

AGENDA  
EL DORADO HILLS COUNTY WATER DISTRICT  
(FIRE DEPARTMENT)  
BOARD OF DIRECTORS  
SEVEN HUNDRED EIGHTH MEETING  
Thursday, June 19, 2014  
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 707th meeting held May 15, 2014
  - B. Approve Financial Statements for May 2014  
End Consent Calendar
- III. Oral Communications
  - A. EDH Professional Firefighters
  - B. EDH Firefighters Association
  - C. EDH Volunteer Firefighters
  - D. 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
- VI. Committee Reports
  - A. Administrative Committee (Directors Fullerton and Hidahl)
    1. Review and update construction progress of Station 84
    2. Set Special Meeting to award the bid for construction of Station 84
    3. **Closed Session:** Pursuant to Government Code Section 54957; Public Employee Performance Evaluation; Title: Chief.
  - B. Fire Committee (Directors Durante and Winn)
  - C. Ad Hoc Committee Reports
    1. Report from Regional Operations Committee (Directors Hartley and Fullerton)
      - a. Report and update on progress of annexation process with Latrobe Fire Protection District
      - b. Review and discuss fiscal peer review of the annexation of Latrobe Fire Protection District
      - c. Review and adopt Resolution 2014-10 approving tax increment revenues for LAFCO Project No. 2014-04-El Dorado Hills County Water District (Fire Department) annexation of Latrobe Fire Protection District
    2. Report from the Committee for Commission for Collaborative Fire Departments (Directors Hidahl and Hartley)
    3. Report from Solar Committee (Directors Durante and Hidahl)
    4. Report from Budget Advisory Committee (Directors Hidahl and Winn)

5. Report from Communications Committee (Directors Durante and Fullerton)
6. Report from Human Resources Committee (Directors Durante and Winn)  
**Closed Session:** Pursuant to Government Code Section 54957 and 54957.6: Public Employee Performance Evaluation: Position: Contract employment with Cooperative Personnel Services; and Pursuant to Government Code Section 54957(b)(1): Public Employee Performance Evaluation: Development of Evaluation Criterion and Protocols

VII. Operations Report

- A. Operations Report (Receive and file)
- B. Review and update regarding Joint Powers Authority
  1. Review and approve ALS Ambulance Agreement - 2014

VIII. Fiscal Items

- A. Review and approve Resolution 2014-11 adopting the 2014-15 Preliminary Budget and set notice for public hearing as required by law

IX. New Business

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

# EL DORADO HILLS COUNTY WATER DISTRICT

## SEVEN HUNDRED SEVENTH MEETING OF THE BOARD OF DIRECTORS

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Thursday, May 15, 2014

6:00 p.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

### I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Winn called the meeting to order at 6:00 p.m. and Chief Roberts led the Pledge of Allegiance. Directors in attendance: Durante, Fullerton, Hartley, Hidahl and Winn. Staff in attendance: Chief Roberts and Chief Financial Officer Bair. Counsel Cook was also in attendance.

### II. CONSENT CALENDAR

A. Approve minutes of the 706th meeting held April 17, 2014

B. Approve financial statements for April 2014

Director Hartley requested to pull the minutes from the consent calendar for discussion.

*Director Hidahl made a motion to approve the consent calendar (financial statements for April 2014 only) seconded by Director Durante and unanimously carried.*

*Director Hartley requested two modifications be made to the minutes; Item XI-A, old Station 85 was "sold" not donated to the Senior Center and Item IV, Counsel Cook's title to "Counsel" rather than "Chief."*

*Director Hartley made a motion to approve the minutes as amended, seconded by Director Hidahl and unanimously carried.*

*President Winn requested that with Board approval, Closed Session Item VI-A.2, be moved on the agenda until the end of the meeting and the Board concurred.*

### III. ORAL COMMUNICATIONS

A. **EDH Professional** – Matt Beckett, President, reported that progress is being made in several committees.

B. **EDH Firefighters Association** – Jeff Genovese, President, gave an update including the awarding of eight scholarships to high school graduates which included four members of the El Dorado Hills Explorers Program; the next meeting will be held May 27.

C. **EDH Volunteer Firefighters** - Lieutenant Mike Roppolo gave an update of the Volunteer program with its focus on recruitment and revitalization.

D. **Public Comments** - None

- IV. CORRESPONDENCE** - Chief Roberts discussed a letter received from the El Dorado Hills Professional Firefighters asking for the Board's approval for Local 3604 to represent the Paramedic and Fire Prevention Specialist positions within its membership. Chief Roberts added that he and Chief Keating are supportive of the request. Chief Roberts suggested an additional Budget Advisory Committee/BANC meeting be scheduled prior to the June 5 meeting to discuss this topic.
- V. ATTORNEY ITEMS** – Counsel Cook stated that work has taken place on a number of items; however, they are agenda items and he will report as they come up.
- VI. COMMITTEE REPORTS**
- A. Administrative Committee** (Directors Fullerton and Hidahl)
- 1. Review and update construction progress of Station 84** – Director Hidahl reported that it appears that the project will be ready to go out to bid on May 19.
  - 2. Closed Session: Pursuant to Government Code Section 54957; Public Employee Performance Evaluation; Title: Chief** – Moved to end of meeting.
- B. Fire Committee** (Directors Durante and Winn) – Nothing to report.
- C. Ad Hoc Committee Reports**
- 1. Report from Regional Operations Committee** (Directors Hartley and Fullerton) -
    - a. Report and update on progress of annexation process with Latrobe Fire Protection District** – Director Hartley stated that a meeting is scheduled to discuss AB8 negotiations for the Latrobe annexation on May 19 at 10:00 a.m. at the Board of Supervisors Office. Counsel Cook reported that he had discussions with both Jose Henriquez, LAFCO Executive Director, and Mike Applegarth, El Dorado County CAO, to ensure the same understanding of the expected AB8 rates throughout Latrobe at the 17 percent level for the base and the increased increment over time. He also commented that County Counsel is working on a mechanism to ensure that the 17 percent tax increment on the base is transferred to this District on an annual basis. Counsel Cook reviewed five points that will need to be adhered to as part of the AB8 negotiations process.

- b. **Review and discuss fiscal peer review of the annexation of Latrobe Fire Protection District** – Director Fullerton stated there was nothing to report.
- c. **Review and discuss the shared labor agreement with Rescue Fire Protection District** – Director Hartley reported that a joint committee meeting was held with Rescue during which the shared services agreement was reviewed; the agreement reflected Chief Roberts as Fire Chief and Chief Keating as Deputy Chief for both agencies. He added that the Rescue Fire Protection approved the agreement at their regular Board Meeting yesterday with a 4-1 vote. Chief Roberts stated that significant money had been saved by utilizing Chief Keating in the Deputy Chief role. Chief Roberts stated that the formal contract is set to start July 1. The District will be paying \$32,000 annually to Rescue Fire Protection District per this agreement.

Richard Ross, citizen, asked the cost savings information be presented in a more transparent way to the public.

Director Hartley made a motion to approve the shared labor Agreement with Rescue Fire Protection District, seconded by Director Fullerton and unanimously carried.

- 2. **Report from the Committee for Commission for Collaborative Fire Departments** (Directors Hidahl and Hartley) – Director Hidahl gave an update stating that the Mosquito Fire Chief had resigned.
- 3. **Report from Solar Committee** (Directors Durante and Hidahl) – Director Hidahl reported that the committee has made progress and identified a qualified consultant. They have also given PGE authorization to share power information for planning purposes.
- 4. **Report from Budget Advisory Committee** (Directors Hidahl and Winn) – Director Hidahl said that the committee had nothing to report except that a meeting has been scheduled for June 5. Chief Roberts added that a BANC meeting was held.
- 5. **Report from Communications Committee** (Directors Durante and Fullerton) – Director Durante reported that a committee meeting is scheduled for May 29.

6. **Report from Human Resources Committee (Directors Durante and Winn)** - Director Durante reported that a committee meeting was held and Chief Roberts was given direction to examine alternatives to the Human Resource system; he stated that there was no need for a Closed Session.

## VII. OPERATIONS REPORT

- A. **Operations Report** – Received and filed.

- B. **Review and update regarding Joint Powers Authority**

1. **Review and approve 2014-2015 JPA Preliminary Budget** – Director Hartley reported that a special meeting was held where the settlement of several pending lawsuits were discussed. Chief Roberts presented several preliminary budget scenarios depending on variables such as the casino contract and Medicaid reimbursements which could affect the budget in the range of a positive \$800,000 to a negative \$500,000. A discussion followed that led to a motion to approve the preliminary budget with a letter being sent to the El Dorado County Board of Supervisors, JPA, and EMSA urging them to address the concerns with the JPA Budget. President Winn will write the letter in conjunction with the Chief and Director Hartley.

*Director Hartley made a motion to approve the 2014-2015 JPA Budget with a letter to the Board of Supervisors, JPA, and EMSA urging them to address the concerns with the JPA Budget, seconded by Director Fullerton, and unanimously carried.*

- C. **Review and approve Comtech proposal for communications at Station 84** – Chief Roberts asked for Board approval to award Comtech a contract for the design and installation of a station alerting system in the construction of Station 84 which would allow for continuity throughout the stations.

*Director Hartley made a motion to approve Staff's recommendation to award Comtech with a contract for the design and installation of a station alerting system in the construction of Station 84, seconded by Director Hidahl and unanimously carried.*

## VIII. FISCAL ITEMS

- A. **Review and approve Actuarial Study for retiree medical benefits** – CFO Bair stated that CalPERS requires an actuarial analysis of retiree health benefits be conducted every two years. The actuarial study was reviewed by the Board.

*Director Hartley made a motion to approve the actuarial study for retiree medical benefits, seconded by Director Durante, and unanimously carried.*

**IX. NEW BUSINESS**

- A. Approve Resolution 2014-09 declaring an election to be held in its Jurisdiction and consolidating with other Districts requesting election services** – CFO Bair reviewed the resolution which calls for consolidated election services for three positions up for election to fill four year terms expiring December 7, 2018.

*Director Hartley made a motion to approve Resolution 2014-09 declaring an Election to be held in its Jurisdiction and consolidating with other Districts requesting election services, seconded by Director Fullerton and unanimously carried. (Roll Call: Ayes: All; Noes: None.)*

**X. OLD BUSINESS**

- A. Review and discuss payment policy for Directors** – Counsel Cook discussed the Board compensation policy for Directors and recommended amending the Board Policy Manual to ensure Directors are being compensated for their attendance at approved meetings and functions. He suggested amending the policy as follows:

*In addition to compensation for attendance at noticed public meetings of the Board or its committees, Directors shall be eligible for compensation for attendance at noticed public meetings of other public agencies and for attendance and representation of the District at other meetings wherein the District's interests may be impacted or discussed provided that attendance by the Director requesting compensation has been either: 1) authorized in advance by the Board at a noticed public meeting or 2) authorized, directed, or requested in advance by the President of the Board. For meetings which fall under subcategory two above, the President of the Board shall be responsible for communicating to the Board Secretary/Chief Financial Officer, the President's authorization/direction/request as a condition to payment being made for such meetings.* Counsel Cook asked for Board approval to adopt this statement adding that the Board Policy Manual will be amended with the inclusion of this statement the next time it is updated.

*Director Hidahl made a motion to approve the amendment to the Board compensation policy per Counsel Cook's recommendation, seconded by Director Durante and unanimously approved.*

**XI. ORAL COMMUNICATIONS**

- A. Directors** – Director Durante stated that he would be unavailable to attend the July Board Meeting and does not know at this time if he will be available by telephone. Director Hartley complimented Chief Roberts on his response to an article in the Village Life. Director Hidahl expressed his appreciation for the support given by the District and the Foundation for the Lakehills Fire Safe Council’s awareness event.
- B. Staff** – Chief Roberts reported that a three person Strike Team has been deployed. He complimented Captain Owens and the crew on the phenomenal community response to the Every 15 Minute Program and commented that the Department would be involved in assisting with the high school’s Safe and Sober Grad Night.

The meeting adjourned to Closed Session to 7:15 p.m.

**VI. COMMITTEE REPORTS (Taken out of sequence)**

- A. Administrative Committee (Directors Fullerton and Hidahl)**  
**2. Closed Session: Pursuant to Government Code Section 54957; Public Employee Performance Evaluation; Title: Chief.**

The meeting reconvened at 7:56 p.m. President Winn was absent for the remainder of the meeting; Director Hartley presided. Director Hartley reported that during Closed Session no action was taken.

**XII. ADJOURNMENT**

*Director Durante made a motion to adjourn the meeting, seconded by Director Fullerton and unanimously carried.*

The meeting adjourned at 7:57 p.m.

Approved:

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Connie Bair, Board Secretary

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Barbara Winn, President



# El Dorado Hills Fire Department Revenue and Expense Summary May 2014

	Final Budget Fiscal Year 2013-2014	Actual Revenue Collected May 2014	Actual Revenue Collected YTD May 31 2014	Unrealized Revenues More Revenue than Expected	% of Revenue Collected
<b>Revenue</b>					
<b>3240 - Tax Revenue</b>					
3260 - Secured Tax Revenue	11,719,201		11,383,565.33	335,635.67	97.14%
3270 - Unsecured Tax Revenue	254,894		277,427.61	(22,533.61)	108.84%
3280 - Homeowners Tax Revenue	133,602		114,395.67	19,206.33	85.62%
3320 - Supplemental Tax Revenue	0		113,562.64	(113,562.64)	100.00%
3330 - Sacramento County Revenue	10,000		4,499.89	5,500.11	45.00%
<b>Total 3240 - Tax Revenue</b>	<b>12,117,697</b>	* See Note	<b>11,893,451.14</b>	<b>224,245.86</b>	<b>98.15%</b>
<b>3510 - Misc. Operating Revenue</b>					
3511 - Contributions/Prev Fees	20,000	1,977.00	14,194.49	5,805.51	70.97%
3512 - JPA Revenue	995,000	0.00	574,287.05	420,712.95	57.72%
3513 - Rental Income (Cell site)	21,960	1,937.32	20,791.12	1,168.88	94.68%
3515 - OES/Mutual Aid Reimbursement	250,000	0.00	206,839.68	43,160.32	82.74%
3520 - Interest Earned	80,000	0.00	32,832.39	47,167.61	41.04%
3510 - Misc. Operating Revenue - Other	93,040	352.22	86,617.50	6,422.50	93.10%
<b>Total 3510 - Misc. Operating Revenue</b>	<b>1,460,000</b>	<b>4,266.54</b>	<b>935,562.23</b>	<b>524,437.77</b>	<b>64.08%</b>
<b>3550 - Development Fee</b>					
3560 - Development Fee Revenue	575,000		573,582.88	1,417.12	99.75%
3561 - Development Fee Interest	0		2,237.57	(2,237.57)	100.00%
<b>Total 3550 - Development Fee</b>	<b>575,000</b>	* See Note	<b>575,820.45</b>	<b>(820.45)</b>	<b>100.14%</b>
<b>Total Revenue</b>	<b>14,152,697</b>		<b>13,404,833.82</b>	<b>747,863.18</b>	
<b>- Transfers (Board Authorized)</b>					
Transfer from Capital Res/Sale of Assets	805,900			805,900.00	0.00%
Transfer from General Reserve Fund	3,826,945			3,826,945.00	0.00%
<b>Total Transfers</b>	<b>4,632,845</b>		<b>0.00</b>	<b>4,632,845.00</b>	<b>0.00%</b>
<b>Total Revenue and Transfers</b>	<b>18,785,542</b>	<b>4,266.54</b>	<b>13,404,833.82</b>	<b>5,380,708.18</b>	<b>71.36%</b>

Notes: Tax Revenue for current month is not available. County Admin fee is \$235,247.

Tax Revenue collected/received in January and April. Development Fee recorded thru Dec 13.

# El Dorado Hills Fire Department Revenue and Expense Summary May 2014

	Prelim Budget Fiscal Year 2013-2014	Actual Expended May 2014	Actual Expended YTD May 31 2014	Remaining Balance Available	% of Budget Expended
<b>Expense</b>					
<b>6000 · Salaries &amp; Wages</b>					
6001 · Salaries & Wages, Fire	5,069,205	568,481.61	4,506,862.92	562,342.08	88.91%
6011 · Education Pay	372,900	40,512.35	330,112.64	42,787.36	88.53%
6016 · Salaries & Wages, Clerical/Misc	403,083	42,148.02	338,610.63	64,472.37	84.01%
6017 · Volunteer Pay	75,000	0.00	19,615.00	55,385.00	26.15%
6018 · Director Pay	14,800	1,200.00	12,100.00	2,700.00	81.76%
<b>6019 · Overtime</b>					
6019.1 · Overtime, Operational	1,185,000	228,703.09	1,320,842.93	(135,842.93)	111.46%
6019.2 · Overtime, Outside Aid	250,000	0.00	174,908.15	75,091.85	69.96%
6019.3 · Overtime, JPA	100,000	3,963.76	208,598.54	(108,598.54)	208.60%
<b>Total 6019 · Overtime</b>	<b>1,535,000</b>	<b>232,666.85</b>	<b>1,704,349.62</b>	<b>(169,349.62)</b>	<b>111.03%</b>
<b>6020 · P.E.R.S. Retirement</b>					
6031 · Life Insurance	5,746	433.20	4,529.60	1,216.40	78.83%
6032 · P.E.R.S. Health Benefits	1,086,537	91,594.14	940,272.95	146,264.05	86.54%
6033 · Disability Insurance	12,870	994.50	10,647.00	2,223.00	82.73%
6034 · Health Cost of Retirees	750,000	32,079.98	660,457.19	89,542.81	88.06%
6040 · Dental/Vision Expense	147,460	10,419.00	112,435.00	35,025.00	76.25%
6050 · Unemployment Insurance	15,994	218.72	13,750.57	2,243.43	85.97%
6060 · Vacation & Sick Expense Reserve	125,000	0.00	35,317.95	89,682.05	28.25%
6070 · Medicare	105,968	12,251.29	97,847.19	8,120.81	92.34%
<b>Total 6000 · Salaries &amp; Wages</b>	<b>11,799,550</b>	<b>1,176,141.93</b>	<b>10,531,710.62</b>	<b>1,267,839.38</b>	<b>89.26%</b>
<b>6100 · Clothing &amp; Personal Supplies</b>					
6100 · Clothing & Personal Supplies	92,300	1,744.68	41,055.68	51,244.32	44.48%
<b>6110 · Communications</b>					
6111 · Business Phones	57,200	3,874.43	42,286.51	14,913.49	73.93%
6112 · Dispatch Services	18,000	0.00	0.00	18,000.00	0.00%
<b>Total 6110 · Communications</b>	<b>75,200</b>	<b>3,874.43</b>	<b>42,286.51</b>	<b>32,913.49</b>	<b>56.23%</b>

**El Dorado Hills Fire Department  
Revenue and Expense Summary  
May 2014**

	<b>Prelim Budget Fiscal Year 2013-2014</b>	<b>Actual Expended May 2014</b>	<b>Actual Expended YTD May 31 2014</b>	<b>Remaining Balance Available</b>	<b>% of Budget Expended</b>
<b>6120 · Housekeeping</b>	21,360	1,828.31	18,529.89	2,830.11	86.75%
<b>6130 · Insurance</b>					
<b>6131 · General Insurance (Annual)</b>	51,000	0.00	46,417.00	4,583.00	91.01%
<b>6132 · Workers Compensation</b>	519,898	51,942.25	528,395.20	(8,497.20)	101.63%
<b>Total 6130 · Insurance</b>	<u>570,898</u>	<u>51,942.25</u>	<u>574,812.20</u>	<u>(3,914.20)</u>	<u>100.69%</u>
<b>6140 · Maintenance of Equipment</b>					
<b>6141 · Tires</b>	14,000	5,692.03	13,835.66	164.34	98.83%
<b>6142 · Parts &amp; Supplies</b>	10,000	7,862.39	18,784.50	(8,784.50)	187.85%
<b>6143 · Outside Work</b>	100,500	3,402.22	39,866.66	60,633.34	39.67%
<b>6144 · Equipment Maintenance</b>	120,845	11,532.84	89,819.05	31,025.95	74.33%
<b>6145 · Radio Maintenance</b>	5,000	762.55	2,722.88	2,277.12	54.46%
<b>Total 6140 · Maintenance of Equipment</b>	<u>250,345</u>	<u>29,252.03</u>	<u>165,028.75</u>	<u>85,316.25</u>	<u>65.92%</u>
<b>6150 · Maintenance, Structures &amp; Ground</b>	55,300	8,516.84	43,258.41	12,041.59	78.23%
<b>6160 · Medical Supplies</b>					
<b>6161 · Medical Supplies</b>	1,000	0.00	0.00	1,000.00	0.00%
<b>Total 6160 · Medical Supplies</b>	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00%</u>
<b>6170 · Dues and Subscriptions</b>	7,355	490.15	6,573.38	781.62	89.37%
<b>6180 · Miscellaneous</b>					
<b>6181 · Miscellaneous</b>	8,700	0.00	1,925.72	6,774.28	22.14%
<b>6182 · Honor Guard</b>	3,000	96.75	2,587.24	412.76	86.24%
<b>6183 · Explorer Program</b>	1,000	278.28	1,009.14	(9.14)	100.91%
<b>6183 · Pipes and Drums</b>	3,000	0.00	0.00	3,000.00	0.00%
<b>Total 6180 · Miscellaneous</b>	<u>15,700</u>	<u>375.03</u>	<u>5,522.10</u>	<u>10,177.90</u>	<u>35.17%</u>
<b>6190 · Office Supplies</b>	20,350	1,898.59	15,052.86	5,297.14	73.97%

**El Dorado Hills Fire Department  
Revenue and Expense Summary  
May 2014**

	<b>Prelim Budget Fiscal Year 2013-2014</b>	<b>Actual Expended May 2014</b>	<b>Actual Expended YTD May 31 2014</b>	<b>Remaining Balance Available</b>	<b>% of Budget Expended</b>
<b>6200 · Professional Services</b>					
6201 · Audit	10,500	0.00	9,500.00	1,000.00	90.48%
6202 · Legal	120,000	1,809.60	83,428.44	36,571.56	69.52%
6203 · Notices	3,500	0.00	1,365.18	2,134.82	39.01%
6204 · Misc.	239,440	14,453.42	146,355.22	93,084.78	61.12%
6205 · Elections/Tax Administration	1,000	0.00	0.00	1,000.00	0.00%
<b>Total 6200 · Professional Services</b>	<b>374,440</b>	<b>16,263.02</b>	<b>240,648.84</b>	<b>133,791.16</b>	<b>64.27%</b>
<b>6220 · Rents and Leases - Buildings</b>	104,744	8,829.48	96,506.05	8,237.95	92.14%
<b>6230 · Small Tools and Supplies</b>	46,900	3,489.11	27,993.27	18,906.73	59.69%
<b>6240 · Special Expenses</b>					
6241 · Training	69,750	170.60	44,036.89	25,713.11	63.14%
6242 · Fire Prevention	14,250	107.50	8,934.64	5,315.36	62.70%
6243 · Licenses	1,000	0.00	33.00	967.00	3.30%
6244 · Directors' Training & Travel	3,000	0.00	0.00	3,000.00	0.00%
<b>Total 6240 · Special Expenses</b>	<b>88,000</b>	<b>278.10</b>	<b>53,004.53</b>	<b>34,995.47</b>	<b>60.23%</b>
<b>6250 · Transportation and Travel</b>					
6251 · Fuel and Oil	75,000	4,935.36	62,775.51	12,224.49	83.70%
6252 · Travel	15,000	25.00	20,936.21	(5,936.21)	139.58%
6253 · Meals & Refreshments	18,000	2,028.19	19,503.35	(1,503.35)	108.35%
<b>Total 6250 · Transportation and Travel</b>	<b>108,000</b>	<b>6,988.55</b>	<b>103,215.07</b>	<b>4,784.93</b>	<b>95.57%</b>
<b>6260 · Utilities</b>					
6261 · Electricity	60,000	3,297.82	39,344.18	20,655.82	65.57%
6262 · Natural Gas/Propane	27,000	901.07	11,988.77	15,011.23	44.40%
6263 · Water/Sewer	14,000	0.00	10,473.11	3,526.89	74.81%
<b>Total 6260 · Utilities</b>	<b>101,000</b>	<b>4,198.89</b>	<b>61,806.06</b>	<b>39,193.94</b>	<b>61.19%</b>
<b>6720 · Fixed Assets</b>	5,053,100	8,609.13	636,791.07	4,416,308.93	12.60%
<b>6999 · Contingencies</b>	0	0.00	0.00	0.00	0.00%
<b>Total Budget and Expenses</b>	<b>18,785,542</b>	<b>1,324,720.52</b>	<b>12,663,795.29</b>	<b>6,121,746.71</b>	<b>67.41%</b>
<b>Net Revenue/Expenses Over/Short +/-</b>	<b>0</b>		<b>741,038.53</b>		

Revenue and Expenditures should be 92%  
Date prepared: 6/16/2014

El Dorado Hills Fire Department

6/16/2014 10:07 AM

Register: 1000 · Bank of America  
 From 05/01/2014 through 05/31/2014  
 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>
05/01/2014	EFT	P.E.R.S. Health	-split-	Health Benefits...	124,059.02	X		679,009.05
05/01/2014	EFT	ADP (FSA)	2031 · FSA-Dependent...		278.61	X		678,730.44
05/01/2014	17152	DC Management, LLC	6220 · Rents and Lease...		8,686.48	X		670,043.96
05/01/2014	17153	David Kennedy	6000 · Salaries & Wag...		100.00	X		669,943.96
05/01/2014	17154	Dwight Piper	6000 · Salaries & Wag...		150.00	X		669,793.96
05/01/2014	17155	Dennis Planje	6000 · Salaries & Wag...		150.00	X		669,643.96
05/01/2014	17156	Frederick Russell	6000 · Salaries & Wag...		150.00	X		669,493.96
05/01/2014	17157	Angelica Silveira	6000 · Salaries & Wag...		150.00			669,343.96
05/01/2014	17158	Greg F. Durante (Di...	6000 · Salaries & Wag...		100.00	X		669,243.96
05/01/2014	17159	Wallace Fullerton	-split-		300.00	X		668,943.96
05/01/2014	17160	Charles J. Hartley	-split-	Director Pay	200.00	X		668,743.96
05/01/2014	17161	John Hidahl	-split-		400.00	X		668,343.96
05/01/2014	17162	Barbara Winn	-split-		200.00	X		668,143.96
05/01/2014	17163	California State Disb...	-split-	For 5-1-14 Pay...	666.92	X		667,477.04
05/01/2014	17164	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	1,799.85	X		665,677.19
05/01/2014	17165	CA Assoc. of Profess...	6000 · Salaries & Wag...		994.50	X		664,682.69
05/01/2014	17166	Managed Health Net...	6200 · Professional Ser...		751.40	X		663,931.29
05/01/2014	17167	Standard Insurance Co.	6000 · Salaries & Wag...	Life Insurance	433.20	X		663,498.09
05/01/2014	17168	Absolute Secured Sh...	6190 · Office Supplies		35.00	X		663,463.09
05/01/2014	17169	All Clean Commerci...	6120 · Housekeeping		688.00	X		662,775.09
05/01/2014	17170	Bugman Pest Control	-split-		235.00	X		662,540.09
05/01/2014	17171	Carbon Copy, Inc	-split-		87.33	X		662,452.76
05/01/2014	17172	Cooperative Personn...	6200 · Professional Ser...		4,104.00	X		658,348.76
05/01/2014	17173	DNL Electric, Inc.	6150 · Maintenance,Str...		3,740.00	X		654,608.76
05/01/2014	17174	East Bay Tire Co.	6140 · Maintenance of ...		5,692.03	X		648,916.73
05/01/2014	17175	Fred Russell (FDC)	6720 · Fixed Assets		2,983.75	X		645,932.98
05/01/2014	17176	InterState Oil Compa...	-split-		3,933.68	X		641,999.30
05/01/2014	17177	Madeira Group Inter...	6200 · Professional Ser...		895.00	X		641,104.30
05/01/2014	17178	Placerville Rad. Med...	6200 · Professional Ser...		28.00	X		641,076.30
05/01/2014	17179	Sacramento County ...	6140 · Maintenance of ...		265.12	X		640,811.18
05/01/2014	17180	State Compensation ...	6130 · Insurance:6132 ...	Workers Comp	51,942.25	X		588,868.93
05/01/2014	17181	U.S. Bank (Rescue)	-split-		81.86	X		588,787.07
05/01/2014	PR14-5-1	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	69,470.38	X		519,316.69
05/01/2014	PR14-5-1	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	204,436.72	X		314,879.97
05/01/2014	PR14-5-1	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Check ...	1,661.50	X		313,218.47
05/02/2014	EFT	P.E.R.S. ING	-split-	PR14-5-1 Conf...	6,908.93	X		306,309.54
05/02/2014	EFT	Nationwide Retireme...	-split-		12,388.14	X		293,921.40
05/05/2014		Transfer from County	1071 · General Fund B...	Deposit		X	5,500,000.00	5,793,921.40
05/05/2014	EFT	Transfer to LAIF	1074 · Local Agency I...	Confirm #1432...	5,500,000.00	X		293,921.40
05/05/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		85.00	X		293,836.40

El Dorado Hills Fire Department

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Register: 1000 · Bank of America  
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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>
05/06/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		175.50	X		293,660.90
05/07/2014	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Confirmed	15,019.70	X		278,641.20
05/07/2014	EFT	P.E.R.S. Retirement	-split-	Conf# 1000424...	78,571.96	X		200,069.24
05/07/2014	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000424...	3,437.56	X		196,631.68
05/07/2014	EFT	P.E.R.S. Retirement (...)	-split-	Conf# 1000424...	3,047.59	X		193,584.09
05/07/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		19.00	X		193,565.09
05/08/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		25.00	X		193,540.09
05/09/2014	EFT	ADP	6200 · Professional Ser...		280.87	X		193,259.22
05/09/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		100.00	X		193,159.22
05/12/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		45.00	X		193,114.22
05/13/2014	EFT	Deposit	3510 · Misc. Operating...	Deposit		X	352.22	193,466.44
05/14/2014		Deposit	-split-	Deposit		X	1,977.00	195,443.44
05/14/2014		Deposit	-split-	Deposit		X	2,856.51	198,299.95
05/14/2014	EFT	Transfer from LAIF	1074 · Local Agency I...	Confirm #1432...		X	700,000.00	898,299.95
05/14/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		20.00	X		898,279.95
05/14/2014	EFT	ADP (FSA)	2031 · FSA-Dependent...		134.61	X		898,145.34
05/15/2014		Bank Charges	6190 · Office Supplies	Bank Charges	178.44	X		897,966.90
05/15/2014	EFT	P.E.R.S. ING	-split-	PR14-5-2 Conf...	6,908.93	X		891,057.97
05/15/2014	17182	California State Disb...	-split-	For 5-15-14 Pa...	666.92	X		890,391.05
05/15/2014	17183	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	1,799.85	X		888,591.20
05/15/2014	17184	Ray Phillips	6250 · Transportation a...		25.00			888,566.20
05/15/2014	17185	Noleen Primicerio	6250 · Transportation a...	Mileage	15.12	X		888,551.08
05/15/2014	17186	Advantage Gear, Inc.	6180 · Miscellaneous:6...		278.28	X		888,272.80
05/15/2014	17187	APPTIX Inc.	6200 · Professional Ser...		1,247.64	X		887,025.16
05/15/2014	17188	Aramark	6100 · Clothing & Pers...	Rags	106.00	X		886,919.16
05/15/2014	17189	Arnolds for Awards	6240 · Special Expense...		107.50	X		886,811.66
05/15/2014	17190	A T & T Wireless	6110 · Communication...	Cell Phones	283.63	X		886,528.03
05/15/2014	17191	AT&T (CALNET 2)	-split-		588.66	X		885,939.37
05/15/2014	17192	Best Best & Krieger	6200 · Professional Ser...		1,809.60	X		884,129.77
05/15/2014	17193	Warren Consulting E...	-split-		4,350.00	X		879,779.77
05/15/2014	17194	Blain Stumpf	6720 · Fixed Assets		198.00	X		879,581.77
05/15/2014	17195	Blue Ribbon Personn...	-split-		3,388.44	X		876,193.33
05/15/2014	17196	Burkett's	-split-		136.45	X		876,056.88
05/15/2014	17197	Cambridge Hardware	6230 · Small Tools and...		30.09	X		876,026.79
05/15/2014	17198	Carbon Copy, Inc	-split-		763.26	X		875,263.53
05/15/2014	17199	California Diesel & ...	6140 · Maintenance of ...		460.00	X		874,803.53
05/15/2014	17200	Cooperative Personn...	6200 · Professional Ser...		786.45	X		874,017.08
05/15/2014	17201	Doug Veerkamp	6140 · Maintenance of ...		3,327.22	X		870,689.86
05/15/2014	17202	El Dorado Disposal S...	-split-	Garbage	547.27	X		870,142.59
05/15/2014	17203	Fit Guard	6140 · Maintenance of ...		200.00	X		869,942.59

El Dorado Hills Fire Department

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05/15/2014	17204	Gary Pertle	6150 · Maintenance,Str...		1,615.00	X		868,327.59
05/15/2014	17205	Mountain Democrat	6170 · Dues and Subsc...		447.20	X		867,880.39
05/15/2014	17206	Norcal Beverage Co. ...	6140 · Maintenance of ...		142.58	X		867,737.81
05/15/2014	17207	Oracle America, Inc.	6200 · Professional Ser...		1,000.00	X		866,737.81
05/15/2014	17208	P. G. & E.	-split-	Sta 84, 85, 86, 87	4,198.89	X		862,538.92
05/15/2014	17209	Prestige Appliances	6150 · Maintenance,Str...		471.27	X		862,067.65
05/15/2014	17210	Project Leadership A...	-split-		10,124.39	X		851,943.26
05/15/2014	17211	Ribeiro 91011, LLC	3550 · Development Fee		28,486.06	X		823,457.20
05/15/2014	17212	Reibes Auto Parts	6140 · Maintenance of ...		64.46	X		823,392.74
05/15/2014	17213	Royal Fire Protection	6150 · Maintenance,Str...		400.00	X		822,992.74
05/15/2014	17214	Sam's Club	-split-		1,197.41	X		821,795.33
05/15/2014	17215	Steven T. Itelson, F.S...	6200 · Professional Ser...	Retiree Medica...	3,700.00	X		818,095.33
05/15/2014	17216	Sweet Septic System...	6150 · Maintenance,Str...		400.00	X		817,695.33
05/15/2014	17217	Sunset Communicati...	6140 · Maintenance of ...		380.00	X		817,315.33
05/15/2014	17218	Trace Analytics, Inc.	6140 · Maintenance of ...		75.00	X		817,240.33
05/15/2014	17219	Valley Power System...	6140 · Maintenance of ...		7,553.19	X		809,687.14
05/15/2014	17220	Verizon Wireless	-split-		1,710.30	X		807,976.84
05/15/2014	17221	Verizon Wireless - 1	6110 · Communication...		887.72	X		807,089.12
05/15/2014	PR14-5-2	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	61,345.78	X		745,743.34
05/15/2014	PR14-5-2	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	189,176.78	X		556,566.56
05/15/2014	PR14-5-2	Payroll - Checks	2021 · Federal Tax Wit...	Morgan Payroll...	1,886.01	X		554,680.55
05/16/2014	EFT	P.E.R.S. Retirement	-split-	Conf# 1000427...	78,451.23	X		476,229.32
05/16/2014	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000427...	3,437.56	X		472,791.76
05/16/2014	EFT	P.E.R.S. Retirement (...	-split-	Conf# 1000427...	3,163.21	X		469,628.55
05/16/2014	EFT	ADP (FSA)	-split-		556.24	X		469,072.31
05/19/2014		Deposit	1110 · Accounts Recei...	Deposit		X	165,557.78	634,630.09
05/19/2014	EFT	Nationwide Retireme...	-split-		13,138.14	X		621,491.95
05/19/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		85.00	X		621,406.95
05/23/2014	EFT	ADP	6200 · Professional Ser...		258.52	X		621,148.43
05/23/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		1,741.70	X		619,406.73
05/27/2014	EFT	Business Card	-split-	Auth Rep Conf...	281.71	X		619,125.02
05/27/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		146.41	X		618,978.61
05/28/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		20.00	X		618,958.61
05/29/2014	EFT	ADP (FSA)	-split-		149.61	X		618,809.00
05/29/2014	PR14-5-3	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	69,524.20	X		549,284.80
05/29/2014	PR14-5-3	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	206,631.12	X		342,653.68
05/30/2014	EFT	ADP (FSA Service C...	6200 · Professional Ser...		82.80	X		342,570.88
05/30/2014	EFT	ADP (FSA)	2032 · FSA-Medical C...		20.00	X		342,550.88

**EL DORADO HILLS COUNTY WATER DISTRICT**

**BOARD OF DIRECTORS**

**RESOLUTION NO. 2014-10**

**AB8 NEGOTIATIONS**

**LAFCO PROJECT NO. 2014-04  
EL DORADO HILLS COUNTY WATER DISTRICT  
ANNEXATION OF LATROBE FIRE PROTECTION DISTRICT**

WHEREAS, request has been made to the Board of Supervisors of the County of El Dorado for negotiation in accordance with Section 99.1 of the Revenue and Taxation Code (added by Assembly Bill No. 8, Chapter 282, Statutes of 1979); and

WHEREAS, this request relates to an annexation of lands to the El Dorado HILLS COUNTY WATER DISTRICT where fire protection services have previously been provided by Latrobe Fire Protection District, namely the following annexation:

**LAFCO PROJECT NO. 2014-04  
EL DORADO HILLS COUNTY WATER DISTRICT  
ANNEXATION OF LATROBE FIRE PROTECTION DISTRICT**

WHEREAS, the parties have agreed to the initial distribution of property tax adopted by the Board of Supervisors of the County of El Dorado as described in Exhibit A and B (“Resolution No. \_\_\_\_ of the Board of Supervisors of the County of El Dorado” and “Property Tax Distribution –Future Increment”).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the EL DORADO HILLS COUNTY WATER DISTRICT authorizes an exemption from the requirement for LAFCO to hold an additional informational hearing sixty days before the regular hearing to consider the proposed annexation/dissolution. For purposes of Government Code Section 56857(e), this District supports the Annexation of Latrobe Fire Protection District (LAFCO Project No. 2014-04).



NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the EL DORADO HILLS COUNTY WATER DISTRICT that tax increment revenues will be provided to the EL DORADO HILLS COUNTY WATER DISTRICT and the amount of such tax increment shall be no less than 17% of the current share of tax levy for existing TRA per the attached Exhibit A and B described above.

BE IT FURTHER RESOLVED that the Secretary of the Board is hereby authorized and directed to transmit notice of this resolution to the EL DORADO COUNTY LOCAL AGENCY FORMATION COMMISSION.

The foregoing resolution was duly passed and adopted by the Board of Directors of the El Dorado Hills County Water District at a meeting of said Board held on the 19<sup>th</sup> day of June, 2014, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Barbara Winn, President

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Connie L. Bair, Board Secretary



**RESOLUTION NO.**

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

*Dissolution of Latrobe Fire Protection District, LAFCO Project Number 2014-03; and  
El Dorado Hills County Water District Annexation of the Latrobe Fire Protection District, LAFCO Project  
Number 2014-04*

**WHEREAS**, request has been made to the Board of Supervisors of the County of El Dorado for negotiations with respect to property tax revenue in accordance with Section 99 of the Revenue and Taxation Code; and

**WHEREAS**, this request related to the dissolution of the Latrobe Fire Protection District, namely LAFCO Project Number 2014-03; and the El Dorado Hills County Water District Annexation of the Latrobe Fire Protection District, namely LAFCO Project Number 2014-04; and

**WHEREAS**, negotiations for a redistribution of the property tax base and property tax increment have been concluded; and

**WHEREAS**, the parties have reconsidered the initial distribution and agree that an amendment is necessary to redistribute property tax base and property tax increment;

**NOW, THEREFORE, BE IT RESOLVED** by the El Dorado County Board of Supervisors that for purposes of the Latrobe Fire District dissolution with concurrent transfer of services to the El Dorado Hills County Water District, Latrobe Fire District’s Total Estimated Property Tax Revenue as estimated in the August 28, 2013 letter from the Auditor-Controller Property Tax Revenue Estimates for the FY 13/14 Lien Date Tax Rolls is transferred to the El Dorado Hills County Water District as follows:

<i>Agency</i>	<i>Ad Valorem Property Tax Base</i>
El Dorado Hills County Water District	<b>\$120,322</b>
Latrobe Fire Protection District	\$108,560
County General Fund	(\$11,762)— <b>Latrobe ERAF I amount</b>

**BE IT FURTHER RESOLVED** that the property tax increment on the ad valorem property tax base transferred from the Latrobe Fire Protection District to the El Dorado Hills County Water District shall be distributed as follows:

- For parcels in Tax Rate Area 076-007 the tax increment shall be distributed as indicated on Attachment 2014-04-A1.
- For parcels in Tax Rate Area 076-011 the tax increment shall be distributed as indicated on Attachment 2014-04-B1.
- For parcels in Tax Rate Area 076-015 the tax increment shall be distributed as indicated on Attachment 2014-04-C1.
- For parcels in Tax Rate Area 076-019 the tax increment shall be distributed as indicated on Attachment 2014-04-D1.
- For parcels in Tax Rate Area 076-025 the tax increment shall be distributed as indicated on Attachment 2014-04-E1.
- For parcels in Tax Rate Area 076-001 the tax increment shall be distributed as indicated on Attachment 2014-04-F1.

**BE IT FURTHER RESOLVED** that pursuant to the California Revenue and Taxation Code Section 99.02(b), commencing with the 2014-15 fiscal year, County of El Dorado also determines to transfer the following portions of its property tax revenue:

- County General Fund: \$210,983
- County Capital Outlay Fund: \$21,172
- Road District Tax: \$4,384
- County Service Area #7: \$20,112

Pursuant to Revenue and Taxation Code Section 99.02(f), the County determines the following conditions exist:

- 1) The County determines that revenues are available for this purpose.
- 2) The transfer will not result in any increase in the ratio between the amount of revenues of the transferring agency that are generated by regulatory licenses, use charges, user fees, or assessments and the amount of revenues of the County used to finance services provided by the County.
- 3) The transfer will not impair the ability of the transferring agency to provide existing services.
- 4) The transfer will not result in a reduction of property tax revenues to school entities.

The County and the El Dorado Hills County Water District agree that this mechanism of property tax transfer is:

- Certain, in terms of identifying the initial amounts due to the District on the base valuation and certain in that the mechanism is fail-safe.
- Automatic, in that no future action on the part of either the District or any other party to the AB-8 negotiations would be necessary to ensure that the entirety of the expected tax revenues annually flow to the District, self-execution.
- Irrevocable, in that the mechanism would not be subject to future unilateral adjustment.
- Perpetual, in that there would be no time limitation.
- Adjustable, to ensure that the District receives annual increases or decreases upon the base amount to reflect the annual change in assessed valuation and distribution of the tax increment as agreed herein.

**BE IT FURTHER RESOLVED** that for purposes of the property tax base transfer pursuant to Revenue and Taxation Code 99.02 outlined above, the property increment shall also be distributed as indicated in Attachments 2014-04-A1, 2014-04-B1, 2014-04-C1, 2014-04-D1, 2014-04-E1, and 2014-04-F1.

**BE IT FURTHER RESOLVED** that for purposes of Government Code Section 56857(e), the County supports the dissolution of the Latrobe Fire Protection District, LAFCO Project Number 2014-03; and the El Dorado Hills County Water District Annexation of the Latrobe Fire Protection District, LAFCO Project Number 2014-04; and

**BE IT FURTHER RESOLVED** that this resolution be effective at the time that affected agencies adopt a resolution adopting the property tax increment distribution as shown on Exhibits 2014-04-A1, 2014-04-B1, 2014-04-C1, 2014-04-D1, 2014-04-E1, and 2014-04-F1.

**BE IT FURTHER RESOLVED** that the Clerk to the Board of Supervisors is hereby directed to transmit notice of this resolution to the affected agencies and the El Dorado County Local Agency Formation Commission.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote of said Board:

Attest:  
James S. Mitrisin  
Clerk of the Board of Supervisors

Ayes:  
Noes:  
Absent:

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_ Chair, Board of Supervisors



# EL DORADO HILLS FIRE DEPARTMENT

## MONTHLY ACTIVITY REPORT

MAY 2014



*"Your Safety,  
Our Commitment"*

### ALARM STATISTICS

291	Calls May 2014
283	Calls May 2013
1,147	Total "2014 Year to Date"
1,113	Total "2013" Year to Date"
89%	Unit Response, 10 Minutes (before exception reports)
92%	Medic Unit Response, 11 Minutes (before exception reports)

\*70 consecutive months in compliance.



# EL DORADO HILLS FIRE DEPARTMENT



*"Your Safety,  
Our Commitment"*

## Latrobe Response by Month

<u>January -2014</u>	<b>Total-1</b> 1 - EMS	<u>July -2014</u>	<b>Total -</b>
<u>February - 2014</u>	<b>Total – 5</b> 1 – Debris Pile 1 – False Call 1 –Vegetation 2 - EMS	<u>August -2014</u>	<b>Total-</b>
<u>March - 2014</u>	<b>Total - 3</b> 1 – Haz. Condition 1 – Lockout 1 - MVA	<u>September -2014</u>	<b>Total -</b>
<u>April - 2014</u>	<b>Total - 1</b> 1 -EMS	<u>October -201</u>	<b>Total -</b>
<u>May - 2014</u>	<b>Total - 2</b> 1 – EMS 1 – Vegetation	<u>November -2014</u>	<b>Total -</b>
<u>June - 2014</u>	<b>Total -</b>	<u>December - 2014</u>	<b>Total -</b>

- 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-2014</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>	<u>Average</u>	<u>July-2013</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>	<u>Average</u>
Station 84	88%	94%	91%	05:08	Station 84	70%	81%	89%	06:03
Station 85	77%	95%	95%	05:10	Station 85	85%	100%	100%	05:05
Station 86	71%	100%	71%	06:41	Station 86	55%	73%	82%	06:36
Station 87	84%	80%	88%	05:45	Station 87	80%	100%	100%	04:36
<u>Feb-2014</u>					<u>Aug-2013</u>				
Station 84	94%	87%	89%	05:57	Station 84	74%	96%	96%	05:19
Station 85	85%	92%	92%	05:10	Station 85	97%	100%	100%	04:31
Station 86	76%	76%	76%	07:09	Station 86	50%	50%	70%	07:10
Station 87	68%	92%	96%	05:21	Station 87	76%	84%	88%	05:28
<u>Mar-2014</u>					<u>Sept-2013</u>				
Station 84	77%	90%	90%	05:49	Station 84	81%	75%	93%	05:54
Station 85	93%	86%	93%	04:53	Station 85	84%	100%	92%	06:04
Station 86	83%	100%	83%	07:24	Station 86	88%	72%	72%	06:52
Station 87	90%	90%	90%	05:13	Station 87	65%	100%	95%	04:55
<u>April-2014</u>					<u>Oct-2013</u>				
Station 84	82%	94%	76%	06:02	Station 84	85%	92%	92%	05:30
Station 85	92%	96%	92%	05:22	Station 85	71%	71%	83%	06:12
Station 86	62%	87%	87%	06:26	Station 86	75%	94%	100%	04:37
Station 87	64%	94%	94%	05:04	Station 87	85%	100%	100%	05:26
<u>May-2014</u>					<u>Nov-2013</u>				
Station 84	80%	93%	93%	05:05	Station 84	96%	96%	100%	04:11
Station 85	92%	100%	86%	05:28	Station 85	76%	87%	84%	06:10
Station 86	90%	80%	80%	06:29	Station 86	67%	100%	67%	06:36
Station 87	87%	93%	100%	05:26	Station 87	80%	80%	95%	05:59
<u>June-2013</u>					<u>Dec-2013</u>				
Station 84	95%	100%	100%		Station 84	84%	92%	88%	05:54
Station 85	75%	88%	100%		Station 85	80%	75%	75%	05:30
Station 86	50%	100%	100%		Station 86	66%	83%	88%	06:25
Station 87	92%	96%	100%		Station 87	80%	84%	84%	05:38

**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.



# El Dorado County Emergency Services Authority

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## ADVANCED LIFE SUPPORT AMBULANCE AGREEMENT BETWEEN EL DORADO COUNTY EMERGENCY SERVICES AUTHORITY AND EL DORADO HILLS COUNTY WATER DISTRICT (FIRE DEPARTMENT)

1. This Agreement made and entered into by and between the El Dorado County Emergency Services Authority (hereinafter referred to as "JPA"); and the **El Dorado Hills County Water District (Fire Department)** (hereinafter referred to as "Member Agency"), whose principal place of business is 1050 Wilson Boulevard, El Dorado Hills, CA 95762.

### RECITALS

2. WHEREAS, the JPA is responsible for providing Advanced Life Support [ALS] prehospital medical care within its jurisdiction, in compliance with the Contract for Prehospital Advanced Life Support and Dispatch Services with the County of El Dorado [Master Contract]; and
3. WHEREAS, Member Agency desires to provide ALS services in El Dorado County, be it for an emergency, at a special event, or routine medical transportation; and
4. WHEREAS, the Member Agency, from time to time is requested to provide Standby Services for Special Events, such as for an event where spectators and/or participants in the event have a potential for illness or injury, or for any situation where an event results in a gathering of persons in one general locale, sufficient in numbers, or engaged in an activity, that creates a need to have one or more EMS resources at the site as defined by EMS Agency Policy issued by the EMS Agency Medical Director; and
5. WHEREAS, the JPA and the Member Agency agree that it is necessary to clearly define all expectations and regulations regarding the provision of Standby and Special Event Services in the current Member Agency Contract; and
6. WHEREAS, this Agreement is developed in compliance with the Master Contract with the County of El Dorado; and
7. WHEREAS, Member Agency agrees to comply with the requirements of the California Health and Safety Code, Division 2.5, Section 1797 et seq.; California Code of Regulations, Title 22, Division 9, Chapter 4, Article 7, Section 100167; the County Emergency Medical Service and Medical Transportation Ordinance; the Contract for Prehospital Advanced Life Support and Dispatch Services with the County of El Dorado; the standards of the El Dorado County EMS Agency, including but not limited to the County EMS Agency Policy and Procedure Manual,



El Dorado County Trauma Plan, and applicable agency, State or local statutes, ordinances or regulations; and

8. WHEREAS, the El Dorado County EMS Agency Medical Director, [EMSA MD] through the County EMS Agency, and as defined in the Master Contract, has the authority to develop overall plans, policies, and medical standards to ensure that effective levels of ALS care are maintained within the County; and that the EMSA MD has the authority for establishing the minimum required medical equipment, medication inventories, and medical protocols, with exception to ambulance specifications; and
9. WHEREAS, the JPA and the Member Agency agree that a higher level of medical training may be necessary to provide patient care. The JPA may require the Member Agency to provide a higher standard of medical training than is required by the California Code of Regulations Title 22; and
10. WHEREAS, the EMSA MD shall have retrospective, concurrent, and prospective medical control including access to all medical information pertinent to data collection, evaluation and analysis; and
11. WHEREAS, County is a Covered Entity, as defined in the Privacy Rule of the Health Insurance Portability and Accountability Act, Pub. L. No. 104-161 of 1996 ("HIPAA") and Member Agency is defined as a Business Associate of the County under this law, which requires protection of any disclosure of PHI pursuant to this Agreement; and includes adherence to the Health Information Technology for Economic and Clinical Health Act (the HITECH Act), as incorporated in the American Recovery and Reinvestment Act of 2009, Public Law 111-005; the Genetic Information Nondiscrimination Act (the GINA).
12. Definitions contained in the Master Contract are herein incorporated into this Agreement by reference.

#### SCOPE OF SERVICES

13. Member Agency agrees to provide full service ALS Services as described in this Agreement, and the terms and conditions of the El Dorado County Emergency Medical Service and Medical Transportation Ordinance. In the performance of its obligation hereunder, it is agreed that the Member Agency is subject to the medical control of the EMSA MD, and to the control or direction of the JPA.
14. Member Agency shall provide prehospital ALS service response on a continuous twenty-four (24) hour per day basis, unless otherwise specified by the County EMS Agency, in which case there shall be adequate justification for the exemption, as provided in the California Code of Regulations, Title 22, Division 9, Chapter 4, Article 7, Section 100167. Part-Time Advanced Life Support (PTALS) providers are exempt from this provision.

15. Member Agency shall at all times meet the requirements set forth by the California Highway Patrol; the California Vehicle Code; the State of California Health and Safety Code; the State of California Emergency Medical Services Authority, the California Code of Regulations, the El Dorado County Emergency Medical Service and Medical Transportation Ordinance, the El Dorado County EMS Agency Policies, Procedures and Field Treatment Protocols, and any other applicable statute, ordinance, and resolution regulating ALS services provided under this Agreement, including but not by way of limitation, personnel, vehicles, equipment, services, and supplies which are the subject of this Agreement.
  - In the event of any conflicting statute, ordinance, or regulation, the statute, ordinance, or regulation setting forth the more stringent requirement shall be met.
16. This Agreement is for prehospital ALS services provided in the primary response area of El Dorado County known as CSA No. 7. Member Agency shall be responsible for providing prehospital ALS services for all requests for ALS service received from any person or any agency in the coverage area and dispatched through the designated dispatch center.
17. Member Agency shall ensure that personnel shall be familiar with local geography throughout the primary response area.

#### SERVICE STANDARDS

18. Member Agency shall respond to requests for emergency medical services from the designated dispatch center. If an ALS unit responds to an emergency medical service without authorization from the designated dispatch center the ALS unit shall notify the dispatch center immediately of such response.
19. Member Agency shall immediately respond to requests for emergency medical service to the address or place given unless diverted by the designated dispatch center.
20. Member Agency shall promptly respond an ALS ambulance to the emergency call unless diverted by the designated dispatch center pursuant to the JPA's System Status Management Plan.
21. Ambulances shall notify the designated dispatch center when in route to, upon arrival at scene, upon departure from the scene, upon arrival at hospital, and upon departure from hospital. Ambulances shall notify the designated dispatch center when they are committed to a call, out of service, or when any other status change occurs.
22. Ambulances shall notify the base hospital and give a report on patient status, treatment given, and shall communicate current and ongoing patient assessments to the Base Hospital, and collaborate with Base Hospital in the provision of care, and follow physician or MICN direction as instructed.

23. If contact with the base Hospital is not obtainable, the Paramedic[s] shall operate under El Dorado County Treatment Protocols.
24. In the event that Member Agency is unable to respond to a request for an ambulance, the Member Agency shall immediately notify the designated dispatch center.
25. Member Agency shall not advertise itself or the responding unit as providing ALS services unless routinely providing ALS services on a continuous twenty-four (24) hour-per-day basis, as provided in the California Code of Regulations, Title 22, Division 9, Chapter 4, Article 7, Section 100167.
26. Member Agency shall meet the maximum response time criteria as established in the Master Contract.
27. Member Agency shall implement said ALS services as a part of the JPA's response system within the Primary Response Area, and adhere to a System Status Management Plan developed by the JPA at all times during the term of this Agreement.
28. The Member Agency shall abide by the policies and operating procedures set forth by the JPA to meet the implementation of the System Status Management Plan including system move-up, staffing adjustments, transfers, standbys, and all other activities of the ambulance service.

#### Standby and Special Event Coverage

##### A. Non-dedicated Standby Ambulance Service

Upon request by law enforcement and/or fire departments, and where available units/staffing exist, the Member Agency may furnish courtesy stand-by ambulance coverage at emergency incidents involving a potential danger to the personnel of the requesting agency or the general public.

Other community service oriented entities may request non-dedicated standby ambulance coverage for special events from the Member Agency. The Member Agency is encouraged to provide such non-dedicated stand-by coverage to events when possible.

The Member Agency will offer such non-dedicated standby ambulance services at no charge.

##### B. Dedicated Standby Ambulance Service

Community service oriented entities or commercial enterprises may request dedicated stand-by ambulance coverage for special events from the Member Agency. Each dedicated standby ambulance service event shall have a two-hour minimum.

The Member Agency will offer such dedicated standby ambulance services at the rates established by the El Dorado County Board of Supervisors. The Member Agency is hereby authorized by JPA to execute any necessary contracts for these services with the requester of services. Member Agency shall secure all billing information required by County so that County can bill the responsible parties for such services, and provide to the JPA a copy of any such contract and required billing information.

### DESIGNATIONS

29. The designated Base Hospital provides on-line medical control according to the California Health and Safety Code, Division 2.5, Section 1798 through and including Section 1798.105. The designated Base Hospital for County Service Area No. 7 is Marshall Hospital.
30. The designated dispatch center for County Service Area No. 7 is Cal Fire, identified as Camino on the radio and currently located at Mount Danaher. Member Agency shall respond to requests for prehospital ALS services from the designated dispatch center.

### PERSONNEL

31. Member Agency shall ensure that all Paramedic personnel are licensed by the State of California and accredited with the County EMS Agency. Member Agency shall ensure that EMT personnel are State of California certified. Personnel whose certification/accreditation has lapsed shall not be allowed to provide prehospital care within El Dorado County until they have met all requirements to bring current their certification/accreditation.
  - A. Member Agency shall ensure compliance with all EMT and EMT-P regulations from the State of California Health and Safety Code, Division 2.5, and Title 22, Division 9, and ensure that the County EMS Agency Policies, Procedures and Field Treatment Protocols are followed. For each new employee, Member Agency shall provide a copy of such records of certification and/or accreditation to the JPA.
  - B. Member Agency shall ensure that all personnel will not use intoxicating substances while on duty, nor shall they be used in the eight (8) hours prior to reporting for duty.
32. Member Agency shall maintain a minimum ambulance staffing level of not less than one (1) EMT and one (1) Paramedic.
33. In the case of a Critical Care Transport (CCT), each CCT ambulance shall be staffed with a minimum of one EMT and qualified medical person(s) to provide critical care during transport, as agreed upon by the sending hospital. Each ambulance shall be equipped with appropriate medical equipment and supplies.

34. Member Agency shall ensure that the medical certification and/or accreditation level of all personnel be clearly displayed. Said identification shall be worn as deemed operationally necessary.
35. The maximum unit hour utilization (UHU) for 24-hour ambulance transport unit crews shall not exceed 0.40 continuously without County approval. County shall review the JPA's System Status Management Plan any time the ratio of transports to unit-hour production exceeds 0.40 UHU.
36. Member Agency shall maintain good working relationships with fire agencies; first response agencies; law enforcement; base hospitals; County EMS Agency; and City and County staff. The conduct of personnel must be professional and courteous at all times.
37. Member Agency shall conduct annual written performance evaluations on each employee with regard to their medical duties and performance.
38. Member Agency shall participate in the Department of Motor Vehicle Pull Notice program for regular updates of employees' driver's license status.
39. Member Agency shall comply with all applicable JPA policies, operating procedures, and standards.
40. The Member Agency will negotiate individually with recognized employee organizations for wage and fringe benefits as well as working conditions, and that there may be some differences between Member Agency's policies resulting from such memoranda of understanding.
41. The Member Agency shall not make a final decision on its employees' Workers Compensation and/or PERS industrially related disability retirements involved with the conduct of duties described in this Agreement until notice is given to the JPA of the District's intent.
  - a. JPA shall have forty-five (45) days after the notice of intent to respond to the Member Agency with a recommendation therein.
  - b. Ultimate responsibility for the retirement application shall rest with the Member Agency.
  - c. If there is a disagreement between the JPA and the Member Agency regarding disability, the Workers' Compensation carrier will make the final Member Agency level decision regarding liability.
42. The JPA shall bear the responsibility for any increased Workers' Compensation costs or contributions for JPA funded employees where increases are related to claims by JPA funded employees.
43. The JPA shall annually provide for and maintain in a separate fund for the benefit of Member Agency the accrued vacation and sick leave payoffs for JPA funded

employees. The fund shall include the amount provided by the County to the JPA for such costs.

#### EQUAL OPPORTUNITY EMPLOYER

44. Member Agency shall be an equal opportunity employer and shall be committed to an active Equal Employment Opportunity Program (EEOP). It shall be the stated policy of Member Agency that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40) sex, marital status, medical condition, or physical handicap.

All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge and abilities, regardless of the above identified. All other personnel actions such as compensation, benefits, layoffs, terminations, training, etc., are also administered without discrimination. Equal employment opportunity will be promoted through a continual and progressive EEOP. The objective of an EEOP is to ensure nondiscrimination in employment and, wherever possible, to actively recruit and include for consideration for employment minorities, women and the physically handicapped.

#### TRAINING & EDUCATION

45. Member Agency shall maintain records of all EMS training, continuing education and skills maintenance as required by the El Dorado County EMS Agency. Member Agency shall provide to the County EMS Agency specific records upon written request, through the JPA.
46. Member Agency shall participate in EMS system components that include paramedic, nurse and trainee field observations including ride-a-longs, disaster drills, and continuing education programs.
47. Member Agency shall provide qualified paramedic personnel to be Field Training Officers (FTO's) to instruct and accredit paramedics who are new to the system or who are in an approved paramedic internship program. FTO's shall provide orientation to El Dorado County EMS Policies, Procedures, Protocols, Trauma Plan, EMS Plan; EMS radio communication and Base Station receiving hospitals, and the JPA Policies & Procedures. FTO's shall provide training in any optional scope of practice procedure currently in effect in El Dorado County.
- Member Agency shall ensure that FTO's shall be allowed to attend meetings and/or training pertinent to the El Dorado County EMS system. The EMSA MD shall approve all El Dorado County FTO's.

48. Member Agency shall participate in providing community education on 9-1-1 system access, CPR and first aid, and may utilize community organizations to support and enhance local community efforts in providing public education.
49. The Member Agency agrees that paramedics shall receive training and maintain their certifications in Advanced Cardiac Life Support (ACLS)\* and Pediatric Advanced Life Support (PALS)\* or Pediatric Education for Prehospital Professionals (PEPP) or a comparable advanced pediatric life support course approved by the EMSA MD.

\* Per American Heart Association Guidelines.

50. The Member Agency agrees that paramedics shall receive training and maintain their accreditation in the El Dorado County local paramedic renewal program as required annually by the Emergency Medical Services Medical Director. Such training shall not exceed four (4) hours unless approved by the JPA System Status Management Committee prior to the implementation of any proposed training.
51. In Addition to being either a paramedic or EMT, Member Agency agrees that employees staffing an ambulance shall at minimum meet the requirements of the State Fire Marshal's Office as a Firefighter 1. Employees will receive on-going fire fighting training and shall participate in exercise drills to maintain an acceptable level of skill, knowledge and experience. Employees will be suitably outfitted with the necessary protective equipment and gear to perform the duties of a Firefighter1.

#### QUALITY ASSURANCE

52. Member Agency shall have and maintain a comprehensive internal medical and operational quality assurance policy that is approved by the JPA and County EMSA. This program shall, at a minimum, monitor and evaluate the prehospital Advanced Life Support services required in this Agreement. The program shall be reviewed and approved by the JPA.
53. Member Agency shall participate in assigned JPA quality improvement/quality assurance activities, and shall appoint appropriate personnel to serve on prehospital and disaster committees, as needed. These committees and/or activities shall include, but are not limited to, Continuous Quality Improvement Committee (CQIC), Medical Advisory Committee (MAC), peer review, post incident critiques, and or as mutually agreed upon between the Member Agency and the JPA
54. Member Agency shall cooperate fully in supplying all requested documentation to the JPA, the Base Hospital and the County EMS Agency, and shall participate fully in all quality assurance programs mandated by the County.
55. Member Agency shall allow inspections, site visits or ride-a-longs at any time by JPA and County EMS Agency staff, with a minimum of one (1) hour notice to the Fire Chief for purposes of JPA contract compliance and medical quality assurance.

56. Member Agency shall comply with California Code of Regulations, Title 22. Social Security, Division 9. Pre-Hospital Emergency Medical Services, Chapter 12. EMS System Quality Improvement, Articles 1 thru 5.

#### MUTUAL AID, MASS CASUALTY & DISASTER

57. Mutual aid response shall be performed in accordance with approved cover and mutual aid agreements. In the course of rendering Mutual Aid, the Member Agency shall be exempt from the maximum response time standards criteria. Member Agency shall advise dispatch that they are unable to respond to mutual aid requests if such response is in conflict with a response in the Primary Response Area.
58. Member Agency shall cooperate with JPA in establishing disaster and multi-casualty incident plans, policies and procedures; and assist in planning and participate in interagency disaster/multi-casualty incident training exercises annually.
59. During declared disasters or large-scale multi-casualty incidents, Member Agency shall be exempt from all responsibilities for response-time performance. When the Member Agency is notified that disaster assistance is no longer required, the Member Agency shall return its resources to the primary area of responsibility, and shall resume all operations in a timely manner.

#### AMBULANCE SUPPLIES & EQUIPMENT

60. Member Agency shall possess and maintain adequate drug and solution inventories, drugs, and supplies in compliance with the El Dorado County EMS Agency, and JPA Policies and Procedures Manuals.
61. Standards for medical equipment shall be in compliance with the County EMS Agency Policy and Procedure Manual. The County EMS Agency shall maintain the Policy and Procedure Manual and manual updates online at their website. Member Agency shall be charged with knowledge of the Policies & Procedures. Policies and Procedures shall be updated from time to time as determined necessary by the County EMS Agency.
62. Compliance with these medical equipment requirements is mandated for in service reserve ambulances. The ambulance and supplies shall be maintained in a clean, sanitary and safe mechanical condition at all times.
63. Upon inspection by the County or the JPA, any primary or in service, reserve ambulance failing to meet these medical equipment requirements shall be immediately removed from service and remain out of service until any deficiency is corrected. At the time when a reserve ambulance unit is used to provide the services required by this Agreement, the unit shall comply with all equipment requirements as specified in this Agreement.



64. Member Agency shall utilize and maintain two-way communication equipment that is compatible with County approved dispatch, designated Base Station facilities and all EMS users. Communication capabilities and use of frequencies may be monitored by the JPA and the County EMS Agency.
65. Member Agency shall recognize the right of the JPA to move issued equipment to another Member Agency as needed to assure system wide services, as long as such movement does not impede Member Agency's ability to provide the services defined in the Master Contract.
66. Member Agency shall not take ownership of the ambulance and all related equipment.
67. The JPA shall provide ambulances and all other pertinent equipment needed to function as an Advance Life Support Unit.

#### REPORTS & POLICIES

68. Member Agency shall submit reports and data to the JPA in a form and manner approved by the JPA. The articles hereinafter detail reporting requirements and timetables, which are intended to be mandatory and exemplary but not intended to be all-inclusive. Member Agency shall be responsible to ensure that all information is provided to the JPA in a timely manner as indicated throughout this Agreement.
69. Member Agency personnel shall utilize the El Dorado County "Prehospital Care Report" (PCR) (in electronic digital and/or paper form) for all emergency and non-emergency responses including non-transports.
  - A. The Prehospital Care Report and billing paperwork shall be submitted to the County according to the time frames established in writing by Ambulance Billing as required by El Dorado County EMS Policy.
  - B. Member Agency personnel shall perform due diligence to obtain and transmit all required billing and patient care information. If circumstances arise which limit the availability of patient information, billing information, and associated information, Member Agency shall remain responsible to obtain the required information and submit it to the County. Member Agency personnel shall adhere to the requirements of the El Dorado County EMS Policy for proper reporting and documentation.
  - C. In the case of ALS first responder where the first responder maintains patient care and rides in the ambulance one of the following documentation options shall be utilized, a) PCR may be filled out by the first responder paramedic and utilized as the only PCR for that patient; or, b) the first responder paramedic completes a first responder PCR, and the ambulance paramedic completes a separate PCR. The ambulance PCR may refer to the first responder PCR by writing "See First Responder PCR" where appropriate. Where the first responder report is not complete

prior to the ambulance leaving the scene, and any portion of the incomplete PCR is passed on to the transporting unit, it shall not be considered an official document.

70. Ambulance Billing shall notify the JPA of failure to adequately complete a PCR. Repeated failures to adequately complete the PCR shall be reported to the JPA, and the JPA shall notify Member Agency to correct the omission/error situation. The Member Agency shall have five calendar days in which to furnish the required information to Ambulance Billing.
71. Member Agency shall furnish its personnel with Incident Report forms, and shall ensure that its personnel understand and utilize such forms. Member Agency shall notify the JPA within 24 hours of a sentinel event. Examples: injury to patient, crew or public, or high profile incident. Member Agency may also provide notification and Incident Forms to the El Dorado County EMS Agency.
72. Member Agency designated dispatch center shall document each occurrence of Mutual Aid emergency medical response into the Primary Response Area by an out-of-area ambulance service entity, or Mutual Aid rendered to another agency outside the Primary Response Area on an Incident Report Form. Such report shall detail the time of incident dispatch, time that mutual aid was requested, location of incident, and the reason Mutual Aid was required.
73. Member Agency shall document any and all incidents of unusual activities or occurrences that impacted or had an effect on the normal delivery of services. Events that an attending Paramedic or the Member Agency feel should be documented but are not appropriate to include on the PCR should be included on the Incident Report. Such activities may include but are not limited to: acts of violence, combative patients, patient care concerns, inter-agency conflicts, medical equipment failures, obstacles to responses including chronic adverse road conditions, and radio, dispatch, or communication failures. Any other unusual activities that have the potential of affecting patient care shall be documented.
74. Member Agency shall document vehicle failure above and beyond usual scheduled maintenance and repairs and ambulance vehicle accidents that could potentially have a detrimental effect on patient care issues. Vehicle failure and ambulance accident reports shall be sent to the JPA within 24 hours of the occurrence.
75. For each response within the previous calendar month that exceeds the Response Time Standard for the area of dispatch location (Urban, Semi-Rural, Rural, or Wilderness) Member Agency shall submit a Response Time Exception Report to the JPA. The reason for the delayed response time shall be clear, precise, and verifiable in order to determine if the exception is acceptable. These reports shall be submitted to the JPA for the previous calendar month of service on a monthly basis before the 7<sup>th</sup> day of the next month
76. Member Agency shall provide to the JPA complete and legible maintenance reports by the third Wednesday of the following month.

77. Member Agency shall be responsible to comply with all operational policies and standards currently articulated in this Agreement; the JPA's Policy and Procedure Manual; the Health and Safety Code, Division 2.5; California Code of Regulations, Title 22, Division 9, policies and procedures promulgated by the California Emergency Medical Services Authority and by the El Dorado County Medical Services Agency.
78. The Member Agency will provide services to JPA and in conjunction with the provision of such services, certain Protected Health Information ("PHI") may be made available to Member Agency for the purposes of carrying out its obligations. Member Agency agrees to comply with all the terms and conditions of Appendix A, HIPAA Business Associate Agreement, attached hereto and made by reference a part hereof, regarding the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations promulgated thereunder.

In as much as an exchange of Protected Health Information (PHI) will occur between JPA and Member Agency, Member Agency agrees to faithfully distribute to patient the El Dorado County Notice of Privacy Practices, to be supplied by JPA, before the first delivery of service for all non-emergency transfers and dry runs with patient contact, where services were provided to patient. All Notices of Privacy Practices for emergency transfers will be mailed by El Dorado County Ambulance Billing as soon as practical following the provision of services.

79. Member Agency shall comply with all applicable JPA policies, operating procedures, and standards.
80. Member Agency shall maintain an equipment inventory list and conduct an annual inventory of all fixed assets of JPA and/or CSA-7. The list shall be submitted to the JPA annually and certified by the Member Agency that it is accurate.

#### COMPETITION

81. Member Agency, and its principals are prohibited from engaging in any enterprise that effectively results in competition for emergency and non-emergency ambulance services of any kind within the Primary Response Area as described in this Agreement

#### BILLING FOR SERVICES

82. Parties receiving non-emergency and/or emergency medical transport services from Member Agency shall be billed by County Ambulance Billing for said services. Ambulance personnel shall not request nor receive payment for any services provided pursuant to this Agreement, nor shall they quote charges to the patient or any other concerned individuals, or extend promises for special treatment regarding billable charges. JPA shall provide ambulance billing rate forms to ambulance personnel, and personnel may make these forms available to individuals upon request.

## COMPENSATION

83. Compensation shall be the JPA Board approved, budget amounts.
84. Member Agency shall maintain fiscal records necessary and prudent to meet the standards for accounting practices in use by the County, County Service Area 7 and the JPA.
85. The JPA will reimburse other Member Agency's for any use of their personnel, on a regular basis, in order to provide coverage of back-up units, special details or assignments, or cover for manpower shortages, such reimbursement to be at the actual cost of such services to the other members of the JPA.
86. A Member Agency shall not assume liability for the payment of salary, wages or other compensation to officers, agents or employees of the other Member Agency's or parties performing service under the Master Contract, or any liability other than that provided in this agreement.
87. Member Agency shall not be responsible for claims to benefits, wages, seniority, or other employee rights granted by any other Member Agency to its employees if or when such other Member Agency employees are assigned to the Member Agency in the performance of services and functions pursuant to this agreement.
88. Member Agency shall not be liable for compensation to or indemnification of other Member Agency or parties performing service under the Master Contract for injury or sickness arising out of the performance of this agreement.
89. The JPA shall provide the funding for ambulance attendants' professional liability coverage for operations involving ambulance medical services, and for collision and comprehensive coverage for equipment of and on the ambulance.
90. The JPA will reimburse the Member Agency for any increased costs that arise as a result of JPA activities, including but not limited to long-term insurance experience rates, substantial claims of malpractice, errors or omissions, or claims relating directly as a part of JPA activities.
90. The JPA shall provide dispatch services for ambulances, as defined in the Master Contract.

## CHANGES

91. This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and approved by the duly authorized Boards and fully executed by duly authorized officers of the parties hereto.
  - A. This Agreement may be terminated by either party, upon receipt of written notice, with at least a 90-calendar day advance notice.

- B. The JPA may deny, suspend or revoke this Agreement for failure of the Member Agency to comply with this Agreement, the El Dorado County Emergency Medical Service and Medical Transportation Ordinance; or applicable policies, procedures and regulations.

### INDEPENDENT PROVIDER

- 92. Member Agency is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Member Agency exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.
  - A. Member Agency shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. JPA shall not be charged with responsibility of preventing risk to the Member Agency or its employees.
  - B. JPA engages Member Agency for Member Agency's unique qualifications and skills as well as those of Member Agency's personnel. Member Agency shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of JPA.

### NON-DISCRIMINATION, BENEFITS, & FACILITIES

- 93. Member Agency certifies under the laws of the State of California that Member Agency shall not unlawfully discriminate in the provision of services because of race, color, creed, national origin, sex, age, or physical or mental disability as provided by State and federal law and in accordance with Title VI of the Civil Rights Act of 1964 [42 USC 2000(d)]; Age Discrimination Act of 1975 (42 USC 6101); Rehabilitation Act of 1973 (29 USC 794); Education Amendments of 1972 (20 USC 1681); Americans with Disabilities Act of 1990 (42 USC 12132); Title 45, Code of Federal Regulations, Part 84; provisions of the Fair Employment and Housing Act (Government Code Section 129000 et seq.); and regulations promulgated thereunder (Title 2, CCR, Section 7285.0 et seq.); Title 2, Division 2, Article 9.5 of the California Government Code, commencing with Section 11135; and Title 9, Division 4, Chapter 6 of the California Code of Regulations, commencing with Section 10800.
- 94. For the purpose of this Agreement, discriminations on the basis of race, color, creed, national origin, sex, age, or physical or mental disability include, but are not limited to, the following: denying a participant any service or providing a benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any matter related to the receipt of any service; restricting a participant in any way in the enjoyment of any

advantage or privilege enjoyed by others receiving any service or benefit; and/or treating a participant differently from others in determining whether the participant satisfied any admission, enrollment, eligibility, membership or other requirement or condition which individuals must meet in order to be provided any service or benefit.

### INDEMNITY

95. To the fullest extent of the law, Member Agency shall defend, indemnify, and hold the JPA harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, JPA employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Member Agency's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the JPA, the Member Agency, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the JPA, its officers and employees, or as expressly provided by statute. This duty of Member Agency to indemnify and save JPA harmless includes the duties to defend set forth in California Civil Code Section 2778.
  
96. To the fullest extent of the law, JPA shall defend, indemnify, and hold the Member Agency harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, Member Agency employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the JPA's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the JPA, the Member Agency, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the Member Agency, its officers and employees, or as expressly provided by statute. This duty of JPA to indemnify and save Member Agency harmless includes the duties to defend set forth in California Civil Code Section 2778.

### INSURANCE

97. The Member Agency shall provide to the JPA proof of a policy of insurance and documentation evidencing that the Member Agency maintains insurance that meets the following requirements set forth hereinafter.
  - A. Full Worker's Compensation and Employers' Liability Insurance covering all JPA funded employees of the Member Agency as required by law in the State of California.
  
  - B. Commercial General Liability Insurance of not less than \$6,000,000 combined single limit per occurrence for bodily injury and property damage.

- C. Automobile Liability Insurance of not less than \$6,000,000 on the ambulances.
  - D. Professional liability for JPA funded employees is required with a limit of liability of not less than \$6,000,000 per occurrence.
  - E. Member Agency shall furnish a certificate of insurance satisfactory to the JPA as evidence that the insurance required above is being maintained. The insurance shall be issued by an insurance company acceptable to the JPA.
98. Member Agency agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Member Agency agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the JPA and Member Agency agrees that no work or services shall be performed prior to the giving of such approval. In the event Member Agency fails to keep in effect at all times insurance coverage as herein provided, JPA may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- A. The certificate of insurance must include the following provisions stating that:
    - 1) The insurer shall not cancel the insured's coverage without thirty (30) days prior written notice to JPA, and;
    - 2) The JPA, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except worker's compensation and professional liability insurance policies.
99. Member Agency's insurance coverage shall be primary insurance as respects to the JPA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the JPA its officers; officials, employees or volunteers shall be in excess of the Member Agency's insurance and shall not contribute with it.
- A. Any deductibles or self-insured retentions must be declared to and approved by the JPA, either:
    - 1. The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the JPA, its officers, officials, employees, and volunteers; or
    - 2. Member Agency shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
100. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the JPA, its officers, officials, employees or volunteers.

101. The insurance companies shall have no recourse against the JPA, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
102. The Member Agency's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
103. In the event the Member Agency cannot provide an occurrence policy, Member Agency shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- Certificate of insurance shall meet such additional standards as may be determined by the JPA.

#### INTEREST OF PUBLIC OFFICIAL

104. Except for their duties to the JPA Board, no official or employee of Member Agency who exercises any functions or responsibilities in review or approval of services to be provided by Member Agency under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects his/her personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of the JPA have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### INTEREST OF MEMBER AGENCY

105. Member Agency covenants that Member Agency presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other agreement or contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement.

#### VENUE

106. Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Member Agency waives any removal rights it might have under Code of Civil Procedure Section 394.

#### ADMINISTRATION



107. All notices to be given by the parties hereto shall be in writing and sent postage prepaid by registered mail. Notices to Member Agency shall be addressed as follows, or to such other location as either party directs:

JPA  
480 Locust Road  
Diamond Springs, CA 95619  
530-642-0622  
Attn: Executive Director

Member Agency  
1050 Wilson Boulevard  
El Dorado Hills, CA 95762  
916-933-6623  
Attn: Chief Dave Roberts

108. The JPA Officer or employee responsible for administering this Agreement is the Executive Director, or successor.

#### DISPUTES

109. Should any disputes arise between and/or among the Member Agency, other Member Agencies, the JPA or EMSA, all parties will have the right to bring such disputes to the JPA Board of Directors, as provided by the Master Contract.

#### STATUS

110. In performance of the services herein provided for, Member Agency shall be, and is, an independent contractor, and is not an agent or employee of JPA.

111. Pursuant to this agreement, it is acknowledged and agreed that the JPA and Member Agency both are legally separate entities. No other special relationship will arise from this agreement except as so stated.

#### FORCE MAJEURE

112. If any party hereto is rendered unable, wholly or in part, by Force Majeure to carry out its obligations under this agreement, that party shall give to the other parties hereto prompt written notice of the Force Majeure with reasonable full particulars concerning it.

113. Thereupon, the obligations of the party giving the notice, so far as they are affected by the Force Majeure, shall be suspended during, but no longer than the continuance of, the Force Majeure, except for a reasonable time thereafter required to resume performance.

114. During any period in which any party hereto is excused from performance by reason of the occurrence of an event of Force Majeure, the party so excused shall promptly, diligently, and in good faith take all reasonable action required in order for it to be able to commence or resume performance of its obligations under the agreement.

115. Without limiting the generality of the foregoing, the party so excused from performance shall, during any such period of Force Majeure, take all actions reasonably necessary to terminate any temporary restraining orders or preliminary

or permanent injunctions to enable it to so commence or resume performance of its obligations under the agreement

116. The party whose performance is excused due to the occurrence of an event of Force Majeure shall, during such period, keep the other parties notified of all such actions required in order for it to be able to commence or resume performance of its obligations under the agreement.
117. Force Majeure is defined as an act of God, act of public enemy, war and other causes not reasonably within the control of any parties hereto.
118. The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.
119. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.
120. This agreement shall become effective when fully executed by the parties hereto and will remain in effect, unless terminated pursuant to provisions herein. This Agreement will be reviewed before March 1<sup>st</sup> of each year.
121. This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties, and they incorporate or supersede all prior written or oral agreements or understandings.
122. In witness whereof, the parties hereto have executed this Agreement the day and year first below written.

\_\_\_\_\_  
For the JPA

Date \_\_\_\_\_

\_\_\_\_\_  
For the Member Agency

Date \_\_\_\_\_

## Appendix A

### HIPAA Business Associate Agreement

#### EL DORADO COUNTY EMERGENCY SERVICES AUTHORITY AND EL DORADO HILLS COUNTY WATER DISTRICT (FIRE DEPARTMENT)

This HIPAA Business Associate Agreement Amendment (“Amendment”) entered into by the El Dorado County Emergency Services Authority (hereinafter referred to as “the JPA”) and the **El Dorado Hills County Water District (Fire Department)** (hereinafter referred to as “Member Agency”) supplements and is made part of the Member Agency Advanced Life Support Ambulance Agreement. (“Underlying Agreement”) as of the date of approval by the parties (the “Effective Date”).

#### RECITALS

WHEREAS, JPA and the Member Agency entered into the Underlying Agreement pursuant to which the Member Agency provides services to JPA, and in conjunction with the provision of such services, certain Protected Health Information (“PHI”) may be made available to the Member Agency for the purposes of carrying out its obligations under the Underlying Agreement; and

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act, Pub. L. No. 104-161 of 1996 (“HIPAA”), more specifically the regulations found at Title 45, CFR, Parts 160 and 164 (the “Privacy Rule”), as may be amended from time to time, which are applicable to the protection of any disclosure of PHI pursuant to the Underlying Agreement; and

WHEREAS, County is a Covered Entity, as defined in the Privacy Rule; and

WHEREAS, the Member Agency, when a recipient of PHI from JPA, is a Business Associate as defined in the Privacy Rule; and

WHEREAS, the parties agree that any disclosure or use of PHI be in compliance with the Privacy Rule or other applicable law; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Definitions. Unless otherwise provided in this Amendment, capitalized terms shall have the same meanings as set forth in the Privacy Rule, as may be amended from time to time.
2. Scope of Use and Disclosure by the Member Agency of County Disclosed PHI.
  - A. The Member Agency shall be permitted to use PHI disclosed to it by the JPA:
    - (1) On behalf of the JPA, or to provide services to the JPA for the purposes contained herein, if such use or disclosure would not violate the Privacy Rule

if done by the JPA, or the minimum necessary policies and procedures of the JPA.

- (2) As necessary to perform any and all of its obligations under the Underlying Agreement.
- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Amendment or Required by Law, the Member Agency may:
- (1) Use the PHI in its possession for its proper management and administration and to fulfill any legal obligations.
  - (2) Disclose the PHI in its possession to a third party for the purpose of the Member Agency's proper management and administration or to fulfill any legal responsibilities of the Member Agency. The Member Agency may disclose PHI as necessary for the Member Agency's operations only if:
    - (a) The disclosure is Required by Law; or
    - (b) The Member Agency obtains written assurances from any person or organization to which the Member Agency will disclose such PHI that the person or organization will:
      - (i) Hold such PHI in confidence and use or further disclose it only for the purpose of which the Member Agency disclosed it to the third party, or as Required by Law; and,
      - (ii) The third party will notify the Member Agency of any instances of which it becomes aware in which the confidentiality of the information has been breached.
  - (3) Aggregate the PHI and/or aggregate the PHI with that of other data for the purpose of providing JPA with data analyses related to the Underlying Agreement, or any other purpose, financial or otherwise, as requested by JPA.
  - (4) Not disclose PHI disclosed to the Member Agency by JPA not authorized by the Underlying Agreement or this Amendment without patient authorization or de-identification of the PHI as authorized in writing by JPA.
  - (5) De-identify any and all PHI of JPA received by the Member Agency under this Amendment provided that the de-identification conforms to the requirements of the Privacy Rule and does not preclude timely payment and/or claims processing and receipt.
- C. The Member Agency agrees that it will neither use nor disclose PHI it receives from JPA, or from another business associate of JPA, except as permitted or required by this Amendment, or as Required by Law, or as otherwise permitted by law.

3. Obligations of the Member Agency. In connection with its use of PHI disclosed by JPA to the Member Agency, the Member Agency agrees to:
  - A. Use or disclose PHI only as permitted or required by this Amendment or as Required by Law.
  - B. Use reasonable and appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Amendment.
  - C. To the extent practical, mitigate any harmful effect that is known to the Member Agency of a use or disclosure of PHI by the Member Agency in violation of this Amendment.
  - D. Report to JPA any use or disclosure of PHI not provided for by this Amendment of which the Member Agency becomes aware.
  - E. Require sub-contractors or agents to whom the Member Agency provides PHI to agree to the same restrictions and conditions that apply to the Member Agency pursuant to this Amendment.
  - F. Use appropriate administrative, technical and physical safeguards to prevent inappropriate use or disclosure of PHI created or received for or from the JPA.
  - G. Obtain and maintain knowledge of the applicable laws and regulations related to HIPAA, as may be amended from time to time.
  - H. Member Agency will notify said party in writing within sixty (60) days where PHI may have been intentionally, and/or inadvertently disclosed and if such disclosure has been secured.
  - I. Member Agencies and their personnel acknowledge that all collected PHI needs to be secured at all times.
4. PHI Access, Amendment and Disclosure Accounting.

The Member Agency agrees to:

  - A. Provide access, at the request of JPA, within five (5) days, to PHI in a Designated Record Set, to the JPA, or to an Individual as directed by the JPA.
  - B. To make any amendment(s) to PHI in a Designated Record Set that the JPA directs or agrees to at the request of JPA or an Individual within sixty (60) days of the request of JPA.
  - C. To assist the JPA in meeting its disclosure accounting under HIPAA:
    - (1) The Member Agency agrees to document such disclosures of PHI and information related to such disclosures as would be required for the JPA to respond to a request by an Individual for an

accounting of disclosures of PHI.

- (2) The JPA agrees to provide to JPA or an Individual, within sixty (60) days, information collected in accordance with this section to permit the JPA to respond to a request by an Individual for an accounting of disclosures of PHI.
  - (3) The Member Agency shall have available for the JPA the information required by this section for the six (6) years preceding the JPA's request for information.
- D. Make available to the JPA, the Member Agency's internal practices, books and records relating to the use of and disclosure of PHI for purposes of determining the Member Agency's compliance with the Privacy Rule, subject to any applicable legal restrictions.
  - E. Within thirty (30) days of receiving a written request from JPA, make available any and all information necessary for JPA to make an accounting of disclosures of JPA PHI by the Member Agency.
  - F. Within thirty (30) days of receiving a written request from JPA, incorporate any amendments or corrections to the PHI in accordance with the Privacy Rule in the event that the PHI in the Member Agency's possession constitutes a Designated Record Set.
  - G. Not make any disclosure of PHI that JPA would be prohibited from making.
5. Obligations of JPA.
- A. JPA agrees that it will make its best effort to promptly notify the Member Agency in writing of any restrictions on the use and disclosure of PHI agreed to by JPA that may affect the Member Agency's ability to perform its obligations under this Amendment and/or the Underlying Agreement.
  - B. JPA agrees that it will make its best effort to promptly notify the Member Agency in writing of any changes in, or revocation of, permission by any Individual to use or disclose PHI, if such changes or revocation may affect the Member Agency's ability to perform its obligations under this Amendment and/or the Underlying Agreement.
  - C. JPA agrees that it will make its best effort to promptly notify the Member Agency in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect the Member Agency's use of disclosure of PHI.
  - D. JPA shall not request the Member Agency to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by JPA, except as may be expressly permitted by the Privacy Rule.
  - E. JPA will obtain any authorizations necessary for the use or disclosure of

PHI, so that the Member Agency can perform its obligations under this Amendment and/or the Underlying Agreement.

6. Terms and Termination.

This Amendment shall commence upon the Effective Date and terminate upon the termination of the Underlying Agreement, as provided therein.

7. Amendment to Indemnity.

The Member Agency shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of the Member Agency, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Amendment, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever including fines, penalties or any other costs and resulting from any reason whatsoever arising from the performance of the Member Agency, its officers, agents, employees, subcontractors, agents or representatives from this Amendment. The Member Agency shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by the Member Agency, the Member Agency shall, at their sole cost, have the right to use counsel of their choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of JPA; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes the Member Agency's indemnification to JPA as set forth herein. The Member Agency's obligation to defend, indemnify and hold harmless JPA shall be subject to JPA having given the Member Agency written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at the Member Agency's expense, for the defense or settlement thereof. The Member Agency's obligation hereunder shall be satisfied when the Member Agency has provided to JPA the appropriate form of dismissal relieving JPA from any liability for the action or claim involved.

The specified insurance limits required in the Underlying Agreement of this Amendment shall in no way limit or circumscribe the Member's obligations to indemnify and hold harmless the JPA herein from third party claims arising from the issues of this Amendment.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782.

Such interpretation shall not relieve the Member Agency from indemnifying the JPA to the fullest extent allowed by law.

In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Amendment, this indemnification shall only apply to the subject issues included within this Amendment.

8. Amendment. The parties agree to take such action as is necessary to amend this Amendment from time to time as is necessary for JPA to comply with the Privacy Rule and HIPAA generally.
9. Survival. The respective rights and obligations of this Amendment shall survive the termination or expiration of this Amendment.
10. Regulatory References. A reference in this Amendment to a section in the Privacy Rule means the section as in effect or as amended.
11. Conflicts. Any ambiguity in this Amendment and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule and HIPAA generally.
12. Except as herein amended, all other parts and sections of this Agreement with the Member Agency, shall remain unchanged and in full force and effect.



NOTE OF APPRECIATION



May 29, 2014

**EDH Fire / Tom Keating, Hank Ferlini, Mike Mackenzie, Jenno Inzerillo, Dave Roberts, Russ Hasemeier:**

On behalf of the Community of El Dorado Hills and the CSD we are sending a special **"THANK YOU"** to let you know how much we appreciated you guys coming out and cooking for the 75 plus volunteers at the Spring Community Clean-up Day event held on May 17, 2014.

Events like this would not be possible without community partnerships, and volunteers.

Thanks again for the gift of your time to our community!

Sincerely,

*Judy Klein* / EDHCSD Community Clean-up Day Coordinator



cc: Board Packet

NOTE OF APPRECIATION



Dear Mike,

Thank you sooo much  
for having Seranno cut  
back the weeds by our  
property. They did a  
nice wide path -

Thanks again

Deborah DeLaCruz

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**PRELIMINARY BUDGET**

**2014 / 2015**

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**EL DORADO HILLS FIRE DEPARTMENT**

**Approved: \_\_\_\_\_**

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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 19, 2014  
TO: Board of Directors  
FROM: Dave Roberts, Fire Chief  
SUBJECT: 2014-2015 Preliminary Budget

## TOPIC

This report with attachments represents the 2014-2015 Preliminary Budget.

## SUMMARY

The attached budget is the recommended Preliminary Budget for fiscal year 2014/2015. As per statutory requirement, the Preliminary Budget must be adopted by June 30, 2014, and the Final Budget must be adopted by September 30, 2014.

## 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.

The County estimates that the District will receive between a 3% and 4% increase in tax revenue. In preparing this budget Staff has used a conservative 3% increase. Included in the packet are additional scenarios with the increase in revenue projected at 4% and 5%. Along with this increase is a negotiated percentage increase for wages. This increase is also included in all scenarios.

## **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 computers and Ipads, Bullard camera, 2 Command Vehicles, Radios, 4 SCBAs, Turnouts, and the Holmatro Tool (\$391,500) will be transferred from the Capital Replacement Fund. Major expenses such as construction of Station 84, however, will be paid for 50% by Development Fees and 50% 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 increase slightly. Also included in the revenue is JPA Reimbursement in the amount of \$950,000, slightly down from the previous year. The JPA funds the ambulance service in the District. Mutual Aid/OES Reimbursement is also included in the revenue as an estimate at \$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 2013/2014 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, 2013.

	<u>June 30, 2012</u>	<u>June 30, 2013</u>
Reserve, Undesignated	\$13,774,461	\$ 14,390,105
Capital Improvement Reserve	\$ 6,383,196	\$ 5,296,672
Development Fee Fund	\$ 0	\$ 0
Retiree Medical Reserve	\$ 91,827	\$ 92,012
Vacation and Sick Reserve	\$ 1,276,458	\$ 1,277,409
Dental/Vision Reserve	\$ <u>338,789</u>	\$ <u>340,921</u>
Total Reserves	<u>\$ 21,864,731</u>	<u>\$ 21,397,119</u>

It is anticipated that the June 30, 2014 reserve balances will decrease based on the purchase of the new engine. The salaries and operations portion of the budget will continue to be within the normal operating revenues.

### 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 fourth year that there have been no transfers to this fund and staff is recommending that the Board consider transferring the overage from the previous year to this reserve annually.

#### 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. The District is seeing increasing revenue from Development Fees for the past couple years.

#### 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 (\$13,970,928) are less than Budgeted General Operating Expenditures (\$14,075,381) by \$104,453. (The annual revenue is calculated at a 3% revenue increase 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 \$391,500.

### **RECOMMENDATION**

Staff recommends that the Board of Directors review, discuss, and approve the 2014-2015 Preliminary Budget.



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# **PRELIMINARY BUDGET**

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**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

601.0	SALARIES & WAGES		\$7,586,810
1.1	Chief/Division Chief	\$311,289	
1.2	Battalion Chiefs	398,811	
1.3	Captains/Fire Prev Spec.	1,505,262	
1.4	Engineers	1,168,455	
1.5	Firefighters / Paramedics	1,713,385	
1.6	Chief Finance/Clerical/Ops Spec/Misc.	395,758	
1.7	Volunteer Pay	75,000	
1.8	Directors	16,000	
1.9	Overtime	1,658,450	
	.1 Operational OT	\$1,308,450	
	.2 OES Coverage	250,000	
	.3 JPA Ambulance	100,000	
1.10	Education Pay	344,400	
602.0	P.E.R.S.		2,164,493
603.0	GROUP INSURANCE		1,936,328
3.1	Life Insurance	5,458	
3.2	Health Insurance	1,193,934	
3.3	CSFA Disability	12,636	
3.4	Health Cost for Retirees	724,300	
604.0	DENTAL VISION		153,460
605.0	UNEMPLOYMENT INSURANCE		15,112
606.0	VACATION & SICK EXPENSE		50,000
607.0	MEDICARE/SOCIAL SECURITY		110,544
613.2	WORKERS COMPENSATION		617,995
	Total Salaries & Benefits		\$ 12,634,742

**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

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610.0	CLOTHING & PERSONAL SUPPLIES		77,550
611.0	COMMUNICATIONS		76,080
11.1	Business Phones	58,080	
11.2	Dispatch Fees	18,000	
612.0	HOUSEKEEPING		21,100
613.0	INSURANCE		53,000
13.1	General Insurance	53,000	
614.0	MAINTENANCE OF EQUIPMENT		247,090
14.1	Tires	14,000	
14.2	Parts and Supplies	12,000	
14.3	Outside Work	90,500	
14.4	Equipment Maintenance	125,090	
14.5	Radio Maintenance	5,500	
615.0	MAINTENANCE OF STRUCTURES AND GROUNDS		48,440
616.0	MEDICAL SUPPLIES		1,000
16.1	Medical Supplies	1,000	
617.0	DUES AND SUBSCRIPTIONS		7,355
618.0	MISCELLANEOUS		12,900
18.1	Miscellaneous	4,000	
18.2	Honor Guard	4,400	
18.3	Explorer Program	1,500	
18.4	Pipes and Drums	3,000	
619.0	OFFICE SUPPLIES		18,350
620.0	PROFESSIONAL SERVICES		420,280
20.1	Audit	10,500	
20.2	Legal	120,000	
20.3	Notices	3,500	
20.4	Other Professional Services	266,280	
20.5	Election Services	20,000	
622.0	RENTS & LEASES - BUILDINGS & IMPROVEMENTS		106,544
623.0	SMALL TOOLS AND SUPPLIES		39,000

**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

624.0	SPECIAL DEPARTMENTAL EXPENSES		97,950
24.1	Training	80,950	
24.2	Fire Prevention	13,000	
24.3	Drivers License Fees	1,000	
24.4	Directors' Training and Travel	3,000	
625.0	TRANSPORTATION AND TRAVEL		113,000
25.1	Fuel and Oil	75,000	
25.2	Travel	20,000	
25.3	Meals and Refreshments	18,000	
626.0	UTILITIES		101,000
26.1	Electric	60,000	
26.2	Gas	27,000	
26.3	Water/Sewer	14,000	
	Total Operations		<b>\$ 1,440,639</b>
	<b>Total Salaries and Operations</b>		<b>\$ 14,075,381</b>
672.0	FIXED ASSETS		\$ 4,804,600
1	Computers and Printers	10,000	
2	IPAD3s / Cradle Points	8,500	
3	Bullard Camera	11,000	
4	Inventory Tracking System	12,000	
5	Station 84 Demolition & Construction	4,196,000	
6	Rescue Squad	175,000	
7	Command Vehicles (2)	160,000	
8	Motorola Radios (2) Eng 85/86	11,000	
9	SCBA (4)	10,000	
10	Forcible Entry Door (Training)	5,600	
11	Turnouts	168,000	
12	Water PPE (Boat)	6,000	
13	Holmatro Power Unit - Combi Tool	13,000	
14	Plymovent Extension (Sta 85)	18,500	
	ESTIMATED BUDGET FOR DEPRECIATION (To Capital Reserve Account)		-
	CONTINGENCY		-
	<b>TOTAL BUDGET</b>	<b>Total</b>	<b>\$ 18,879,981</b>

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## **REVENUE AND BUDGET SUMMARY**

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**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

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**REVENUE AND BUDGET SUMMARY**

2014/2015 Preliminary Budget		\$ 18,879,981
Less Capital Assets		<u>(4,804,600)</u>
Salaries and Operations Budget		\$ 14,075,381
2014/2015 Property Tax Revenue (3% Positive Growth Estimated)	12,480,928	
<i>(For Revenue change 1% = \$120,000)</i>		
Prevention Fees (Estimated)	20,000	
Miscellaneous Revenue	115,000	
2014/2015 Interest Revenue (Estimated)	80,000	
OES Reimbursement (Estimated)	250,000	
From Development Fee (Facilities Master Plan)	75,000	
From El Dorado County JPA (Estimated)	<u>950,000</u>	
 Total Revenue Projected		 <u>\$ 13,970,928</u>
 Balance Transfer from General Reserve		 \$ 104,453
<hr/>		
Budget for Capital Assets		\$ 4,804,600
Transfers from Reserves / Revenue		
From General Reserve		
50% of Station 84	2,098,000	
From Development Fees (For 50% Sta. 84)	2,098,000	
From Development Fees (Estimated)	2,098,000	
From Sale of Assets		0
From Capital Replacement Fund		391,500
		<u>4,587,500</u>
 <b>Balance transferred from General Reserve</b>		 <b>\$ 217,100</b>

**Notes:**

(Revenue projected = Property Tax less Administrative Fees deducted by County plus \$10,000 Sacramento County.)

(No Supplemental Taxes projected)

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## **RESERVE FUND SUMMARY**

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**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

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**RESERVE FUND**

**AS OF JUNE 30, 2013**

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GENERAL RESERVE FUND

\$14,390,105

CAPITAL REPLACEMENT FUND

\$5,296,672

DEVELOPMENT FEE FUND

\$0

RETIREE MEDICAL RESERVE

\$92,012

VACATION & SICK RESERVE FUND

\$1,277,409

DENTAL/VISION RESERVE FUND

\$340,921

**TOTAL RESERVES**

**\$21,397,119**

Note: The District currently has in the OPEB Trust Fund for retiree health care \$4,579,300 as of 5/31/13)



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## **BUDGET HISTORY**

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**EL DORADO HILLS FIRE DEPARTMENT  
2014-15 Worksheet Budget**

With Admin Captain and 1.5% raise and 3% growth projection

**Budget History**

Update 6-4-14									
Account Title	2008-09 Actual Expenditures	2009-10 Actual Expenditures	2010-11 Actual Expenditures	2011-12 Actual Expenditures	2012-13 Actual Expenditures Final	2013-14 Final Budget	2014-15 Worksheet	Increase (Decrease) from Prior Year Actual	
<b>Salaries and Benefits Expense</b>									
6001	Salaries & Wages, Fire	5,809,539	5,886,831	5,930,151	5,076,552	5,019,412	5,069,205	5,097,202	27,997
6011	Education Pay	396,983	438,000	470,691	369,732	386,792	372,900	344,400	(28,500)
6016	Salaries & Wages, Clerical/O	395,771	399,962	430,036	425,977	377,375	403,083	395,758	(7,325)
6017	Volunteer Pay	84,795	89,060	63,070	72,005	38,225	75,000	75,000	-
6018	Director pay	12,400	14,800	15,800	13,100	10,600	14,800	16,000	1,200
<b>6019</b>	<b>Overtime</b>								-
1	Overtime, Operational	1,309,795	1,874,067	1,562,816	1,151,307	1,229,078	1,185,000	1,308,450	123,450
2	Overtime, Outside Aid	478,075	111,650	-	38,481	178,829	250,000	250,000	-
3	Overtime, JPA	156,239	107,874	173,621	133,569	114,224	100,000	100,000	-
6020	P.E.R.S. Retirement	1,811,813	2,130,283	2,217,160	2,018,524	1,983,803	2,079,987	2,164,493	84,506
<b>6030</b>	<b>Health Benefits</b>								-
1	Life Insurance	6,027	5,882	5,586	5,198	5,039	5,746	5,458	(288)
2	Health Benefits	957,446	914,125	932,383	934,557	979,530	1,086,537	1,193,934	107,397
3	Disability Insurance	14,255	14,001	13,241	11,895	11,700	12,870	12,636	(234)
4	Health Cost of Retirees	709,294	787,359	690,106	684,874	712,584	750,000	724,300	(25,700)
6040	Dental/Vision Expense	155,210	154,630	149,750	139,070	133,950	147,460	153,460	6,000
6050	Unemployment Insurance	12,222	15,773	17,983	15,709	15,021	15,994	15,112	(882)
6060	Vacation & Sick Expense to F	217,404	156,406	183,285	104,539	133,775	125,000	50,000	(75,000)
6070	Medicare	116,076	121,286	124,190	99,305	104,793	105,968	110,544	4,576
6132	Workers Compensation	360,960	370,513	406,189	444,662	418,985	519,898	617,995	98,097
<b>6000</b>	<b>Total Salaries and Benefits</b>	<b>13,004,304</b>	<b>13,592,502</b>	<b>13,386,059</b>	<b>11,739,057</b>	<b>11,853,715</b>	<b>12,319,448</b>	<b>12,634,742</b>	<b>315,294</b>
<b>General Operating Expense</b>									
6100	Clothing and Personal Suppl	149,839	105,374	57,665	73,825	56,651	92,300	77,550	(14,750)
6111	Communication Expense	64,308	61,177	48,780	44,637	44,897	57,200	58,080	880
6112	Dispatch Services	9,857	11,330	12,178	13,580	17,044	18,000	18,000	-
6120	Housekeeping Expense	19,527	16,703	16,300	13,430	21,286	21,360	21,100	(260)
6131	General Insurance	45,707	46,829	46,486	44,274	47,748	51,000	53,000	2,000
6140	Maintenance of Equipment								-
1	Tires	15,794	8,742	7,015	15,294	14,842	14,000	14,000	-
2	Parts & Supplies	7,857	9,521	6,752	5,359	7,162	10,000	12,000	2,000
3	Outside Work	122,149	123,784	80,070	85,145	102,267	100,500	90,500	(10,000)
4	Equipment Maintenance	60,057	70,362	47,355	45,925	97,865	120,845	125,090	4,245
5	Radio Maintenance	12,049	3,485	4,254	2,305	3,353	5,000	5,500	500
6150	Maintenance, Structures and	71,667	57,152	29,592	54,170	36,298	55,300	48,440	(6,860)
6160	Medical Supplies	4,546	2,916	908	393	883	1,000	1,000	-
6170	Dues and Subscriptions	6,955	8,016	5,711	5,257	6,157	7,355	7,355	-
	Miscellaneous								-
6180	1 Miscellaneous	8,715	5,315	6,963	5,207	5,699	8,700	4,000	(4,700)
	2 Honor Guard	14,948	1,685	3,698	15,090	2,806	3,000	4,400	1,400
	3 Explorer Program	-	-	4,212	608	1,000	1,000	1,500	500
	4 Pipes and Drums	-	-	-	-	2,903	3,000	3,000	-
6190	Office Supplies	47,332	30,034	19,459	21,935	16,417	20,350	18,350	(2,000)
6200	Professional Services								-
1	Audit	8,000	11,000	9,000	9,500	9,750	10,500	10,500	-
2	Legal Services	80,900	194,477	137,280	132,505	116,464	120,000	120,000	-
3	Notices	1,380	1,426	592	2,053	497	3,500	3,500	-
4	Miscellaneous/HR	99,321	100,069	185,315	172,262	172,676	239,440	266,280	26,840
5	Elections/Tax Administration	35	-	17,548	-	13,851	1,000	20,000	19,000
									-

**EL DORADO HILLS FIRE DEPARTMENT  
2014-15 Worksheet Budget**

*With Admin Captain and 1.5% raise and 3% growth projection*

**Budget History**

									-
Continued-									-
									-
6220	Rents and Leases - Buildings & Improvements				552	104,744	106,544	1,800	-
6230	Small Tools and Supplies	97,306	45,241	57,072	49,134	43,624	46,900	39,000	(7,900)
6240	Special Expenses								-
1	Training	72,829	114,755	67,370	42,311	35,860	69,750	80,950	11,200
2	Fire Prevention	22,549	19,632	16,863	14,472	17,149	14,250	13,000	(1,250)
3	Licenses	123	103	521	78	285	1,000	1,000	-
4	Directors' Training and Travel	1,409	1,813	-	-	-	3,000	3,000	-
6250	Transportation and Travel								-
1	Fuel and Oil	55,053	51,068	57,314	61,634	52,201	75,000	75,000	-
2	Travel	20,310	12,374	9,441	10,931	7,873	15,000	20,000	5,000
3	Meals and Refreshments	19,876	18,131	16,180	13,016	12,467	18,000	18,000	-
6260	Utilities								-
1	Electricity	55,585	52,386	53,559	50,521	51,809	60,000	60,000	-
2	Natural Gas/Propane	21,552	20,089	23,331	15,887	14,652	27,000	27,000	-
3	Water/Sewer	10,276	8,973	9,514	11,394	12,951	14,000	14,000	-
									-
	<b>Total General Operating Exp</b>	<b>1,227,811</b>	<b>1,213,962</b>	<b>1,058,299</b>	<b>1,032,133</b>	<b>1,047,937</b>	<b>1,412,994</b>	<b>1,440,639</b>	27,645
									-
	<b>Total Salaries, Benefits and</b>	<b>14,232,115</b>	<b>14,806,464</b>	<b>14,444,358</b>	<b>12,771,190</b>	<b>12,901,652</b>	<b>13,732,442</b>	<b>14,075,381</b>	342,939
									-
	<b>Capital Assets</b>								-
6720	Fixed Assets	207,135	88,389	1,010,801	144,617	1,254,113	5,053,100	4,804,600	(248,500)
6850	Expense to Capital Reserve	966,362	838,754	-	-	-	-	-	-
	<b>Total Fixed Assets</b>	<b>1,173,497</b>	<b>927,143</b>	<b>1,010,801</b>	<b>144,617</b>	<b>1,254,113</b>	<b>5,053,100</b>	<b>4,804,600</b>	(248,500)
									-
	<b>Contingency</b>								-
	Expense to CalPERS Side Fund (One time)	-	-	-	1,094,218	659,573	-	-	-
									-
	<b>Total Budget</b>	<b>15,405,612</b>	<b>15,733,607</b>	<b>15,455,159</b>	<b>14,010,025</b>	<b>14,815,338</b>	<b>18,785,542</b>	<b>18,879,981</b>	94,439

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**ADDENDUM**

**SCENARIOS FOR  
REVENUE PROJECTIONS**

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**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

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**REVENUE AND BUDGET SUMMARY**  
*(4% Growth and 2% raise projected)*

2014/2015 Preliminary Budget		\$ 18,918,516
Less Capital Assets		<u>(4,804,600)</u>
Salaries and Operations Budget		\$ 14,113,916
2014/2015 Property Tax Revenue <b>(4% Positive Growth Estimated)</b>	12,602,005	
<i>(For Revenue change 1% = \$120,000)</i>		
Prevention Fees (Estimated)	20,000	
Miscellaneous Revenue	115,000	
2014/2015 Interest Revenue (Estimated)	80,000	
OES Reimbursement (Estimated)	250,000	
From Development Fee (Facilities Master Plan)	75,000	
From El Dorado County JPA (Estimated)	<u>950,000</u>	
 Total Revenue Projected		 <u>\$ 14,092,005</u>
 Balance Transfer from General Reserve		 \$ 21,911
<hr/>		
Budget for Capital Assets		\$ 4,804,600
Transfers from Reserves / Revenue		
From General Reserve		
50% of Station 84	2,098,000	
From Development Fees (For 50% Sta. 84)	2,098,000	
From Development Fees (Estimated)	2,098,000	
From Sale of Assets	0	
From Capital Replacement Fund	391,500	
		<u>4,587,500</u>
 <b>Balance transferred from General Reserve</b>		 <b>\$ 217,100</b>

**Notes:**

(Revenue projected = Property Tax less Administrative Fees deducted by County plus \$10,000 Sacramento County.)

(No Supplemental Taxes projected)

**EL DORADO HILLS FIRE DEPARTMENT**  
**2014-2015 PRELIMINARY BUDGET WORKSHEET**

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**REVENUE AND BUDGET SUMMARY**  
*(5% Growth and 2.5% raise projected)*

2014/2015 Preliminary Budget		\$ 18,954,088
Less Capital Assets		<u>(4,804,600)</u>
Salaries and Operations Budget		\$ 14,149,488
2014/2015 Property Tax Revenue (5% Positive Growth Estimated)	12,723,082	
<i>(For Revenue change 1% = \$120,000)</i>		
Prevention Fees (Estimated)	20,000	
Miscellaneous Revenue	115,000	
2014/2015 Interest Revenue (Estimated)	80,000	
OES Reimbursement (Estimated)	250,000	
From Development Fee (Facilities Master Plan)	75,000	
From El Dorado County JPA (Estimated)	<u>950,000</u>	
 Total Revenue Projected		 <u>\$ 14,213,082</u>
 Balance Transfer from General Reserve		 \$ (63,594)
<hr/>		
Budget for Capital Assets		\$ 4,804,600
Transfers from Reserves / Revenue		
From General Reserve		
50% of Station 84	2,098,000	
From Development Fees (For 50% Sta. 84)	2,098,000	
From Development Fees (Estimated)	2,098,000	
From Sale of Assets	0	
From Capital Replacement Fund	391,500	
		<u>4,587,500</u>
 <b>Balance transferred from General Reserve</b>		 <b>\$ 217,100</b>

**Notes:**

(Revenue projected = Property Tax less Administrative Fees deducted by County plus \$10,000 Sacramento County.)

(No Supplemental Taxes projected)

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# **BUDGET RESOLUTION**

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**EL DORADO HILLS COUNTY WATER DISTRICT**

**RESOLUTION 2014-11**

**Resolution Adopting the 2014-2015 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 2014-15 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 2014-15 is hereby adopted in accordance with the following:

Salaries and Employee Benefits:	\$12,634,742
Services and Supplies:	1,440,639
Contingency:	-0-
Budgeted to Capital Reserve:	-0-
Fixed Assets:	
Structures and Improvements	4,196,000
Equipment	<u>608,600</u>
Total Budget Requirements:	\$18,879,981

**BE IT FURTHER RESOLVED** that the obligations for fixed assets and any new permanent employee positions, are appropriated with the adoption of the 2014-2015 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. 2014-11**

**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 19th day of June, 2014, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

\_\_\_\_\_  
Barbara Winn, President

ATTEST:

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

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**ADDENDUM**

**LATROBE FIRE PROTECTION DISTRICT**

**ANNUAL BUDGET**

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*For Information Purposes Only*  
*To be prorated and adopted upon annexation*

**Latrobe Fire Protection District**  
**Fire District Budget - Fiscal Year 2014-2015**

	2014-2015 Fiscal Year	2013-2014 Fiscal Year	Difference	Percent Increase
<b>Salaries &amp; Benefits</b>				
3000 Regular Employees	120,689.01	0.00	120,689.01	0.0%
3001 Extra Help	139,800.00	115,000.00	24,800.00	21.6%
3002 Overtime	15,772.80	0.00	15,772.80	0.0%
3004 Other Compensation	0.00	1,200.00	-1,200.00	-100.0%
3020 Retirement	67,019.32	7,500.00	59,519.32	793.6%
3021 Social Security	7,242.00	5,500.00	1,742.00	31.7%
3022 Medicare	3,723.00	1,320.00	2,403.00	182.0%
3040 Health Insurance	24,091.20	0.00	24,091.20	0.0%
3041 Unemployment Insurance	896.00	700.00	196.00	28.0%
3042 Long-term Disability	240.00	0.00	240.00	0.0%
3060 Workmans' Compensation	27,101.00	12,000.00	15,101.00	125.8%
<b>Salaries &amp; Wages Total:</b>	<b>406,574.33</b>	<b>143,220.00</b>	<b>263,354.33</b>	<b>183.9%</b>

<b>Services &amp; Supplies</b>				
4020 Clothing	7,500.00	4,000.00	3,500.00	87.5%
4040 Telephone Company	2,500.00	2,040.00	460.00	22.5%
4043 Dispatch	1,200.00	1,200.00	0.00	0.0%
4060 In-service Food	300.00	300.00	0.00	0.0%
4080 Household Expense	500.00	0.00	500.00	0.0%
4085 Refuse Disposal	1,300.00	1,300.00	0.00	0.0%
4100 Insurance	8,000.00	11,000.00	-3,000.00	-27.3%
4140 Equipment Maintenance	5,000.00	5,000.00	0.00	0.0%
4141 Office Equipment Maintenance	1,000.00	1,000.00	0.00	0.0%
4142 Radio Maintenance	500.00	500.00	0.00	0.0%
4145 Maintenance Equipment	700.00	700.00	0.00	0.0%
4160 Vehicle Maintenance Service	5,000.00	5,000.00	0.00	0.0%
4161 Vehicle Maintenance Parts	5,000.00	12,000.00	-7,000.00	-58.3%
4162 Vehicle Maintenance Supplies	500.00	500.00	0.00	0.0%
4164 Vehicle Maintenance Tires	1,000.00	1,000.00	0.00	0.0%
4180 Building Maintenance	1,000.00	1,000.00	0.00	0.0%
4201 Medical Supplies	500.00	500.00	0.00	0.0%
4220 Memberships	750.00	0.00	750.00	0.0%
4260 Office Expense	500.00	1,000.00	-500.00	-50.0%
4261 Postage	400.00	400.00	0.00	0.0%
4264 Books/Manuals	500.00	500.00	0.00	0.0%
4265 Law Books	0.00	0.00	0.00	0.0%
4300 Professional Services	3,500.00	29,000.00	-25,500.00	-87.9%
4304 Agency Administration	0.00	3,000.00	-3,000.00	-100.0%
4305 Audit and Accounting	0.00	4,500.00	-4,500.00	-100.0%
4313 Legal Services	0.00	500.00	-500.00	-100.0%
4322 Medical and Sobriety	300.00	300.00	0.00	0.0%
<b>Services &amp; Supplies Sub Total:</b>	<b>47,450.00</b>	<b>86,240.00</b>	<b>-38,790.00</b>	<b>-45.0%</b>

<b>Services &amp; Supplies Continued</b>				
4400 Publications & Legal Notices	250.00	200.00	50.00	25.0%
4440 Rents & Leases	10.00	10.00	0.00	0.0%
4460 Equip: Small Tools	400.00	800.00	-400.00	-50.0%
4463 Equip: Radio	400.00	2,500.00	-2,100.00	-84.0%
4465 Equip: Vehicle	0.00	700.00	-700.00	-100.0%
4500 Special Department Expense	1,200.00	0.00	1,200.00	0.0%
4502 Educational Material	0.00	1,000.00	-1,000.00	-100.0%
4503 Staff Development	2,200.00	300.00	1,900.00	633.3%
4507 Fire Prevention	0.00	5,000.00	-5,000.00	-100.0%
4540 Staff Development	300.00	300.00	0.00	0.0%
4602 Mileage: Employees	250.00	100.00	150.00	150.0%
4606 Fuel Purchases	8,000.00	12,000.00	-4,000.00	-33.3%
4620 Utilities	3,600.00	4,200.00	-600.00	-14.3%
<b>Services &amp; Supplies Total:</b>	<b>64,060.00</b>	<b>113,350.00</b>	<b>-49,290.00</b>	<b>-43.5%</b>

<b>Other Charges</b>				
5060 Principal Payments	0.00	0.00	0.00	0.0%
5100 Interest Payments	0.00	0.00	0.00	0.0%
<b>Other Charges Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fixed Assets</b>				
6020 Structures & Improvements	2,000.00	0.00	2,000.00	0.0%
6040 Equipment	2,750.00	0.00	2,750.00	0.0%
<b>Fixed Assets Total:</b>	<b>4,750.00</b>	<b>0.00</b>	<b>4,750.00</b>	<b>0.0%</b>

<b>Budget Totals</b>				
Salaries & Benefits	406,574.33	143,220.00	263,354.33	183.9%
Services & Supplies	64,060.00	113,350.00	-49,290.00	-43.5%
Other Charges	0.00	0.00	0.00	0.0%
Fixed Assets	4,750.00	0.00	4,750.00	0.0%
<b>Sub Total</b>	<b>475,384.33</b>	<b>256,570.00</b>	<b>218,814.33</b>	<b>85.3%</b>

7300 Contingency	0.00	0.00	0.00	0.0%
7400 Reserve	0.00	0.00	0.00	0.0%
<b>Grand Total</b>	<b>475,384.33</b>	<b>256,570.00</b>	<b>218,814.33</b>	<b>85.3%</b>

**Latrobe Fire Protection District**  
**Fire District Budget - Fiscal Year 2014-2015**  
**Revenue**

Source	2014-2015 Estimated	2013-2014 Budget	Difference	Percent
0350 - From Reserves (Undesignated)	<b>66,485.33</b>	<b>118,570.00</b>	(52,084.67)	-44%
0100 - Property Taxes - Current Secured	360,112.00	105,000.00	255,112.00	243%
0110 - Property Taxes - Current Unsecured	2,236.00	1,800.00	436.00	24%
0120 - Property Taxes - Prior Secured	9,033.00	0.00	9,033.00	0%
0130 - Property Taxes - Prior Unsecured	0.00	0.00	0.00	0%
0140 - Supplemental Property Taxes - Current	0.00	0.00	0.00	0%
0150 - Supplemental Property Taxes - Prior	0.00	0.00	0.00	0%
0175 - Special Tax (633)	35,818.00	30,000.00	5,818.00	19%
0360 - Penalty and Costs	200.00	200.00	0.00	0%
0400 - Interest	300.00	300.00	0.00	0%
0820 - Home Owners Property Tax Relief	1,200.00	0.00	1,200.00	0%
0880 - Other: Strike Team	0.00	500.00	(500.00)	-100%
1403 - Development Fees	0.00	0.00	0.00	0%
1940 - Misc: Revenue	0.00	0.00	0.00	0%
4750 - Sale of Fixed Assets	0.00	0.00	0.00	0%
<b>Total Revenue</b>	<b>475,384.33</b>	<b>256,370.00</b>	<b>219,014.33</b>	<b>85%</b>

**Latrobe Fire Protection District**  
**Summary**  
**Fire District Budget - Fiscal Year 2014-2015**

<b>Comparison of Revenue to Expenditures</b>	
Revenue	475,384.33
Expenditures	475,384.33
Contingency	0.00
Percent Increase for Salaries	0.00
Salaries & Benefits	406,574.33

<b>Development Fees</b>	
Development Fee Balance June 30, 2013	7,590.00
Development Fee's and Interest Received 2012-2013	441.34
Development Fee's Expenditure 2013-2014	0.00
Development Fee Balance June 30, 2014	8,031.34

<b>Reserve Account 2013-2014</b>	
<b>Reserve Balance June 30, 2013</b>	
Designated Compensated Absences	0.00
Designated Future Capital Replacement	97,000.00
Designated Post Retirement Health Care	0.00
Undesignated Reserve Funding	320,383.00
<b>Total Balance as of June 30, 2013</b>	<b>417,383.00</b>

## **NOTES**