

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
SEVEN HUNDRED NINETY FOURTH MEETING
Thursday, December 20, 2018
5:30 p.m. (Note Special Start Time)
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order, Pledge of Allegiance
- II. Administer Oath of Office to newly elected Director: Tim White

Adjourn to Closed Session

- III. Closed Session Items
 - A. Closed Session pursuant to Government Code Section 54956.9(D)(1):
Conference with legal counsel regarding existing litigation; LisaMarie Mason v. El Dorado Hills County Water District, et. al.; United States District Court Case No. 2:18-cv-00223-MCE-AC
 - B. Closed Session Pursuant to Government Code Section 54956.9(D)(1):
Conference with legal counsel regarding existing litigation; Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633
 - C. Closed Session Pursuant to Government Code Section 54957(b)(1);
Consideration of public employee appointment/employment; Positions under consideration: Fire Chief (Permanent)
 - D. Closed Session pursuant to Government Code Section 54956.9(D)(4); pending litigation; one potential matter

6:00 p.m. Reconvene to Open Session and Closed Session Reports

- IV. Approve terms of employment for position of Fire Chief with Maurice Johnson
- V. Accept resignation of Director Maurice Johnson (effective immediately) and authorize staff to notify El Dorado County Department of Election of vacancy
- VI. 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 791st Board meeting held November 15, 2018
 - B. Approve Minutes of the 792nd Board meeting held November 19, 2018
 - C. Approve Minutes of the 793rd Board meeting held November 27, 2018
 - D. Approve Financial Statements for November 2018

End Consent Calendar

- VII. Oral Communications
 - A. EDH Professional Firefighters
 - B. EDH Firefighters Association
 - C. 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.

- VIII. Correspondence
 - A. Don Ashton's letter to the District
 - B. ISO letter to President Durante
- IX. Attorney Items
- X. Committee Reports
 - A. Administrative Committee (Directors Durante and Hus)
 - B. Finance Committee (Directors Giraudo and Hus)
 - C. Ad Hoc Committee Reports
 - 1. Strategic Planning Committee (Directors Durante and Hartley)
 - a. Discuss Rescue Shared Service Agreement
 - 2. Communications Committee (Directors Durante and Winn)
 - 3. Training Facility Committee (Directors Hartley and Durante)
 - a. Review and approve training center RFP
- XI. Operations Report
 - A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
- XII. Fiscal Items
- XIII. New Business
 - A. Discuss moving items XIII-B, XIII-C, and XIII-D to a Special Board meeting on either January 31, 2019 or February 7, 2019
 - B. Election of Board President and Vice President for 2019
 - C. Reorganization of Committees for 2019
 - D. Review and establish meeting dates for 2019
- XIV. Old Business
- XV. Oral Communications
 - A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XVI. Adjournment

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

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY FIRST MEETING OF THE BOARD OF DIRECTORS

Thursday, November 15, 2018

5:30 p.m.

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

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND RECESS TO CLOSED SESSION

President Durante called the meeting to order at 5:30 p.m. and Chief Keating led the Pledge of Allegiance. Directors in attendance: Durante, Giraud, Hartley, and Winn. Staff in attendance: Chief Keating and Director of Finance Braddock. Counsel Cook was also in attendance.

Meeting adjourned to closed session at 5:31 p.m.

The meeting reconvened at 6:27 p.m. The Board took no action during closed session.

II. CLOSED SESSION ITEMS

- A. **Closed Session pursuant to Government Code Section 54956.9: Conference with legal counsel regarding existing litigation; LisaMarie Mason v. El Dorado Hills County Water District, et. al.; United States District Court Case No. 2:18-cv-00223-MCE-AC**
- B. **Closed Session Pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding pending litigation; Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633**
- C. **Closed Session Pursuant to Government Code Section 54957(b)(1); Consideration of public employee appointment/employment; Positions under consideration: Fire Chief (Permanent)**

Item IX-A taken out of order. Brian Nash with Richardson and Company presented the audited financial statements and management letter for fiscal year 2017-18.

III. CONSENT CALENDAR

- A. **Approve Minutes of the 787th Board meeting held October 18, 2018**
- B. **Approve Minutes of the 788th Board meeting held October 30, 2018**
- C. **Approve Minutes of the 789th Board meeting held November 5, 2018**
- D. **Approve Minutes of the 790th Board meeting held November 6, 2018**
- E. **Approve Financial Statements for October 2018**

Director Hartley made a motion to approve the consent calendar, seconded by Director Winn and unanimously carried.

IV. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters – Mat Eckhardt, Union Vice President, thanked**

Director Winn and Chief Keating for their service, thanked the Board for the Chief's process, and recognized all the Department personnel that are out for strike teams and department events.

- B. EDH Firefighters Association – None**
- C. Public Comment – None**

V. CORRESPONDENCE – None

VI. ATTORNEY ITEMS – None

VII. COMMITTEE REPORTS

- A. Administrative Committee (Directors Durante and Hus) – No report.**
- B. Finance Committee (Directors Girauo and Hus) – No report.**
- C. Ad Hoc Committee Reports**
 - 1. Strategic Planning Committee (Directors Hus and Winn) –** Director Durante assigned himself and Director Hartley for a meeting on December 14, 2018.
 - 2. Communications Committee (Directors Durante and Winn) –** No report.
 - 3. Training Facility Committee (Directors Hartley and Durante) –** No report.
 - 4. Fire Chief Recruitment Committee (Directors Hartley and Hus) –** Counsel Cook stated that the Board intends to continue this item to the adjourned meeting on Tuesday, November 20, 2018 at 6:00 p.m.

Director Girauo made a motion to continue item VII-C.4 to the adjourned meeting on Tuesday, November 20, 2018 at 6:00 p.m., seconded by Director Hartley, and unanimously carried.

VIII. OPERATIONS REPORT

- A. Operations Report (Receive and file) –** Chief Brady presented a summary of the current mutual aid system and announced the retirement of Firefighter/Paramedic Robyn MacKenzie.
- B. Review and update regarding Joint Powers Authority – None**

IX. FISCAL ITEMS

- A. Receive and file 2017/2018 Final Audit Report, Management Letter and SAS 114 Governance Letter –** Item taken before Item III. Consent Calendar.
- B. Review and approve transfer of excess 2017/18 and 2018/19 funds to PARS Pension and OPEB Trust accounts –** Director of Finance Braddock

recommended a transfer of \$1M into the PARS pension account now, \$600,000 to the PARS OPEB account in March, \$500,000 PARS pension account in March, and \$1M to either the PARS or PERS pension account in June depending on the funded ratio in the PERS account. The Finance Committee supports Staff's recommendation.

Director Hartley made a motion to transfer \$1M into the PARS pension account now, \$600,000 to the PARS OPEB account in March, \$500,000 PARS pension account in March, and \$1M to either the PARS or PERS pension account in June depending on the funded ratio in the PERS account, seconded by Director Winn, and unanimously carried.

- C. **Review and discuss status of land parcel located at Heffren/Dodson in Latrobe, lot APN# 087-330-391** – Director of Finance Braddock stated that the Finance Committee is recommending that the sale of the Heffren/Dodson lot in Latrobe be tabled until a later time.
- D. **Review and approve Resolution 2018-16 authorizing an amendment to the CalPERS contract** – Director of Finance Braddock reported that Resolution 2018-16 will increase the Safety Classic and Tier 2 employee contribution by 1.5% per the MOU.

Director Hartley made a motion to adopt? Resolution 2018-16 authorizing an amendment to the CalPERS contract, seconded by Director Girauda, and unanimously carried. (Roll Call: Ayes: 4; Noes: 0; Absent: 1)

X. NEW BUSINESS

- A. **Review and approve the release of a Request for Proposal for Construction Inspection Services Training Center Construction Project** – Chief Lilienthal stated that Staff is recommending the Department hire a project manager to help get the training center project out to bid and then if the Board votes to move forward with the project, the project manager would continue to be utilized.

Director Hartley made a motion to approve the release of a Request for Proposal for Construction Inspection Services Training Center Construction Project, seconded by Director Winn, and unanimously carried.

XI. OLD BUSINESS – None

XII. ORAL COMMUNICATIONS

- A. **Directors** – Director Hartley and President Durante thanked staff for their patience in the Chief selection process, the efforts in fighting the fires in surrounding areas as well and the work Staff is doing for the Lakehills Fire Safe

Council. Directors also thanked Director Winn for her years of service.

- B. Staff** – Chief Keating updated the Board on events staff has been a part of and presented Director Winn with a gift and plaque thanking her for her years of service to the Department.
- C. Schedule upcoming committee meetings** – No additional committee meetings scheduled at this time.

The Board adjourned Closed Session at 7:12 p.m.

XIII. ADJOURNMENT

The Board adjourned the meeting at 7:57 p.m. to Tuesday, November 20, 2018 at 6:00 p.m.

Approved:

Jessica Braddock, Board Secretary

Greg Durante, President

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY FIRST MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 15, 2018

5:30 p.m.

(Adjourned to November 20, 2018 at 6:00 p.m.)

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

The Board adjourned to discuss Closed Session Item I-A at 6:00 p.m.

I. CLOSED SESSION ITEMS

- A. **Closed Session Pursuant to Government Code Section 54957(b)(1); Consideration of public employee appointment/employment; Positions under consideration: Fire Chief (Permanent)**

II. PLEDGE OF ALLEGIANCE

The meeting reconvened at 6:17 p.m. The Board took no action during closed session. Chief Keating led the Pledge of Allegiance. Directors in attendance: Durante, Giraud, Hartley, and Winn. Director Winn attended via teleconference. Staff in attendance: Chief Keating and Director of Finance Braddock. Counsel Cook was also in attendance.

III. COMMITTEE REPORTS

A. **Ad Hoc Committee Reports**

1. **Fire Chief Recruitment Committee (Directors Hartley and Hus); Consideration of Public Employee Appointment; Position under Consideration: Fire Chief; Discussion of Terms and Conditions of Employment** – President Durante summarized the Chief selection process and stated that the Board is prepared to appoint a new Fire Chief.

Director Hartley made a motion for the Board to appoint Chief Maurice Johnson as the new Fire Chief of the El Dorado Hills County Water District, with an employment start date of January 1, 2019 and subject to agreement upon terms of an employment contract containing the following essential terms; term of contract 3 years, base compensation at \$202,000 annually, with annual review and adjustment at the Board of Director's discretion, PERS retirement at the Classic 3% at 55 level, other benefits (incentive pay, health insurance, uniform allowance, vacation, sick leave, etc.) equal to those afforded Administrative/Exempt personnel (same as prior chief) as described in the summary of Benefits, Administrative and Exempt personnel, and including post-retirement medical plan benefits. This offer is made subject to the qualification that it may be accepted by Chief Johnson, if at all, only after he has resigned his elective seat on the El Dorado Hills County Water District Board of

Directors, seconded by Director Giraud and unanimously carried. (Roll Call: Ayes: 4; Noes: 0; Absent: 1)

Chief Lilienthal thanked the Board for the opportunity and the process and Chief Johnson expressed his gratitude to Board for the selection.

IV. ADJOURNMENT

Director Hartley made a motion for adjournment, seconded by Director Giraud and unanimously carried.

The meeting adjourned at 6:25 p.m.

Approved:

Jessica Braddock, Board Secretary

Greg Durante, President

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY SECOND MEETING OF THE BOARD OF DIRECTORS

Monday, November 19, 2018

12:00 p.m.

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

I. CALL TO ORDER

President Durante called the meeting to order at 12:00 p.m. Directors in attendance: Durante, Giraud, Hartley, and Winn. Director Winn attended via teleconference. Counsel Cook was also in attendance.

II. ORAL COMMUNICATIONS- None

The Board adjourned to discuss Closed Session Item III-A at 12:00 p.m.

III. CLOSED SESSION

A. Closed Session Pursuant to Government Code Section 54957(b)(1);
Consideration of public employee appointment/employment; Positions under
consideration: Fire Chief (Permanent); Review of Candidates, Required
Qualifications and Certifications

IV. ADJOURNMENT

Approved:

Jessica Braddock, Board Secretary

Greg Durante, President

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY THIRD MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 27, 2018

11:30 a.m.

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Durante called the meeting to order at 11:30 a.m. and Director Winn led the Pledge of Allegiance. Directors in attendance: Durante, Giraudo, Hartley, and Winn. Director Hus was Absent. Director Giraudo attended via teleconference. Staff in attendance: Chief Keating and Director of Finance Braddock. Counsel Cook was also in attendance.

II. Oral Communications- None

III. New Business

- A. **Review and approve Resolution 2018-17 to amend the contract with CalPERS for employee cost sharing under Section 20516 for Chiefs-** Director of Finance Braddock stated that CalPERS drafted an amendment to the health contract for the Chief's category eliminating the 5-year vesting requirement for that category.

Director Hartley made a motion to approve Resolution 2018-17 to amend the contract with CalPERS for employee cost sharing under Section 20516 for Chiefs, seconded by Director Winn and unanimously carried. (Roll Call: Ayes: 4, Noes: 0)

President Durante thanked Director Winn for her service.

IV. ADJOURNMENT

Director Hartley made a motion for adjournment, seconded by Director Winn and unanimously carried.

The meeting adjourned at 11:37 a.m.

Approved:

Jessica Braddock, Board Secretary

Greg Durante, President

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending November 30, 2018



	FINAL Full Year Budget FY18/19	Actual November 2018	Actual YTD November 30, 2018	Variance YTD Actual to Full Year Budget	(Target 42%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	17,490,369	154,220	154,220	(17,336,149)		} Timing of property tax collection. Few entries booked by the County for 2018-19
3270 · Unsecured Tax Revenue	299,895	185,025	251,838	(48,057)		
3280 · Homeowners Tax Revenue	163,982	-	-	(163,982)		
3320 · Supplemental Tax Revenue	312,000	65,252	65,252	(246,748)		
3330 · Sacramento County Revenue	17,930	-	396	(17,534)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,840	990	990	(35,850)		Timing of collection
3335.3 · Latrobe Base Transfer	256,000	-	-	(256,000)		
3340 · Property Tax Administration Fee	(353,953)	-	-	353,953		Not yet charged by County
Total 3240 · Tax Revenue	18,223,063	405,487	472,696	(17,750,367)	3%	
3505 · Misc. Revenue, Vacant Lot	-	-	(25,615)	(25,615)	0%	Timing of collection
3506 · Misc. Revenue, Fire Prev. Fees	75,000	2,156	33,121	(41,879)	44%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	95,833	479,167	(670,833)	42%	
3513 · Rental Income (Cell site)	25,200	2,100	10,500	(14,700)	42%	
3515 · OES/Mutual Aid Reimbursement	560,000	232,490	506,107	(53,893)	90%	Timing of OES billing/Strike Team Season
3520 · Interest Earned	225,000	47	86,664	(138,336)	39%	LAIF Interest Collected Quarterly
3510 · Misc. Operating Revenue - Other	20,000	1,277	5,984	(14,016)	30%	
Total 3510 · Misc. Operating Revenue	1,980,200	331,747	1,088,421	(891,779)	55%	
Total Operating Revenue	\$ 20,278,263	\$ 739,390	\$ 1,568,624	\$ (18,709,639)	8%	
3550 · Development Fee						
3560 · Development Fee Revenue	2,000,000	111,217	486,614	(1,513,386)	24%	
3561 · Development Fee Interest	-	24,154	47,942	47,942	100%	
Total 3550 · Development Fee	2,000,000	135,371	534,556	(1,465,444)	27%	
3568 · Proceeds from Insurance	-	1,991	1,991	1,991	100%	Vehicle body work insurance recovery
3570 · Proceeds from Sale of Assets	-	1,413	1,613	1,613	100%	Sale of surplus vehicle to Mosquito FPD/Auction of Dept Surplus Assets
Total Revenue	\$ 22,278,263	\$ 878,165	\$ 2,106,784	\$ (20,171,479)	9%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending November 30, 2018



	FINAL Full Year Budget FY18/19	Actual November 2018	Actual YTD November 30, 2018	Variance YTD Actual to Full Year Budget	(Target 42%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,171,004	473,004	2,365,532	3,805,472	38%	
6011 · Education/Longevity Pay	453,872	33,411	170,119	283,753	37%	
6016 · Salaries & Wages, Admin/Prev	697,794	48,816	245,922	451,871	35%	
6017 · Volunteer Pay	25,000	1,170	1,430	23,570	6%	No CVIS payments made to date
6018 · Director Pay	17,850	1,100	3,400	14,450	19%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,592,205	(31,024)	589,739	1,002,466	37%	
6019.2 · Overtime, Outside Aid	480,000	212,710	436,993	43,007	91%	Timing of Fire Season
6019.3 · Overtime, JPA	115,832	34,995	120,614	(4,782)	104%	
Total 6019 · Overtime	2,188,037	216,681	1,147,346	1,040,691	52%	
6020 · P.E.R.S. Retirement	2,479,525	209,995	1,547,881	931,644	62%	Annual required lump sum payments made in July (\$845k)
6030 · Workers Compensation	659,027	46,748	233,741	425,286	35%	
6031 · Life Insurance	6,512	502	2,500	4,012	38%	
6032 · P.E.R.S. Health Benefits	1,449,396	251,376	746,198	703,198	51%	December invoice paid in November
6033 · Disability Insurance	17,052	1,445	7,276	9,776	43%	
6034 · Health Cost of Retirees	916,254	99,129	597,784	318,470	65%	Annual required lump sum payment made in July (\$300k); Dec invoice paid in Nov
6040 · Dental/ Vision Expense	188,760	5,592	58,121	130,639	31%	
6050 · Unemployment Insurance	14,490	-	-	14,490	0%	
6070 · Medicare	138,549	10,937	55,366	83,183	40%	
Total 6000 · Salaries & Wages	15,423,122	1,399,907	7,182,618	8,240,504	47%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	54,400	-	25,133	29,267	46%	Semi-annual uniform allowance paid in July
6102 · Other Clothing & Personal Supplies	67,276	5,185	18,954	48,322	28%	
Total 6100 · Clothing & Personal Supplies	121,676	5,185	44,087	77,589	36%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending November 30, 2018



	FINAL Full Year Budget FY18/19	Actual November 2018	Actual YTD November 30, 2018	Variance YTD Actual to Full Year Budget	(Target 42%) YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	49,699	989	13,175	36,524	27%	
6112 · Dispatch Services	60,000	-	-	60,000	0%	Dispatch services billed quarterly.
6113 · Network/Connectivity	50,012	3,327	16,648	33,364	33%	
Total 6110 · Communications	159,711	4,316	29,823	129,887	19%	
6120 · Housekeeping	37,960	2,673	14,121	23,839	37%	
6130 · Insurance						
6131 · General Insurance	55,000	-	54,521	479	99%	Annual insurance premium paid in October
Total 6130 · Insurance	55,000	-	54,521	479	99%	
6140 · Maintenance of Equipment						
6141 · Tires	35,000	3,113	4,166	30,834	12%	
6142 · Parts & Supplies	20,000	4,156	12,792	7,208	64%	
6143 · Outside Work	130,000	4,957	54,893	75,107	42%	
6144 · Equipment Maintenance	41,753	2,938	11,810	29,943	28%	
6145 · Radio Maintenance	43,696	-	2,815	40,881	6%	
Total 6140 · Maintenance of Equipment	270,449	15,164	86,477	183,972	32%	
6150 · Maintenance, Structures & Ground	103,859	2,905	38,867	64,992	37%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,000	1,567	4,362	638	87%	Timing of purchases
Total 6160 · Medical Supplies	5,000	1,567	4,362	638	87%	
6170 · Dues and Subscriptions	12,610	269	8,796	3,815	70%	Timing of payments
6180 · Miscellaneous						
6181 · Miscellaneous	3,500	920	920	2,580	26%	
6182 · Honor Guard	5,000	-	-	5,000	0%	
6183 · Explorer Program	2,000	144	144	1,856	7%	
6184 · Pipes and Drums	-	-	-	-	0%	
Total 6180 · Miscellaneous	10,500	1,064	1,064	9,436	10%	
6190 · Office Supplies	20,109	1,307	7,918	12,191	39%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending November 30, 2018



	FINAL Full Year Budget FY18/19	Actual November 2018	Actual YTD November 30, 2018	Variance YTD Actual to Full Year Budget	(Target 42%) YTD Actual % of Full Year Budget	Notes/Comments
6200 · Professional Services						
6201 · Audit	13,500	7,740	10,320	3,180	76%	Annual audit fees paid in Nov-18
6202 · Legal/Human Resources	193,250	14,899	56,507	136,743	29%	
6203 · Notices	2,500	-	557	1,943	22%	
6204 · Other Professional Services	94,653	3,725	71,520	23,133	76%	Captain Promotional Testing Services; Rescue Shared Services Agmt paid Aug-18; Annual LAFCO Fees
6205 · Elections/Tax Administration	-	-	-	-	0%	
6206 · Public Relations	6,566	-	200	6,366	3%	
Total 6200 · Professional Services	310,469	26,364	139,104	171,365	45%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	63,850	19,207	37,019	26,831	58%	Timing of annual subscription payments
6212 · IT Support/Implementation	118,000	8,599	34,395	83,605	29%	
6213 · IT Equipment	36,978	-	995	35,983	3%	
Total 6210 · Information Technology	218,828	27,806	72,410	146,418	33%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	-	-	-	-	0%	
6222 · Solar Lease	67,224	5,602	27,820	39,404	41%	
Total 6220 · Rents and Leases	67,224	5,602	27,820	39,404	41%	
6230 · Small Tools and Supplies	77,625	5,620	24,007	53,618	31%	
6240 · Special Expenses						
6241 · Training	155,107	13,386	69,022	86,085	44%	
6242 · Fire Prevention	49,582	7,470	26,225	23,357	53%	
6243 · Licenses	-	-	84	(84)	100%	
Total 6240 · Special Expenses	204,689	20,856	95,331	109,358	47%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	62,000	6,355	30,161	31,839	49%	
6252 · Travel	25,000	662	3,855	21,145	15%	
6253 · Meals & Refreshments	23,000	1,629	7,937	15,063	35%	
Total 6250 · Transportation and Travel	110,000	8,646	41,953	68,047	38%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending November 30, 2018



	FINAL Full Year Budget FY18/19	Actual November 2018	Actual YTD November 30, 2018	Variance YTD Actual to Full Year Budget	(Target 42%) YTD Actual % of Full Year Budget	Notes/Comments
6260 · Utilities						
6261 · Electricity	10,600	407	3,110	7,490	29%	
6262 · Natural Gas/Propane	20,000	284	1,171	18,829	6%	
6263 · Water/Sewer	20,000	-	5,986	14,014	30%	
Total 6260 · Utilities	50,600	690	10,266	40,334	20%	
Total Operating Expenditures	\$ 17,259,430	\$ 1,529,939	\$ 7,883,545	\$ 9,375,885	46%	
Operating Revenue - Operating Expenditures	\$ 3,018,833	\$ (790,549)	\$ (6,314,921)	\$ 9,333,754		
6560 · Pension UAL Lump Sum Payment	1,600,000	1,000,000	1,000,000	600,000	63%	
6570 · OPEB UAL Lump Sum Payment	500,000	-	-	500,000	0%	
6720 · Fixed Assets	1,981,460	27,855	831,091	1,150,369	42%	
Total Expenditures	\$ 21,340,890	\$ 2,557,794	\$ 9,714,636	\$ 11,626,254	46%	
Total Revenue - Total Expense	\$ 937,373	\$ (1,679,629)	\$ (7,607,852)	\$ (8,545,225)		
Less: Development Fee Revenue	(2,000,000)		(534,556)			
Add: Development Fee Qualified Expenditures	1,200,425		220,809			
Total Revenue - Total Expense Net of Dev Fees	\$ 137,798		\$ (7,921,599)			

El Dorado Hills Fire Department

12/12/2018 12:27 PM

Register: 1000 · Bank of America
 From 11/01/2018 through 11/30/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2018	EFT	El Dorado Disposal S...	-split-	10/1/2018 - 10/...	762.61	X		374,992.42
11/01/2018	EFT	ADP (FSA)	-split-		801.00	X		374,191.42
11/01/2018	EFT	Technology Credit C...	-split-	Nov-18	5,602.00	X		368,589.42
11/01/2018	EFT	De Lage Landen Fin...	6190 · Office Supplies	Account # 988...	230.59	X		368,358.83
11/02/2018	EFT	ADP	6204 · Other Professio...	PR18-10-2	306.65	X		368,052.18
11/05/2018		Deposit	-split-	Deposit		X	199,110.71	567,162.89
11/05/2018	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Ref # 1816110...	33,219.51	X		533,943.38
11/05/2018	EFT	P.E.R.S. Health	-split-	November 2018	176,294.02	X		357,649.36
11/05/2018	EFT	P.E.R.S. Retirement	-split-	PR18-10-2	88,253.24	X		269,396.12
11/05/2018	EFT	P.E.R.S. ING	-split-	PR18-10-2	3,592.72	X		265,803.40
11/05/2018	EFT	P. G. & E.	-split-		67.05	X		265,736.35
11/07/2018		Transfer from LAIF	1074 · Local Agency I...	Confirm #1551...		X	600,000.00	865,736.35
11/07/2018	EFT	Nationwide Retireme...	-split-	PR18-10-2	21,678.38	X		844,057.97
11/08/2018	EFT	Nationwide Retireme...	-split-	PR18-11-1	22,377.85	X		821,680.12
11/08/2018	EFT	P. G. & E.	-split-		9.86	X		821,670.26
11/08/2018	EFT	ADP (FSA)	-split-		192.31	X		821,477.95
11/08/2018	21766	7th Dimension, LLC	6212 · IT Support/Impl...	Inv # 180958	8,598.79	X		812,879.16
11/08/2018	21767	Aramark	6120 · Housekeeping		39.40	X		812,839.76
11/08/2018	21768	Arnolds for Awards	6102 · Other Clothing ...		283.14	X		812,556.62
11/08/2018	21769	Arrow International, ...	6161 · Medical Supplies	Invoice # 9500...	955.19	X		811,601.43
11/08/2018	21770	AT&T	-split-	Oct-18	281.38	X		811,320.05
11/08/2018	21771	Big O Tires	-split-		428.26	X		810,891.79
11/08/2018	21772	CA Assoc. of Profess...	6033 · Disability Insur...	NOVEMBER ...	1,445.50	X		809,446.29
11/08/2018	21773	California Family Fit...	6204 · Other Professio...	Inv # 18102018	79.99	X		809,366.30
11/08/2018	21774	Capital Building Mai...	6120 · Housekeeping	Invoice # 10479	669.50	X		808,696.80
11/08/2018	21775	Cascade Training Ce...	-split-	Invoice # T464...	3,040.00	X		805,656.80
11/08/2018	21776	Champion Awards	6181 · Miscellaneous	Inv# 44509	48.71	X		805,608.09
11/08/2018	21777	Churchll's Hardware ...	6262 · Natural Gas/Pro...	Customer Acco...	62.81	X		805,545.28
11/08/2018	21778	Drapery Concepts	6150 · Maintenance,Str...	Invoice # 10117	240.00	X		805,305.28
11/08/2018	21779	Fit Guard	-split-		2,515.09	X		802,790.19
11/08/2018	21780	Golden State Emerge...	6720 · Fixed Assets	Invoice # WI00...	12,256.89			790,533.30
11/08/2018	21781	InterState Oil Compa...	-split-		1,728.50	X		788,804.80
11/08/2018	21782	Interwest Consulting ...	-split-		235.00	X		788,569.80
11/08/2018	21783	Johannes Neu	6017 · Volunteer Pay		195.00			788,374.80
11/08/2018	21784	Lehr Auto Electric, Inc	-split-		730.70	X		787,644.10
11/08/2018	21785	Life Assist	-split-	Invoice # 8844...	611.56	X		787,032.54
11/08/2018	21786	L.N. Curtis & Sons	-split-		232.87	X		786,799.67
11/08/2018	21787	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	651.24	X		786,148.43
11/08/2018	21788	Martha Lynn Mangu...	6202 · Legal/Human R...	Invoice # 0118	2,500.00			783,648.43
11/08/2018	21789	Norcal Beverage Co. ...	6720 · Fixed Assets	Invoice # 66251	4,528.59	X		779,119.84

El Dorado Hills Fire Department

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Register: 1000 · Bank of America
 From 11/01/2018 through 11/30/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/08/2018	21790	Photos by JC	6181 · Miscellaneous	Invoice # 1007	150.00	X		778,969.84
11/08/2018	21791	Pyro Engineering, Inc.	-split-		2,700.00	X		776,269.84
11/08/2018	21792	Rapid Information D...	6190 · Office Supplies	Invoice # 61081	40.00	X		776,229.84
11/08/2018	21793	Randall Hein	6241 · Training	Invoice # 1802	8,333.00	X		767,896.84
11/08/2018	21794	Rescue Fire Departm...	6143 · Outside Work	Invoice # 2018...	1,302.60	X		766,594.24
11/08/2018	21795	Richardson & Comp...	6201 · Audit	Invoice No. 11...	7,740.00	X		758,854.24
11/08/2018	21796	Sirchie	6144 · Equipment Mai...	Invoice # 0370...	182.80	X		758,671.44
11/08/2018	21797	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 359...	501.60	X		758,169.84
11/08/2018	21798	Sunset Communicati...	6720 · Fixed Assets	Invoice # 1822...	2,516.20	X		755,653.64
11/08/2018	21799	Total Compensation ...	6204 · Other Professio...	Invoice # 6527	300.00	X		755,353.64
11/08/2018	21800	James W Hasemeir	6017 · Volunteer Pay		325.00			755,028.64
11/08/2018	21801	Greg F. Durante (Di...	-split-	Oct-18	300.00	X		754,728.64
11/08/2018	21802	Charles J. Hartley	-split-	Oct-18	300.00	X		754,428.64
11/08/2018	21803	John Giraud	-split-	Oct-18	200.00	X		754,228.64
11/08/2018	21804	Douglas A. Hus	6018 · Director Pay	Oct-18	100.00	X		754,128.64
11/08/2018	21805	Barbara Winn	-split-	Oct-18	200.00	X		753,928.64
11/08/2018	21806	Connie Bair	-split-		150.00	X		753,778.64
11/08/2018	21807	Brian Bresnahan	-split-		150.00			753,628.64
11/08/2018	21808	David Kennedy	-split-		100.00	X		753,528.64
11/08/2018	21809	John Niehues	-split-		150.00	X		753,378.64
11/08/2018	21810	Dwight Piper	-split-		150.00	X		753,228.64
11/08/2018	21811	Frederick Russell	-split-		150.00	X		753,078.64
11/08/2018	21812	Sean Ward	-split-		150.00	X		752,928.64
11/08/2018	21813	Chase Bank	2029 · Other Payable	Oct 11, 25	400.00	X		752,528.64
11/08/2018	21814	Wells Fargo Bank	2026 · EDH Associate...	Deposit to Acct...	5,076.50	X		747,452.14
11/08/2018	PR18-11-1		-split-	Total Payroll T...	69,062.42	X		678,389.72
11/08/2018	PR18-11-1		1000 · Bank of Americ...	Direct Deposit	248,059.32	X		430,330.40
11/08/2018	PR18-11-1		1000 · Bank of Americ...	Payroll Checks -		X		430,330.40
11/12/2018	EFT	Verizon Wireless	-split-	Oct-18	114.03	X		430,216.37
11/12/2018	EFT	Verizon Wireless	-split-	Oct-18	70.22	X		430,146.15
11/12/2018	EFT	Verizon Wireless	-split-	Oct-18	483.15	X		429,663.00
11/12/2018	EFT	Verizon Wireless	-split-	Oct-18	1,696.47	X		427,966.53
11/13/2018	EFT	P.E.R.S. ING	-split-	PR18-11-1	3,141.59	X		424,824.94
11/13/2018	EFT	P.E.R.S. Retirement	-split-	PR18-11-1	84,034.35	X		340,790.59
11/13/2018	EFT	P. G. & E.	-split-		97.78	X		340,692.81
11/13/2018	EFT	P. G. & E.	-split-		163.74	X		340,529.07
11/13/2018	EFT	ADP (FSA)	-split-		358.13	X		340,170.94
11/15/2018			6204 · Other Professio...	Service Charge	203.90	X		339,967.04
11/15/2018	EFT	ADP (FSA)	-split-		15.00	X		339,952.04
11/16/2018	EFT	ADP	6204 · Other Professio...	PR18-11-1	303.72	X		339,648.32

El Dorado Hills Fire Department

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Register: 1000 · Bank of America
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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/19/2018	EFT	ADP (FSA)	-split-		5.76	X		339,642.56
11/20/2018		Transfer from LAIF	1074 · Local Agency I...	Confirm #1551...		X	400,000.00	739,642.56
11/20/2018		Deposit	3510 · Misc. Operating...	Deposit		X	1,276.97	740,919.53
11/20/2018	EFT	P.E.R.S. Health	-split-	December 2018	174,210.85	X		566,708.68
11/20/2018	EFT	P.E.R.S. ING	-split-	PR18-11-2	3,197.16	X		563,511.52
11/20/2018	EFT	P.E.R.S. Retirement	-split-	PR18-11-2	87,379.31	X		476,132.21
11/20/2018	EFT	Verizon Wireless	-split-	Oct-18	701.47	X		475,430.74
11/20/2018	EFT	Verizon Wireless	-split-	Oct-18	40.01	X		475,390.73
11/21/2018		Transfer from LAIF	1074 · Local Agency I...	Confirm #1552...		X	100,000.00	575,390.73
11/21/2018	EFT	ADP (FSA)	-split-		384.62	X		575,006.11
11/21/2018	PR18-11-2		-split-	Total Payroll T...	86,268.38	X		488,737.73
11/21/2018	PR18-11-2		1000 · Bank of Americ...	Direct Deposit	276,255.01	X		212,482.72
11/21/2018	PR18-11-2		1000 · Bank of Americ...	Payroll Checks -		X		212,482.72
11/23/2018	EFT	WageWorks	6204 · Other Professio...	INV1005840	96.15	X		212,386.57
11/23/2018	EFT	Nationwide Retireme...	-split-	PR18-11-2	22,477.85	X		189,908.72
11/23/2018	EFT	ADP HCM	6204 · Other Professio...	Workforce No...	234.60	X		189,674.12
11/23/2018	EFT	ADP (FSA)	-split-		166.78	X		189,507.34
11/26/2018	EFT	P. G. & E.	-split-		289.20	X		189,218.14
11/27/2018		Deposit	-split-	Deposit		X	48,637.52	237,855.66
11/27/2018	EFT	State Compensation ...	6030 · Workers Compe...	Policy # 11048...	46,748.17	X		191,107.49
11/27/2018	EFT	ADP (FSA)	-split-		993.73	X		190,113.76
11/27/2018	21815	A-CHECK	6202 · Legal/Human R...	Inv # 59-05649...	42.50			190,071.26
11/27/2018	21816	Advanced IPM	6150 · Maintenance,Str...		80.00	X		189,991.26
11/27/2018	21817	Aflac	2029 · Other Payable	Inv # 818372	499.30			189,491.96
11/27/2018	21818	Air Exchange	6150 · Maintenance,Str...	Invoice # 43211	345.26			189,146.70
11/27/2018	21819	Allstar Fire Equipme...	6102 · Other Clothing ...	Inv# 210730	3,851.35	X		185,295.35
11/27/2018	21820	Aramark	-split-		147.60			185,147.75
11/27/2018	21821	Arnolds for Awards	6181 · Miscellaneous		43.41			185,104.34
11/27/2018	21822	Best Best & Krieger	6202 · Legal/Human R...	Inv # 834790	1,021.36	X		184,082.98
11/27/2018	21823	Breaker Glass Co., Inc.	6143 · Outside Work	Invoice # 69808	40.00			184,042.98
11/27/2018	21824	California Family Fit...	6204 · Other Professio...	Inv # 8112018	79.99			183,962.99
11/27/2018	21825	Capital Building Mai...	6120 · Housekeeping	Invoice # 10547	669.50			183,293.49
11/27/2018	21826	Doug Veerkamp	6142 · Parts & Supplies	Invoice # 326396	1,503.31	X		181,790.18
11/27/2018	21827	East Bay Tire Co.	6141 · Tires	Invoice # 1493...	3,113.14			178,677.04
11/27/2018	21828	FedEx	6190 · Office Supplies	Acct 5320-132...	23.40			178,653.64
11/27/2018	21829	Fit Guard	-split-		240.00			178,413.64
11/27/2018	21830	Hefner, Stark & Mar...	-split-	Statement # 37...	11,334.75	X		167,078.89
11/27/2018	21831	InterState Oil Compa...	-split-		4,626.67	X		162,452.22
11/27/2018	21832	iProjectSolutions LLC	6720 · Fixed Assets	Invoice # 1258	8,553.19			153,899.03
11/27/2018	21833	Jacob Winkler	6017 · Volunteer Pay	Intern Stipend ...	325.00			153,574.03

El Dorado Hills Fire Department

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/27/2018	21834	Kathleen Binion	6242 · Fire Prevention		159.36			153,414.67
11/27/2018	21835	Kronos	6211 · Software Licens...	Invoice # 1137...	16,808.06			136,606.61
11/27/2018	21836	L.N. Curtis & Sons	-split-		1,587.41			135,019.20
11/27/2018	21837	Managed Health Net...	-split-	Invoice # PRM...	1,302.48			133,716.72
11/27/2018	21838	Rotary	-split-	Nov 2018 Dues	150.00			133,566.72
11/27/2018	21839	Sandra Sanders	6040 · Dental/Vision R...		128.00			133,438.72
11/27/2018	21840	SignChef Inc.	6242 · Fire Prevention	Invoice # 257...	128.70			133,310.02
11/27/2018	21841	Signal Service	6150 · Maintenance,Str...	Invoice # 291302	120.00			133,190.02
11/27/2018	21842	Suds Car Wash, Inc.	6143 · Outside Work	Oct 2018 State...	13.49			133,176.53
11/27/2018	21843	Supplyworks	6120 · Housekeeping	Invoice # 4566...	227.80			132,948.73
11/27/2018	21844	Trace Analytics, Inc.	6143 · Outside Work	Invoice # 18-1...	176.00			132,772.73
11/27/2018	21845	Pyro Engineering, Inc.	-split-		2,700.00			130,072.73
11/27/2018	21846	James W Hasemeir	6017 · Volunteer Pay		325.00			129,747.73
11/28/2018		Transfer from LAIF	1074 · Local Agency I...	Confirm #1552...		X	1,000,000.00	1,129,747.73
11/28/2018	EFT	ADP (FSA)	-split-		104.75	X		1,129,642.98
11/28/2018	21847	U.S. Bank PARS Ac...	6560 · Pension Additio...		1,000,000.00			129,642.98
11/29/2018	EFT	ADP (FSA)	-split-		493.00	X		129,149.98
11/30/2018	EFT	ADP	6204 · Other Professio...	PR18-11-2	303.72	X		128,846.26
11/30/2018	EFT	ADP (FSA)	-split-		124.29			128,721.97



County of El Dorado

Chief Administrative Office

330 Fair Lane
Placerville, CA 95667-4197

Don Ashton, MPA
Chief Administrative Officer

Phone (530) 621-5530
Fax (530) 626-5730

December 7, 2018

TO: El Dorado County Fire District Boards

FROM: Don Ashton 
Chief Administrative Officer

SUBJECT: FIRE DISTRICT SUSTAINABILITY

As we are all aware, rural counties and rural fire districts throughout California have been experiencing severe financial challenges the past several years which will likely continue for the foreseeable future primarily due to rising pension costs. In addition, now more than ever there is a reality of severe fires and it is essential that fire prevention efforts be given priority. The only way this can be accomplished is by identifying efficiencies in the system and for the county, cities, and fire districts to work collaboratively in this process.

Given the resignation of Chief Schwab, and the upcoming retirements of Chief Hardy, Chief Dwyer and Chief Keating, now is an opportune time to at least have a discussion relative to identifying efficiencies within the fire system. As a result, I am requesting that the District Boards from Georgetown, Rescue, Mosquito and County Fire identify two Board members to meet with Supervisor Veerkamp and Supervisor Frentzen to begin these conversations. If you could please forward me the names of the individuals representing your District, my office will take the lead in scheduling the discussion.

Thank you for your attention to this matter.

- c. El Dorado County Board of Supervisors
Fire Chief's Association



1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

November 19, 2018

Mr. Greg Durante, Board Chairman
El Dorado Hills FPSA
1050 Wilson Blvd
El Dorado Hills, California, 95762

RE: El Dorado Hills Fpsa, El Dorado County, California (N)
Public Protection Classification: 03/3X
Effective Date: March 01, 2019

Dear Mr. Greg Durante,

We wish to thank you and Chief Tom Keating for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

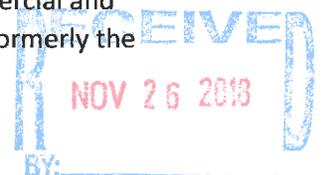
If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

Please note that as part of our analysis it was determined that the following fire station(s) did not meet the minimum requirements for recognition: El Dorado Hills FD FS 92 Fire Station is not recognized. Please note that as part of our analysis it was determined that a portion of the hydrants on the following water system(s) or in the following area (s) did not meet the minimum requirements for recognition: Sun Ridge East Hoa and Sun Ridge Meadows HOA.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the



“9” and “8B” portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the “6X” denoting what was formerly classified as “9.”
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the “6Y” denoting what was formerly classified as “8B.”
- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Radenko Odzakovic, Water Superintendent, El Dorado Irrigation District
Mr. Brian Newman, Communications Supervisor, Cal Fire Amador El Dorado ECC
Ms. Cortney Barbot, Communications Supervisor, El Dorado County Sheriff Dispatch
Chief Tom Keating, Chief, El Dorado Hills Fire Department

Request for Proposal – Project/Construction Management for the Training Center Project

Summary:

Phase 1 of the Training Center project has progressed to the point where the need exists for a greater level of construction knowledge and project management services. The intent is to retain a professional to assist the Department with preparation of and release of the bid documents needed to take Phase 1 of the project out to bid.

The El Dorado County Building Official has requested that the Project Manager and the Project Inspector be two different people. As a result of that request, we cancelled the prior RFP and created this new RFP just for a Construction & Project Manager.

Fiscal Impact:

Responsive professionals will submit their hourly rates in their responses. The Department has accounted for these expenses in the adopted budget for FY2018-2019.

Recommendation:

Staff recommends the Board of Directors approve the release of the REQUEST FOR PROPOSAL CONSTRUCTION & PROJECT MANAGER El Dorado Hills Fire Department Training Center Construction Project as shows on the attached document.

**REQUEST FOR PROPOSAL
CONSTRUCTION & PROJECT MANAGER
El Dorado Hills Fire Department
Training Center Construction Project**

December 20, 2018

The El Dorado Hills Fire Department is currently soliciting proposals for professional services for: **Training Center – Construction & Project Manager**.

Each proposal shall specify each and every item as set forth in the attached proposal format. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the proposal format without taking exception may be grounds for rejection. The EDHFD (El Dorado Hills Fire Department) reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the EDHFD, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This Request for Proposal is posted on the EDHFD's website at www.edhfire.com. Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the EDHFD. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The EDHFD is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

If your firm is interested and qualified, please submit four (4) hard copies and one (1) electronic copy of your proposal by **January 31, 2019 by 3:00 p.m.** to:

El Dorado Hills Fire Department
Deputy Chief Michael Lilienthal
1050 Wilson Blvd.
El Dorado Hills, CA 95762

If you have any technical questions or questions about the proposal process, please contact Deputy Chief Michael Lilienthal at 916-933-6623 ext. 1029 or by email at mlilienthal@edhfire.com. All questions will receive a response within five (5) business days.

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of four (4) hard copies and one (1) electronic copy must be received by mail, recognized carrier, or hand delivered no later than **3:00 p.m. on January 31, 2019**. Late proposals will not be considered and will be returned, unopened.

2. All correspondence should be directed to:

El Dorado Hills Fire Department
1050 Wilson Blvd.
El Dorado Hills, CA 95762
ATTENTION: Deputy Chief Michael Lilienthal
Telephone: (916) 933-6623 ext. 1029

3. All costs incurred in the preparation and submission of proposals and related documentation will be borne by the proposer.

4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.

5. Selection of qualified proposers will be by an impartial Selection Committee. Selection will be made on the basis of the proposals as submitted, although the EDHFD reserves the right to interview applicants as part of the selection process. The proceedings of the Selection Committee are confidential; members of the Selection Committee are not to be contacted by the proposers.

6. This Request for Proposal does not constitute an offer of employment or a contract for services.

7. The EDHFD reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request as the best interests of the EDHFD may appear.

8. All documents submitted to the EDHFD in response to this Request for Proposal will become the exclusive property of the EDHFD and may be returned to the proposer or kept by the EDHFD, in the EDHFD's sole discretion.

9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.

10. The EDHFD reserves the right to award the contract to the firm who presents the proposal which in the judgment of the EDHFD, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.

11. Any contract awarded pursuant to this Request for Proposal will incorporate the requirements and specifications contained in this Request for Proposal. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the EDHFD during subsequent negotiations. Notwithstanding the above, there shall be no binding agreement until each of the parties has executed a formal agreement to be prepared by EDHFD.

12. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the EDHFD, must be available for inspection and copying upon the request of any person. Under the Act, the EDHFD may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this Request for Proposal should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: *The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the County considers proper under the law. If an agreement is entered into with the proposer, the EDHFD shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

The EDHFD will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless, the EDHFD arising out of such dispute, lawsuit, claim or demand.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

1. Project Title
2. Applicant or Firm Name
3. Firm/Project Management Qualifications
 - a. Type of organization, size, professional registration, certificates, and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of prior projects that are directly related to inspection and construction management services for Essential Services facilities and fire stations, and the time frame when those projects were completed.
 - d. Qualifications of consultant(s), subcontractors, or joint venture firm, if appropriate. Applicant is required to demonstrate specific Essential Services Facility Act inspection expertise relating to the requirements of the Project Scope, as well as California Building Codes, SWPPP, NFPA, and Construction management skills.
 - e. Provide a minimum of 3 client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary and level of services provided.
 - b. Description of the organization and staffing to be used for the project.
 - c. Participation and coordination proposer will require from EDHFD staff.
5. Fees and Insurance
 - a. Provide **hourly rate** and reimbursable rate schedules for the project as described under Project Scope. This project has an indefinite construction time period.
 - b. The selected Applicant will be required to provide insurance coverage in the amount of \$2 million Commercial General Liability Insurance. The selected Applicant shall also maintain automobile liability and workers' compensation coverage in an amount not less than \$1 million. This amount of insurance coverage shall be reflected in your estimated professional fee rates and the estimated total costs.

Proposal Format
Page Two

c. The Applicant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the EDHFD and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the EDHFD.

d. Indemnification

EDHFD Hold Harmless – General Liability:

Applicant undertakes and agrees to indemnify, defend, hold harmless EDHFD, and any and all EDHFD's Board of Directors, officers, employees, and successors in interest, from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, reasonable attorney's fees and reasonable costs of litigation, damage(s) or liability of any nature whatsoever for death or injury to any person, including Applicant's employees and agents, or for damage to, or destruction of, any property of either party hereto, or of third persons, in any manner to the extent arising by reasons of the performance of this Contract on the part of Applicant, or any of Applicant's Sub-consultants, employees, or anyone for whom Applicant has obligated itself under this Contract, whether or not contributed to by any act or omission of the EDHFD or any of the EDHFD's Board, officers or employees.

EXHIBIT A - SCOPE OF CONSTRUCTION & PROJECT MANAGEMENT SERVICES

The Scope of Services as described shall assist Applicants in developing their proposals. All proposals shall be based on, but not limited to, the services listed below. The intent is to provide complete construction and project management services for a Fire Training Center/Essential Services Facility. This will be a multi-year and multi-phase project that may include periods of time with no activity when in between phases.

1. General

The Construction & Project Manager shall act as an agent for the EDHFD throughout all aspects of this project. The Construction & Project Manager will be the single point of contact between the EDHFD and the project design, construction and inspection team. The project is expected to take an undefined amount of time with varied intervals of Construction & Project Management Service needs. The project is likely multi-phased and may extend several years with long periods of no activity.

2. Relations with the Architect or Engineer

The Construction & Project Manager will coordinate and cooperate with the Architect and/or Registered Engineer for the project.

The Construction & Project Manager will look for inconsistencies or errors in the plans and specifications and coordinate with the EDHFD's designated project coordinator (the "Project Coordinator") and the Architect of Record for his/her clarification and direction.

3. Facilities and Equipment

The Construction & Project Manager will be allowed use of EDHFD facilities for meetings or workspace on a temporary basis. The Contractor of any building phase shall provide the Construction & Project Manager with a lockable desk for the duration of the project. The Construction & Project Manager shall provide their own cell phone, vehicle, equipment, clerical support, and other goods or supplies necessary to perform services as required by this proposal.

4. Project Manager Duties

4.1 Review of Existing Plans and Documents

Help technically develop, review and become familiar with the Project Documents.
Monitor the plans and specifications for errors or omissions.

4.2 Drafting of RFP for Construction of Phase 1

Help develop the RFP for construction of Phase 1 ensuring that the most efficient strategy is exercised to accomplish the project.

4.3 Assisting in the Selection of a Contractor for Phase 1

Review the submitted RFP response and help select the final contractor for the project.

4.4 Assisting in the Selection of a Project Inspector

Help develop/award the RFP for the Project Inspector.

4.5 Be the EDHFD's Point of Contact Between all other parties

Monitor the construction schedule and report to the Project Coordinator conditions which may cause any deviation from the project completion.

Maintain communications with the EDHFD Project Coordinator on all issues.

5. Project Meetings

Attend any project-related meetings and assist leading all regularly scheduled project construction meetings.

6. Constructions Management Duties

6.1 Construction Observation

Observe the progress of the work as required to determine compliance with the Contract Document and regulatory requirements. Monitor daily weather conditions, contractors and subcontractors, equipment, deliveries and other on-site activities. (See Project Records Section) Review and monitor Contractor's construction methods and procedures during all construction activities.

Inspect and monitor BMP (Best Management Practice) required under the Storm Water Prevention pollution requirements prior to and following a storm event.

Inspect and bring to the Project Coordinator's attention any issues with the contractor's performance meeting the environmental requirements on the project.

6.2 Construction Progress

Monitor the construction schedule and report to the Project Coordinator conditions which may cause any deviation from the project completion.

6.3 Coordination

Maintain communications with the Owner's Project Coordinator on all issues. Promptly notify the Project Coordinator of any work which does not conform to the Contract Documents. Maintain liaison with the Architect, Testing Consultant, Fire Department and other regulatory agencies and governing bodies as necessary for project continuity.

6.4 Help Develop and Review of Contract Documents

Help develop, review and become familiar with the Contract Documents. Monitor the plans and specifications for errors or omissions. Notify the Project Coordinator of any Request for Information (RFI), clarification or interpretation by the Contractor.

6.5 Construction Administration

- a. Contractor Submittals: Assist the Project Coordinator in the review of Contractor submittals and shop drawings.
- b. Field Orders and Change Orders: Make recommendations to the Project Coordinator regarding Field Orders and Change Orders required during the course of the work.
- c. Contractor's Payment Requests: Review the Contractor's Monthly Payment Requests verifying the reported percentage of completion.
- d. Punch Lists and Final Inspection: Assist the Project Coordinator in development and review of the Contractor's punch lists. Take part in substantial completion and the final completion inspections of the work.
- e. Safety: Monitor the Contractor's public safety procedures
- f. As-Built Documents: Monitor and verify that the Contractor's set of plans and specifications are maintained in an "as-built" condition, making further annotations as required. The "as-built" record documents shall be reviewed periodically and will be verified with each Contractor's Payment Request.

7. Construction Testing

A separate Testing Consultant will be performing the required testing. The Construction Manager shall coordinate with and monitor the Testing Consultant and shall schedule, log, and observe tests required by the Contract Documents. Furnish the Project Coordinator with a copy of the test procedures and results.

8. Project Records

8.1 General

Maintain an accurate and complete set of original hard copy project records in an orderly fashion. Submit all records to the Project Coordinator upon completion of the work. Project records shall include:

- Mark-ups of the Contract Documents
- Cost Request Bulletins
- Owner Directives
- Field Orders
- Change Orders
- RFI's and Clarifications
- Correspondence
- Meeting Reports and summaries of Project Meeting Minutes
- Contractor Submittals
- Regulatory Agency Reports
- Contractor Payment Requests
- List of Subcontractors and Material Suppliers
- Records of Prevailing Wage Law Compliance from Contractor and Subcontractors
- Copies of All Conditional and Unconditional Lien Releases from Contractor and Subcontractors
- Certified Conformance Reports
- Record SWPPP/BMP failures following storm events

8.2 Construction Log

Maintain a daily log book of all construction activities. Provide copies monthly to the Project Coordinator accompanying the pay request. Submit the final log book to Project Coordinator upon completion of the work. The log book shall include the following:

- Weather and site conditions at the time of inspection.
- Nature and location of the work being performed, and the contractors/workers on-site performing the work.
- Starting and completion dates for various portions of the work.
- Verbal instruction and clarifications of the work given to the Contractor.
- Inspections by representatives of regulatory agencies.
- Note occurrences or conditions that might affect the contract time.
- List visitors to the site, titles, and reasons for visit.
- List telephone calls made or received, and a substantial outline of the nature of such calls, including any statements or commitments made during the call.

- Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.
- List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor.
- Note corrective actions taken.
- Unforeseen conditions observed by the Construction & Project Manager that may cause a slowdown by the Contractor.
- Log the number and trade craft of each person on the job and any idled by unforeseen construction delays as well as any operating and idle equipment that would otherwise be capable of working.
- Record all substantive conversations held with the Contractor at the site, as well as any tradeoffs, agreements or commitments made by EDHFD or Contractor.
- Record any field errors made by any party at the site. Identify in detail and indicate probable effect. Indicate resolution and any recommended course of action.

8.3 Weekly Progress Report

Prepare a separate summary of the construction progress activities which is not a duplication of the Daily Logs. Provide a copy of the progress reports to the Project Coordinator on a weekly basis. The progress reports shall include the following:

- The report number and date (example: week 1, week 2...).
- Name of the Contractor and each Subcontractor on the site.
- Size of the work force distinguished between laborers and foremen.
- List of major pieces of construction equipment on site, indicating if idle and the reason, if applicable.
- All work commenced, noting the status of completion as well as its description, along with which Subcontractor is performing the work.
- List of materials stored on the site.
- Identify any tests, inspections or discrepancy reports filed during the week and results or action required.
- Identify any accidents or hazardous conditions.

8.4 Discrepancy Reports

Furnish the Project Coordinator with a detailed report or request for clarification whenever any corrective change is necessary in the field construction that would result in a variance from the specifications and drawings as originally issued.

December 20, 2018

Request for Proposal – Project/Construction Management for the Training Center Project

Summary:

Phase 1 of the Training Center project has progressed to the point where the need exists for a greater level of construction knowledge and project management services. The intent is to retain a professional to assist the Department with preparation of and release of the bid documents needed to take Phase 1 of the project out to bid.

The El Dorado County Building Official has requested that the Project Manager and the Project Inspector be two different people. As a result of that request, we cancelled the prior RFP and created this new RFP just for a Construction & Project/~~Construction~~ Manager.

Fiscal Impact:

Responsive professionals will submit their hourly rates in their responses. The Department has accounted for these expenses in the adopted budget for FY2018-2019.

Recommendation:

Staff recommends the Board of Directors approve the release of the REQUEST FOR PROPOSAL CONSTRUCTION & PROJECT MANAGER El Dorado Hills Fire Department Training Center Construction Project as shows on the attached document.

**REQUEST FOR PROPOSAL
CONSTRUCTION & PROJECT MANAGER
El Dorado Hills Fire Department
Training Center Construction Project**

December 20, 2018

The El Dorado Hills Fire Department is currently soliciting proposals for professional services for: **Training Center – Construction & Project Manager**.

Each proposal shall specify each and every item as set forth in the attached proposal format. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the proposal format without taking exception may be grounds for rejection. The EDHFD (El Dorado Hills Fire Department) reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the EDHFD, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This Request for Proposal is posted on the EDHFD's website at www.edhfire.com. Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the EDHFD. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The EDHFD is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

If your firm is interested and qualified, please submit four (4) hard copies and one (1) electronic copy of your proposal by **January 31, 2019 by 3:00 p.m.** to:

El Dorado Hills Fire Department
Deputy Chief Michael Lilienthal
1050 Wilson Blvd.
El Dorado Hills, CA 95762

If you have any technical questions or questions about the proposal process, please contact Deputy Chief Michael Lilienthal at 916-933-6623 ext. 1029 or by email at mlilienthal@edhfire.com. All questions will receive a response within five (5) business days.

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of four (4) hard copies and one (1) electronic copy must be received by mail, recognized carrier, or hand delivered no later than **3:00 p.m. on January 31, 2019**. Late proposals will not be considered and will be returned, unopened.

2. All correspondence should be directed to:

El Dorado Hills Fire Department
1050 Wilson Blvd.
El Dorado Hills, CA 95762
ATTENTION: Deputy Chief Michael Lilienthal
Telephone: (916) 933-6623 ext. 1029

3. All costs incurred in the preparation and submission of proposals and related documentation will be borne by the proposer.

4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.

5. Selection of qualified proposers will be by an impartial Selection Committee. Selection will be made on the basis of the proposals as submitted, although the EDHFD reserves the right to interview applicants as part of the selection process. The proceedings of the Selection Committee are confidential; members of the Selection Committee are not to be contacted by the proposers.

6. This Request for Proposal does not constitute an offer of employment or a contract for services.

7. The EDHFD reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request as the best interests of the EDHFD may appear.

8. All documents submitted to the EDHFD in response to this Request for Proposal will become the exclusive property of the EDHFD and may be returned to the proposer or kept by the EDHFD, in the EDHFD's sole discretion.

9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.

10. The EDHFD reserves the right to award the contract to the firm who presents the proposal which in the judgment of the EDHFD, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.

11. Any contract awarded pursuant to this Request for Proposal will incorporate the requirements and specifications contained in this Request for Proposal. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the EDHFD during subsequent negotiations. Notwithstanding the above, there shall be no binding agreement until each of the parties has executed a formal agreement to be prepared by EDHFD.

12. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the EDHFD, must be available for inspection and copying upon the request of any person. Under the Act, the EDHFD may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this Request for Proposal should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: *The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the County considers proper under the law. If an agreement is entered into with the proposer, the EDHFD shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

The EDHFD will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless, the EDHFD arising out of such dispute, lawsuit, claim or demand.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

1. Project Title
2. Applicant or Firm Name
3. Firm/~~Inspector~~Project Management Qualifications
 - a. Type of organization, size, professional registration, certificates, and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of prior projects that are directly related to inspection and construction management services for Essential Services facilities and fire stations, and the time frame when those projects were completed.
 - d. Qualifications of consultant(s), subcontractors, or joint venture firm, if appropriate. ConsultantApplicant is required to demonstrate specific Essential Services Facility Act inspection expertise relating to the requirements of the Project Scope, as well as California Building Codes, SWPPP, NFPA, and Construction management skills.
 - e. Provide a minimum of 3 client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary and level of services provided.
 - b. Description of the organization and staffing to be used for the project.
 - c. Participation and coordination proposer will require from EDHFD staff.
5. Fees and Insurance
 - a. Provide **hourly rate** and reimbursable rate schedules for the project as described under Project Scope. This project has an indefinite construction time period.
 - b. The selected ConsultantApplicant will be required to provide insurance coverage in the amount of \$2 million Commercial General Liability Insurance. The selected consultantApplicant shall also maintain automobile liability and workers' compensation coverage in an amount not less than \$1 million. This amount of insurance coverage shall be reflected in your estimated professional fee rates and the estimated total costs.

Proposal Format
Page Two

c. The [Consultant Applicant](#) shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the EDHFD and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the EDHFD.

d. Indemnification

EDHFD Hold Harmless – General Liability:

[Consultant Applicant](#) undertakes and agrees to indemnify, defend, hold harmless EDHFD, and any and all EDHFD's Board of Directors, officers, employees, and successors in interest, from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, reasonable attorney's fees and reasonable costs of litigation, damage(s) or liability of any nature whatsoever for death or injury to any person, including [Consultant Applicant](#)'s employees and agents, or for damage to, or destruction of, any property of either party hereto, or of third persons, in any manner to the extent arising by reasons of the performance of this Contract on the part of [Consultant Applicant](#), or any of [Consultant Applicant](#)'s Sub-consultants, employees, or anyone for whom [Consultant Applicant](#) has obligated itself under this Contract, whether or not contributed to by any act or omission of the EDHFD or any of the EDHFD's Board, officers or employees.

EXHIBIT A - SCOPE OF CONSULTANT CONSTRUCTION & PROJECT MANAGEMENT SERVICES

The Scope of Services as described shall assist ConsultantApplicants in developing their proposals. All proposals shall be based on, but not limited to, the services listed below. The intent is to provide complete construction and project management services for a Fire Training Center/Essential Services Facility. This will be a multi-year and multi-phase project that may include periods of time with no activity when in between phases.

1. General

The Construction & Project Manager shall act as an agent for the EDHFD throughout all aspects of this project. The Construction & Project Manager will be the single point of contact between the EDHFD and the project design, construction and inspection team. The project is expected to take an undefined amount of time with varied intervals of Construction & Project Management Service needs. The project is likely multi-phased and may extend several years with long periods of no activity.

2. Relations with the Architect or Engineer

The Construction & Project Manager will coordinate and cooperate with the Architect and/or Registered Engineer for the project.

The Construction & Project Manager will look for inconsistencies or errors in the plans and specifications and coordinate with the EDHFD's Representative designated project coordinator (the "Project Coordinator") and the Architect of Record for his/her clarification and direction.

3. Facilities and Equipment

The Construction & Project Manager will be allowed use of EDHFD facilities for meetings or workspace on a temporary basis. The Contractor of any building phase shall provide the Construction & Manager/Project Manager with a lockable desk for the duration of the project. The Construction & Project Manager shall provide their own cell phone, vehicle, equipment, clerical support, and other goods or supplies necessary to perform services as required by this proposal.

4. Project Manager Duties

4.1 Review of Existing Plans and Documents

Help technically develop, review and become familiar with the Project Documents.
Monitor the plans and specifications for errors or omissions.

4.2 Drafting of RFP for Construction of Phase 1

Help develop the RFP for construction of Phase 1 ensuring that the most efficient strategy is exercised to accomplish the project.

4.3 Assisting in the Selection of a Contractor for Phase 1

Review the submitted RFP response and help select the final contractor for the project.

4.4 Assisting in the Selection of a Project Inspector

Help develop/award the RFP for the Project Inspector.

4.5 Be the EDHFD's Point of Contact Between all other parties

Monitor the construction schedule and report to the Project Coordinator conditions which may cause any deviation from the project completion.

Maintain communications with the EDHFD [Project Coordinator](#) on all issues.

5. Project Meetings

Attend ~~the~~ any [project-related](#) meetings and assist leading all regularly scheduled project construction meetings.

6. Constructions Management Duties

6.1 Construction Observation

Observe the progress of the work as required to determine compliance with the Contract Document and regulatory requirements. Monitor daily weather conditions, contractors and subcontractors, equipment, deliveries and other on-site activities. (See Project Records Section) Review and monitor Contractor's construction methods and procedures during all construction activities.

Inspect and monitor BMP (Best Management Practice) required under the Storm Water Prevention pollution requirements prior to and following a storm event.

Inspect and bring to the [EDHFD's Project Coordinator's](#) attention any issues with the contractor's performance meeting the environmental requirements on the project.

6.2 Construction Progress

Monitor the construction schedule and report to the Project Coordinator conditions which may cause any deviation from the project completion.

6.3 Coordination

Maintain communications with the Owner's Project Coordinator on all issues. Promptly notify the Project Coordinator of any work which does not conform to the Contract Documents. Maintain liaison with the Architect, Testing Consultant, Fire Department and other regulatory agencies and governing bodies as necessary for project continuity.

6.4 Help Develop and Review of Contract Documents

Help develop, review and become familiar with the Contract Documents. Monitor the plans and specifications for errors or omissions. Notify the Project Coordinator of any Request for Information (RFI), clarification or interpretation by the Contractor.

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- a. Contractor Submittals: Assist the Project Coordinator in the review of Contractor submittals and shop drawings.
- b. Field Orders and Change Orders: Make recommendations to the Project Coordinator regarding Field Orders and Change Orders required during the course of the work.
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- e. Safety: Monitor the Contractor's public safety procedures
- f. As-Built Documents: Monitor and verify that the Contractor's set of plans and specifications are maintained in an "as-built" condition, making further annotations as required. The "as-built" record documents shall be reviewed periodically and will be verified with each Contractor's Payment Request.

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A separate Testing Consultant will be performing the required testing. The Construction Manager shall coordinate with and monitor the Testing Consultant and shall schedule, log, and observe tests required by the Contract Documents. Furnish the Project Coordinator with a copy of the test procedures and results.

8. Project Records

8.1 General

Maintain an accurate and complete set of original hard copy project records in an orderly fashion. Submit all records to the Project Coordinator upon completion of the work. Project records shall include:

- Mark-ups of the Contract Documents
- Cost Request Bulletins
- Owner Directives
- Field Orders
- Change Orders
- RFI's and Clarifications
- Correspondence
- Meeting Reports and summaries of Project Meeting Minutes
- Contractor Submittals
- Regulatory Agency Reports
- Contractor Payment Requests
- List of Subcontractors and Material Suppliers
- [Records of Prevailing Wage Law Compliance from Contractor and Subcontractors](#)
- [Copies of All Conditional and Unconditional Lien Releases from Contractor and Subcontractors](#)
- Certified Conformance Reports
- Record SWPPP/BMP failures following storm events

8.2 Construction Log

Maintain a daily log book of all construction activities. Provide copies monthly to the Project Coordinator accompanying the pay request. Submit the final log book to Project Coordinator upon completion of the work. The log book shall include the following:

- Weather and site conditions at the time of inspection.
- Nature and location of the work being performed, and the contractors/workers on-site performing the work.
- Starting and completion dates for various portions of the work.
- Verbal instruction and clarifications of the work given to the Contractor.
- Inspections by representatives of regulatory agencies.

- Note occurrences or conditions that might affect the contract time.
- List visitors to the site, titles, and reasons for visit.
- List telephone calls made or received, and a substantial outline of the nature of such calls, including any statements or commitments made during the call.
- Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.
- List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor.
- Note corrective actions taken.
- Unforeseen conditions observed by the [Inspector Construction & Project Manager](#) that may cause a slowdown by the Contractor.
- Log the number and trade craft of each person on the job and any idled by unforeseen construction delays as well as any operating and idle equipment that would otherwise be capable of working.
- Record all substantive conversations held with the Contractor at the site, as well as any tradeoffs, agreements or commitments made by EDHFD or Contractor.
- Record any field errors made by any party at the site. Identify in detail and indicate probable effect. Indicate resolution and any recommended course of action.

8.3 Weekly Progress Report

Prepare a separate summary of the construction progress activities which is not a duplication of the Daily Logs. Provide a copy of the progress reports to the Project Coordinator on a weekly basis. The progress reports shall include the following:

- The report number and date (example: week 1, week 2...).
- Name of the Contractor and each Subcontractor on the site.
- Size of the work force distinguished between laborers and foremen.
- List of major pieces of construction equipment on site, indicating if idle and the reason, if applicable.
- All work commenced, noting the status of completion as well as its description, along with which Subcontractor is performing the work.
- List of materials stored on the site.
- Identify any tests, inspections or discrepancy reports filed during the week and results or action required.
- Identify any accidents or hazardous conditions.

8.4 Discrepancy Reports

Furnish the Project Coordinator with a detailed report or request for clarification whenever any corrective change is necessary in the field construction that would result in a variance from the specifications and drawings as originally issued.



EL DORADO HILLS FIRE DEPARTMENT

MONTHLY ACTIVITY REPORT

NOVEMBER 2018

“YOUR SAFETY ... OUR COMMITMENT”

The Board of Directors is considering adopting performance measurement goals to direct fire crew planning and to monitor the operation of the Department. These measures of time are designed to deliver outcomes that will save patients medically salvageable upon arrival and to keep small fires from becoming more serious. Such measures and goals provide the Department a foundation upon which future deployment decisions are based.

These deployment measurements include:

- DM 1 – 911 Call Handling Time
- DM 2 – Turnout Time
- DM 3 – Travel Time
- DM 4 – Total Response Time
- DM 5 – Effective Response Force Time

*All times are collected using a combination of Active 911 and Crystal Reports. The times are provided with the best accuracy possible given the limitations of technology in our system. The current system does not allow for accurate data collection.

Significant Incidents/Trainings/Events – Nov. 2018

Camp Fire Incident, Butte County, – November 8, 2018 @ 06:33



Camp Fire Incident – ST-4078C, November 8th – 19th, 2018



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Strike Team Leader & Engine 384 Crew – Johnston, Anselmo, Lorence, Phillips



Camp Fire Incident - ST-4078C, Engine Crews all home safe, no injuries



CAMP FIRE INCIDENT

Date/Time Started:	November 8, 2018 @ 06:33
Acres Burned:	153,336
Residences Burned:	13,972
Commercial Burned:	528
Firefighter Injuries:	3
Civilian Fatalities:	88
Cause of Fire:	Under Investigation

As of: 12/02/2018, Cal Fire website

2018 vs. 2017 Statistics

Response District	Total Number of Responses NOV 2018	Total Number of Responses YTD 2018	Total Number of Responses NOV 2017	Total Number of Responses YTD 2017
84	55	714	66	709
85	51	732	66	767
86	60	521	45	482
87	73	978	75	756
91	11	60	4	70
92	2	22	0	14
Mutual Aid	83	828	43	733
Transfer	19	225	16	201
TOTALS	354	4,080	315	3,732

88.81% Medic Unit Response, < 10 Minutes (before exception reports)

93.28% Medic Unit Response, < 11 Minutes (before exception reports)

Report: Queries – Incident – NFIRS Incident – Incident By District (Summary) Note: Run all Districts on 1 page (manually add subdistricts)

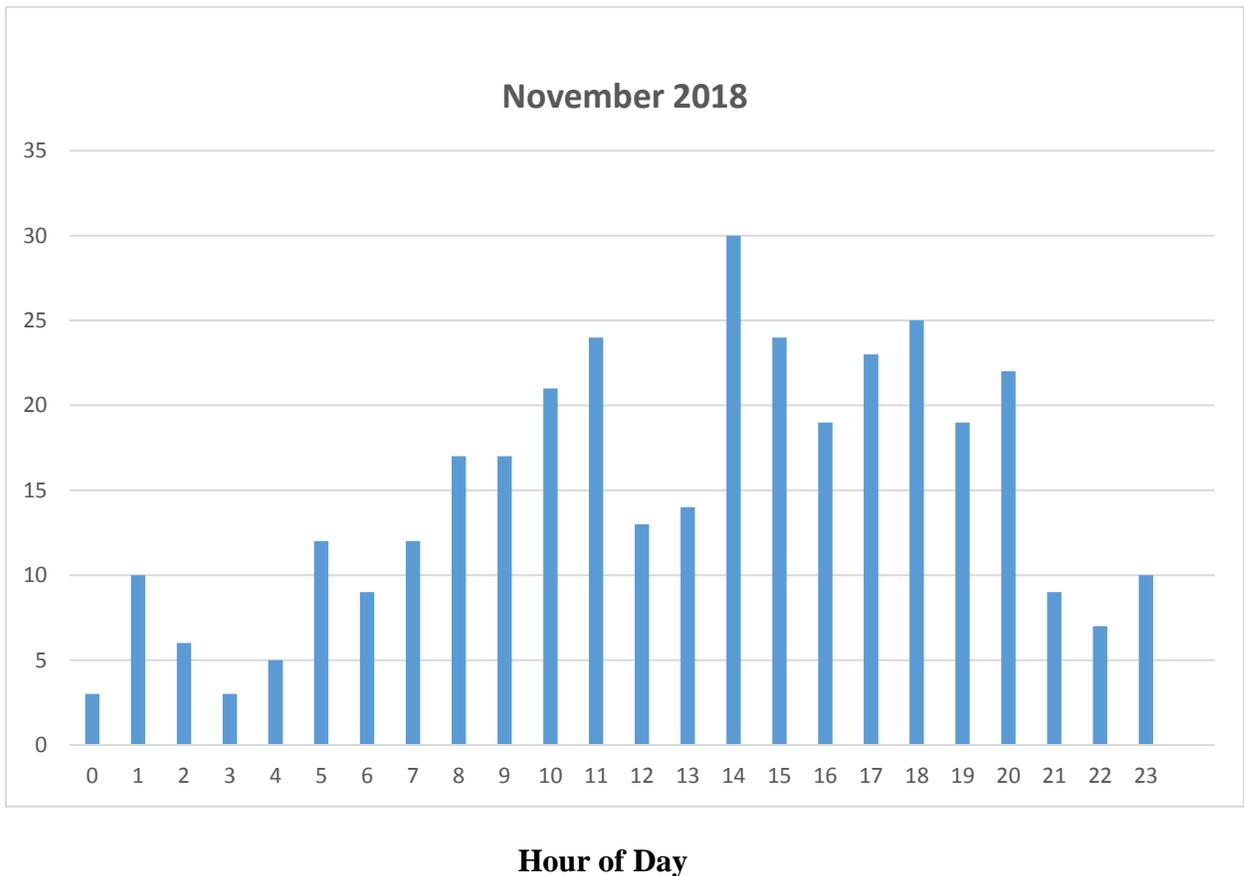
Crystal: Emergency Response Summary-Medic Unit Response Time-El Dorado

Deployment Measures

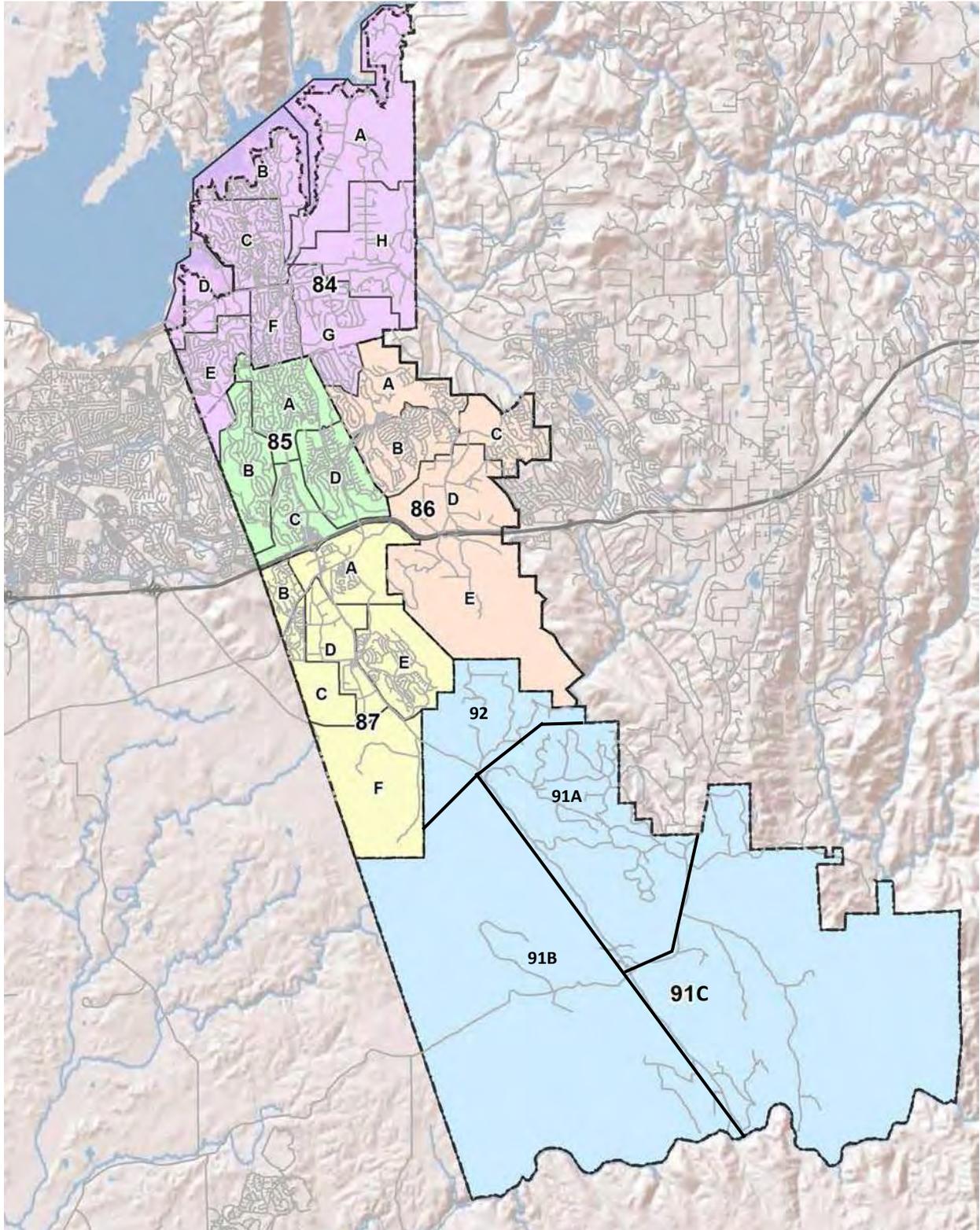
The 2016 Deployment Measures Policies are unable to be reported/tracked due to technology issues with our current Dispatch system and software limitations:

- Deployment Measure 1 - 911 Call Handling Time
- Deployment Measure 2 - Turnout Time
- Deployment Measure 3 - Travel Time
- Deployment Measure 4 - Total Response Time
- Deployment Measure 5 - Effective Response Force (Fire/Rescue Large Emergency)

Incidents by Hour of the Day



Tools – Queries – Incident Report – NFIRS – Count of Incidents by Alarm Hour



The Four Seasons Civic League

Facilitating the Quality of Life in El Dorado Hills through awareness and involvement.

El Dorado Hills Fire Department
1050 Wilson Boulevard
El Dorado Hills Ca 95762

Date 11/29/18

Attn:
Deputy Chief Mike Lillenthal
Fire Marshall Cox

Deputy Chief Lillenthal & Fire Marshall Cox: the residents of the Four Seasons Adult Community wishes to express its heartfelt thanks and gratitude to the El Dorado Hills Fire Department for their dedication to our community. As a community of seniors we rely on your fire, ambulance and emergency services.

You recent project to help our residents replace smoke detector batteries , replace outdated / defective smoke detectors and donations of carbon monoxide detectors was amazing.

Special thanks go to Fire Marshall Cox who planed and orchestrated the program it met the needs of every resident in our community.

We thank you and wish all of our first responders a safe and Merry Christmas,

John Raslear
Chair Four Seasons Civic League
3124 Four Seasons Drive El Dorado Hills Ca 95762
1-916-933-2203