
John Hidahl, President

\_\_\_\_\_  
Connie L. Bair, Board Secretary

# NOTES

**PRELIMINARY BUDGET DETAIL FOR 2012/2013**

ACCOUNT	DESCRIPTION		SUBTOTAL	TOTAL
601.0	SALARIES & WAGES	Rate		\$ 7,400,969
.1	Chief	15,000	180,000	
	Deputy Chief	13,429	162,000	
.2	Division Chief (Prev - 40 Hr) (Part year)	11,885	83,195	
	Battalion Chief (Training/Prev - 40 Hr)	10804 / 8889	218,538	
.3	Captains (12) (10 CapP / 2 Cap)	9,113 / 8,762	1,418,848	
	Prevention Specialist	8,762		
.4	Engineers (12 P)	8,024	1,155,456	
.5	Firefighters (21 P)	7,263	1,830,276	
	Extra Help Firefighters (Misc)	5,000	5,000	
.6	Chief Financial Officer	11,571	138,852	
	Systems Tech	6,798	81,576	
	Admin. Asst. (3) (2 @ 90% Schedule)	4,723	160,028	
	Operations Support (1)	3,793	46,000	
	Retired Annuitant	10,000	10,000	
.7	Volunteers	75,000	75,000	
.8	Directors			
	16 Board Meetings	8,000	14,800	
	4 Fire Comm Meetings	800		
	12 Admin Comm Meetings	2,400		
	6 Admin Eval	1,200		
	12 Other	2,400		
.9.1	Overtime			
	Operational		1,065,000	
	FLSA	165,000		
	Holiday Pay	180,000		
	Out of Grade	15,000		
	OT - Shift Coverage	465,000		
	Prevention	15,000		
	Training	125,000		
	Admin/Comm/EqM/TraBC	100,000		
.9.2	OES Coverage	250,000	250,000	
.9.3	JPA Ambulance	120,000	120,000	
	Overtime reimbursed by JPA			
.11	Education Pay			
	Admin-Mgmt Pay (1 partial)	54,000	386,400	
	Chief Officer	18,800		
	AA/BS/Masters	203,000		
	Fire Officer	72,000		
	EMT (Admin Only)	2,400		
	Longevity	16,800		
	Cross Staffing Inc	14,400		
	Misc/Steps etc.	5,000		
6020	P.E.R.S. RETIREMENT			2,060,572

ACCOUNT	DESCRIPTION		SUBTOTAL	TOTAL
	Safety Rate	24.706%		
	Employee Contributions	9.000%		
	Misc. Rate	15.302%		
	Employee Contributions	8.000%		
	Includes EPMC			
	Safety Wages	5,808,213	2,133,911	
	Misc. Wages	426,456	107,323	
	Third Level Survivor Benefit \$2 per mo	1,379	1379	
	Employees pay 3% of Employer portion		(187,040)	
6030	GROUP INSURANCE			1,781,302
.1	Life Insurance	5,458	5,458	
.2	Health		975,776	
.3	CSFA Disability		12,168	
	Disability for Safety employees			
.4	Health Costs for Retirees	787,900	787,900	
	Pay for retirees and			
	budget to reserves for OPEB Trust			
6040	DENTAL		139,960	139,960
	Self Insurance for employees/retirees			
6050	UNEMPLOYMENT		16,933	16,933
6060	VACATION & SICK EXPENSE		90,000	90,000
	Balance with liability account/retirees	90,000		
6070	MEDICARE / SOCIAL SECURITY		108,012	108,012
6132	WORKERS COMPENSATION			415,162
	(Out of order from Insurance)			
<b>Total Salaries and Benefits</b>			<b>\$ 12,012,911</b>	

6100	CLOTHING & PERSONAL SUPPLIES			88,400
	Clothing Allowance		23,000	
	\$500 X 43 (JPA pays 6)	20,500		
	\$500 X 43 (JPA pays 6)	2,000		
	\$500 X 1	500		
	Boots - Cal Osha required	10,000	10,000	
	Nomex, Turnouts and testing	22,500	22,500	
	Safety Equipment	15,600	15,600	
	to include Gloves, helmets, gear bags			
	fanny packs, flashlights			
	Volunteer Uniforms / Badges	3,500	3,500	
	Water PPE	12,000	12,000	
	I.D. Cards	1,800	1,800	

ACCOUNT	DESCRIPTION		SUBTOTAL	TOTAL
6110	COMMUNICATIONS			77,400
.1	Business Phones Phones, Internet Connections, Data Cards, etc.		61,200	
.2	Dispatch Services			
	Dispatch Fees	12,200	16,200	
	Firewall/ T-1 at Dispatch Center	4,000		
6120	HOUSEKEEPING			24,360
	Garbage at all stations	4,160	24,360	
	Shop coats/ rags / Linens	1,200		
	Housekeeping	10,000		
	Housekeeping Supplies	9,000		
6130	INSURANCE			
.1	General Insurance	51,000	51,000	51,000
.2	Workers Compensation			
	FF \$7.31 per \$100 w/85% Exp Mod	397,457	415,163	
	Clerical \$0.71 per \$100	2,296		
	Vol \$402 per man/yr (40)	13,668		
	(Less JPA Reimbursement)	(36,000)		
	10% added for unknown 2013	37,742		
6140	MAINTENANCE OF EQUIPMENT			204,900
.1	Tires	14,000	14,000	
.2	Parts & Supplies inc. parts for apparatus and batteries	10,000	10,000	
.3	Outside Work			
	Annual Maintenance of Vehicles	100,000	100,500	
	Safety Trailer Maintenance	500		
.4	Equipment Maintenance		75,400	
	Computer Maintenance / Repair	23,000		
	Annual Computer Program Agmts	22,000		
	Copier/Printer/Phone Maintenance	4,500		
	Fire/Medical Equipment Maintenance	10,600		
	Maintenance Contracts Equip.	6,000		
	SCBA Maintenance	8,300		
	Bullard Cameras/Gas Detectors/Generators	11,000		
	(Misc. Adjustment)	(10,000)		
.5	Radio Maintenance Radio, pagers, Batteries, Repairs	5,000	5,000	
6150	MAINTENANCE OF STRUCTURE AND GROUNDS			35,800
	Pest Control	2,000	35,800	
	Heating / AC Repair /App Room Floor	7,000		
	Building Maintenance Supplies	3,500		
	Landscaping Expense	2,500		
	Carpet/Grout Cleaning	2,000		

ACCOUNT	DESCRIPTION		SUBTOTAL	TOTAL
	Roll up doors / Plymovent / Hoods	5,500		
	Roof Maintenance	5,000		
	Furniture / Misc	3,000		
	Station Repairs	5,300		
6160	MEDICAL SUPPLIES			1,000
	Medical Supplies not covered by JPA	1,000	1,000	
6170	DUES AND SUBSCRIPTIONS			7,255
	Fire Association Dues	1,965	7,255	
	Community Clubs	1,325		
	Newspapers / Magazines	815		
	Business Park Dues	3,000		
	Title 19/24	150		
6180	MISCELLANEOUS			13,000
.1	Miscellaneous		6,000	
	Trophies / Award	3,000		
	Flags	1,000		
	Retirements / 50 year / Misc.	2,000		
.2	Honor Guard Supplies	3,000	3,000	
.3	Explorer Program Supplies	1,000	1,000	
.4	Pipes and Drums	3,000	3,000	
6190	OFFICE SUPPLIES			21,800
	General Office Supplies	14,000	21,800	
	Bank Charges	1,800		
	Postage and meter	3,250		
	Forms / Calendars	2,750		
6200	PROFESSIONAL SERVICES			340,100
.1	Audit	10,500	10,500	
.2	Legal	120,000	120,000	
.3	Public Notices	3,500	3,500	
.4	Other Professional Services		186,100	
	Human Resources	87,000		
	Fire Investigator	3,000		
	Drug Screens / Medical / Wellness	12,550		
	Backgrounds / Pre Employment Medicals	4,500		
	EAP Program	9,600		
	Payroll Service	8,000		
	Actuarial / Dept of Finance / Consulting	350		
	Apptix/Web Hosting/SharePoint	14,800		
	Consulting Fees	30,000		
	Taleo Fees (Evaluations)	4,000		
	LAFCO Fees	10,000		
	Dish and Misc.	2,300		
.5	Election Fees			

ACCOUNT	DESCRIPTION		SUBTOTAL	TOTAL
	Election Year	20,000	20,000	
6230	SMALL TOOLS & SUPPLIES			41,200
	Fire Tools and Equipment	12,500	41,200	
	Foam / AFFF / Wetwater	4,000		
	Replacement Hose and Adaptors	10,000		
	Exercise Equipment	1,000		
	Lawn mower / Weed eaters	1,000		
	Bolts, Nuts, Hydrant Supplies	2,500		
	Pump Equip.	1,000		
	Disaster Supplies and Equipment	5,000		
	Mobile Cameras	1,000		
	Misc. (Inc Water Rescue Boards)	3,200		
6240	SPECIAL DEPARTMENT EXPENSES			78,050
.1	Training		57,750	
	Seminars and Workshops	30,000		
	Outside Instructors	10,000		
	Live Fire Training	5,000		
	Target Safety	6,250		
	Certifications / EMS requirements	4,000		
	CPR / Training Supplies	2,500		
.2	Prevention		16,300	
	Education Materials	10,500		
	Buckle up Baby Supplies	1,000		
	Assessor Program	1,200		
	Promotional Movie	3,500		
	Jr. Firesetter	100		
.3	Driver's License Fees	1,000	1,000	
.4	Directors' Training and Travel	3,000	3,000	
6250	TRANSPORTATION AND TRAVEL			115,000
.1	Fuel and Oil	75,000	75,000	
	Gas, Diesel, Oil			
.2	Travel	18,000	18,000	
	Hotels, Air, Rental Car			
.3	Meals and Refreshments	22,000	22,000	
	Meals, Refreshments, Coffee			
6260	UTILITIES			98,000
.1	Electricity	60,000	60,000	
	Station 84, 85, 86, 87			
.2	Gas	27,000	27,000	
	Natural Gas, Propane			
.3	Water / Sewer	11,000	11,000	
	Station 84, 85, 86, 87			

ACCOUNT	DESCRIPTION	SUBTOTAL	TOTAL
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	<b>Total General Operating Expense</b>	<b>\$ 1,197,265</b>	
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	<b>Total Salaries, Benefits and Operating Expenses</b>	<b>\$ 13,210,176</b>	
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<b>6720</b>	<b>FIXED ASSETS</b>		<b>\$ 1,865,330</b>
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.1	Computers and Printers	16,500
.2	IPAD 3 / Cradle Points	23,980
.3	Base Station (Sta 84 NarBand)	1,350
.4	Wall Mount Radios (NarBand)	5,000
.5	Bullard Camera	8,500
.6	Infrared Safety Eyes (Garage doors)	10,000
.7	Architectural/Grounds - Sta 84	200,000
.8	Truck	1,000,000
.9	Type 1 Engine	600,000

(Sell two engines, Type 1 and 3, and Truck)

	<b>TOTAL BUDGET</b>	<b>\$ 15,075,506</b>	
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Updated 6-18-12