

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
SEVEN HUNDRED NINETY SEVENTH MEETING
Thursday, February 21, 2019
5:30 p.m. (Note Special Start Time)
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order, Pledge of Allegiance

Adjourn to Closed Session

- II. 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 54957.6; Conference with designated representatives regarding potential modifications to Memorandum of Understanding related to Education Pay, Staffing, Probationary periods; Designated Representatives: Directors Giraud and White; Represented Group: El Dorado Hills Professional Firefighters

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

- III. 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 795th Board meeting held January 17, 2019
- B. Approve Minutes of the 796th Special Board meeting held January 31, 2019
- C. Approve Financial Statements for January 2019

End Consent Calendar

- IV. 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.

- V. Presentation

- A. EDH Development Snapshot

- VI. Correspondence

- VII. Attorney Items

- VIII. Committee Reports
 - A. Administrative Committee (Directors Durante and Hartley)
 - B. Finance Committee (Directors Giraudo and White)
 - 1. Review and approve MOU Side Letter regarding Station 91 Staffing
 - 2. Review and approve MOU Letter of Clarification regarding "Education Pay"
 - 3. 2018/19 Mid-Year Budget Review
 - 4. 2019/20 Budget Timeline
 - 5. Review and approve revised Rescue Shared Services Contract
 - 6. Approval of a change to the Rules and Regulations from an 18 month to a 12 Month Firefighter/Paramedic Probation timeframe
 - 7. Direct staff to conduct a Rescue Annexation Feasibility Study/Plan for Service
 - 8. Discuss upcoming contract negotiations and appoint Chief Johnson to negotiate on the Board's behalf
- IX. Fire Chief's Report
- X. Operations Report
 - A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
- XI. Fiscal Items
- XII. New Business
 - A. Review and approve changes to the Unimproved Property Hazard Abatement Program Standard
- XIII. Old Business
- XIV. Oral Communications
 - A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XV. 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 FIFTH MEETING OF THE BOARD OF DIRECTORS

Thursday, January 17, 2019

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 Giraud called the meeting to order at 5:33 p.m. and Chief Johnson led the Pledge of Allegiance. Directors in attendance: Giraud, Hartley, and White. Director Durante was absent. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

Meeting adjourned to closed session at 5:34 p.m.

The meeting reconvened at 6:00 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**

III. CONSENT CALENDAR

- A. **Approve Minutes of the 794th Board meeting held December 20, 2018**
- B. **Approve Financial Statements for December 2018**

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

IV. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters – Mark Ali,**
- B. **EDH Firefighters Association – Marshall Cox,**
- C. **Public Comment –**

V. CORRESPONDENCE

VI. ATTORNEY ITEMS – None

VII. COMMITTEE REPORTS

- A. Administrative Committee (Directors Durante and Hus) – No report.**
- B. Finance Committee (Directors Giraudo and Hus) – No report.**
- C. Ad Hoc Committee Reports**
 - 1. Strategic Planning Committee (Directors Hus and Winn) –**
 - a. Review and approve Rescue Shared Service Agreement extension– Chief Keating**

Director Hartley made a motion to approve a 120-day extension to the Rescue Shared Service Agreement, seconded by Director Giraudo, and unanimously carried.

- 2. Communications Committee (Directors Durante and Winn) – No report.**
- 3. Training Facility Committee (Directors Hartley and Durante)**

VIII. OPERATIONS REPORT

- A. Operations Report (Receive and file)**
- B. Review and update regarding Joint Powers Authority – Chief**

IX. FISCAL ITEMS – None

X. NEW BUSINESS

- A. Reorganization of Committees for 2019**
- B. Review applications for vacant Board position. Discuss and adopt appointment procedures and timing**
- C. Discuss the El Dorado County Fire District Sustainability Workshop on Wednesday, January 16, 2019**
- D. Review and approve purchase of new Staff Utility Vehicle**
- E. Department of Transportation (DOT) proposal of potential facility**

Director Durante made a motion to nominate Director Giraudo for Board President, seconded by Director Hartley and unanimously carried.

Director Giraudo made a motion to nominate Director Hartley for Board Vice President, seconded by Director Durante, and unanimously carried.

XI. OLD BUSINESS – None

XII. ORAL COMMUNICATIONS

- A. **Directors** –
- B. **Staff** –
- C. **Schedule upcoming committee meetings** – No additional committee meetings scheduled at this time.

XIII. ADJOURNMENT

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

The meeting adjourned at 6:41 p.m.

Approved:

John Giraud, President

Jessica Braddock, Board Secretary

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY SIXTH MEETING OF THE BOARD OF DIRECTORS

Special Board Meeting
Thursday, January 31, 2019
5:00 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 Giraudó called the meeting to order at 5:00 p.m. and Chief Johnson led the Pledge of Allegiance. Directors in attendance: Durante, Giraudó, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

II. ORAL COMMUNICATIONS – Matt Belleci, El Dorado Hills Professional Firefighters representative, encouraged the Board to appoint Bill Gilmore. The Board asked that any further comments about candidates be held until the public comment opportunity after the interviews.

III. BOARD VACANCY

A. Interview applicants for Board Vacancy – Nine candidates had submitted applications for the Board vacancy terminating in November 2020; Mr. Richard Ross withdrew his application prior to this meeting. The Board Secretary had previously drawn names establishing the following order for the interview schedule: Scott Vail; Bobbi Bennett; Todd White; Greg Mugartegui; Kurt Oneto; Michael Roppolo; Bill Gilmore; and Steven Foster. The Board had suggested that in courtesy and fairness to the process, it would be appreciated if the applicant being interviewed be the only applicant to remain in the room.

President Giraudó explained how the interview would be conducted giving each candidate fifteen minutes for an opening statement, an opportunity to answer three questions, and a closing statement. The questions were read during each interview as follows: 1) What are your interests and motivations in seeking to join the El Dorado Hills Fire Department Board of Directors? 2) What qualifications and life experiences do you have that would bring value to and enhance the operations of the El Dorado Hills Fire Board of Directors? 3) Will you seek re-election once your term is up? After some Board discussion, it was decided that after all interviews are complete, each Board member would write down their top 3 candidates. Megan would then read each director's selections and tally the results to narrow down to the top 2 candidates. Board members would then write down their top selection of the 2 remaining candidates and Megan would read each director's selection. If a majority consensus was reached, a motion would be made and carried. If not, deliberation and voting would continue.

After all candidates were interviewed, a break was taken from 6:38 p.m. to 6:43 p.m.

The Board reconvened and thanked the candidates commenting on how fortunate they were to have had an excellent group of candidates to choose from. Public comment was taken. Mr. Jeff Genovese, resident, encouraged the Board to appoint Mr. Mike Roppolo for the Board vacancy and Brian Wilkey, El Dorado Hills Professional Firefighters representative, encouraged the Board to appoint Bill Gilmore.

- B. Appoint applicant to fill Board Vacancy for unexpired term** – The first vote was tallied, and Bobbi Bennett and Greg Mugartegui were announced as the top two candidates. A second vote was taken resulting in a tie.

After discussion, Director Durante made a motion to adjourn the meeting, seconded by Director White and unanimously carried (Roll Call: Ayes: 4; Noes: 0).

- C. Swear in new Board Member** – Bobbi Bennett was sworn in by Board Secretary Jessica Braddock and congratulated by the Board and Staff.

IV. ADJOURNMENT

Director Bennett made a motion to adjourn the meeting, seconded by Director White, and unanimously carried.

The meeting adjourned at 7:04 p.m.

Approved:

John Giraud, President

Jessica Braddock, Board Secretary

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2019



	FINAL Full Year Budget FY18/19	Actual January 2019	Actual YTD January 31, 2019	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	17,490,369	770,041	9,535,972	(7,954,397)		} Property Tax Revenue on target for fiscal year
3270 · Unsecured Tax Revenue	299,895	5,075	273,206	(26,689)		
3280 · Homeowners Tax Revenue	163,982	55,257	78,938	(85,044)		
3320 · Supplemental Tax Revenue	312,000	2,081	74,225	(237,775)		
3330 · Sacramento County Revenue	17,930	-	542	(17,388)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,840	1,002	21,492	(15,348)		
3335.3 · Latrobe Base Transfer	256,000	-	-	(256,000)		
3340 · Property Tax Administration Fee	(353,953)	(346,739)	(346,739)	7,214		
Total 3240 · Tax Revenue	18,223,063	486,716	9,637,636	(8,585,427)	53%	
3505 · Misc. Revenue, Vacant Lot	-	2,359	(10,992)	(10,992)	0%	Timing of collection
3506 · Misc. Revenue, Fire Prev. Fees	75,000	723	34,263	(40,737)	46%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	95,833	670,833	(479,167)	58%	
3513 · Rental Income (Cell site)	25,200	2,100	14,700	(10,500)	58%	
3515 · OES/Mutual Aid Reimbursement	560,000	30	553,447	(6,553)	99%	Timing of OES billing/Strike Team Season
3520 · Interest Earned	225,000	77,154	163,949	(61,051)	73%	Higher interest rate than budgeted
3510 · Misc. Operating Revenue - Other	20,000	2,816	11,151	(8,849)	56%	
Total 3510 · Misc. Operating Revenue	1,980,200	177,933	1,414,080	(566,120)	71%	
Total Operating Revenue	\$ 20,278,263	\$ 667,731	\$ 11,074,987	\$ (9,203,276)	55%	
3550 · Development Fee						
3560 · Development Fee Revenue	2,000,000	54,767	598,016	(1,401,984)	30%	Monthly development fee revenue collected trending down
3561 · Development Fee Interest	-	15,202	76,285	76,285	100%	
Total 3550 · Development Fee	2,000,000	69,969	674,301	(1,325,699)	34%	
3568 · Proceeds from Insurance	-	2,104	4,095	4,095	100%	Vehicle body work insurance recovery
3570 · Proceeds from Sale of Assets	-	-	1,649	1,649	100%	Sale of surplus vehicle to Mosquito FPD/Auction of Dept Surplus Assets
Total Revenue	\$ 22,278,263	\$ 739,804	\$ 11,755,032	\$ (10,523,231)	53%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2019



	FINAL Full Year Budget FY18/19	Actual January 2019	Actual YTD January 31, 2019	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,171,004	721,249	3,559,841	2,611,163	58%	
6011 · Education/Longevity Pay	453,872	51,108	254,441	199,431	56%	
6016 · Salaries & Wages, Admin/Prev	697,794	73,171	367,053	330,740	53%	
6017 · Volunteer Pay	25,000	975	2,405	22,595	10%	No CVIS payments made to date
6018 · Director Pay	17,850	800	6,600	11,250	37%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,592,205	150,647	892,304	699,901	56%	
6019.2 · Overtime, Outside Aid	480,000	-	436,993	43,007	91%	Timing of Fire Season
6019.3 · Overtime, JPA	115,832	13,725	143,320	(27,488)	124%	
Total 6019 · Overtime	2,188,037	164,372	1,472,618	715,419	67%	
6020 · P.E.R.S. Retirement	2,479,525	104,101	1,774,317	705,208	72%	Annual required lump sum payments made in July (\$845k)
6030 · Workers Compensation	659,027	-	280,489	378,538	43%	Workers' Compensation 2019 renewal rate came in favorable to budget
6031 · Life Insurance	6,512	988	3,975	2,537	61%	
6032 · P.E.R.S. Health Benefits	1,449,396	132,287	1,010,772	438,624	70%	Jan invoice paid in Dec
6033 · Disability Insurance	17,052	2,832	11,530	5,522	68%	Feb-19 premium paid in Jan-19
6034 · Health Cost of Retirees	916,254	50,942	698,694	217,560	76%	Annual required lump sum payment made in July (\$300k); Dec invoice paid in Nov
6040 · Dental/Vision Expense	188,760	18,027	84,066	104,694	45%	
6050 · Unemployment Insurance	14,490	10,830	10,830	3,660	75%	Unemployment insurance collected on first \$7k of earnings in calendar year
6070 · Medicare	138,549	14,907	80,297	58,252	58%	
Total 6000 · Salaries & Wages	15,423,122	1,346,588	9,617,926	5,805,196	62%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	54,400	25,200	50,333	4,067	93%	Uniform allowance paid in Jul & Jan
6102 · Other Clothing & Personal Supplies	67,276	2,358	21,775	45,501	32%	Timing of purchases
Total 6100 · Clothing & Personal Supplies	121,676	27,558	72,108	49,568	59%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2019



	FINAL Full Year Budget FY18/19	Actual January 2019	Actual YTD January 31, 2019	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	49,699	5,470	24,503	25,196	49%	
6112 · Dispatch Services	60,000	-	-	60,000	0%	Dispatch services billed quarterly. Q1-Q2 invoices paid in Feb-19
6113 · Network/Connectivity	50,012	3,341	23,316	26,696	47%	
Total 6110 · Communications	159,711	8,811	47,819	111,892	30%	
6120 · Housekeeping	37,960	2,633	20,690	17,270	55%	
6130 · Insurance						
6131 · General Insurance	55,000	1,467	56,312	(1,312)	102%	Annual insurance premium paid in October
Total 6130 · Insurance	55,000	1,467	56,312	(1,312)	102%	
6140 · Maintenance of Equipment						
6141 · Tires	35,000	1,971	8,551	26,449	24%	
6142 · Parts & Supplies	20,000	1,867	16,445	3,555	82%	
6143 · Outside Work	130,000	4,101	66,140	63,860	51%	
6144 · Equipment Maintenance	41,753	3,083	15,577	26,176	37%	
6145 · Radio Maintenance	43,696	4,605	7,420	36,276	17%	
Total 6140 · Maintenance of Equipment	270,449	15,627	114,133	156,316	42%	
6150 · Maintenance, Structures & Ground	103,859	7,964	47,338	56,521	46%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,000	-	5,028	(28)	101%	Timing of purchases
Total 6160 · Medical Supplies	5,000	-	5,028	(28)	101%	
6170 · Dues and Subscriptions	12,610	1,957	11,659	952	92%	Timing of payments
6180 · Miscellaneous						
6181 · Miscellaneous	3,500	1,275	2,375	1,125	68%	
6182 · Honor Guard	5,000	-	-	5,000	0%	
6183 · Explorer Program	2,000	-	144	1,856	7%	
6184 · Pipes and Drums	-	-	-	-	0%	
Total 6180 · Miscellaneous	10,500	1,275	2,519	7,981	24%	
6190 · Office Supplies	20,109	3,645	13,203	6,906	66%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2019



	FINAL Full Year Budget FY18/19	Actual January 2019	Actual YTD January 31, 2019	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
6200 · Professional Services						
6201 · Audit	13,500	2,580	12,975	525	96%	Annual audit fees paid in Nov-18-Jan-19
6202 · Legal/Human Resources	193,250	20,773	104,168	89,082	54%	
6203 · Notices	2,500	-	557	1,943	22%	
6204 · Other Professional Services	94,653	2,588	75,221	19,432	79%	Captain Promotional Testing Services; Rescue Shared Services Agmt paid Aug-18; Annual LAFCO Fees
6205 · Elections/Tax Administration	-	45	45	(45)	100%	
6206 · Public Relations	6,566	-	200	6,366	3%	
Total 6200 · Professional Services	310,469	25,985	193,165	117,304	62%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	63,850	8,767	47,578	16,272	75%	Timing of annual subscription payments
6212 · IT Support/Implementation	118,000	9,029	52,023	65,977	44%	
6213 · IT Equipment	36,978	2,633	4,744	32,234	13%	
Total 6210 · Information Technology	218,828	20,429	104,345	114,483	48%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	-	-	-	-	0%	
6222 · Solar Lease	67,224	5,602	39,024	28,200	58%	
Total 6220 · Rents and Leases	67,224	5,602	39,024	28,200	58%	
6230 · Small Tools and Supplies	77,625	8,595	35,168	42,457	45%	
6240 · Special Expenses						
6241 · Training	155,107	4,074	79,316	75,791	51%	
6242 · Fire Prevention	49,582	836	32,706	16,877	66%	
6243 · Licenses	-	-	84	(84)	100%	
Total 6240 · Special Expenses	204,689	4,911	112,106	92,583	55%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2019



	FINAL Full Year Budget FY18/19	Actual January 2019	Actual YTD January 31, 2019	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
6250 · Transportation and Travel						
6251 · Fuel and Oil	62,000	6,660	39,992	22,008	65%	
6252 · Travel	25,000	35	5,256	19,744	21%	
6253 · Meals & Refreshments	23,000	1,164	12,301	10,699	53%	
Total 6250 · Transportation and Travel	110,000	7,859	57,549	52,451	52%	
6260 · Utilities						
6261 · Electricity	10,600	536	4,108	6,492	39%	
6262 · Natural Gas/Propane	20,000	3,844	6,431	13,569	32%	
6263 · Water/Sewer	20,000	-	8,951	11,049	45%	
Total 6260 · Utilities	50,600	4,380	19,489	31,111	39%	
Total Operating Expenditures	\$ 17,259,430	\$ 1,495,285	\$ 10,569,579	\$ 6,689,851	61%	
Operating Revenue - Operating Expenditures	\$ 3,018,833	\$ (827,554)	\$ 505,408	\$ 2,513,425		
6560 · Pension UAL Lump Sum Payment	1,600,000	-	1,000,000	600,000	63%	
6570 · OPEB UAL Lump Sum Payment	500,000	-	-	500,000	0%	
6720 · Fixed Assets	1,981,460	126,651	957,741	1,023,719	48%	
Total Expenditures	\$ 21,340,890	\$ 1,621,935	\$ 12,527,321	\$ 8,813,569	59%	
Total Revenue - Total Expense	\$ 937,373	\$ (882,132)	\$ (772,288)	\$ (1,709,662)		
Less: Development Fee Revenue	(2,000,000)		(674,301)			
Add: Development Fee Qualified Expenditures	1,200,425		231,137			
Total Revenue - Total Expense Net of Dev Fees	\$ 137,798		\$ (1,215,452)			

El Dorado Hills Fire Department

2/14/2019 4:44 PM

Register: 1000 · Bank of America
 From 01/01/2019 through 01/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/01/2019	EFT	Technology Credit C...	-split-	Jan-19	5,602.00	X		650,113.65
01/01/2019	EFT	De Lage Landen Fin...	6190 · Office Supplies	Account # 988...	230.59	X		649,883.06
01/01/2019	EFT	El Dorado Disposal S...	-split-	12/1/2018 - 12/...	876.53	X		649,006.53
01/02/2019	EFT	P.E.R.S. Retirement	-split-	PR19-1-1	86,865.22	X		562,141.31
01/02/2019	EFT	P.E.R.S. ING	-split-	PR19-1-1	3,228.52	X		558,912.79
01/02/2019	EFT	ADP (FSA)	-split-		5.00	X		558,907.79
01/03/2019	EFT	Nationwide Retireme...	-split-	PR19-1-1	19,918.27	X		538,989.52
01/03/2019	21907	7th Dimension, LLC	6212 · IT Support/Impl...	Inv # 181159	8,598.79	X		530,390.73
01/03/2019	21908	A-CHECK	6202 · Legal/Human R...	Inv # 59-05715...	45.00	X		530,345.73
01/03/2019	21909	Aramark	-split-		73.80	X		530,271.93
01/03/2019	21910	Ashby Communicati...	6111 · Telecommunica...	Invoice # 14172	1,971.06	X		528,300.87
01/03/2019	21911	AT&T	-split-	Dec-18	279.88	X		528,020.99
01/03/2019	21912	CA Assoc. of Profess...	6033 · Disability Insur...	JANUARY 2019	1,421.00	X		526,599.99
01/03/2019	21913	Capital Building Mai...	-split-	Invoice # 10699	222.48	X		526,377.51
01/03/2019	21914	Cascade Training Ce...	-split-	Invoice # T473...	3,080.00	X		523,297.51
01/03/2019	21915	Core Logic	6170 · Dues and Subsc...	Inv # 81928838	137.50	X		523,160.01
01/03/2019	21916	FedEx	6190 · Office Supplies	Acct 5320-132...	28.67	X		523,131.34
01/03/2019	21917	Folsom Lake Ford	-split-	Invoice No. FO...	32,474.40	X		490,656.94
01/03/2019	21918	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	620.82	X		490,036.12
01/03/2019	21919	Golden State Emerge...	6720 · Fixed Assets	Invoice # WI00...	3,563.91	X		486,472.21
01/03/2019	21920	Hunter Gold	6017 · Volunteer Pay		65.00	X		486,407.21
01/03/2019	21921	Interface Systems	6150 · Maintenance,Str...		170.00	X		486,237.21
01/03/2019	21922	InterState Oil Compa...	-split-		1,613.95	X		484,623.26
01/03/2019	21923	Atwood Insurance	6131 · General Insurance	Invoice # 11840	1,467.00	X		483,156.26
01/03/2019	21924	Kronos	6211 · Software Licens...	Invoice # 1139...	4,511.27	X		478,644.99
01/03/2019	21925	Kussmaul Electronic...	6145 · Radio Maintena...	Invoice # 136352	664.85	X		477,980.14
01/03/2019	21926	Madeira Group Inter...	-split-		2,685.00	X		475,295.14
01/03/2019	21927	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	651.24	X		474,643.90
01/03/2019	21928	Motorola Solutions Inc	-split-	Customer Acct....	3,404.76	X		471,239.14
01/03/2019	21929	California Profession...	6170 · Dues and Subsc...	Invoice # PER-...	975.00	X		470,264.14
01/03/2019	21930	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 359...	494.00	X		469,770.14
01/03/2019	21931	Greg F. Durante (Di...	-split-	Dec-18	200.00			469,570.14
01/03/2019	21932	Charles J. Hartley	-split-	Dec-18	300.00	X		469,270.14
01/03/2019	21933	John Giraudo	-split-	Dec-18	200.00	X		469,070.14
01/03/2019	21934	Timothy J. White	6018 · Director Pay		100.00	X		468,970.14
01/03/2019	21935	Connie Bair	-split-		150.00	X		468,820.14
01/03/2019	21936	Brian Bresnahan	-split-		150.00	X		468,670.14
01/03/2019	21937	David Kennedy	-split-		100.00	X		468,570.14
01/03/2019	21938	John Niehues	-split-		150.00	X		468,420.14
01/03/2019	21939	Dwight Piper	-split-		150.00	X		468,270.14

El Dorado Hills Fire Department

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Register: 1000 · Bank of America
 From 01/01/2019 through 01/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2019	21940	Frederick Russell	-split-		150.00	X		468,120.14
01/03/2019	21941	Sean Ward	-split-		150.00	X		467,970.14
01/03/2019	PR19-1-1		-split-	Total Payroll T...	69,862.42	X		398,107.72
01/03/2019	PR19-1-1		1000 · Bank of Americ...	Direct Deposit	240,924.85	X		157,182.87
01/03/2019	PR19-1-1		1000 · Bank of Americ...	Payroll Checks -		X		157,182.87
01/04/2019		Deposit	-split-	Deposit		X	35,095.00	192,277.87
01/04/2019	EFT	P. G. & E.	-split-		42.77	X		192,235.10
01/04/2019	EFT	ADP (FSA)	-split-		15.00	X		192,220.10
01/07/2019	EFT	P. G. & E.	-split-		9.86	X		192,210.24
01/07/2019	EFT	ADP (FSA)	-split-		1,320.00	X		190,890.24
01/07/2019	21942	Robyn MacKenzie	1110 · Accounts Recei...	Retirement Ad...	3,000.00	X		187,890.24
01/10/2019	EFT	P. G. & E.	-split-		1,179.05	X		186,711.19
01/10/2019	EFT	ADP (FSA)	-split-		580.00	X		186,131.19
01/11/2019	EFT	ADP	6204 · Other Professio...	PR19-1-1	303.72	X		185,827.47
01/12/2019	EFT	Verizon Wireless	-split-	Dec-18	114.05	X		185,713.42
01/12/2019	EFT	Verizon Wireless	-split-	Dec-18	70.22	X		185,643.20
01/12/2019	EFT	Verizon Wireless	-split-	Dec-18	1,218.57	X		184,424.63
01/12/2019	EFT	Verizon Wireless	-split-	Dec-18	2,956.90	X		181,467.73
01/14/2019	EFT	P. G. & E.	-split-		562.15	X		180,905.58
01/14/2019	EFT	ADP (FSA)	-split-		217.96	X		180,687.62
01/15/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1557...		X	650,000.00	830,687.62
01/15/2019			6204 · Other Professio...	Service Charge	232.58	X		830,455.04
01/15/2019	EFT	ADP (FSA)	-split-		5,000.00	X		825,455.04
01/16/2019	EFT	ADP (FSA)	-split-		412.31	X		825,042.73
01/17/2019	eft	ADP (FSA)	-split-		192.31	X		824,850.42
01/17/2019	EFT	Nationwide Retireme...	-split-	PR19-1-2	19,918.27	X		804,932.15
01/17/2019	EFT	State Board of Equali...	-split-	Q4 2018	1,163.88	X		803,768.27
01/17/2019	21943	Advanced IPM	-split-		480.00			803,288.27
01/17/2019	21944	Aflac	2029 · Other Payable	Inv # 674044	499.30	X		802,788.97
01/17/2019	21945	Angelica Silveira	-split-		238.00	X		802,550.97
01/17/2019	21946	Aramark	6120 · Housekeeping		46.90	X		802,504.07
01/17/2019	21947	Arnolds for Awards	-split-		293.12	X		802,210.95
01/17/2019	21948	Ashby Communicati...	6111 · Telecommunica...	Invoice # 14291	75.00	X		802,135.95
01/17/2019	21949	Best Best & Krieger	6202 · Legal/Human R...	Inv # 839511	967.20	X		801,168.75
01/17/2019	21950	Big O Tires	-split-		1,971.40	X		799,197.35
01/17/2019	21951	Caltronics Business ...	6190 · Office Supplies		295.71	X		798,901.64
01/17/2019	21952	Churchll's Hardware ...	-split-	Customer Acco...	64.85	X		798,836.79
01/17/2019	21953	Deal Heating & Air, ...	-split-		3,542.72			795,294.07
01/17/2019	21954	El Dorado County R...	6205 · Elections/Tax A...	Invoice # 2019...	44.56	X		795,249.51
01/17/2019	21955	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	695.20	X		794,554.31

El Dorado Hills Fire Department

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01/17/2019	21956	Hefner, Stark & Mar...	-split-	Statement # 37...	10,262.80	X		784,291.51
01/17/2019	21957	InterState Oil Compa...	-split-		2,850.81	X		781,440.70
01/17/2019	21958	Kaiser Foundation H...	-split-	Account # 320...	4,313.00	X		777,127.70
01/17/2019	21959	KME Fire Apparatus	6142 · Parts & Supplies	Invoice # ca 54...	29.38	X		777,098.32
01/17/2019	21960	L.N. Curtis & Sons	-split-		5,311.33	X		771,786.99
01/17/2019	21961	Larry R. Fry	6034 · Health Cost of ...		568.80	X		771,218.19
01/17/2019	21962	Lehr Auto Electric, Inc	6142 · Parts & Supplies		1,675.14	X		769,543.05
01/17/2019	21963	Martha Lynn Mangu...	6202 · Legal/Human R...	Invoice # 0128	2,500.00			767,043.05
01/17/2019	21964	National Garage Doo...	-split-		1,880.62			765,162.43
01/17/2019	21965	Patrick Kucich	-split-		130.00			765,032.43
01/17/2019	21966	Preferred Alliance, Inc.	6204 · Other Professio...	Invoice # 0145...	126.00	X		764,906.43
01/17/2019	21967	Rotary	-split-	Jan 2019 Dues	150.00			764,756.43
01/17/2019	21968	Sentinel Fire Equipm...	6150 · Maintenance,Str...	Invoice # 80938	121.39	X		764,635.04
01/17/2019	21969	Wally Jukes	6040 · Dental/Vision R...		193.50	X		764,441.54
01/17/2019	21970	West Coast Frame/C...	-split-		949.14	X		763,492.40
01/17/2019	21971	James W Hasemeir	-split-		325.00			763,167.40
01/17/2019	PR19-1-2		-split-	Total Payroll T...	67,579.40	X		695,588.00
01/17/2019	PR19-1-2		1000 · Bank of Americ...	Direct Deposit	242,038.62	X		453,549.38
01/17/2019	PR19-1-2		1000 · Bank of Americ...	Payroll Checks -	6,969.33	X		446,580.05
01/18/2019	EFT	ADP (FSA)	-split-		78.97	X		446,501.08
01/21/2019	EFT	Verizon Wireless	-split-	Dec-18	697.61	X		445,803.47
01/21/2019	EFT	Verizon Wireless	-split-	Dec-18	40.01	X		445,763.46
01/22/2019	EFT	ADP (FSA)	-split-		20.00	X		445,743.46
01/22/2019	EFT	P. G. & E.	-split-		445.39	X		445,298.07
01/23/2019	EFT	P.E.R.S. Retirement	-split-	PR19-1-2	92,141.72	X		353,156.35
01/23/2019	EFT	P.E.R.S. ING	-split-	PR19-1-2	3,228.52	X		349,927.83
01/23/2019	EFT	P.E.R.S. Health	-split-	February 2019	182,659.93	X		167,267.90
01/23/2019	EFT	ADP (FSA)	-split-		77.25	X		167,190.65
01/24/2019	EFT	ADP (FSA)	-split-		15.00	X		167,175.65
01/25/2019	EFT	WageWorks	-split-	INV1120761	101.40	X		167,074.25
01/25/2019	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Ref # 1639012...	20,963.63	X		146,110.62
01/25/2019	EFT	ADP HCM	6204 · Other Professio...	Workforce No...	231.15	X		145,879.47
01/25/2019	EFT	ADP	6204 · Other Professio...	PR19-1-2	309.30	X		145,570.17
01/25/2019	EFT	ADP (FSA)	-split-		2,814.00	X		142,756.17
01/28/2019	EFT	ADP (FSA)	-split-		1,199.25	X		141,556.92
01/29/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1558...		X	500,000.00	641,556.92
01/30/2019		Deposit	-split-	Deposit		X	287,969.63	929,526.55
01/30/2019	EFT	Employment Develo...	-split-	Account ID# 7...	1,280.40	X		928,246.15
01/31/2019		Transfer from County	-split-	Deposit		X	9,656,463.00	10,584,709....
01/31/2019	EFT	ADP (FSA)	-split-		282.69			10,584,426....

El Dorado Hills Fire Department

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2019	21972	AFSS North	-split-		40.00			10,584,386....
01/31/2019	21973	Aflac	2029 · Other Payable	Inv # 100515	499.30			10,583,887....
01/31/2019	21974	Aramark	6120 · Housekeeping		39.40			10,583,847....
01/31/2019	21975	AT&T	-split-	Jan-19	81.64			10,583,766....
01/31/2019	21976	CA Assoc. of Profess...	6033 · Disability Insur...	FEBRUARY 2...	1,421.00			10,582,345....
01/31/2019	21977	Caltronics Business ...	6190 · Office Supplies		116.90			10,582,228....
01/31/2019	21978	Capital Building Mai...	6120 · Housekeeping	Invoice # 10744	723.06			10,581,505....
01/31/2019	21979	Cascade Fire Equipm...	6231 · Hose	Invoice # 096327	4,422.84			10,577,082....
01/31/2019	21980	Core Logic	6242 · Fire Prevention	Inv # 81936198	137.50			10,576,944....
01/31/2019	21981	Cummins Pacific Sac...	6143 · Outside Work	Invoice # Y5-8...	757.30			10,576,187....
01/31/2019	21982	Dennis Ferguson	6242 · Fire Prevention		10.76			10,576,176....
01/31/2019	21983	FedEx	-split-	Acct 5320-132...	100.72			10,576,076....
01/31/2019	21984	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	824.45			10,575,251....
01/31/2019	21985	Fit Guard	6144 · Equipment Mai...		190.95			10,575,060....
01/31/2019	21986	InterState Oil Compa...	-split-		1,031.18			10,574,029....
01/31/2019	21987	Interstate Sales	6144 · Equipment Mai...	Invoice # 19283	1,179.75			10,572,849....
01/31/2019	21988	Interwest Consulting ...	6242 · Fire Prevention		538.75			10,572,310....
01/31/2019	21989	Jacob Winkler	-split-	Intern Stipend ...	195.00			10,572,115....
01/31/2019	21990	Kronos	6211 · Software Licens...	Invoice # 1140...	86.61			10,572,029....
01/31/2019	21991	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	651.24			10,571,378....
01/31/2019	21992	Motorola Solutions Inc	-split-	Customer Acct....	89,834.53			10,481,543....
01/31/2019	21993	Patrick Kucich	-split-	Intern Stipend ...	260.00			10,481,283....
01/31/2019	21994	Rapid Information D...	6190 · Office Supplies		40.00			10,481,243....
01/31/2019	21995	Richardson & Comp...	6201 · Audit	Invoice No. 11...	2,580.00			10,478,663....
01/31/2019	21996	Robyn MacKenzie	6040 · Dental/Vision R...		174.00			10,478,489....
01/31/2019	21997	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 359...	494.00			10,477,995....
01/31/2019	21998	State Water Resource...	6720 · Fixed Assets	Invoice # SW-0...	778.00			10,477,217....
01/31/2019	21999	Brad Ballenger	6040 · Dental/Vision R...		70.00			10,477,147....
01/31/2019	22000	Angelica Silveira	-split-		85.00			10,477,062....
01/31/2019	22001	Brian K Veerkamp	6040 · Dental/Vision R...		198.00			10,476,864....
01/31/2019	PR19-1-3		-split-	Total Payroll T...	64,060.35	X		10,412,804....
01/31/2019	PR19-1-3		1000 · Bank of Americ...	Direct Deposit	251,880.77	X		10,160,923....
01/31/2019	PR19-1-3		1000 · Bank of Americ...	Payroll Checks -		X		10,160,923....

Side Letter to the MOU – Station 91 Staffing

Summary:

The current Memorandum of Understanding (MOU) dated April 21, 2016 provides direction on the staffing levels on various types of Department apparatus including Engines, Trucks, Patrols, Medics, etc.

Terminology used in the California and National Fire Service is standardized so that agencies responding to help one another in a large disaster can understand the capabilities of each apparatus that arrives. For this reason, fire apparatus have different names and different number designations. These names and number designations tell other fire agencies what the fire apparatus capabilities are when they arrive at an emergency incident.

Under the current MOU, Station 91 has been staffed with an apparatus called a Patrol/Type 6. A Patrol/Type 6 is defined in Firescope as “any light, mobile unit, having **limited** pumping and water capacity.” It is a vehicle that also does **NOT** have ladders.

Both the Union and Department have experienced that the Patrol/Type 6 is not effective for handling the unpredictable nature of emergency incidents of an “all risk” nature (vehicle accidents, structure fires, vegetation fires, etc.).

The current vehicle does **not** have ground ladders. This prevents Firefighters from getting to the roof of houses or rescuing victims from windows. The vehicle also lacks a fire pump with enough capacity to handle pumping demands at vegetation or structure fires. The vehicle significantly limits our ability to mitigate emergencies and provides less safety for our Firefighters.

The Union and Department have met and desire to place an existing Fire Engine at Station 91 that has greater versatility. The currently used Patrol would be placed in reserve status. We plan to take one of our existing reserve fire engines and place that engine at Station 91 to accomplish this objective.

This will not change the current MOU staffing levels for Station 91 of:

- One (1) Union Captain/Officer
- One (1) Union Engineer/Driver Operator
- * One must be a qualified Paramedic

Fiscal Impact:

Additional wear and tear on the reserve engine that is placed in service at Station 91.

Recommendation:

Staff recommends adoption/approval of the attached **Side Letter to the MOU** - Amending the Memorandum of Understanding. **XIV. STATION STAFFING I.** Station 91 Staffing (attached).

THIS SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING (MOU), dated April 21, 2016, is made and entered into this 21st day of February, 2019 between the El Dorado Hills Professional Firefighters (herein referenced to as "EDHPPFF") and representatives of the El Dorado Hills County Water District (herein referenced to as "District").

The MOU, Section XIV, Subsection I, is hereby amended by adding the following:

3. Station 91 shall be staffed with a minimum of:
 1. One (1) Union Captain/Officer
 2. One (1) Union Engineer/Driver Operator
 - *One must be a qualified Paramedic

4. Station 91 will staff a Type 1, Type 3, Type 6 or Water Tender with the above minimum staffing at the direction of the Chief.

In witness whereof, the parties hereto have caused this Side Letter to the MOU to be executed by affixing their signatures below.

EL DORADO HILLS COUNTY WATER DISTRICT

Dated: **Board President: John Giraudo**

Signature: _____

Dated: **District Secretary: Jessica Braddock**

Signature: _____

EL DORADO HILLS PROFESSIONAL FIREFIGHTERS

Dated: **President: Mark Ali**

Signature: _____

MEMORANDUM OF CLARIFICATION OF EXISTING AGREEMENTS

The El Dorado Hills Fire Department, hereby referred to as the “Department,” and the El Dorado Hills Professional Firefighters Local 3604, International Association of Firefighters, hereby referred to as the “Union,” execute this Memorandum of Clarification of Existing Agreements by and between the Department and Union covering the Memorandum of Understanding, which are in effect until September 30, 2019.

The Department and Union agree:

1. The current language under Section 7 Subsection H. “Education Pay” states that:

In addition to the base salaries set forth in Section A hereof, employees with the following educational degrees or **certificates** shall receive additional compensation as specified, provided a current certificate is presented to the District. To be compensated for an Associate's, Bachelor's, or Master's Degree, an employee must submit a diploma and an official copy of their transcripts to the department. A copy of the diploma (only) will be retained in the District files. No copies or other facsimiles of the employees' transcripts will be made by any member of the department. Both items will be returned to the employee immediately after the Chief verifies eligibility. The official transcripts should be mailed directly from the college or university where the degree was attained to the department addressed c/o Fire Chief XXX-Confidential. This will allow the chief to easily confirm that the degree has been 'conferred' to the applicant. The official transcripts must be from a

regionally or nationally accredited school, recognized by the U. S. Department of Education or the Council for Higher Education Accreditation (CHEA). (Exceptions to this rule must be approved by the Chief, or by appeal to the Board.)

All education degree incentives are non-stackable. The following monthly, fixed-rate educational incentives are subject to the same limitations and requirements outlined above.

- AA/AS: \$250
- BA/BS: \$500
- MA/MS: \$750
- Fire Officer: \$250

2. It is understood by both parties that when this Memorandum of Understanding was negotiated, the Fire Officer certificate (governed by California State Fire Training) was obtainable by an employee who took the required education classes, applied for the Fire Officer Certificate and paid the required fee. There was NO requirement to actually hold the rank of Fire Officer at that time.
3. It is understood by both parties that California State Fire Training ended the Fire Officer certificate program and replaced it with a new "Company Officer" program. The Company Officer program now requires an employee to actually hold the rank of Company Officer (or Acting Company Officer) to obtain the certificate.
4. It is understood by both parties that this external change had a major impact on our employee's ability to obtain the Fire Officer Certification prior to promotion to the rank of Captain.

5. It is agreed to by both parties that the Department will recognize the following Company Officer classes listed below as the equivalent to actual certification as a Fire Officer. This understanding is exclusively for paying the Memorandum of Understanding recognized “Fire Officer Education Pay” incentive to an employee. This practice is consistent with the original process that was in place for Fire Officer certification when the Memorandum of Understanding was negotiated. The required classes are:

- Instructor 1
- Company Officer 2A
- Company Officer 2B
- Company Officer 2C
- Company Officer 2D
- Company Officer 2E

6. It is agreed to by both parties that this topic will be discussed in the next open Memorandum of Understanding negotiations.

This Memorandum of Clarification of Existing Agreements shall become effective upon signature of the Fire Chief and Union President.

BY: _____

Maurice Johnson

Fire Chief

Date: _____

BY: _____

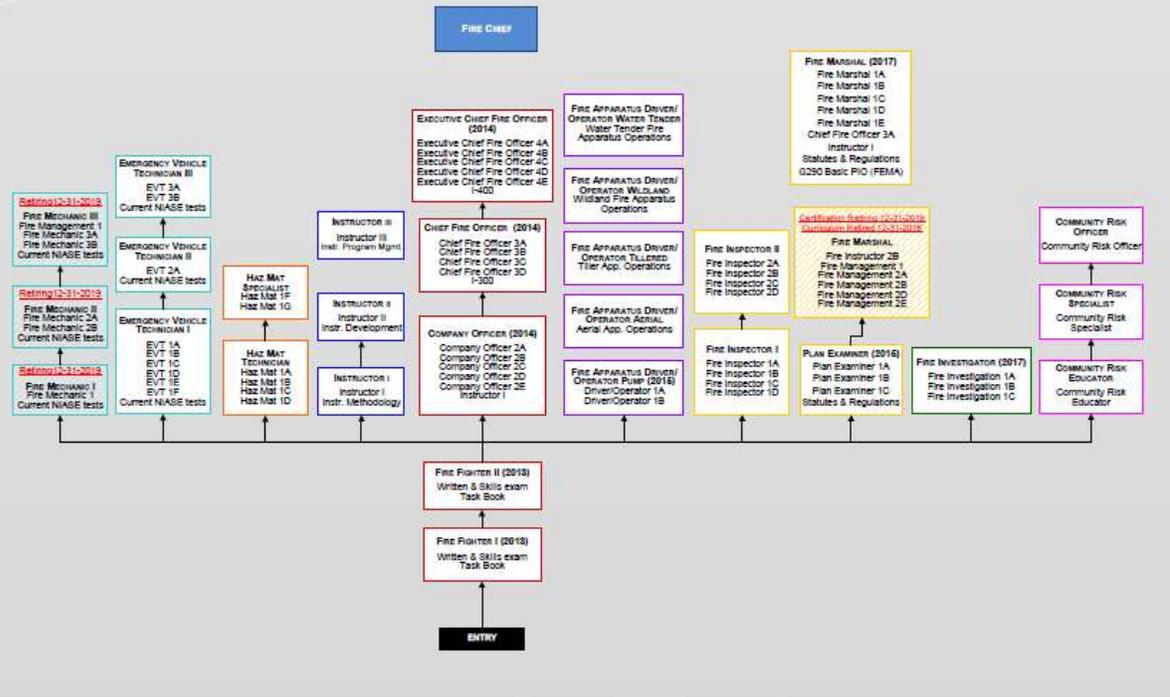
Mark Ali

Union President

Date: _____

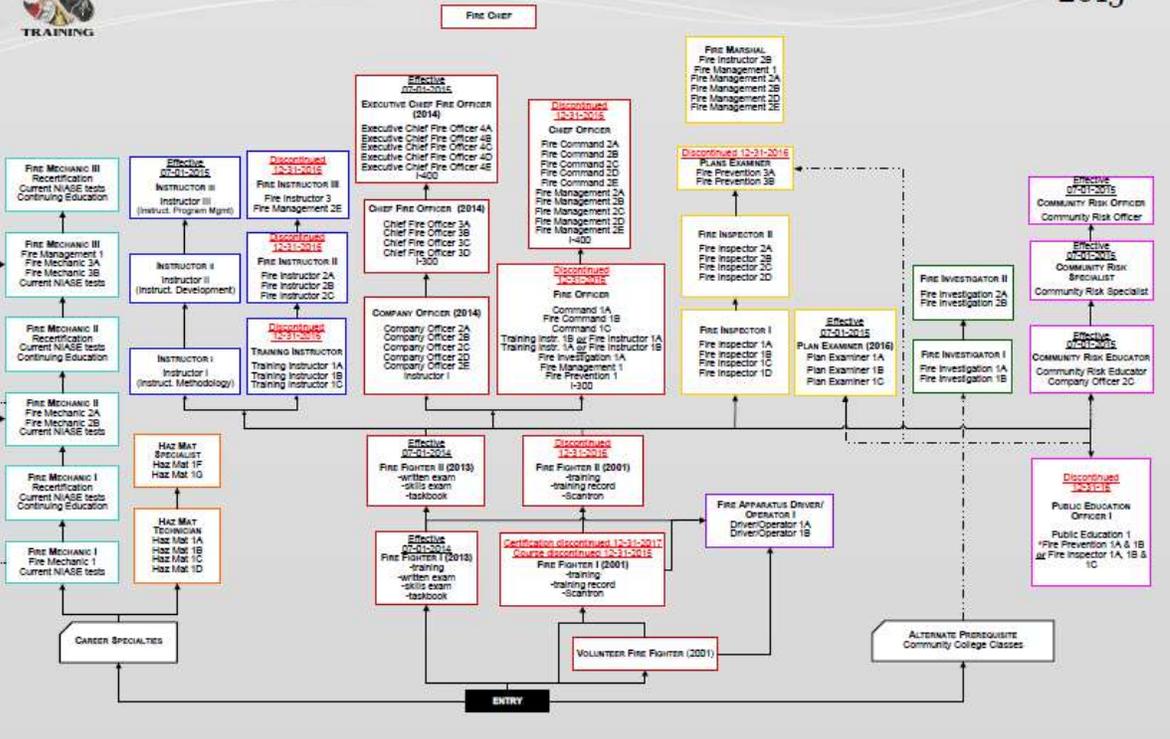
Professional Certification Tracks

January 2019



Professional Certification Tracks

May 2015





STATE FIRE TRAINING

Fire Officer (retired 12-31-16) Certification Checklist



Name: _____

SFT ID Number: _____

INSTRUCTION

Submit a copy of your CPSTES course certificate or score letter

- | | |
|--|--------------------------|
| | COMPLETE |
| 1. Fire Command 1A: Command Principles for Company Officers
or Command 1A: Structure Fire Command Operations for the Company Officer | <input type="checkbox"/> |
| 2. Fire Command 1B: Incident Management for Company Officers | <input type="checkbox"/> |
| 3. Fire Command 1C: I-Zone Fire Fighting for Company Officers
or Command 1C: WUI Command Operations for the Company Officer | <input type="checkbox"/> |
| 4. Fire Instructor 1A: Instructional Techniques, Part 1
or Training Instructor 1B: Psychomotor Lesson Delivery | <input type="checkbox"/> |
| 5. Fire Instructor 1B: Instructional Techniques, Part 2
or Training Instructor 1A: Cognitive Lesson Delivery | <input type="checkbox"/> |
| 6. Fire Investigation 1A: Fire Origin and Cause Determination | <input type="checkbox"/> |
| 7. Fire Management 1: Management/Supervision for the Company Officer | <input type="checkbox"/> |
| 8. Fire Prevention 1A: Introduction to the California Fire Code
AND Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards;
or
Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer | <input type="checkbox"/> |
| 9. I-300: Intermediate ICS <i>(certificates from other approved agencies are accepted)</i> | <input type="checkbox"/> |

PREREQUISITES

Submit a copy of your certificate or verification of Fire Officer rank on department letterhead and signed by the Fire Chief or his/her authorized representative

- | | |
|--|--------------------------|
| | COMPLETE |
| 1. <u>OSFM certified Fire Fighter II</u> | <input type="checkbox"/> |
| * Appointed to the rank of Lieutenant or higher waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver. | |

EXPERIENCE

Submit a current, original letter signed on department letterhead and signed by the Fire Chief or his/her authorized representative describing your specific background as it relates to this experience requirement

- | | |
|---|--------------------------|
| | COMPLETE |
| 1. Have a minimum of <u>two (2) years full-time, paid</u> experience in a California fire department as a <u>fire fighter performing suppression duties</u> | <input type="checkbox"/> |
| or | |
| Have a minimum of <u>four (4) years volunteer or part-time paid</u> experience in a California fire department as a <u>fire fighter performing suppression duties</u> | <input type="checkbox"/> |

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2018



	FINAL Full Year Budget FY18/19	Actual December 2018	Actual YTD December 31, 2018	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	17,490,369	8,611,711	8,765,931	(8,724,438)		} Property Tax Revenue on target for fiscal year
3270 · Unsecured Tax Revenue	299,895	16,293	268,132	(31,763)		
3280 · Homeowners Tax Revenue	163,982	23,681	23,681	(140,301)		
3320 · Supplemental Tax Revenue	312,000	6,892	72,144	(239,856)		
3330 · Sacramento County Revenue	17,930	146	542	(17,388)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,840	19,500	20,490	(16,350)		
3335.3 · Latrobe Base Transfer	256,000	-	-	(256,000)		
3340 · Property Tax Administration Fee	(353,953)	-	-	353,953		
Total 3240 · Tax Revenue	18,223,063	8,678,223	9,150,920	(9,072,144)	50%	
3505 · Misc. Revenue, Vacant Lot	-	12,265	(13,350)	(13,350)	0%	Timing of collection
3506 · Misc. Revenue, Fire Prev. Fees	75,000	419	33,540	(41,460)	45%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	95,833	575,000	(575,000)	50%	
3513 · Rental Income (Cell site)	25,200	2,100	12,600	(12,600)	50%	
3515 · OES/Mutual Aid Reimbursement	560,000	-	506,136	(53,864)	90%	Timing of OES billing/Strike Team Season
3520 · Interest Earned	225,000	132	86,795	(138,205)	39%	LAIF Interest Collected Quarterly
3510 · Misc. Operating Revenue - Other	20,000	2,351	8,335	(11,665)	42%	
Total 3510 · Misc. Operating Revenue	1,980,200	100,416	1,188,866	(791,334)	60%	
Total Operating Revenue	\$ 20,278,263	\$ 8,791,323	\$ 10,359,976	\$ (9,918,287)	51%	
3550 · Development Fee						
3560 · Development Fee Revenue	2,000,000	56,634	543,248	(1,456,752)	27%	Monthly development fee revenue collected trending down
3561 · Development Fee Interest	-	13,142	61,084	61,084	100%	
Total 3550 · Development Fee	2,000,000	69,776	604,332	(1,395,668)	30%	
3568 · Proceeds from Insurance	-	-	1,991	1,991	100%	Vehicle body work insurance recovery
3570 · Proceeds from Sale of Assets	-	36	1,649	1,649	100%	Sale of surplus vehicle to Mosquito FPD/Auction of Dept Surplus Assets
Total Revenue	\$ 22,278,263	\$ 8,861,135	\$ 10,967,948	\$ (11,310,315)	49%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2018



	FINAL Full Year Budget FY18/19	Actual December 2018	Actual YTD December 31, 2018	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,171,004	473,060	2,838,592	3,332,412	46%	
6011 · Education/Longevity Pay	453,872	33,214	203,333	250,539	45%	
6016 · Salaries & Wages, Admin/Prev	697,794	47,960	293,882	403,911	42%	
6017 · Volunteer Pay	25,000	-	1,430	23,570	6%	No CVIS payments made to date
6018 · Director Pay	17,850	2,400	5,800	12,050	32%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,592,205	151,919	741,658	850,547	47%	
6019.2 · Overtime, Outside Aid	480,000	-	436,993	43,007	91%	Timing of Fire Season
6019.3 · Overtime, JPA	115,832	8,981	129,595	(13,763)	112%	
Total 6019 · Overtime	2,188,037	160,900	1,308,246	879,791	60%	
6020 · P.E.R.S. Retirement	2,479,525	122,334	1,670,215	809,310	67%	Annual required lump sum payments made in July (\$845k)
6030 · Workers Compensation	659,027	46,748	280,489	378,538	43%	
6031 · Life Insurance	6,512	486	2,987	3,525	46%	
6032 · P.E.R.S. Health Benefits	1,449,396	132,287	878,485	570,911	61%	Jan invoice paid in Dec
6033 · Disability Insurance	17,052	1,421	8,697	8,355	51%	
6034 · Health Cost of Retirees	916,254	49,968	647,752	268,502	71%	Annual required lump sum payment made in July (\$300k); Dec invoice paid in Nov
6040 · Dental/Vision Expense	188,760	7,918	66,039	122,721	35%	
6050 · Unemployment Insurance	14,490	-	-	14,490	0%	
6070 · Medicare	138,549	10,024	65,390	73,159	47%	
Total 6000 · Salaries & Wages	15,423,122	1,088,720	8,271,338	7,151,783	54%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	54,400	-	25,133	29,267	46%	
6102 · Other Clothing & Personal Supplies	67,276	463	19,417	47,859	29%	
Total 6100 · Clothing & Personal Supplies	121,676	463	44,551	77,125	37%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2018



	FINAL Full Year Budget FY18/19	Actual December 2018	Actual YTD December 31, 2018	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	49,699	872	14,048	35,651	28%	
6112 · Dispatch Services	60,000	-	-	60,000	0%	Dispatch services billed quarterly.
6113 · Network/Connectivity	50,012	3,327	19,975	30,037	40%	
Total 6110 · Communications	159,711	4,199	34,022	125,688	21%	
6120 · Housekeeping	37,960	3,935	18,057	19,904	48%	
6130 · Insurance						
6131 · General Insurance	55,000	324	54,845	155	100%	Annual insurance premium paid in October
Total 6130 · Insurance	55,000	324	54,845	155	100%	
6140 · Maintenance of Equipment						
6141 · Tires	35,000	2,413	6,579	28,421	19%	
6142 · Parts & Supplies	20,000	1,786	14,578	5,422	73%	
6143 · Outside Work	130,000	7,146	62,039	67,961	48%	
6144 · Equipment Maintenance	41,753	545	12,494	29,259	30%	
6145 · Radio Maintenance	43,696	-	2,815	40,881	6%	
Total 6140 · Maintenance of Equipment	270,449	11,890	98,505	171,944	36%	
6150 · Maintenance, Structures & Ground	103,859	507	39,374	64,485	38%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,000	666	5,028	(28)	101%	Timing of purchases
Total 6160 · Medical Supplies	5,000	666	5,028	(28)	101%	
6170 · Dues and Subscriptions	12,610	906	9,702	2,908	77%	Timing of payments
6180 · Miscellaneous						
6181 · Miscellaneous	3,500	180	1,100	2,400	31%	
6182 · Honor Guard	5,000	-	-	5,000	0%	
6183 · Explorer Program	2,000	-	144	1,856	7%	
6184 · Pipes and Drums	-	-	-	-	0%	
Total 6180 · Miscellaneous	10,500	180	1,244	9,256	12%	
6190 · Office Supplies	20,109	1,661	9,578	10,530	48%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2018



	FINAL Full Year Budget FY18/19	Actual December 2018	Actual YTD December 31, 2018	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6200 · Professional Services						
6201 · Audit	13,500	75	10,395	3,105	77%	Annual audit fees paid in Nov-18
6202 · Legal/Human Resources	193,250	26,887	83,395	109,855	43%	
6203 · Notices	2,500	-	557	1,943	22%	
6204 · Other Professional Services	94,653	1,113	72,633	22,020	77%	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	28,075	167,179	143,290	54%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	63,850	1,793	38,811	25,038	61%	Timing of annual subscription payments
6212 · IT Support/Implementation	118,000	8,599	42,994	75,006	36%	
6213 · IT Equipment	36,978	1,115	2,111	34,867	6%	
Total 6210 · Information Technology	218,828	11,507	83,916	134,912	38%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	-	-	-	-	0%	
6222 · Solar Lease	67,224	5,602	33,422	33,802	50%	
Total 6220 · Rents and Leases	67,224	5,602	33,422	33,802	50%	
6230 · Small Tools and Supplies	77,625	2,705	26,573	51,052	34%	
6240 · Special Expenses						
6241 · Training	155,107	6,220	75,242	79,865	49%	
6242 · Fire Prevention	49,582	5,624	31,848	17,734	64%	
6243 · Licenses	-	-	84	(84)	100%	
Total 6240 · Special Expenses	204,689	11,844	107,174	97,515	52%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	62,000	3,171	33,332	28,668	54%	
6252 · Travel	25,000	1,366	5,221	19,779	21%	
6253 · Meals & Refreshments	23,000	3,199	11,137	11,863	48%	
Total 6250 · Transportation and Travel	110,000	7,737	49,690	60,310	45%	

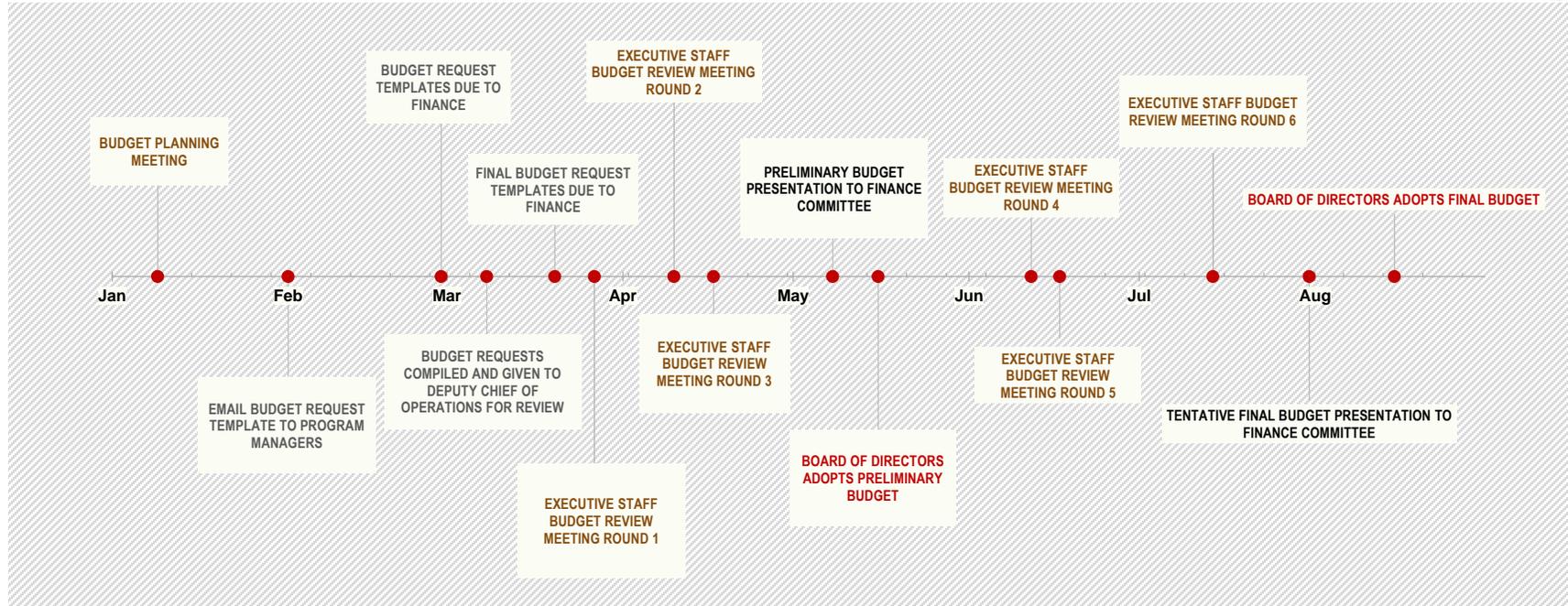
El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2018



	FINAL Full Year Budget FY18/19	Actual December 2018	Actual YTD December 31, 2018	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6260 · Utilities						
6261 · Electricity	10,600	443	3,552	7,048	34%	
6262 · Natural Gas/Propane	20,000	824	1,995	18,005	10%	
6263 · Water/Sewer	20,000	2,965	8,951	11,049	45%	
Total 6260 · Utilities	50,600	4,232	14,498	36,102	29%	
Total Operating Expenditures	\$ 17,259,430	\$ 1,185,152	\$ 9,068,697	\$ 8,190,733	53%	
Operating Revenue - Operating Expenditures	\$ 3,018,833	\$ 7,606,171	\$ 1,291,279	\$ 1,727,554		
6560 · Pension UAL Lump Sum Payment	1,600,000	-	1,000,000	600,000	63%	
6570 · OPEB UAL Lump Sum Payment	500,000	-	-	500,000	0%	
6720 · Fixed Assets	1,981,460	-	831,091	1,150,369	42%	
Total Expenditures	\$ 21,340,890	\$ 1,185,152	\$ 10,899,788	\$ 10,441,102	51%	
Total Revenue - Total Expense	\$ 937,373	\$ 7,675,983	\$ 68,161	\$ (869,213)		
Less: Development Fee Revenue	(2,000,000)		(604,332)			
Add: Development Fee Qualified Expenditures	1,200,425		220,809			
Total Revenue - Total Expense Net of Dev Fees	\$ 137,798		\$ (315,363)			

EL DORADO HILLS FIRE DEPARTMENT

2019/20 BUDGET TIMELINE



DATE	MILESTONE
1/9/2019	Budget Planning Meeting
2/1/2019	Email Budget Request Template to Program Managers
2/28/2019	Budget Request Templates due to Finance
3/8/2019	Budget Requests Compiled and Given to Deputy Chief of Operations for Review
3/20/2019	Final Budget Request Templates due to Finance
3/27/2019	Executive Staff Budget Review Meeting Round 1
4/10/2019	Executive Staff Budget Review Meeting Round 2
4/17/2019	Executive Staff Budget Review Meeting Round 3
5/8/2019	Preliminary Budget Presentation to Finance Committee
5/16/2019	Board of Directors Adopts Preliminary Budget
6/12/2019	Executive Staff Budget Review Meeting Round 4
6/17/2019	Executive Staff Budget Review Meeting Round 5
7/14/2019	Executive Staff Budget Review Meeting Round 6
7/31/2019	Tentative Final Budget Presentation to Finance Committee
8/15/2019	Board of Directors Adopts Final Budget

SHARED SERVICES AGREEMENT

This SHARED SERVICES AGREEMENT (“Agreement”) is made effective as of March 31, 2019 by and between EL DORADO HILLS COUNTY WATER DISTRICT d/b/a El Dorado Hills Fire Department (“EDHFD”) and the RESCUE FIRE PROTECTION DISTRICT (“RESCUE”) (collectively, “the Parties”).

RECITALS

WHEREAS, EDHFD and RESCUE have had a long-standing relationship; and

WHEREAS, EDHFD is continuing to restructure some of its internal and management operations to streamline the organization and achieve various cost-savings, and as a result of that exercise and attrition, has a need for certain senior-level management support activities and occasional extra administrative support; and

WHEREAS, RESCUE believes it could benefit from some of the “Depth of Organization” training and other support services EDHFD provides to its own personnel; and

WHEREAS, the two agencies agree that they can work cooperatively to meet one another’s needs in these areas at reasonable costs to either Party, and have been doing so for several months; and

WHEREAS, the Parties’ current relationship has been working well and the Parties desire to expand and maximize their sharing of personnel resources while the parties **explore** annexation options;

NOW, THEREFORE, the Parties hereby agree to share various services between them as follows:

AGREEMENT

1. TERM.

The term of this Agreement shall commence on March 31, 2019 and terminate at 5:00p.m. on December 31, 2019 unless terminated sooner by either Party pursuant to Section 7.

2. SERVICES PROVIDED BY EDHFD TO RESCUE

A. EDHFD personnel would provide services to RESCUE personnel as follows:

1. Providing Interim Fire Chief services. The EDHFD Fire Chief will, in addition to regular duties for EDHFD, provide Interim Fire Chief services for RESCUE, including but not limited to general administration and oversight, budget administration, personnel management and supervision, and similar related activities described more fully in the attached Rescue Fire Chief job

description (**Exhibit A**), which is incorporated into this Agreement by reference. Performance of all such duties shall be in accordance with the requirements and expectations of statutory law, applicable RESCUE rules and regulations, the direction and priorities provided by the RESCUE Board of Directors, and the customary duties and standards of a Fire Chief in California.

2. Providing 24/7/365 Chief Officer coverage through the on-duty Battalion Chief, including daily operational support;
3. Providing training services: (a) to ensure compliance with applicable federal and state regulations, and (b) including RESCUE personnel in EDHFD's ongoing "Shift Training" and "Target Solutions" programs;
4. Providing support as-needed to RESCUE's fire prevention bureau;
5. Providing human resources support, including but not limited to "TeleStaff" automated staffing services, coordinated testing and promotional exams, and apparatus maintenance support.
6. Serving as JPA Systems Status Representative and as County Operations Representative;
7. Attended monthly and Special Board meetings and provide support to the RESCUE Board of Directors;

B. The services outlined in this Section will be directed and assigned by EDHFD Fire Chief Johnson, with the approval of the RESCUE Board of Directors.

3. SUPPORT SERVICES PROVIDED BY RESCUE

A. In addition, on an "as requested" basis, RESCUE shall provide EDHFD with administrative assistant support services ("Administrative Support"), including but not limited to the job functions listed in **Exhibit C**. Administrative Support shall be provided to EDHFD by RESCUE's Administrative Assistant, and such services shall be provided in accordance with applicable EDHFD rules and regulations, as well as the direction and priorities provided by the EDHFD Fire Chief or designee. The frequency and duration of Administrative Support provided by RESCUE to EDHFD under this Agreement shall be in the sole discretion of the EDHFD Fire Chief or designee.

4. **PARTIES EXCLUSIVELY MAINTAIN RESPECTIVE EMPLOYEES**

- A. EDHFD employees providing services to RESCUE under this Agreement shall remain solely employees of EDHFD and shall have no claim to wages, benefits, pensions, civil service or any other rights provided by RESCUE to RESCUE's own employees.
- B. RESCUE employees providing services to EDHFD under this Agreement shall remain solely employees of RESCUE and shall have no claim to wages, benefits, pensions, civil service or any other rights provided by EDHFD to EDHFD's own employees.
- C. EDHFD and RESCUE shall each secure and maintain workers' compensation insurance that will cover (i) its own employees who may provide services under this Agreement, as well as (ii) the other Party's employees who are providing services under this Agreement. EDHFD will indemnify and hold RESCUE harmless from and against claims by EDHFD employees injured while performing services for RESCUE. RESCUE will indemnify and hold EDHFD harmless from and against all such claims by RESCUE employees injured while performing services for EDHFD.
- D. Both Parties expressly agree that neither have, nor are assuming, any liability for the payment of wages or any other compensation or benefits to the other Party's employees performing services pursuant to this Agreement, nor shall either Party be liable for compensation to the other Party's employees for injury or sickness arising out of performance of services pursuant to this Agreement. All such liabilities are the exclusive responsibility of the Party employing such employees. EDHFD will indemnify and hold RESCUE harmless from and against claims by EDHFD employees. RESCUE will indemnify and hold EDHFD harmless from and against all such claims by RESCUE employees.
- E. Each Party shall be solely responsible for any and all labor discussions and negotiations with its own employees or their bargaining representative required by law (e.g. Gov't Code sections 3500 *et seq.*) or by each agency's ordinances, policies, or agreements. EDHFD agrees to indemnify and hold RESCUE harmless from and against any unfair labor practice charges or similar claims by RESCUE employees or their bargaining representative. RESCUE agrees to indemnify and hold EDHFD harmless from and against any unfair labor practice charges or similar claims by EDHFD employees or their bargaining representative.

5. **INSURANCE**

EDHFD and RESCUE shall each maintain insurance in the form and amounts prescribed below. Each agency's own individual coverage shall be primary as to claims arising out of activities performed by its own personnel.

- A. Commercial General Liability insurance, occurrence form, with the limits of not less than \$1 million each occurrence. The general aggregate limit shall be not less than \$2 million. The fire damage component of such insurance shall be not less than \$100,000.
- B. Automobile Liability insurance, occurrence form, with a limit of not less than \$1 million each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
- C. Workers Compensation in at least the minimum statutory limits. D.
- D. General provisions for all insurance shall include the other Party, as well as its elected and appointed officials, employees, and agents, as additional insureds with respect to this Agreement and the performance of services in this Agreement. Additional insured status under this provision shall be limited to each Party's obligation to indemnify the other as described in this Agreement.

No changes in insurance affecting the requirements above may be made without the written approval of all Parties.

7. **TERMINATION OF AGREEMENT**

- A. Either Party may unilaterally terminate this Agreement for any reason upon 30 days' written notice delivered by hand-delivery or by overnight delivery service allowing for package tracking (e.g. Federal Express, Golden State Overnight, etc.) The notice shall be effective as of the date of delivery.
- B. Notice of Termination shall be delivered either to the Party's Chairperson of its Board of Directors or to its Clerk of the Board.

8. **INDEMNIFICATION**

- A. RESCUE shall indemnify and hold harmless EDHFD, and its directors, officers, managers, employees, agents, contractors, successors and assigns, from and against any and all liability and loss including reimbursements of all costs and expenses created by a claim, including, but not limited to, costs to defend, administrative costs, judgments, awards or settlements resulting from (i) RESCUE's performance of its obligations hereunder, (ii) any actions or conduct of RESCUE, its agents or its employees, including, but not limited to, those that are the basis of a charge of retaliation, discrimination, harassment, wrongful termination, or other employment-related causes of action.
- B. EDHFD shall indemnify and hold harmless RESCUE, and its directors, officers, managers, employees, agents, contractors, successors and assigns, from and against any and all liability and loss including reimbursements of all costs and expenses created by a claim, including, but not limited to, costs to defend, administrative costs, judgments, awards or settlements resulting from (i) EDHFD's performance of its obligations hereunder, (ii) any actions or conduct of EDHFD, its agents or its employees, including, but not limited to, those that are the basis of a charge of retaliation, discrimination, harassment, wrongful termination, or other employment-related causes of action.
- C. In addition, each Party agrees to defend, indemnify, and save the other Party harmless from any and all claims arising out of said Party's employees' intentional or negligent acts, errors, omissions or willful misconduct while performing pursuant to this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of said Party, its officers, employees, or agents.
- D. Each Party hereby agrees to defend itself from any claim, action or proceeding arising out of the concurrent acts or omissions of its employees. In such cases, each Party agrees to retain its own legal counsel, bear its own defense costs, and waive its right to seek reimbursement of such costs.
- E. Notwithstanding the above, where a trial verdict or arbitration award allocates or determines the comparative fault of the Parties, the Parties may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments and awards, consistent with the verdict's or award's allocation or determination of comparative fault.

- F. For purposes of this section, the terms “employee” or “employees” shall refer to and include employees, officers, agents, representatives, subcontractors or volunteers. Notwithstanding the foregoing, no employee, officer, agent, representative, subcontractor or volunteer of any Party to this Agreement shall be considered an “employee” of any other Party to this Agreement for purposes of indemnification.
- G. The provisions listed under this Section shall survive termination of this Agreement. Both parties agree to notify each other immediately upon assertion or possible assertion of any and all such claims and to cooperate with one another in the investigation and defense of said claims. With specific regard to the aforementioned duty to cooperate, time is of the essence. Both parties acknowledge and agree that the failure to notify the other Party of any claim shall be deemed hereunder a material breach of this Agreement.

9. **NO ASSIGNMENT**

Any assignment or transfer of rights and/or obligations of any conditions, in whole or in part, of this Agreement by either Party hereto without the express written consent of the other Party shall be null and void.

10. **MISCELLANEOUS**

- A. **Force Majeure.** Neither Party shall be liable if the performance of any part or all of this contract is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either Party’s control, and which cannot be overcome by reasonable diligence and without unusual expense.
- B. **Construction and Enforcement.** This Agreement shall be construed and enforced in accordance with the laws of the State of California. The article and paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the articles and paragraphs or be considered in their interpretation. This Agreement may be executed in several counterparts, each of which shall be deemed an original.
- C. **Entire Agreement.** This Agreement shall constitute the full and complete Agreement between the parties hereto. This Agreement supersedes all prior negotiations, representations or agreements, if any.
- D. **Amendments.** This Agreement may be modified in writing and signed by both parties.

- E. Invalidity of Provisions of this Agreement. If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.
- F. No Waiver. No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision. Nor shall such waiver constitute a continuing waiver unless otherwise expressed.
- G. Negotiated Agreement. The provisions of this Agreement are the product of negotiation among all parties and shall not be construed as having been prepared by one Party or another. Each Party to this Agreement understands its right to seek independent counsel and advice regarding the terms of this Agreement prior to execution of the Agreement.
- H. No Third-Party Beneficiary. This Agreement is only for the benefit of the Parties as municipal or corporate entities and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action or obtain any right to benefits or position of any kind for any reason whatsoever.
- I. Authorized Signatures. Each Party represents and warrants that the signatories to this agreement are legally authorized to sign and enter into this Agreement on behalf of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Dated: _____

EL DORADO HILLS COUNTY WATER DISTRICT d/b/a El Dorado Hills Fire Department

By: _____

Name: _____

Its: _____

Dated: _____

RESCUE FIRE PROTECTION DISTRICT

By: _____

Name: _____

Its: _____



PART: ADMINISTRATION

NAME: JOB DESCRIPTION: FIRE CHIEF

SECTION: 100-022

DATE: 01/10/2007

FIRE CHIEF

Education and Experience

- Graduation from college with a Bachelor's Degree in Public Administration, Political Science, or the equivalent, plus
- Six years municipal firefighting experience, including four years of which must be as a Battalion Chief or higher
- California Fire Officer Certification
- California EMT-D or able to obtain.

License

Possession of an appropriate, valid California driver's license is required.

Distinguishing Characteristics

The incumbent is responsible for the efficient operation of the District, utilizing effective business techniques, and reports directly to the Board of Directors. To be successful in this position, an incumbent must be knowledgeable of, and keep current with state and national issues affecting fire department operations. The position requires a demonstrated ability to work very effectively with employees at all levels of the District, represented labor groups in the District, with customers, business community, professionals, managers, and elected officials from the District and other agencies. The incumbent must be able to develop and maintain excellent labor/management relations. The incumbent is required to represent the District's interest before legislative and regulatory committees and at Regional, State and/or Federal levels of government. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the Districts Code of Ethics and Values.

Typical Duties Under General Direction:

- Plans, organizes, directs and coordinates the activities of Fire Department personnel providing fire department services to the Community;
- Responds to fires and other emergencies and exercises over-all supervision of the emergency operations;
- Assumes immediate supervision of rescue, firefighting and other emergency activities as required;

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Written By: T. KEATING
FIRE CHIEF

Approved By: BOD

Date:
01/10/2007

Page: 1/3



PART: ADMINISTRATION

NAME: JOB DESCRIPTION: FIRE CHIEF

SECTION: 100-022

DATE: 01/10/2007

FIRE CHIEF

- Interviews and advises on the hiring, promotion, layoff or discharge of employees and investigates human resource problems, recommending taking disciplinary action as necessary;
- Evaluates employee performance;
- Shapes and executes an employee development program for the District;
- Develops departmental personnel rules, procedures and policies and sees that they are enforced;
- Directs the organization, training and direction of the volunteer firefighters;
- Coordinates the services of regular and volunteer firefighting crews;
- Has oversight responsibility for the requisitioning, maintenance and operation of firefighting equipment and preparing specifications for firefighting equipment; and maintaining records of all fire department activities;
- Recommends location of fire stations;
- Attends conferences and conventions on fire protection matters;
- Directs the development of the annual budget and the administration of the District's annual budget.

Abilities, Skills, and Knowledge of:

- Effective leadership and management principles and practices;
- Applicable laws and regulations affecting municipal firefighting;
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations;
- Important developments in local area, State and Federal government agencies as they relate to the District's fire service;
- Fire protection, EMS, Haz-Mat, fire prevention, and other emergency operations.

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Written By: T. KEATING
FIRE CHIEF

Approved By: BOD

Date:
01/10/2007

Page: 2/3



PART: ADMINISTRATION

NAME: JOB DESCRIPTION: FIRE CHIEF

SECTION: 100-022

DATE: 01/10/2007

FIRE CHIEF

Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Develop and maintain excellent labor/management relations through meeting regularly to discuss appropriate issues with the leaders of represented groups and by cultivating ideas and/or suggestions from employees at all levels of the organization within the District in order to establish trust and enhance communication on an on-going basis;
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where all employees know their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the District's Code of Ethics and Values;
- Manage complex projects that further the long term objectives of the department and the District by identifying which quality standards are relevant to the project and determining how to satisfy them by evaluating overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards, and by monitoring specific project results;
- Build constructive relationships by promoting effective partnerships with department peers, the public, employees, State and local officials;
- Represent and speak on behalf of the department and its work; e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Plan, train, and manage the work of Fire District personnel.

Supervision Received

Works under the administrative direction of the Board of Directors.

Supervision Exercised

Provides direct supervision for Fire Captain and general supervision for other professional, technical and administrative support staff.

Written By: T. KEATING
FIRE CHIEF

Approved By: BOD

Date:
01/10/2007

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PART: ADMINISTRATION

NAME: JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

SECTION: 100-024

DATE: 08-08-2007

ADMINISTRATIVE ASSISTANT

OBJECTIVE

To provide a standard for the employment and evaluation of the position of Administrative Assistant for the Rescue Fire Protection District.

POSITION SUMMARY

The Fire Administrative Assistant reports to the Fire Chief; provides a variety of responsible, confidential, and complex secretarial and administrative support to the Chief and management staff; handles differing situations, problems and deviations according to department priorities, duties, policies and program goals.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides secretarial and administrative support to the Chief and management staff
- Composes, types and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness
- Facilitates projects, programs, conferences, meetings, research, records meetings and prepares minutes, media reports and other reports including the Annual Report
- Interprets department regulations, policies, and procedures; makes decisions using independent judgment and requiring specialized knowledge of department practices, programs, and operations; and analyzes situations and makes appropriate decisions
- Collects and compiles material for review and analysis, provides recommendations for changes, and coordinates consultation, information exchange, and necessary approvals
- Assists with the updates and maintains the department website
- Initiates, maintains, and updates a variety of files and records including financial, budget, personnel, resource materials, operational and administrative
- Provides and ensures quality control of all fire and medical related reports to include data entry, tracking, facilitation of case log, missing or incomplete reports
- Prepares payroll to include gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintaining accurate payroll related records
- Assists with ensuring that all of the organization's patient information privacy policies and procedures are followed

Written By: T. Keating,
Fire Chief

Approved By: BOD

Date: 08-08-07

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PART: ADMINISTRATION

NAME: JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

SECTION: 100-024

DATE: 08-08-2007

ADMINISTRATIVE ASSISTANT

- Maintains department employee telephone and address book assists in the preparation and monitoring of assigned budget accounts
- Orders, receives, inventories, stores, and distributes supplies, soft uniforms, reports, forms and related items
- Prepares purchase orders
- Contacts vendors and suppliers as needed
- Serves as primary information source regarding department policies, procedures, objectives and operational functions
- Receives and interviews office visitors and telephone callers
- Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files
- Resolves complaints
- Serves as the Clerk of the Board
- Other duties as assigned

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Written By: T. Keating,
Fire Chief

Approved By: BOD

Date: 08-08-07

Page: 2/2

Rules and Regulations Update – 12 Month Firefighter/Paramedic Probation

Summary:

The current Rules and Regulations Article VI, Section 4 states that:

All newly hired and newly appointed members, with the exception of Firefighter/Paramedic, shall serve a one-year probationary period which shall be completed to the satisfaction of the Fire Chief. **All newly hired members in the classification of Firefighter/Paramedic shall serve an eighteen-month probationary period which shall be completed to the satisfaction of the Fire Chief.** Written notice of completion of probation shall be given to the probationary employee where his/her performance is judged by the Chief to be satisfactory. If a probationary employee has demonstrated unsatisfactory performance of duties, the employee may at any time, prior to completion of the probationary period, be demoted or dismissed by the Chief.

Firefighter/Paramedic Probation is a time designed for the evaluation, training and on the job learning for the newly hired employee. An eighteen-month probation period is too long. This length of time is not needed to sufficiently evaluate an individual's work habits, inter-personal skills, and overall abilities to perform as a Firefighter/Paramedic.

The Department has the option to extend a probationary period, if needed, to provide additional time for an employee to gain proficiency in their rank.

Fiscal Impact:

None.

Recommendation:

Staff recommends the Rules and Regulations be modified to reflect a twelve-month probation for the rank of Firefighter/Paramedic. The new language will read:

All newly hired and newly appointed members, ~~with the exception of Firefighter/Paramedic,~~ shall serve a one-year probationary period which shall be completed to the satisfaction of the Fire Chief. ~~All newly hired members in the classification of Firefighter/Paramedic shall serve an eighteen-month probationary period which shall be completed to the satisfaction of the Fire Chief.~~ Written notice of completion of probation shall be given to the probationary employee where his/her performance is judged by the Chief to be satisfactory. If a probationary employee has

demonstrated unsatisfactory performance of duties, the employee may at any time, prior to completion of the probationary period, be demoted or dismissed by the Chief.



EL DORADO HILLS FIRE DEPARTMENT

MONTHLY ACTIVITY REPORT

JANUARY 2019

“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 – Jan. 2019

Appointed new Fire Chief, Maurice “Mo” Johnson – January 1, 2019



Structure Fire, Truck 85 Auto-Aid to Folsom - January 9th, 2019



Motorhome Fire, Hickok Rd. EDH, CA – January 2019



Helmet Cam, Motorhome Fire, Hickok Rd. EDH, CA – January 2019



Motor Vehicle Accident with injuries and fire, Latrobe Rd. – January 2019



Auto-Extrication Training Drills – January 2019



2019 vs. 2018 Statistics

Response District	Total Number of Responses JAN. 2019	Total Number of Responses YTD 2019	Total Number of Responses JAN. 2018	Total Number of Responses YTD 2018
84	81	81	57	57
85	65	65	58	58
86	34	34	43	43
87	91	91	77	77
91	4	4	3	3
92	2	2	0	0
Mutual Aid	69	69	55	55
Transfer	21	21	28	28
TOTALS	367	367	321	321

90.36% Medic Unit Response, < 10 Minutes (before exception reports)

94.29% 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)

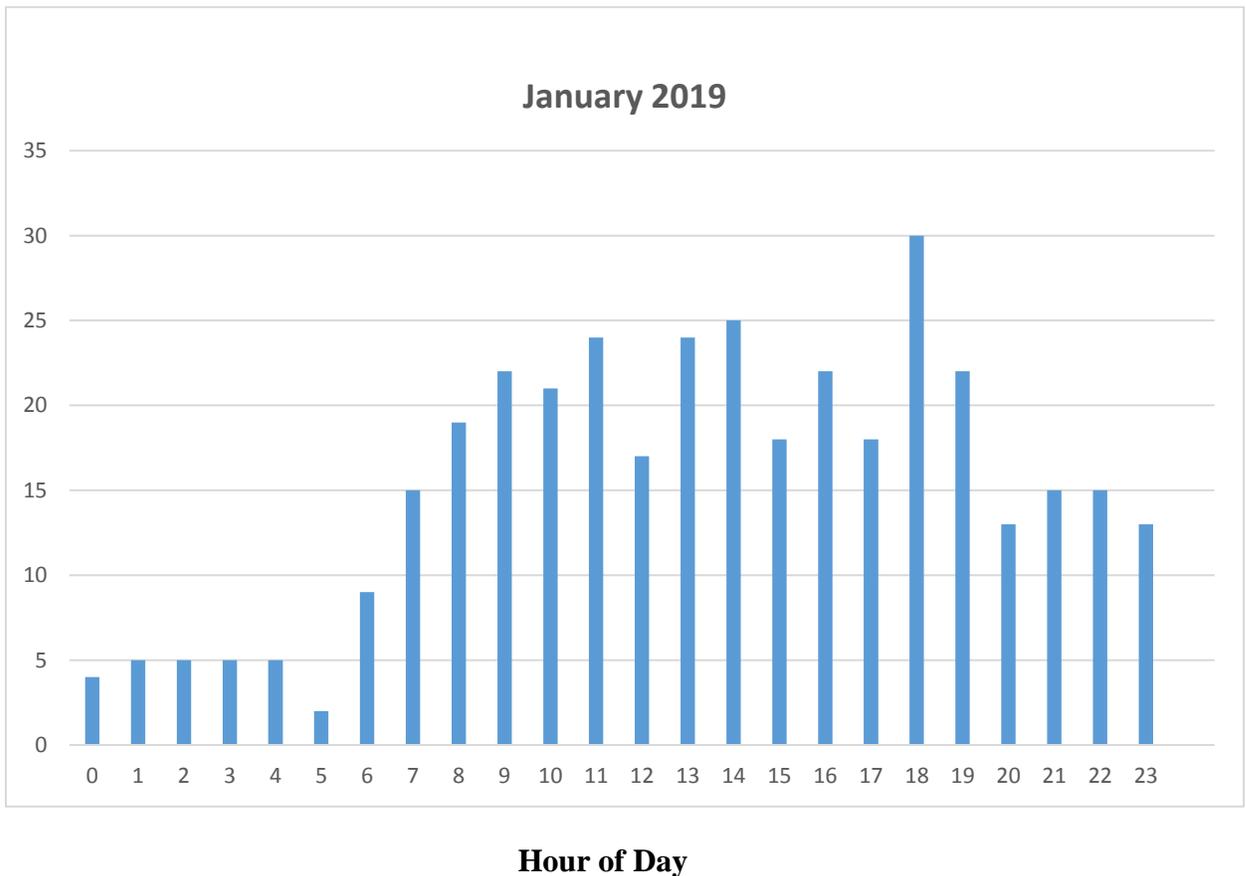
Crystal: Emergency Response Summary-Medic Unit Response Time-El Dorado

Deployment Measures

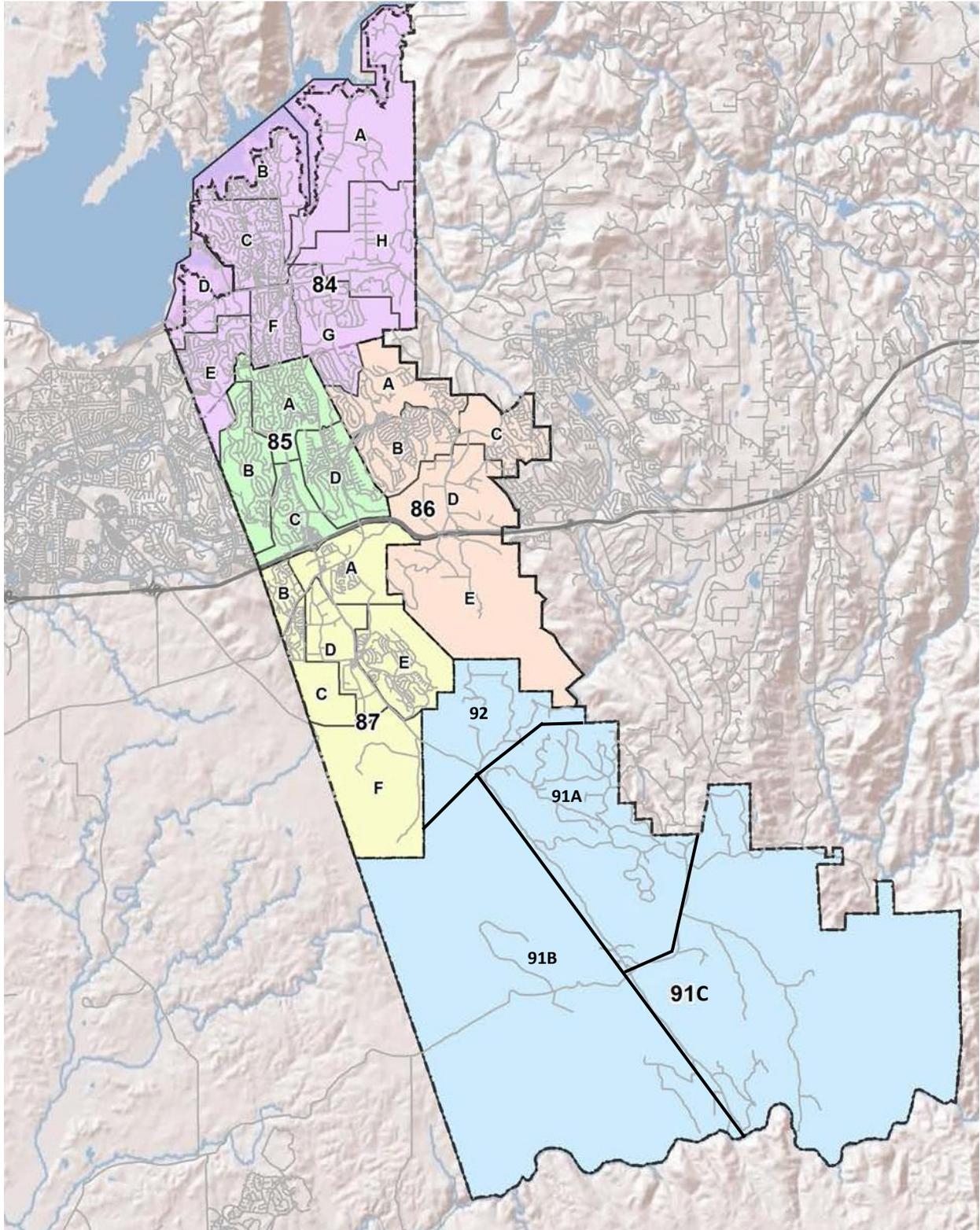
The 2016 Deployment Measures Policies are unable to be reported/tracked due to technology issues with our current Dispatch system and software limitations:

- 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



Unimproved Property Hazard Abatement Program

February 21, 2019

Summary

Proposed changes to the implementation of the Unimproved Property Hazard Abatement Program for the 2019 season are detailed in the attached information. These changes include:

- Maintaining the affected lot size of up to 5.0 acres
- Increasing the clearance of hazardous weeds, brush and other vegetation from 100 feet of combustible structures on adjacent parcels to the entire parcel on parcels 0.1 to 1.0 acres.
- Maintaining the abatement requirement on parcels from 1.1 to 5.0 acres of 100 feet clearance of adjacent combustible structures.
- Maintaining acceptable abatement methods of mowing, weed-eating, disking, scraping, any spraying and maintaining debris disposal standards (i.e., removal or chipping)
- Maintaining the administration fee of \$200 for 2019.
- Maintaining abatement on commercial properties.
- Parcels larger than 5.0 acres will be addressed on a complaint basis and where they fall within our Unimproved Property Hazard Abatement program timeframe of April to June.
- The Fire Marshal may require greater clearances, at his discretion, where public health safety or welfare so dictate, or where geographic, topographic or vegetation circumstances dictate.

A timeline for implementation of the program is included in the attached information.

Fiscal Impact

There is a potential for an abatement cost increase due to increased parcel size and abatement requirements. Costs are generally recouped through liens imposed upon noncompliant properties.

Recommendation

Staff recommends approval of the implementation plan as outlined.

EL DORADO HILLS FIRE DEPARTMENT
UNIMPROVED PROPERTY HAZARD ABATEMENT STANDARD

DEFINITION

- Weeds: All weeds growing upon streets, sidewalks, or private property, including any of the following:
- a. Weeds which bear seeds of a downy or wingy nature.
 - b. Sagebrush, chaparral, and any other brush or weed which attains such large growth as to become, when dry, a fire menace to adjacent improved property.
 - c. Weeds which are otherwise noxious or dangerous.
 - d. Poison oak or poison ivy when the conditions are such as to constitute a menace to public health.
 - e. Dry grass, stubble, brush, litter, or other flammable materials which endanger the public safety by creating a fire hazard.

CLEARANCE REQUIREMENTS

The intent of this program is to establish a defensible space around all homes, buildings, and other structures that abut to unimproved property.

All combustible vegetation that is located within the designated defensible space shall be removed or cut to a maximum height of two (2) inches and shall include the removal of tree limbs to a height of six (6) feet above ground level.

All downed trees, branches or woody debris smaller than eight (8) inches in diameter that is located within the designated defensible space shall be removed.

The Fire Marshal may require greater clearances, at his discretion, where public health safety or welfare so dictate, or where geographic, topographic or vegetation circumstances dictate.

Clearance to structures (including combustible fences):

All areas of district

Parcels up to one acre (1.0) shall meet the clearance requirements for the entire parcel.

Parcels over one acre (1.1) up to five acres (5) shall clear a minimum of one hundred (100) feet.

ACCEPTABLE METHODS OF ABATEMENT

- Disking: The discs shall be set at an angle sufficient to cut the sod loose and adequately bury the growth of weeds, grass, or noxious vegetation existing at the time. Disking shall include rototilling or cultivating. Disking shall be done each time the growth exceeds six (6) inches in height.
- Scraping: Area shall be scraped clear, and all debris shall be removed from the required clear area.
- Mowing: Height of vegetation shall not exceed two (2) inches at completion. Mowing shall be done each time growth exceeds six (6) inches in height. Mowing shall include hand-operated weed eaters, flail, and rotary mowers.
- Spraying: Spraying of herbicides and pre-emergent shall not be considered an acceptable method of weed abatement. If sprays or pre-emergent are utilized prior to growth of vegetation, preventing growth of vegetation, then this will be an acceptable method of abatement. Any time growth of vegetation exceeds six (6) inches height, it shall be removed by another acceptable method of abatement.

DEBRIS REMOVAL

All brush or woody vegetation debris shall be chipped or removed from the property. Any non-vegetative debris (i.e., construction) shall be removed from the property.

EXEMPTIONS

Any open space areas which are subject to an existing Wildfire Safety Plan should be exempt from these standards and shall abide by the terms of the applicable Wildfire Safety Plan.