

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
EIGHT HUNDRED TWENTY-SECOND MEETING
Thursday, November 19, 2020
5:30 p.m.
(1050 Wilson Blvd., El Dorado Hills, CA)

ATTENTION

Residents planning to address the Board of Directors at this Board meeting: due to the concerns about the COVID-19 virus, we respectfully ask if you are feeling ill for any reason not to attend in person.

Please submit your comments in writing to inquiries@edhfire.com and they will be entered into the public record. If you are healthy and chose to attend the meeting, we ask that you maintain a six-foot buffer between you and others, as suggested by the State Department of Public Health.

Thank you for your understanding during these challenging times.

NOTE

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the Board Clerk at 916-933-6623; ext. 1038, at least two (2) days prior to the meeting.

- I. Call to Order

Adjourn to Closed Session

- II. Closed Session Items

- A. Closed Session pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation: Fire Chief

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

- III. Pledge of Allegiance

- IV. Presentation

- A. Presentation of Community Risk Reduction Division Fee Study
B. Public Hearing: Review and approve Resolution 2020-20 amending the District Fee Schedule to recover the cost of service and enforcement of regulations subject to the Health and Safety Code Section 13916

- V. 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 821st Board meeting held October 15, 2020
B. Approve Financial Statements and Check Register
End Consent Calendar

- VI. 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.

- VII. Correspondence
 - A. Letter from the El Dorado Hills Professional Firefighters
- VIII. Attorney Items
- IX. Committee Reports
 - A. Administrative Committee (Directors Bennett and Hartley)
 - B. Finance Committee (Directors Giraudo and White)
 - C. Joint Powers Authority (Directors Hartley and Giraudo)
- X. Fire Chief's Report
- XI. Operations Report
 - A. Operations Report (Receive and File)
- XII. Community Risk Reduction Report
 - A. CRRD Report (Receive and File)
- XIII. Fiscal Items
 - A. Receive and file 2019/2020 Final Audit Report, Management Letter and SAS 114 Governance Letter
 - B. Change in Pension and OPEB Funded Status Reports
 - C. Receive and file Accountability Act Annual Report (2019/20) for the Latrobe Zone Special Tax
 - D. Review and approve transfer in the amount of \$50,388 from General Fund (unassigned) Reserve to CERBT OPEB account
- XIV. New Business
 - A. Discuss LAFCO Special District open position nomination
 - B. Review and approve Resolution 2020-18 fixing the employer contribution at an equal amount for employees and annuitants under the Public Employees' Medical and Hospital Care Act
 - C. Review and approve Resolution 2020-19 acknowledging the Department's compliance with Sections 13146.2 and 13146.3 of the California Health and Safety Code
 - D. Approve purchase of Type I Engine
 - E. Approve Utilization of public agency contract from Savvik Buying Group for Lucas Compression Devices
- XV. Old Business
 - A. Rescue Annexation Update
 - B. Training Facility Update
 - C. EDHCSD/EDHFD 2x2 update (Directors Durante and White)
- XVI. Oral Communications
 - A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XVII. Adjournment

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

This Board meeting is normally recorded.



www.FinanceDTA.com

MEMORANDUM

November 9, 2020

To: El Dorado Hills Fire Department
From: DTA
Subject: User Fee Analysis Memorandum

I. Introduction

The El Dorado Hills Fire Department (the "Department") is interested in determining the current cost of providing user fee-related services and exploring options for modifying current fees to better reflect the Department's priorities and costs. To assist with this issue, the Department engaged DTA to develop a Cost of Services (User Fee) analysis. DTA has prepared this analysis using the Department's operating budget, staff time analyses, and operational information to recommend fee adjustments which best suit the Department's needs in recovering their expenditures.

II. State Law

Proposition 26 (the "Proposition") was approved by California voters in November of 2010 and introduced, for the first time, a definition of what constitutes a local tax:

As used in this article, "tax" means any levy, charge or exaction of any kind imposed by a local government...

By this definition, any local government revenues would be categorized as a local tax and consequently require a majority approval of the voters if the revenues are to be used for general governmental purposes, or a two-thirds (2/3) voter approval if the revenues are to be used for a particular purpose. Fortunately for local agencies, this all-encompassing definition is mitigated by seven (7) exemptions in the Proposition. The one in particular that is prominent for this analysis is Section 1. (e).(2) of Article XIII C, which states that a fee imposed for a specific government service or product delivered directly to the payor which does not exceed the reasonable costs to the local government providing the service or product is not a tax. The significance of this distinction is that user fees may be raised by a Board of Director's action up to the limit of actual cost as stated in Government Code Section 66014(a). None of the fee adjustments recommended by DTA are considered taxes per the Proposition guidelines.

III. Background and Scope of Work

The El Dorado Hills Fire Department was established in 1963 to provide fire protection services to the community of El Dorado Hills. The Department provides services that cover approximately 50,560 acres with 17,404 housing units and an estimated population of 50,000. As part of the Department's review and update to existing fees for service, DTA has conducted an analysis to determine the total cost of services. The results provide a tool for

understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

To accomplish this, DTA has:

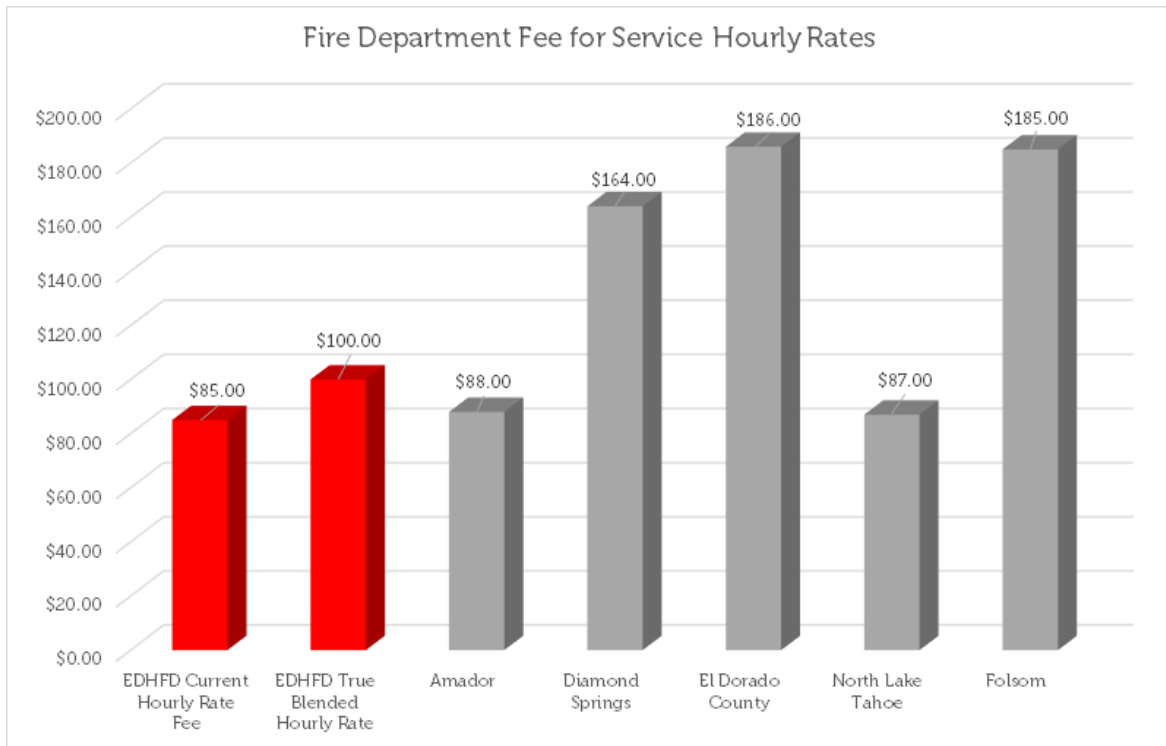
- Defined what it costs the Department to provide various fee-related services;
- Recommended fee adjustments based on industry best practices, practices of comparable agencies, and DTA's professional opinion;
- Compiled information regarding fees charged by these neighboring fire districts/departments:
 - Amador, Diamond Springs/El Dorado, El Dorado County, Folsom, and North Lake Tahoe.

The information summarized in this report addresses each issue and provides the Department with the tools necessary to make informed decisions about any proposed fee adjustments.

IV. Fee Charges by other Fire Districts/Departments

DTA and Department staff reviewed fees charged by five (5) other fire departments/districts (Amador, Diamond Springs/El Dorado, El Dorado County, Folsom, and North Lake Tahoe) to understand how the Department's fees place compared to these agencies. The conclusions from comparisons of fee levels across these other fire service entities are fairly limited due to agency differences in defining and structuring their respective fees. For example, certain services and fees may be combined in some, but separated in others; fees may be based on historical or other subjective factors unrelated to costs; and fees are also affected by differences in cost factors such as cost allocations of indirect support costs, employee benefit costs, and service efficiencies (the overall time necessary to complete a particular service or activity). However, as a point of reference a comparison of the general hourly rates that were obtained for the other fire departments/districts (those for which an hourly rate was noted on their fee schedules) compared to the Department's current hourly fee and the actual true blended hourly rate is shown in Figure 1 on the following page. Additionally, Figures 2 - 4 show three comparisons of fees where a direct comparable fee for one or more of these nearby departments/districts was available.

Figure 1: Comparable Hourly Rates



Note: the updated EDHFD rate is a blended hourly rate, figures shown for other departments may reflect the highest rate in the division.

Figure 2: Sample Fee Comparison – Place of Assembly (50+ People)

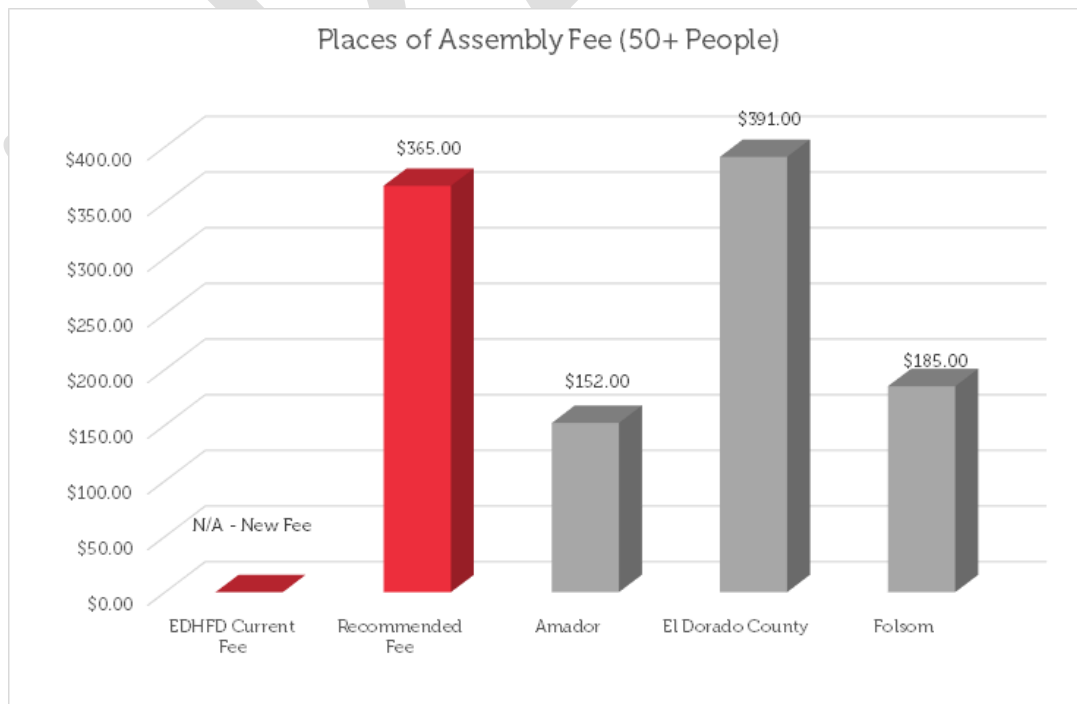


Figure 3: Sample Fee Comparison – Subdivision Fee (4 Lots or Fewer)

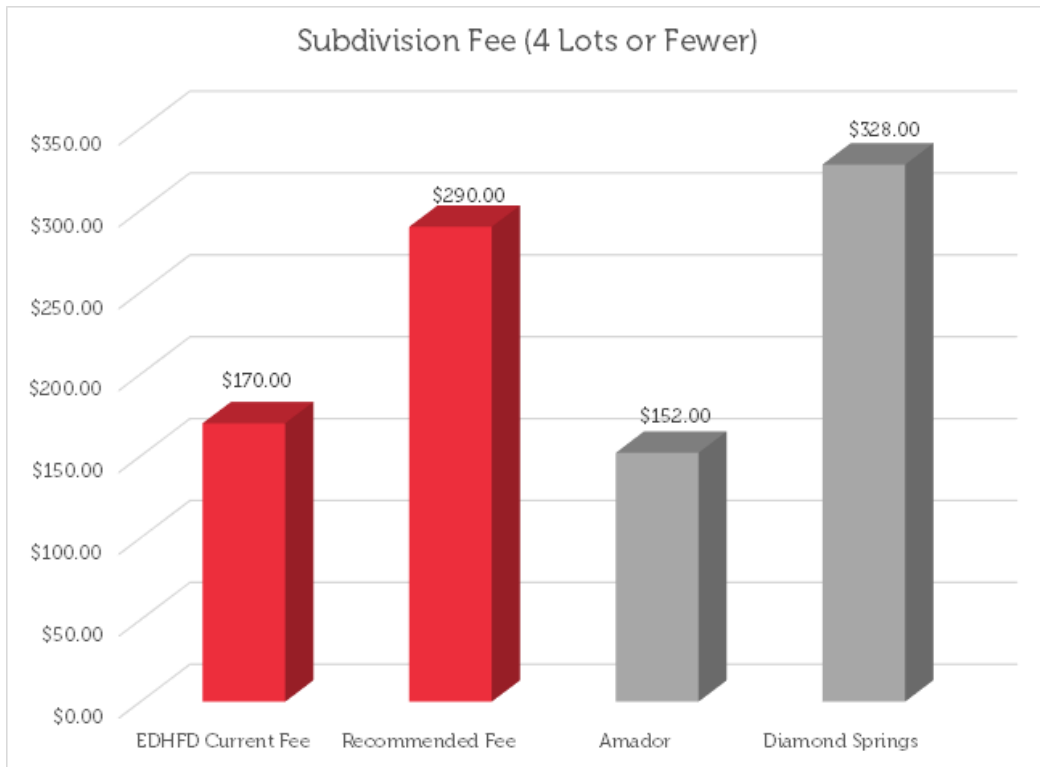
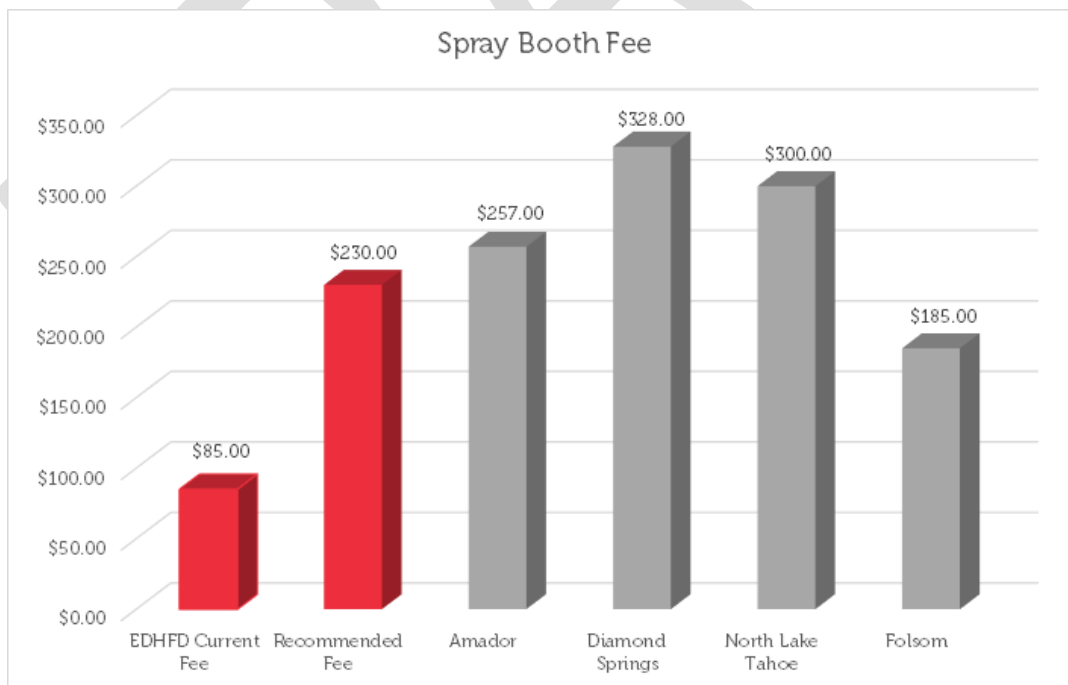


Figure 4: Sample Fee Comparison – Spray Booth



V. Methodology

The standard approach for analyzing the cost of providing fee-related services is commonly called a “bottom up” approach. The bottom up approach was used for all user fees calculated for the Department. A general description of the “bottom up” approach is:

A. Identify all Direct Staff Time Spent on the Fee Related Activity or Service

DTA worked with Department Staff to identify every employee, by classification, who performs work directly to support a fee related service. Once all direct staff were identified, the Department estimated how much time those employees spend, on average, working on each service.

Developing time estimates for fee-related services can be challenging and Department staff should be commended for the time and effort they put into this. Although DTA provided the Department with templates and other tools to assist them in developing average or “typical” time estimates, these calculations were developed by the subject-matter experts in the Department.

B. Calculate Hourly Rates for Staff

Productive hourly rates are used to support full cost recovery. A full-time employee typically has 2,080 paid hours per year. DTA calculated the productive hourly rate for each Community Risk Reduction staff member based on the salary and benefit information provided by the Department and an analysis of annual productive hours by classification. Additionally, DTA allocated other direct operational costs (i.e. other than personnel costs) across Community Risk Reduction Department staff based on their chargeable hours. These costs were the “Special Expenses – Fire Prevention” costs designated in the annual budget.

C. Determine Indirect or “Overhead” Cost Rates to Calculate True Hourly Rate for Staff

To correctly identify an organization’s full cost of service, costs must first be classified as either direct costs or indirect costs. **Direct costs** are those that are associated with a specific cost objective and charged directly to that objective. **Indirect costs** are those that have been incurred for a common or joint purpose and cannot be readily linked to a particular cost objective. Once costs have been classified, indirect costs are then allocated, or distributed, among the direct cost programs so it is logical, equitable, and consistent. Usually industry standards call for one of these methodologies for allocating central services costs:

- Number of full-time equivalent (FTE) staff in a department
- Total operating department expenditures, excluding fixed assets
- Actual (or estimates of) time spent to support the department based on documented procedures

Additionally, there is Department-wide overhead, which includes costs of managers, supervisors and administrative staff and other operational costs, such as materials and

supplies that are incurred for a common purpose and not readily assigned to a particular service or program. These indirect costs include items such as IT support and implementation, dues and subscriptions, office supplies, professional services (audit, human resources, public relations, etc.), utilities, insurance, housekeeping, etc.

After allocating all Indirect Costs, DTA then determined True Hourly Rates for Department staff reflective of annual salary, benefits, operational costs, and Departmental indirect costs. **Attachment 3** exhibits these True Hourly Rates and the corresponding calculations.

D. Compare Total Costs to the Current Fee Schedule

DTA compared the aggregate expenditure for each fee-related service to the fee charged to the public. In most cases we found the total cost of providing a service exceeded the fee charged. In these instances, the fee can be increased to recover these subsidies. An example of a fee calculation using True Hourly Billing Rates is shown in Table 1 below.

Table 1: Sample Fee Calculation Using True Hourly Billing Rates

| Service | Current Fee | Time Spent on Service x True Hourly Rate ("THR") | | | |
|-------------------------------------|-------------|--|--------------------------------------|-------------------------------------|--|
| | | Community Risk Reduction Technician | Fire Prevention Specialist | Fire Inspector | What Fee Would be at 100% Cost Recovery ¹ |
| New Commercial Building Plan Review | \$255.00 | 0.17 hours x THR of \$59.73 = \$9.96 | 5 hours x THR of \$120.77 = \$603.85 | 2 hours x THR of \$90.14 = \$180.28 | \$790 |

¹Fees are rounded down to the nearest \$5 increment to simplify the fee schedule.

E. Recommend Fee Adjustments

DTA is providing fee adjustment recommendations based on industry best practices and practices of comparable agencies. Of course, DTA's recommendations are advisory in nature only – ultimately the Board of Directors must decide what fee levels are appropriate for implementation. **Attachment 1** outlines what fees would be at 100% cost recovery. However, in some cases, implementing 100% cost recovery would result in dramatic fee increases. Therefore, please see **Attachment 2** for fee recommendations for 2021 implementation, which utilizes either 25%, 50%, 75% or 100% cost recovery for each individual fee, in order to make reasonable adjustments in cases where fees would be dramatically increased at 100% cost recovery. The department may choose to reevaluate and adjust these fees annually, in order to phase in fee increases over time toward 100% cost recovery.

VI. Conclusions and Findings

This analysis's primary objective is to provide the Department's decision makers with the basic data needed to make informed cost recovery decisions. This report details the full, true cost of services and presents recommended fee adjustments and their financial impact. Recommendations are based on careful consideration of the results of the cost analysis, industry best practices, and market comparisons.

1. Attachment 1 – User Fee Schedule with Rates Outlined at 100% Cost Recovery
2. Attachment 2 – Recommended Fee Schedule for 2021 Implementation
3. Attachment 3 – True Hourly Rate Calculation by Position

ATTACHMENT 1

El Dorado Hills Fire Department

**USER FEE SCHEDULE
WITH RATES AT 100%
COST RECOVERY**



Attachment 1
El Dorado Hills Fire Department
Current Fees and Fees at 100% Cost Recovery

| | | Current Fee Schedule | Current Fees | Current True Cost (from Time Studies) | Current Cost Recovery Level % | Full Cost Recovery | Fee at 100% Cost Recovery ^[2] |
|--|-----------|----------------------|----------------|--|----------------------------------|-----------------------|---|
| | | | \$85.00 | | | | |
| Development Plan & Map Review Fees | | | | | | | |
| Initial Consultation and Fire Flow Requirements Letter | x1 | \$127.50 | \$127.50 | \$220.86 | 58% | 100% | \$220.00 |
| Subdivision, Minor (4 lots or less) (per project) | x1 | \$170.00 | \$170.00 | \$583.17 | 29% | 100% | \$580.00 |
| Subdivision, Major (greater than 4 lots) | x1 | \$255.00 | \$255.00 | \$1,066.25 | 24% | 100% | \$1,065.00 |
| Additional Fee per lot | x lots | \$10.00 | \$10.00 | \$90.14 | 11% | Increased by CPI | \$13.50 |
| Civil Plan Review - Building ^[1] | x2 | \$85.00 | \$170.00 | \$341.63 | 50% | 100% | \$340.00 |
| Civil Plan Review - Development ^[1] | x2 | \$85.00 | \$170.00 | \$583.17 | 29% | 100% | \$580.00 |
| Development Consultation ^[1] | x1 | \$85.00 | \$85.00 | \$341.63 | 25% | 100% | \$340.00 |
| Design Waiver Review | x1 | \$85.00 | \$85.00 | \$220.86 | 38% | 100% | \$220.00 |
| Commercial Plan Review Fees | | | | | | | |
| New Commercial Building (per building) | initial | \$255.00 | \$255.00 | \$794.08 | 32% | 100% | \$790.00 |
| Plan Review (per square foot) | initial | \$0.10 | \$0.10 | | | Increased by CPI | \$0.14 |
| Re-Submittal Fee ^[1] | x1 | \$85.00 | \$85.00 | \$220.86 | 38% | 100% | \$220.00 |
| Tenant Improvement (per TI) | initial | \$170.00 | \$170.00 | \$552.54 | 31% | 100% | \$550.00 |
| Plan Review (per square foot) | initial | \$0.09 | \$0.09 | \$0.00 | | Increased by CPI | \$0.12 |
| Re-Submittal Fee ^[1] | x1 | \$85.00 | \$85.00 | \$220.86 | 38% | 100% | \$220.00 |
| Fire Sprinkler System (per system) | | | | | | | |
| Fewer than 25 Heads | x1 | \$170.00 | \$170.00 | \$452.45 | 38% | 100% | \$450.00 |
| 25 - 99 Heads | x1 | \$255.00 | \$255.00 | \$573.21 | 44% | 100% | \$570.00 |
| ≥100 Heads | x1 | \$340.00 | \$340.00 | \$693.98 | 49% | 100% | \$690.00 |
| Additional Fee per Head if ≥ 100 heads | x heads | \$1.00 | \$1.00 | | | Increased by CPI | \$1.35 |
| Fire Alarm System (per system) | x1 | \$170.00 | \$170.00 | \$462.40 | 37% | 100% | \$460.00 |
| Additional Fee per alarm device | x devices | \$2.00 | \$2.00 | \$90.14 | 2% | Increased by CPI | \$2.70 |
| Fixed Fire Protection System (per system) | x1 | \$170.00 | \$170.00 | \$462.40 | 37% | 100% | \$460.00 |
| Kitchen Hood System | x1 | \$85.00 | \$85.00 | \$462.40 | 18% | 100% | \$460.00 |
| Spray Booth | x1 | \$85.00 | \$85.00 | \$462.40 | 18% | 100% | \$460.00 |
| Medical Gas System | x1 | \$85.00 | \$85.00 | \$703.94 | 12% | 100% | \$700.00 |
| Hazardous Material Facility | x2 | \$85.00 | \$170.00 | \$1,307.78 | 13% | 100% | \$1,305.00 |
| Liquefied Petroleum Gas (per system) | | | | | | | |
| Aggregate Capacity 26 - 500 gal. | x1 | \$85.00 | \$85.00 | \$452.45 | 19% | 100% | \$450.00 |
| Aggregate Capacity >501-1999 gal.. | x1 | \$127.50 | \$127.50 | \$452.45 | 28% | 100% | \$450.00 |
| Aggregate Capacity > 1999 gal. | x1 | \$255.00 | \$255.00 | \$452.45 | 56% | 100% | \$450.00 |
| Rack or High Pile Storage | x2 | \$85.00 | \$170.00 | \$703.94 | 24% | 100% | \$700.00 |
| Residential Plan Review Fees | | | | | | | |
| Residential Care Facility | x2 | \$85.00 | \$170.00 | \$703.94 | 24% | 100% | \$700.00 |
| Residential Set-back Reduction Letter | x2 | \$85.00 | \$170.00 | \$341.63 | 50% | 100% | \$340.00 |
| Residential Site Plan Review (site access, water supply, addressing, smoke/co alarms, vegetation management) | x1 | \$85.00 | \$85.00 | \$346.61 | 25% | 100% | \$345.00 |
| Water Tank - Rural Water System | x1 | \$85.00 | \$85.00 | \$462.40 | 18% | 100% | \$460.00 |
| Residential Fire Safe Plan Approval | x2 | \$85.00 | \$170.00 | \$462.40 | 37% | 100% | \$460.00 |
| Underground LPG Tank Installation | x1 | \$127.50 | \$127.50 | \$341.63 | 37% | 100% | \$340.00 |
| Fire Sprinkler System (per system) | | | | | | | |
| Fewer than 25 heads | x1 | \$170.00 | \$170.00 | \$452.45 | 38% | 100% | \$450.00 |
| 25 - 99 Heads | x1 | \$255.00 | \$255.00 | \$573.21 | 44% | 100% | \$570.00 |
| ≥100 Heads | x1 | \$340.00 | \$340.00 | \$693.98 | 49% | 100% | \$690.00 |
| Additional Fee per Head if ≥ 100 heads | x heads | \$1.00 | \$1.00 | \$90.14 | 1% | 100% | \$90.00 |
| General Plan Review Fees | | | | | | | |
| General Plan Review ^[1] | x1 | \$85.00 | \$85.00 | \$341.63 | 25% | 100% | \$340.00 |
| Expedited Plan Review ^[1] | x1 | \$127.50 | \$127.50 | \$341.63 | 37% | 100% | \$340.00 |



Attachment 1
 El Dorado Hills Fire Department
 Current Fees and Fees at 100% Cost Recovery

| | Current Fee Schedule | | Current Fees | Current True Cost (from Time Studies) | Current Cost Recovery Level % | Full Cost Recovery | Fee at 100% Cost Recovery ^[2] |
|--|----------------------|----------|--------------|--|----------------------------------|-----------------------|---|
| Occupancy Inspections | | | | | | | |
| Operational Permits (Per Fire Code § 105.6) | | New Fee | | \$678.29 | N/A | 100% | \$675.00 |
| State Mandated Inspections, including the following: | | | | | | | |
| Places of Assembly | | New Fee | | \$797.30 | N/A | 100% | \$795.00 |
| Public and Private Schools | | New Fee | | \$977.58 | N/A | 100% | \$975.00 |
| Hotel, Motel, Lodging Houses, Apartment Houses or Similar | | New Fee | | \$1,943.73 | N/A | 100% | \$1,940.00 |
| State Licensed Facilities - Fire Clearance (850 Form) | | New Fee | | \$858.56 | N/A | 100% | \$855.00 |
| Special Events with 50 or More People | | New Fee | | \$737.80 | N/A | 100% | \$735.00 |
| Wildland Urban Interface Inspections | | | | | | | |
| Defensible Space - 2nd reinspection and each additional field inspection | | New Fee | | \$511.95 | N/A | 100% | \$510.00 |
| Vegetation Management Complaint - 2nd reinspection & each addtl field inspection | | New Fee | | \$421.82 | N/A | 100% | \$420.00 |
| Community Fire Safe Plan - 2nd reinspection and each additional field inspection | | New Fee | | \$722.86 | N/A | 100% | \$720.00 |
| Other Fees | | | | | | | |
| Fire Watch Services - Two Hour Minimum | | | | | | | |
| Per firefighter per hour | x1 | \$50.00 | \$50.00 | \$0.00 | | Increased by CPI | \$70.00 |
| Per apparatus per hour | x1 | \$400.00 | \$400.00 | \$0.00 | | Increased by CPI | \$540.00 |
| Appeals Fee Any Appeal Applic for Fire Code Board of Appeals) | x1 | \$85.00 | \$85.00 | \$0.00 | | Increased by CPI | \$115.00 |
| Additional Site Inspections (ASI) | x1 | \$85.00 | \$85.00 | \$180.28 | 47% | 100% | \$180.00 |
| Referral Inspections Non-Compliant Occupancy (per inspection) | x1 | \$85.00 | \$85.00 | \$421.82 | 20% | 100% | \$420.00 |
| Excess Re-Inspections (per hour) (Excess is 3 or more) | x1 | \$85.00 | \$85.00 | \$45.07 | 189% | 100% | \$45.00 |
| Inspections outside of normal business hours (2-hour minimum) per hour | x1 | \$127.50 | \$127.50 | \$180.28 | 71% | 100% | \$180.00 |
| Design Review Consultation ^[1] | x1 | \$85.00 | \$85.00 | \$241.54 | 35% | 100% | \$240.00 |
| Temporary Structures (Tents, Canopies, etc.) ^[1] | x1 | \$85.00 | \$85.00 | \$542.58 | 16% | 100% | \$540.00 |
| False Alarm Fee (≥3x's per 12 mo. period at same location) | x1 | \$85.00 | \$85.00 | \$67.60 | 126% | 100% | \$65.00 |
| Fire Suppression & Investigation Fee | | | | | | | |
| Fee for fires or emergencies out of EDHFD Jurisdictional Sphere of Influence. | | | | | | | |
| Fee determined by Prevailing State OES Reimbursement Fee Schedule. | | | | | | | |
| Documentation Fees | | | | | | | |
| Incident Report (per report) | x1 | \$20.00 | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Inspection Report (per report) | x1 | \$20.00 | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Investigation Report (up to 5 pages) | x1 | \$20.00 | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Each additional page | x pages | \$4.00 | \$4.00 | \$5.00 | 80% | Increased by CPI | \$5.00 |
| Photograph (3x5) | x1 | \$20.00 | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Photograph (8x10) | x1 | \$40.00 | \$40.00 | \$54.00 | 74% | Increased by CPI | \$54.00 |
| Digital Photographs | x1 | \$40.00 | \$40.00 | \$54.00 | 74% | Increased by CPI | \$54.00 |

[1] These fees currently charge per hour, the updated fee is based on true costs of providing the service rather than a generic hourly rate.

[2] Updated fees have been rounded down to the nearest \$5 increment to simplify the fee schedule.

ATTACHMENT 2

El Dorado Hills Fire Department

**RECOMMENDED USER
FEE SCHEDULE FOR
2021**



Attachment 2
 El Dorado Hills Fire Department
 Recommended Fees for 2021 Implementation

| | Current Fees | Current True Cost (from Time Studies) | Current Cost Recovery Level % | Recommended Cost Recovery % | Recommended Fee |
|--|--------------|--|----------------------------------|--------------------------------|--------------------|
| Development Plan & Map Review Fees | | | | | |
| Initial Consultation and Fire Flow Requirements Letter | \$127.50 | \$220.86 | 58% | 75% | \$165.00 |
| Subdivision, Minor (4 lots or less) (per project) | \$170.00 | \$583.17 | 29% | 50% | \$290.00 |
| Subdivision, Major (greater than 4 lots) | \$255.00 | \$1,066.25 | 24% | 50% | \$530.00 |
| Additional Fee per lot | \$10.00 | \$90.14 | 11% | Increased by CPI | \$13.50 |
| Civil Plan Review - Building ^[1] | \$170.00 | \$341.63 | 50% | 75% | \$255.00 |
| Civil Plan Review - Development ^[1] | \$170.00 | \$583.17 | 29% | 50% | \$290.00 |
| Development Consultation ^[1] | \$85.00 | \$341.63 | 25% | 50% | \$170.00 |
| Design Waiver Review | \$85.00 | \$220.86 | 38% | 50% | \$110.00 |
| Commercial Plan Review Fees | | | | | |
| New Commercial Building (per building) | \$255.00 | \$794.08 | 32% | 50% | \$395.00 |
| Plan Review (per square foot) | \$0.10 | | | Increased by CPI | \$0.14 |
| Re-Submittal Fee ^[1] | \$85.00 | \$220.86 | 38% | 50% | \$110.00 |
| Tenant Improvement (per TI) | \$170.00 | \$552.54 | 31% | 50% | \$275.00 |
| Plan Review (per square foot) | \$0.09 | \$0.00 | | Increased by CPI | \$0.12 |
| Re-Submittal Fee ^[1] | \$85.00 | \$220.86 | 38% | 50% | \$110.00 |
| Fire Sprinkler System (per system) | | | | | |
| Fewer than 25 Heads | \$170.00 | \$452.45 | 38% | 50% | \$225.00 |
| 25 - 99 Heads | \$255.00 | \$573.21 | 44% | 50% | \$285.00 |
| ≥100 Heads | \$340.00 | \$693.98 | 49% | 75% | \$520.00 |
| Additional Fee per Head if ≥ 100 heads | \$1.00 | | | Increased by CPI | \$1.35 |
| Fire Alarm System (per system) | \$170.00 | \$462.40 | 37% | 50% | \$230.00 |
| Additional Fee per alarm device | \$2.00 | \$90.14 | 2% | Increased by CPI | \$2.70 |
| Fixed Fire Protection System (per system) | \$170.00 | \$462.40 | 37% | 50% | \$230.00 |
| Kitchen Hood System | \$85.00 | \$462.40 | 18% | 50% | \$230.00 |
| Spray Booth | \$85.00 | \$462.40 | 18% | 50% | \$230.00 |
| Medical Gas System | \$85.00 | \$703.94 | 12% | 50% | \$350.00 |
| Hazardous Material Facility | \$170.00 | \$1,307.78 | 13% | 25% | \$325.00 |
| Liquefied Petroleum Gas (per system) | | | | | |
| Aggregate Capacity 26 - 500 gal. | \$85.00 | \$452.45 | 19% | 50% | \$225.00 |
| Aggregate Capacity >501-1999 gal.. | \$127.50 | \$452.45 | 28% | 50% | \$225.00 |
| Aggregate Capacity > 1999 gal. | \$255.00 | \$452.45 | 56% | 50% | \$225.00 |
| Rack or High Pile Storage | \$170.00 | \$703.94 | 24% | 50% | \$350.00 |
| Residential Plan Review Fees | | | | | |
| Residential Care Facility | \$170.00 | \$703.94 | 24% | 50% | \$350.00 |
| Residential Set-back Reduction Letter | \$170.00 | \$341.63 | 50% | 75% | \$255.00 |
| Residential Site Plan Review (site access, water supply, addressing, smoke/co alarms, vegetation management) | \$85.00 | \$346.61 | 25% | 50% | \$170.00 |
| Water Tank - Rural Water System | \$85.00 | \$462.40 | 18% | 50% | \$230.00 |
| Residential Fire Safe Plan Approval | \$170.00 | \$462.40 | 37% | 50% | \$230.00 |
| Underground LPG Tank Installation | \$127.50 | \$341.63 | 37% | 50% | \$170.00 |
| Fire Sprinkler System (per system) | | | | | |
| Fewer than 25 heads | \$170.00 | \$452.45 | 38% | 50% | \$225.00 |
| 25 - 99 Heads | \$255.00 | \$573.21 | 44% | 50% | \$285.00 |
| ≥100 Heads | \$340.00 | \$693.98 | 49% | 50% | \$345.00 |
| Additional Fee per Head if ≥ 100 heads | \$1.00 | \$90.14 | 1% | Increased by CPI | \$1.35 |
| General Plan Review Fees | | | | | |
| General Plan Review ^[1] | \$85.00 | \$341.63 | 25% | 50% | \$170.00 |
| Expedited Plan Review ^[1] | \$127.50 | \$341.63 | 37% | 75% | \$255.00 |



Attachment 2 El Dorado Hills Fire Department Recommended Fees for 2021 Implementation

| | Current Fees | Current True Cost (from Time Studies) | Current Cost Recovery Level % | Recommended Cost Recovery % | Recommended Fee |
|--|--------------|--|----------------------------------|--------------------------------|--------------------|
| Occupancy Inspections | | | | | |
| Operational Permits (Per Fire Code § 105.6) | New Fee | \$678.29 | N/A | 50% | \$335.00 |
| State Mandated Inspections, including the following: | | | | | |
| Places of Assembly | New Fee | \$797.30 | N/A | 50% | \$395.00 |
| Public and Private Schools | New Fee | \$977.58 | N/A | 50% | \$485.00 |
| Hotel, Motel, Lodging Houses, Apartment Houses or Similar | New Fee | \$1,943.73 | N/A | 50% | \$970.00 |
| State Licensed Facilities - Fire Clearance (850 Form) | New Fee | \$858.56 | N/A | 50% | \$425.00 |
| Special Events with 50 or More People | New Fee | \$737.80 | N/A | 50% | \$365.00 |
| Wildland Urban Interface Inspections | | | | | |
| Defensible Space - 2nd reinspection and each additional field inspection | New Fee | \$511.95 | N/A | 50% | \$255.00 |
| Vegetation Management Complaint - 2nd reinspection & each addtl field inspection | New Fee | \$421.82 | N/A | 50% | \$210.00 |
| Community Fire Safe Plan - 2nd reinspection and each additional field inspection | New Fee | \$722.86 | N/A | 50% | \$360.00 |
| Other Fees | | | | | |
| Fire Watch Services - Two Hour Minimum | | | | | |
| Per firefighter per hour | \$50.00 | \$0.00 | | Increased by CPI | \$70.00 |
| Per apparatus per hour | \$400.00 | \$0.00 | | Increased by CPI | \$540.00 |
| Appeals Fee Any Appeal (Appl for Fire Code Board of Appeals) | \$85.00 | \$0.00 | | Increased by CPI | \$115.00 |
| Additional Site Inspections (ASI) | \$85.00 | \$180.28 | 47% | 75% | \$135.00 |
| Referral Inspections Non-Compliant Occupancy (per inspection) | \$85.00 | \$421.82 | 20% | 50% | \$210.00 |
| Excess Re-Inspections (per hour) (Excess is 3 or more) | \$85.00 | \$45.07 | 189% | 100% | \$45.00 |
| Inspections outside of normal business hours (2-hour minimum) per hour | \$127.50 | \$180.28 | 71% | 100% | \$180.00 |
| Design Review Consultation ^[1] | \$85.00 | \$241.54 | 35% | 50% | \$120.00 |
| Temporary Structures (Tents, Canopies, etc.) ^[1] | \$85.00 | \$542.58 | 16% | 50% | \$270.00 |
| False Alarm Fee (≥3x's per 12 mo. period at same location) | \$85.00 | \$67.60 | 126% | 100% | \$65.00 |
| Fire Suppression & Investigation Fee | | | | | |
| Fee for fires or emergencies out of EDHFD Jurisdictional Sphere of Influence. | | | | | |
| Fee determined by Prevailing State OES Reimbursement Fee Schedule. | | | | | |
| Documentation Fees | | | | | |
| Incident Report (per report) | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Inspection Report (per report) | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Investigation Report (up to 5 pages) | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Each additional page | \$4.00 | \$5.00 | 80% | Increased by CPI | \$5.00 |
| Photograph (3x5) | \$20.00 | \$27.00 | 74% | Increased by CPI | \$27.00 |
| Photograph (8x10) | \$40.00 | \$54.00 | 74% | Increased by CPI | \$54.00 |
| Digital Photographs | \$40.00 | \$54.00 | 74% | Increased by CPI | \$54.00 |

[1] These fees currently charge per hour, the updated fee is based on true costs of providing the service rather than a generic hourly rate.

[2] Updated fees have been rounded down to the nearest \$5 increment to simplify the fee schedule.

ATTACHMENT 3

El Dorado Hills Fire Department

**TRUE HOURLY RATE
CALCULATION BY
POSITION**



Attachment 3
El Dorado Hills Fire Department
Community Risk Reduction Staff True Hourly Rate Calculation by Position

| Position Title | Base Salary | Benefits | Total Salary & Benefits | Total Salary & Benefits | Hourly Rate (Total Salary & Benefits / 2,080 Annual Hours) | Risk Reduction Dept. Direct Operational Cost Allocation | Hourly Rate Including Direct Operational Cost Allocation | Indirect Costs Allocation Percent | True Hourly Rate Including Indirect Cost Allocation |
|-------------------------------------|--------------|-------------|-------------------------|-------------------------|--|---|--|-----------------------------------|---|
| Community Risk Reduction Technician | \$50,159.60 | \$24,101.25 | \$74,260.85 | \$74,260.85 | \$35.70 | \$13.03 | \$48.73 | 23% | \$59.73 |
| Fire Prevention Inspector I | \$77,356.20 | \$48,497.91 | \$125,854.11 | \$125,854.11 | \$60.51 | \$13.03 | \$73.54 | 23% | \$90.14 |
| Fire Prevention Specialist | \$110,377.92 | \$67,452.13 | \$177,830.05 | \$177,830.05 | \$85.50 | \$13.03 | \$98.52 | 23% | \$120.77 |



www.FinanceDTA.com

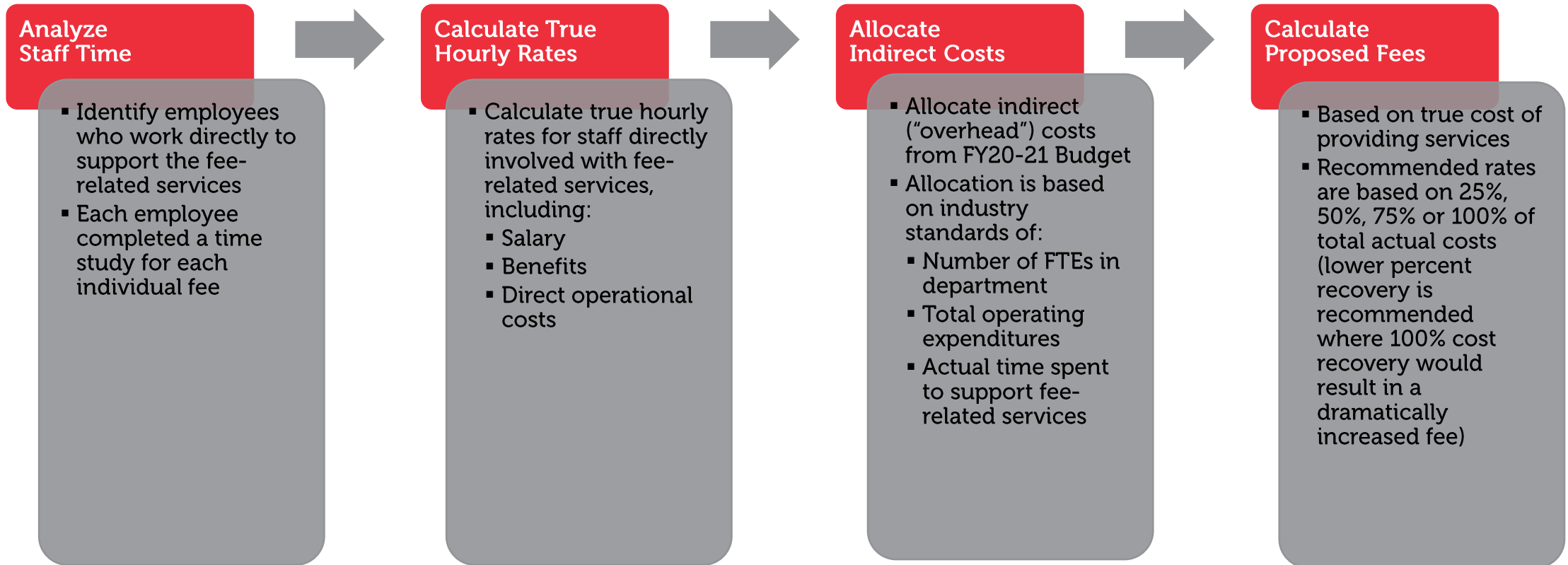
El Dorado Hills Fire Department Board of Directors

User Fee Study

November 19, 2020

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

Fee Study Overview – The Process



True Hourly Rates

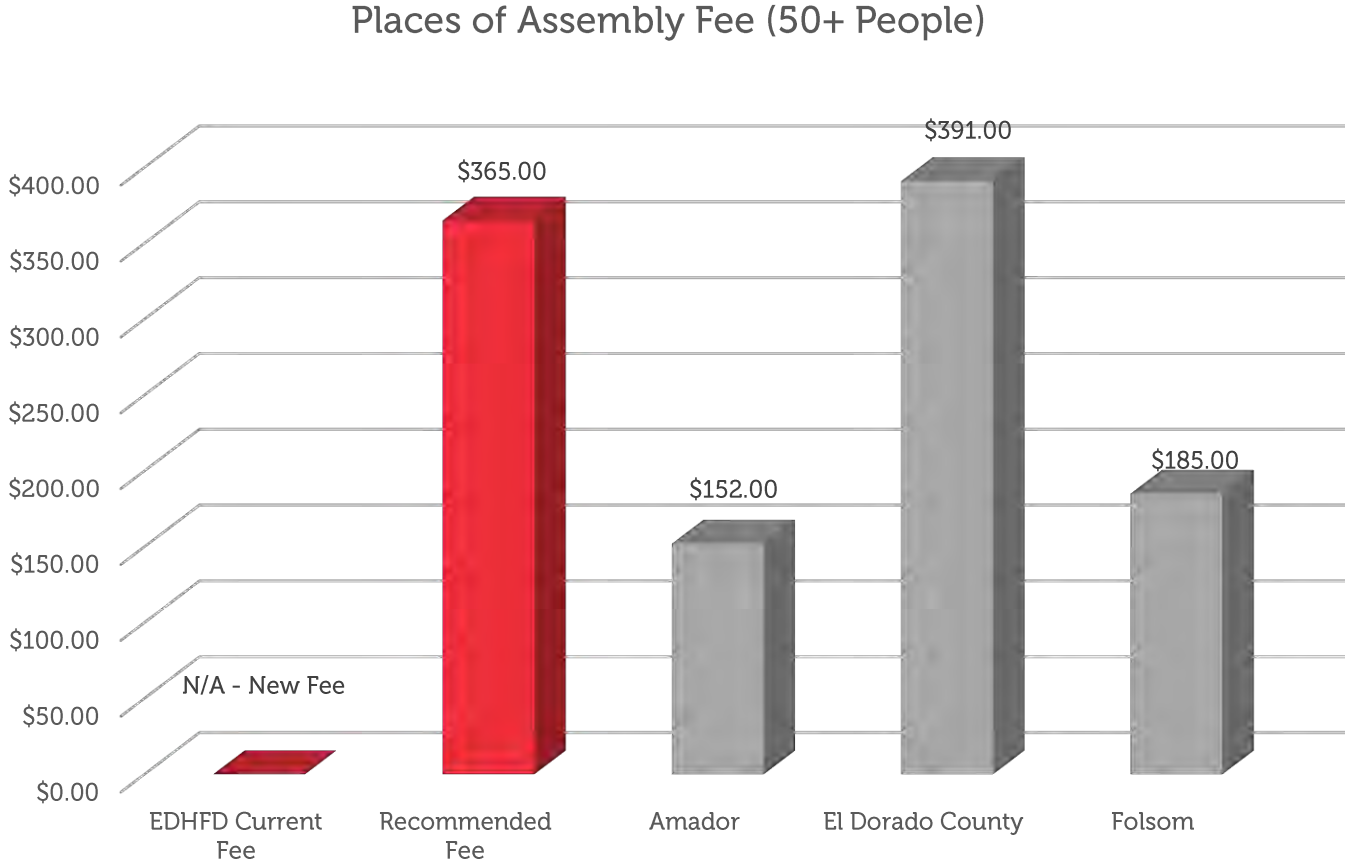
| Position Title | Base Salary | Benefits | Total Salary & Benefits | Total Salary & Benefits | Hourly Rate (Total Salary & Benefits / 2,080 Annual Hours) | Risk Reduction Dept. Direct Operational Cost Allocation | Hourly Rate Including Direct Operational Cost Allocation | Indirect Costs Allocation Percent | True Hourly Rate Including Indirect Cost Allocation |
|------------------------------------|--------------|-------------|-------------------------|-------------------------|--|---|--|-----------------------------------|---|
| Community Risk Reduction Technicia | \$50,159.60 | \$24,101.25 | \$74,260.85 | \$74,260.85 | \$35.70 | \$13.03 | \$48.73 | 23% | \$59.73 |
| Fire Prevention Inspector I | \$77,356.20 | \$48,497.91 | \$125,854.11 | \$125,854.11 | \$60.51 | \$13.03 | \$73.54 | 23% | \$90.14 |
| Fire Prevention Specialist | \$110,377.92 | \$67,452.13 | \$177,830.05 | \$177,830.05 | \$85.50 | \$13.03 | \$98.52 | 23% | \$120.77 |

Sample Fee Calculation Using True Hourly Costs

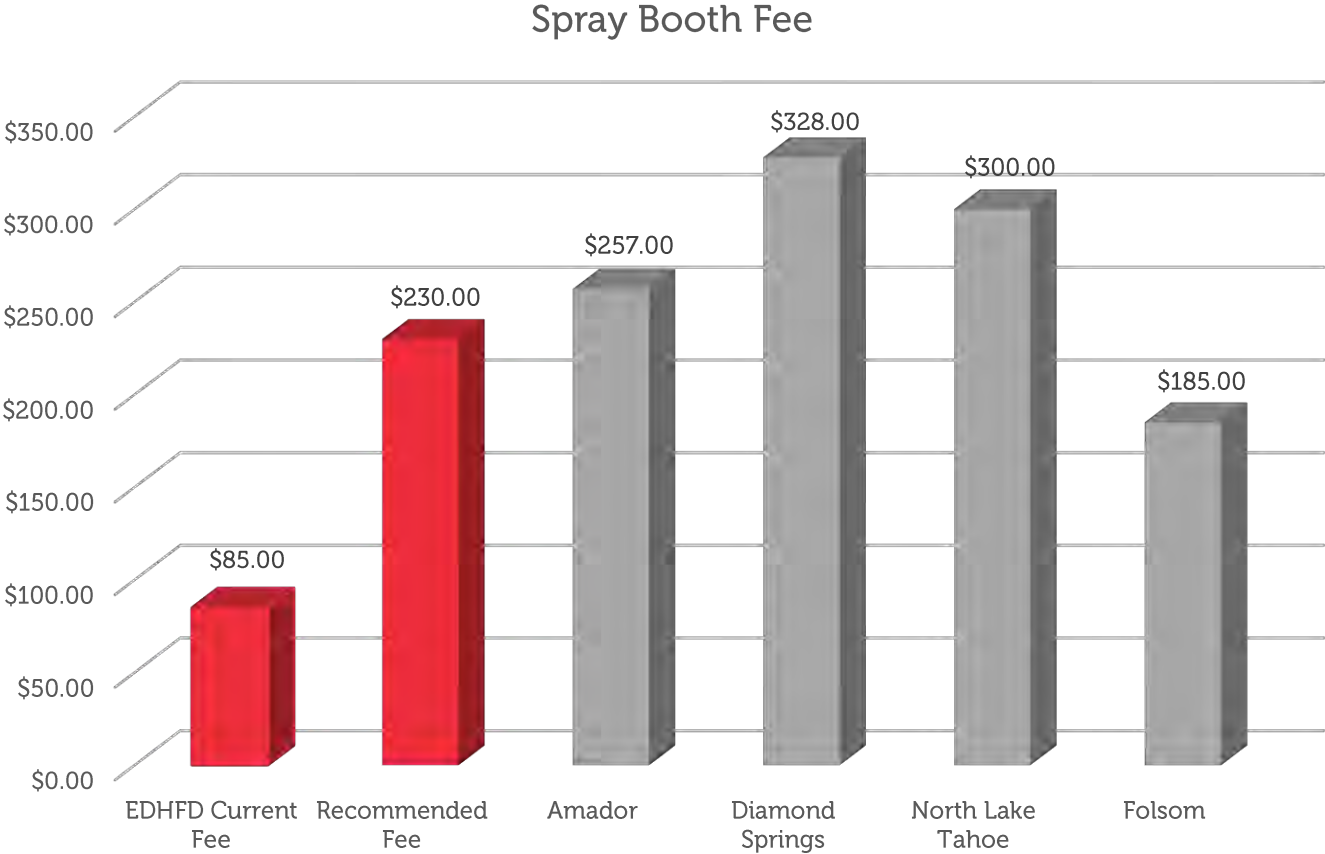
| Service | Current Fee | Time Spent on Service x True Hourly Rate ("THR") | | | What Fee Would be at 100% Cost Recovery ¹ |
|-------------------------------------|-------------|--|---|--|--|
| | | Community Risk Reduction Technician | Fire Prevention Specialist | Fire Inspector | |
| New Commercial Building Plan Review | \$255.00 | 0.17 hours x THR of \$59.73 = \$9.96 | 5 hours x THR of \$120.77 = \$603.85 | 2 hours x THR of \$90.14 = \$180.28 | \$790 |

¹ Fees are rounded down to the nearest \$5 increment to simplify the fee schedule

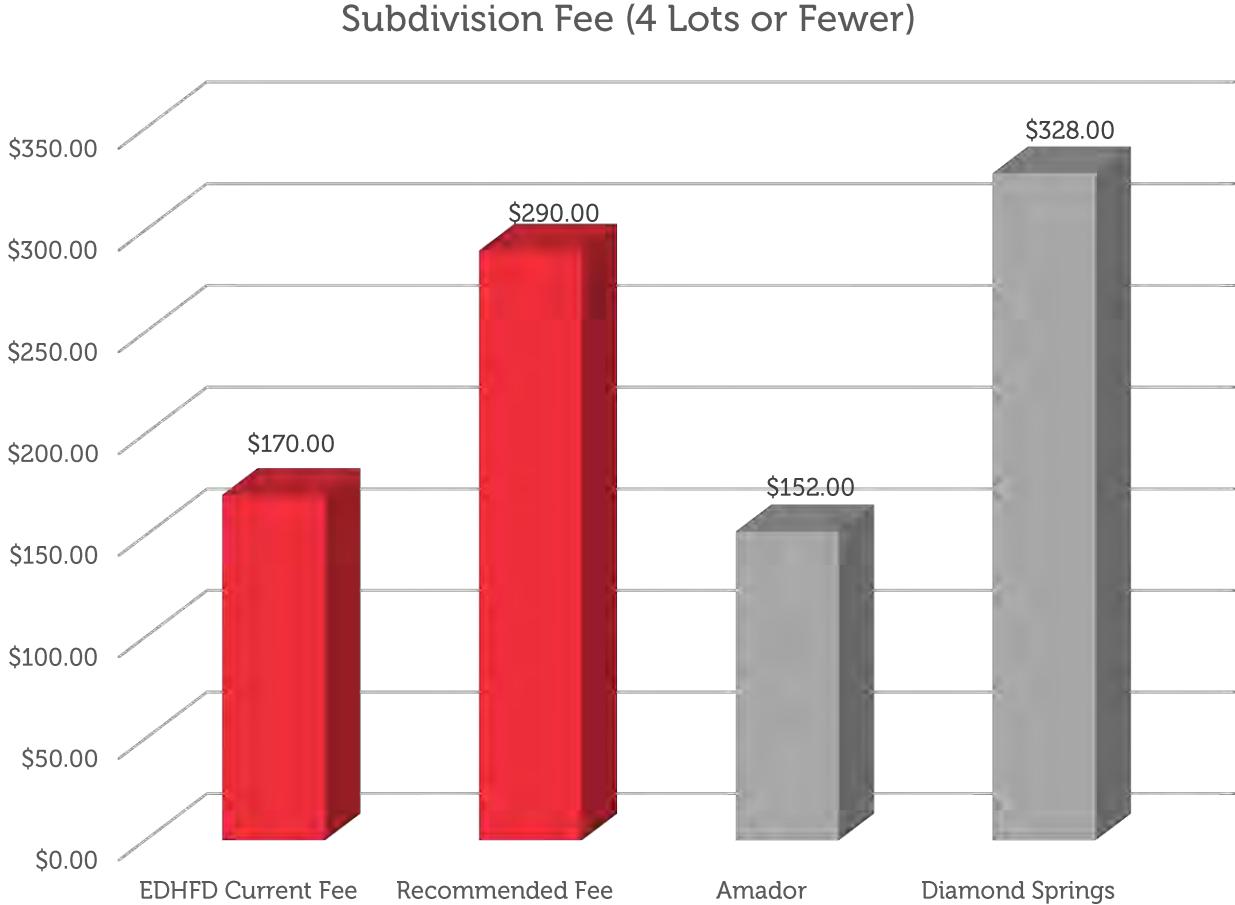
Sample Fee Comparison – Assembly



Sample Fee Comparison – Spray Booth



Sample Fee Comparison – Subdivision



Implementation

- User fees may be raised by a Board of Director's action up to limit of actual costs (Government Code Section 66014(a))
 - Updated fees are recommendations only
 - The cost recovery per fee may be adjusted by Board of Directors, up to 100% cost recovery

EL DORADO HILLS COUNTY WATER DISTRICT

EIGHT HUNDRED TWENTY-FIRST MEETING OF THE BOARD OF DIRECTORS

Thursday, October 15, 2020

5:30 p.m.

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

I. CALL TO ORDER

President Hartley called the meeting to order at 5:30 p.m. Directors in attendance: Bennett, Durante, Giraud, Hartley, and White. Director Durante attended via teleconference. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

Meeting adjourned to closed session at 5:30 p.m.

II. CLOSED SESSION

- A. **Closed Session Pursuant to Government Code Sections 54957(b)(1); Public Employee Performance Evaluation: Fire Chief**
- B. **Closed Session Pursuant to Government Code Sections 54956.9(d)(2) and 54956.9 (d)4); potential litigation; one matter**

The meeting reconvened at 6:03 p.m. The Board took no action during closed session.

III. PLEDGE OF ALLEGIANCE

IV. CONSENT CALENDAR

- A. **Approve Minutes of the 820th Board meeting held September 17, 2020**
- B. **Approve Financial Statements and Check Register**
- C. **Approve Employee Development Center (EDC) Financial Report**

Director Bennett made a motion to approve the consent calendar, seconded by Director Giraud and unanimously carried. (Roll call: Ayes: 5; Noes: 0)

V. ORAL COMMUNICATIONS

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

VI. CORRESPONDENCE – None

VII. ATTORNEY ITEMS – None

VIII. COMMITTEE REPORTS

- A. **Administrative Committee (Directors Bennett and Hartley)**
 - 1. **Training Facility Presentation** – Staff introduced Tommy Abercrombie to present the recommendation for the first phase of the proposed training

facility. Mr. Abercrombie summarized the evaluation process and presented his recommendations to the Board.

Director Giraud made a motion to authorize Staff to move forward with an RFP to generate construction documents for the proposed training facility, seconded by Director White and unanimously carried. (Roll call: Ayes: 5; Noes: 0)

- B. Finance Committee (Directors Giraud and White)** – Director White stated that the committee met to discuss the training facility proposal, a fiscal year 2020/21 budget update, the purchase of a Type 1 Engine, and the status of the communications study.

Director of Finance Braddock reported that the final revenue estimate from El Dorado County came in very close to the budgeted projection and that OES Strike team revenue will come in well over what was budgeted due to a busy strike team season.

- C. Joint Powers Authority (Directors Hartley and Giraud)** – Chief Johnson reported that Brian Veerkamp was offered the position of Executive Director and Christy Jorgensen was offered the position of Deputy Director.

IX. FIRE CHIEF’S REPORT – Chief Johnson reported the following to the Board:

- Deployments have been high this fire season, but all resources are currently back in District.
- Staff is working on responding with requested information for the Municipal Services Review through LAFCO’s 3rd party consultant.
- The CARES Act grant funds were received from the County to purchase Lucas Devices, video laryngoscopes, Zoom equipment and other qualifying COVID-19 expenses.

X. OPERATIONS REPORT

- A. Operations Report (Receive and file)** – Received and filed.

XI. COMMUNITY RISK REDUCTION REPORT

- A. CRRD Report (Receive and file)** – Received and filed.

XII. FISCAL ITEMS

XIII. NEW BUSINESS

- A. Review and approve proposed amendment to Rescue Shared Services Agreement** - Director of Finance Braddock reported that the proposed amendment adds a fee for the Administrative Assistant position in an amount not to exceed \$37,770.

Director Giraud made a motion to approve the proposed amendment to Rescue Shared Services Agreement, seconded by Director White, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- B. Approve purchase of Type I Engine** – Chief Johnson stated that Staff has created specs for a Pierce Type I Engine and is prepared to move forward with the purchase with the Board’s approval. He explained staff’s recommendation to utilize the pre-payment option offered by the vendor, which saves the District \$24,775 on the purchase price. Counsel Cook expressed his concerns with pre-paying for the Engine and explained the risks of this option. Chief Johnson stated the District would pursue a performance bond to help mitigate the risks outlined. Director White suggested the not-to-exceed amount be increased to \$755,000.

Director Giraud made a motion approve purchase of Type I Engine not to exceed \$755,000, seconded by Director Bennett and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- C. Review and approve strike team reimbursement to Deputy Chief Michael Lilienthal** – Chief Lilienthal stated that he was deployed on a strike team assignment and Staff recommends that he be reimbursed for his time based on the contracted OES rate as outlined in the included staff report.

Director Bennett made a motion approve strike team reimbursement to Deputy Chief Michael Lilienthal, seconded by Director White and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

XIV. OLD BUSINESS

- A. Rescue Annexation Update** – Chief Johnson reported that the Rescue Board of Directors would like to discuss the governance issue further and has scheduled a Special Board meeting.
- B. Training Facility Update** – No report.
- C. EDHCSD/EDHFD 2x2 update (Directors Durante and White)** – Director Durante stated that another meeting is scheduled for October 20.

XV. ORAL COMMUNICATIONS

- A. Directors** – Directors thanked staff for their commitment to helping outside areas while also continuing to protect our District so well.
- B. Staff** – None

C. Schedule upcoming committee meetings – None

XVI. ADJOURNMENT

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

The meeting adjourned at 8:02 p.m.

Approved:

Charles J. Hartley, President

Jessica Braddock, Board Secretary

DRAFT

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2020



| | FINAL Full Year Budget FY20/21 | Actual October 2020 | Actual YTD October 31, 2020 | Variance YTD Actual to Full Year Budget | (Target 33%) YTD Actual % of Full Year Budget | Notes/Comments |
|---|--------------------------------------|------------------------|--------------------------------|---|---|--|
| Revenue | | | | | | |
| 3240 · Tax Revenue | | | | | | |
| 3260 · Secured Tax Revenue | 19,490,891 | 66,834 | 68,483 | (19,422,407) | | } Timing of collection |
| 3270 · Unsecured Tax Revenue | 353,986 | 284,433 | 287,638 | (66,348) | | |
| 3280 · Homeowners Tax Revenue | 157,520 | - | - | (157,520) | | |
| 3320 · Supplemental Tax Revenue | 370,000 | 16,773 | 92,840 | (277,160) | | |
| 3330 · Sacramento County Revenue | 31,170 | - | - | (31,170) | | |
| 3335 · Latrobe Revenue | | | | - | | |
| 3335.2 · Latrobe Special Tax | 36,900 | 210 | 255 | (36,645) | | |
| 3335.3 · Latrobe Base Transfer | 82,000 | | | (82,000) | | |
| 3340 · Property Tax Administration Fee | (433,893) | - | - | 433,893 | | |
| Total 3240 · Tax Revenue | 20,088,575 | 368,250 | 449,217 | (19,639,357) | 2% | |
| 3505 · Misc. Revenue, Vacant Lot | - | 953 | (26,332) | (26,332) | N/A | Weed abatement costs incurred not yet collected through property tax liens |
| 3506 · Misc. Revenue, Fire Prev. Fees | 200,000 | 38,793 | 47,984 | (152,016) | 24% | Timing of collection |
| 3510 · Misc. Operating Revenue | | | | | | |
| 3512 · JPA Revenue | 1,150,000 | - | 383,333 | (766,667) | 33% | |
| 3513 · Rental Income (Cell site) | 54,180 | 2,415 | 15,960 | (38,220) | 29% | |
| 3514.1 · Operating Grants Revenue | 175,896 | 175,896 | 175,896 | - | 100% | CARES Act Grant funds received in Oct-20 |
| 3514.2 · Capital Grants Revenue | 66,764 | - | - | (66,764) | 0% | AFG Grant funds not yet received |
| 3515 · OES/Mutual Aid Reimbursement | 432,000 | 187,146 | 527,389 | 95,389 | 122% | Severe fire season |
| 3520 · Interest Earned | 300,000 | 33,288 | 30,664 | (269,336) | 10% | Timing of collection |
| 3510 · Misc. Operating Revenue - Other | 95,000 | 2,599 | 23,523 | (71,477) | 25% | |
| Total 3510 · Misc. Operating Revenue | 2,273,840 | 401,344 | 1,156,765 | (1,117,074) | 51% | |
| Total Operating Revenue | \$ 22,562,414 | \$ 809,339 | \$ 1,627,634 | \$ (20,934,780) | 7% | |
| 3550 · Development Fee | | | | | | |
| 3560 · Development Fee Revenue | 1,400,000 | 176,421 | 416,376 | (983,624) | 30% | |
| 3561 · Development Fee Interest | - | 7,299 | (5,224) | (5,224) | 0% | |
| Total 3550 · Development Fee | 1,400,000 | 183,720 | 411,152 | (988,848) | 29% | |
| 3568 · Proceeds from Insurance | - | - | - | - | 0% | |
| 3570 · Proceeds from Sale of Assets | - | - | 585 | 585 | 100% | |
| Total Revenue | \$ 23,962,414 | \$ 993,059 | \$ 2,039,371 | \$ (21,923,043) | 9% | |

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2020



| | FINAL Full Year Budget FY20/21 | Actual October 2020 | Actual YTD October 31, 2020 | Variance YTD Actual to Full Year Budget | (Target 33%) YTD Actual % of Full Year Budget | Notes/Comments |
|--|--------------------------------------|------------------------|--------------------------------|---|---|---|
| Expenditures | | | | | | |
| 6000 · Salaries & Wages | | | | | | |
| 6001 · Salaries & Wages, Fire | 6,943,601 | 538,420 | 2,371,672 | 4,571,929 | 34% | |
| 6011 · Education/Longevity Pay | 506,548 | 38,750 | 171,912 | 334,635 | 34% | |
| 6016 · Salaries & Wages, Admin/Prev | 927,463 | 71,505 | 313,340 | 614,124 | 34% | |
| 6017 · Volunteer Pay | 3,000 | | - | 3,000 | 0% | |
| 6018 · Director Pay | 16,000 | - | 3,300 | 12,700 | 21% | |
| 6019 · Overtime | | | | | | |
| 6019.1 · Overtime, Operational | 1,843,249 | 250,088 | 661,586 | 1,181,663 | 36% | |
| 6019.2 · Overtime, Outside Aid | 360,000 | 153,838 | 879,875 | (519,875) | 244% | |
| 6019.3 · Overtime, JPA | 150,000 | 29,844 | 160,758 | (10,758) | 107% | |
| Total 6019 · Overtime | 2,353,249 | 433,769 | 1,702,219 | 651,030 | 72% | Higher OT due to COVID Emergency Responder Leave + Strike Teams Annual required lump sum payments made in Jul-20 |
| 6020 · P.E.R.S. Retirement | 3,074,979 | 138,419 | 1,896,114 | 1,178,865 | 62% | |
| 6030 · Workers Compensation | 621,404 | 47,731 | 190,922 | 430,482 | 31% | |
| 6031 · Life Insurance | 6,671 | - | 2,006 | 4,665 | 30% | |
| 6032 · P.E.R.S. Health Benefits | 1,798,141 | 146,587 | 731,885 | 1,066,256 | 41% | Nov premium paid in Oct |
| 6033 · Disability Insurance | 21,122 | 0 | 6,844 | 14,278 | 32% | |
| 6034 · Health Cost of Retirees | 1,063,825 | 63,282 | 619,459 | 444,366 | 58% | Lump sum payment of \$300k made in Sept |
| 6040 · Dental/Vision Expense | 222,360 | 18,301 | 65,782 | 156,578 | 30% | |
| 6050 · Unemployment Insurance | 15,120 | 78 | 126 | 14,994 | 1% | |
| 6070 · Medicare | 156,195 | 15,348 | 66,285 | 89,909 | 42% | |
| Total 6000 · Salaries & Wages | 17,729,678 | 1,512,189 | 8,141,866 | 9,587,812 | 46% | |
| 6100 · Clothing & Personal Supplies | | | | | | |
| 6101 · Uniform Allowance | 52,200 | - | 23,526 | 28,674 | 45% | Semi-annual uniform allowance paid in Jul-20 |
| 6102 · Other Clothing & Personal Supplies | 120,225 | 1,336 | 5,828 | 114,397 | 5% | Timing of purchases |
| Total 6100 · Clothing & Personal Supplies | 172,425 | 1,336 | 29,354 | 143,071 | 17% | |
| 6110 · Network/Communications | | | | | | |
| 6111 · Telecommunications | 37,750 | 3,396 | 14,273 | 23,476 | 38% | |

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2020



| | FINAL Full Year Budget FY20/21 | Actual October 2020 | Actual YTD October 31, 2020 | Variance YTD Actual to Full Year Budget | (Target 33%) YTD Actual % of Full Year Budget | Notes/Comments |
|--|--------------------------------------|------------------------|--------------------------------|---|---|--|
| 6112 · Dispatch Services | 60,000 | - | (15,803) | 75,803 | -26% | Reversal of Q4 accrual for dispatch services - Q4 invoice under review |
| 6113 · Network/Connectivity | 58,262 | 1,982 | 9,650 | 48,611 | 17% | |
| Total 6110 · Communications | 156,011 | 5,379 | 8,120 | 147,891 | 5% | |
| 6120 · Housekeeping | 54,311 | 2,045 | 13,694 | 40,617 | 25% | |
| 6130 · Insurance | | | | | | |
| 6131 · General Insurance | 66,000 | 45,069 | 65,506 | 494 | 99% | Insurance Premium paid through 10/31/20 |
| Total 6130 · Insurance | 66,000 | 45,069 | 65,506 | 494 | 99% | |
| 6140 · Maintenance of Equipment | | | | | | |
| 6141 · Tires | 25,000 | 719 | 17,258 | 7,742 | 69% | Timing of tire replacements |
| 6142 · Parts & Supplies | 35,000 | 2,832 | 15,465 | 19,535 | 44% | CargoGlide Extension Truck Bed Trays (3) |
| 6143 · Outside Work | 160,000 | 15,218 | 63,680 | 96,320 | 40% | |
| 6144 · Equipment Maintenance | 42,960 | 5,086 | 7,506 | 35,454 | 17% | |
| 6145 · Radio Maintenance | 16,680 | 150 | 5,450 | 11,230 | 33% | |
| Total 6140 · Maintenance of Equipment | 279,640 | 24,006 | 109,358 | 170,282 | 39% | |
| 6150 · Maintenance, Structures & Ground | 171,867 | 15,551 | 34,206 | 137,661 | 20% | |
| 6160 · Medical Supplies | | | | | | |
| 6161 · Medical Supplies | 80,931 | 906 | 28,345 | 52,586 | 35% | |
| Total 6160 · Medical Supplies | 80,931 | 906 | 28,345 | 52,586 | 35% | |
| 6170 · Dues and Subscriptions | 14,044 | 289 | 9,734 | 4,310 | 69% | Prepaid Business Park Homeowners, CA Fire Chiefs' Assn., Survey Monkey, Other Annual Subscriptions in Jul-20 |
| 6180 · Miscellaneous | | | | | | |
| 6181 · Miscellaneous | 12,000 | 3,256 | 3,476 | 8,524 | 29% | |
| 6182 · Honor Guard | 2,600 | - | - | 2,600 | 0% | |
| 6183 · Explorer Program | 4,087 | - | 70 | 4,017 | 2% | |
| 6184 · Pipes and Drums | 3,000 | - | - | 3,000 | 0% | |
| Total 6180 · Miscellaneous | 21,687 | 3,256 | 3,546 | 18,141 | 16% | |
| 6190 · Office Supplies | 29,443 | 1,682 | 7,340 | 22,103 | 25% | |
| 6200 · Professional Services | | | | | | |
| 6201 · Audit | 15,900 | 5,781 | 5,835 | 10,065 | 37% | First installment for annual audit paid in Sept |
| 6202 · Legal/Human Resources | 242,118 | 1,878 | 39,464 | 202,654 | 16% | |

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2020



| | FINAL Full Year Budget FY20/21 | Actual October 2020 | Actual YTD October 31, 2020 | Variance YTD Actual to Full Year Budget | (Target 33%) YTD Actual % of Full Year Budget | Notes/Comments |
|---|--------------------------------------|------------------------|--------------------------------|---|---|---|
| 6203 · Notices | 2,500 | - | 120 | 2,380 | 5% | |
| 6204 · Other Professional Services | 111,144 | - | 49,049 | 62,095 | 44% | LAFCO Admin Fee, Communications Study, Fire Prevention Fee Study |
| 6205 · Elections/Tax Administration | 25,000 | - | - | 25,000 | 0% | |
| 6206 · Public Relations | 6,400 | - | - | 6,400 | 0% | |
| Total 6200 · Professional Services | 403,062 | 7,658 | 94,468 | 308,593 | 23% | |
| 6210 · Information Technology | | | | | | |
| 6211 · Software Licenses/Subscriptions | 178,640 | 2,594 | 42,102 | 136,538 | 24% | Timing of budgeted Firehouse replacement software |
| 6212 · IT Support/Implementation | 205,076 | 8,870 | 26,588 | 178,488 | 13% | Timing of IT billing/projects |
| 6213 · IT Equipment | 25,398 | 221 | 2,886 | 22,512 | 11% | Timing of budgeted equipment purchases |
| Total 6210 · Information Technology | 409,114 | 11,684 | 71,576 | 337,538 | 17% | |
| 6220 · Rents and Leases | | | | | | |
| 6221 · Facilities/Equipment Lease | 55,299 | - | 17,883 | 37,416 | 32% | |
| 6222 · Solar Lease | 69,108 | 3,990 | 10,363 | 58,745 | 15% | Solar lease credits recognized Jul-Oct |
| Total 6220 · Rents and Leases | 124,407 | 3,990 | 28,246 | 96,161 | 23% | |
| 6230 · Small Tools and Supplies | 75,275 | 1,492 | 35,553 | 39,722 | 47% | Timing of technical rescue equipment purchase |
| 6240 · Special Expenses | | | | | | |
| 6241 · Training | 143,821 | 3,639 | 7,981 | 135,840 | 6% | Training restricted due to COVID-19 |
| 6242 · Fire Prevention | 81,300 | 5,017 | 12,167 | 69,133 | 15% | |
| Total 6240 · Special Expenses | 225,121 | 8,656 | 20,148 | 204,973 | 9% | |
| 6250 · Transportation and Travel | | | | | | |
| 6251 · Fuel and Oil | 80,000 | 681 | 19,479 | 60,521 | 24% | |
| 6252 · Travel | 35,000 | 188 | 8,227 | 26,773 | 24% | |
| 6253 · Meals & Refreshments | 19,000 | 290 | 2,578 | 16,422 | 14% | |
| Total 6250 · Transportation and Travel | 134,000 | 1,158 | 30,283 | 103,717 | 23% | |
| 6260 · Utilities | | | | | | |
| 6261 · Electricity | 18,400 | 566 | 3,411 | 14,989 | 19% | |
| 6262 · Natural Gas/Propane | 22,200 | 319 | 1,299 | 20,901 | 6% | |
| 6263 · Water/Sewer | 16,200 | 3,202 | 6,045 | 10,155 | 37% | |
| Total 6260 · Utilities | 56,800 | 4,087 | 10,754 | 46,046 | 19% | |
| Total Operating Expenditures | \$ 20,203,816 | \$ 1,650,433 | \$ 8,742,097 | \$ 11,461,719 | 43% | |

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2020



| | FINAL Full Year Budget FY20/21 | Actual October 2020 | Actual YTD October 31, 2020 | Variance YTD Actual to Full Year Budget | (Target 33%) YTD Actual % of Full Year Budget | Notes/Comments |
|--|--------------------------------------|------------------------|--------------------------------|---|---|--------------------------------|
| Operating Revenue - Operating Expenditures | \$ 2,358,598 | \$ (841,094) | \$ (7,114,463) | \$ 9,473,061 | | |
| 6560 · Pension UAL Lump Sum Payment | 1,000,000 | - | - | 1,000,000 | 0% | Timing of transfer to PARS |
| 6570 · OPEB UAL Lump Sum Payment | 11,870 | - | - | 11,870 | 0% | |
| 6720 · Fixed Assets | 2,000,805 | 17,835 | 28,185 | 1,972,620 | 1% | Timing of capital expenditures |
| Total Expenditures | \$ 23,216,491 | \$ 1,668,268 | \$ 8,770,282 | \$ 14,446,208 | 38% | |
| Total Revenue - Total Expense | \$ 745,923 | \$ (675,209) | \$ (6,730,911) | \$ (7,476,835) | | |
| Less: Development Fee Revenue | (1,400,000) | | (411,152) | | | |
| Add: Development Fee Qualified Expenditures | 1,047,250 | | 13,376 | | | |
| Total Revenue - Total Expense Net of Dev Fees | \$ 393,173 | | \$ (7,128,687) | | | |

El Dorado Hills Fire Department

11/13/2020 2:19 PM

Register: 1000 · Bank of America
 From 10/01/2020 through 10/31/2020
 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|-----------|--------------------------|---------------------------|--------------------|------------|---|---------|------------|
| 10/01/2020 | EFT | VSP Vision Care | 6043 · Vision Insurance | Oct-20 | 408.18 | X | | 918,633.96 |
| 10/01/2020 | EFT | Sterling Administrati... | -split- | | 1,033.92 | X | | 917,600.04 |
| 10/01/2020 | EFT | Sterling Administrati... | -split- | | 1,751.30 | X | | 915,848.74 |
| 10/01/2020 | EFT | Sterling Administrati... | -split- | | 3,846.00 | X | | 912,002.74 |
| 10/01/2020 | EFT | De Lage Landen Fina... | 6190 · Office Supplies | Account # 988... | 230.59 | X | | 911,772.15 |
| 10/01/2020 | EFT | Technology Credit C... | -split- | Oct-20 | 3,990.16 | X | | 907,781.99 |
| 10/01/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 120.77 | X | | 907,661.22 |
| 10/02/2020 | EFT | Sterling Administrati... | -split- | | 319.00 | X | | 907,342.22 |
| 10/05/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 44.66 | X | | 907,297.56 |
| 10/06/2020 | EFT | Sterling Administrati... | -split- | | 223.00 | X | | 907,074.56 |
| 10/07/2020 | EFT | Sterling Administrati... | -split- | | 987.00 | X | | 906,087.56 |
| 10/08/2020 | EFT | P.E.R.S. ING | -split- | PR20-10-1 | 1,911.23 | X | | 904,176.33 |
| 10/08/2020 | EFT | P.E.R.S. Retirement | -split- | PR20-10-1 | 107,406.21 | X | | 796,770.12 |
| 10/08/2020 | EFT | Sterling Administrati... | -split- | | 170.00 | X | | 796,600.12 |
| 10/08/2020 | EFT | Sterling Administrati... | -split- | | 165.00 | X | | 796,435.12 |
| 10/08/2020 | EFT | Sterling Administrati... | -split- | | 192.30 | X | | 796,242.82 |
| 10/08/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 9.86 | X | | 796,232.96 |
| 10/08/2020 | PR20-10-1 | | -split- | Total Payroll T... | 172,723.92 | X | | 623,509.04 |
| 10/08/2020 | PR20-10-1 | | 1000 · Bank of Americ... | Direct Deposit | 403,327.89 | X | | 220,181.15 |
| 10/08/2020 | PR20-10-1 | | 1000 · Bank of Americ... | Payroll Checks | | X | | 220,181.15 |
| 10/09/2020 | EFT | Nationwide Retireme... | -split- | PR20-10-1 | 23,852.44 | X | | 196,328.71 |
| 10/09/2020 | EFT | ADP | 6204 · Other Professio... | Sep 2020 | 659.40 | X | | 195,669.31 |
| 10/09/2020 | EFT | ADP HCM | 6204 · Other Professio... | Workforce No... | 251.85 | X | | 195,417.46 |
| 10/10/2020 | EFT | Sterling Administrati... | 6204 · Other Professio... | | 392.00 | X | | 195,025.46 |
| 10/12/2020 | EFT | Sterling Administrati... | -split- | | 128.70 | X | | 194,896.76 |
| 10/12/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 187.21 | X | | 194,709.55 |
| 10/13/2020 | EFT | Sterling Administrati... | -split- | | 237.40 | X | | 194,472.15 |
| 10/13/2020 | EFT | Sterling Administrati... | -split- | | 736.50 | X | | 193,735.65 |
| 10/13/2020 | EFT | Sterling Administrati... | -split- | | 75.00 | X | | 193,660.65 |
| 10/14/2020 | EFT | Sterling Administrati... | -split- | | 4,614.13 | X | | 189,046.52 |
| 10/14/2020 | 23576 | 7th Dimension LLC | 6212 · IT Support/Impl... | | 8,869.78 | X | | 180,176.74 |
| 10/14/2020 | 23577 | A-CHECK | 6202 · Legal/Human R... | Inv # 59-06270... | 37.50 | X | | 180,139.24 |
| 10/14/2020 | 23578 | Aramark | 6120 · Housekeeping | Acct. # 792270... | 31.20 | X | | 180,108.04 |
| 10/14/2020 | 23579 | AT&T | -split- | Sep-20 | 206.02 | X | | 179,902.02 |
| 10/14/2020 | 23580 | Blue Ribbon Personn... | 6016 · Salaries & Wag... | | 947.20 | X | | 178,954.82 |
| 10/14/2020 | 23581 | Burkett's | 6190 · Office Supplies | Invoice # 1441... | 128.66 | X | | 178,826.16 |
| 10/14/2020 | 23582 | Caltronics Business ... | 6190 · Office Supplies | Invoice # 3112... | 401.91 | X | | 178,424.25 |
| 10/14/2020 | 23583 | Department of Finance | 6204 · Other Professio... | Invoice # 4084 | 250.00 | X | | 178,174.25 |
| 10/14/2020 | 23584 | El Dorado Hills Cha... | 6170 · Dues and Subsc... | Invoice # 20516 | 225.00 | X | | 177,949.25 |
| 10/14/2020 | 23585 | El Dorado County Fi... | 6170 · Dues and Subsc... | 2020/21 Annua... | 50.00 | | | 177,899.25 |

El Dorado Hills Fire Department

11/13/2020 2:19 PM

Register: 1000 · Bank of America
 From 10/01/2020 through 10/31/2020
 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|---------------------------|--------------------|------------|---|------------|------------|
| 10/14/2020 | 23586 | ECMS | 6102 · Other Clothing ... | INV426768 | 97.23 | X | | 177,802.02 |
| 10/14/2020 | 23587 | Golden State Emerge... | 6143 · Outside Work | WI002098 | 2,663.51 | X | | 175,138.51 |
| 10/14/2020 | 23588 | The Home Depot Pro | 6120 · Housekeeping | Invoice # 5754... | 209.56 | X | | 174,928.95 |
| 10/14/2020 | 23589 | Atwood Insurance | -split- | Invoice #13386 | 67,603.00 | X | | 107,325.95 |
| 10/14/2020 | 23590 | InterState Oil Compa... | 6251 · Fuel and Oil | | 547.74 | X | | 106,778.21 |
| 10/14/2020 | 23591 | KME Fire Apparatus | 6142 · Parts & Supplies | Invoice # ca 55... | 36.95 | X | | 106,741.26 |
| 10/14/2020 | 23592 | L.N. Curtis & Sons | 6144 · Equipment Mai... | INV425668 | 4,641.45 | X | | 102,099.81 |
| 10/14/2020 | 23593 | Riebes Auto Parts | -split- | | 787.79 | X | | 101,312.02 |
| 10/15/2020 | | | 6204 · Other Professio... | Service Charge | 284.37 | X | | 101,027.65 |
| 10/15/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 70.20 | X | | 100,957.45 |
| 10/15/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 836.62 | X | | 100,120.83 |
| 10/15/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 869.25 | X | | 99,251.58 |
| 10/15/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 1,054.48 | X | | 98,197.10 |
| 10/15/2020 | EFT | Sterling Administrati... | -split- | | 155.90 | X | | 98,041.20 |
| 10/16/2020 | EFT | Employment Develo... | -split- | Account ID# 7... | 2,338.48 | X | | 95,702.72 |
| 10/16/2020 | EFT | Sterling Administrati... | -split- | | 334.00 | X | | 95,368.72 |
| 10/16/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 86.87 | X | | 95,281.85 |
| 10/18/2020 | EFT | El Dorado Disposal ... | -split- | 9/01/20-9/30/20 | 801.65 | X | | 94,480.20 |
| 10/19/2020 | | Transfer from LAIF | 1074 · Local Agency I... | Confirm #1618... | | X | 900,000.00 | 994,480.20 |
| 10/19/2020 | EFT | U.S. Bank Telepay | 2010 · Accounts Payable | Ref # 1617101... | 14,993.10 | X | | 979,487.10 |
| 10/20/2020 | EFT | Sterling Administrati... | -split- | | 155.00 | X | | 979,332.10 |
| 10/20/2020 | EFT | Sterling Administrati... | -split- | | 666.00 | X | | 978,666.10 |
| 10/20/2020 | EFT | Sterling Administrati... | -split- | | 407.00 | X | | 978,259.10 |
| 10/21/2020 | EFT | Allied Administrator... | 6042 · Dental Insurance | November 2020 | 2,919.90 | X | | 975,339.20 |
| 10/21/2020 | EFT | P.E.R.S. Health | -split- | November 2020 | 207,623.00 | X | | 767,716.20 |
| 10/21/2020 | EFT | P.E.R.S. Retirement | -split- | PR20-10-2 | 103,421.72 | X | | 664,294.48 |
| 10/21/2020 | EFT | P.E.R.S. ING | -split- | PR20-10-2 | 1,911.23 | X | | 662,383.25 |
| 10/21/2020 | EFT | Sterling Administrati... | -split- | | 642.00 | X | | 661,741.25 |
| 10/21/2020 | 23594 | Abercrombie Creativ... | -split- | Invoice # EDH... | 17,834.51 | X | | 643,906.74 |
| 10/21/2020 | 23595 | Advanced IPM | -split- | | 242.00 | X | | 643,664.74 |
| 10/21/2020 | 23596 | Allstar Fire Equipme... | 6102 · Other Clothing ... | Inv # 226975 | 879.49 | X | | 642,785.25 |
| 10/21/2020 | 23597 | Aramark | 6120 · Housekeeping | Acct. # 792270... | 31.20 | X | | 642,754.05 |
| 10/21/2020 | 23598 | Big O Tires | -split- | | 719.31 | X | | 642,034.74 |
| 10/21/2020 | 23599 | Blue Ribbon Personn... | 6016 · Salaries & Wag... | Invoice # 8158 | 947.20 | X | | 641,087.54 |
| 10/21/2020 | 23600 | Deal Heating & Air, ... | 6150 · Maintenance,Str... | Invoice # 13452 | 14,877.00 | | | 626,210.54 |
| 10/21/2020 | 23601 | Doug Veerkamp Gen... | -split- | | 2,580.14 | X | | 623,630.40 |
| 10/21/2020 | 23602 | Draeger Safety, Inc. | 6144 · Equipment Mai... | Invoice # 5951... | 386.52 | X | | 623,243.88 |
| 10/21/2020 | 23603 | EDC Public Health ... | 6204 · Other Professio... | | 40.00 | X | | 623,203.88 |
| 10/21/2020 | 23604 | G & O Body Shop Inc. | 6143 · Outside Work | Inv # 0059478 | 350.00 | X | | 622,853.88 |
| 10/21/2020 | 23605 | Golden State Emerge... | 6143 · Outside Work | WI002100 | 7,770.75 | X | | 615,083.13 |

El Dorado Hills Fire Department

11/13/2020 2:19 PM

Register: 1000 · Bank of America
 From 10/01/2020 through 10/31/2020
 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|-----------|--------------------------|--------------------------|--------------------|------------|---|------------|--------------|
| 10/21/2020 | 23606 | Hefner, Stark & Mar... | -split- | | 5,702.50 | X | | 609,380.63 |
| 10/21/2020 | 23607 | The Home Depot Pro | -split- | | 661.08 | X | | 608,719.55 |
| 10/21/2020 | 23608 | Interwest Consulting ... | -split- | Invoice # 63389 | 2,290.00 | X | | 606,429.55 |
| 10/21/2020 | 23609 | KME Fire Apparatus | 6142 · Parts & Supplies | Invoice # ca 55... | 196.77 | X | | 606,232.78 |
| 10/21/2020 | 23610 | Linden-Perters Fire ... | 6241 · Training | | 1,750.00 | | | 604,482.78 |
| 10/21/2020 | 23611 | Motorola Solutions Inc | 6145 · Radio Maintena... | Customer Acct... | 150.13 | X | | 604,332.65 |
| 10/21/2020 | 23612 | Nick Sharples Produ... | 6242 · Fire Prevention | Invoice # 1587 | 850.00 | X | | 603,482.65 |
| 10/21/2020 | 23613 | Ponderosa Auto Expr... | 6143 · Outside Work | Invoice # 75260 | 62.50 | | | 603,420.15 |
| 10/21/2020 | 23614 | Public Safety Innovat... | 6143 · Outside Work | Invoice # 1117 | 1,752.20 | X | | 601,667.95 |
| 10/22/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 40.01 | X | | 601,627.94 |
| 10/22/2020 | EFT | Sterling Administrati... | -split- | | 734.45 | X | | 600,893.49 |
| 10/22/2020 | EFT | Sterling Administrati... | -split- | | 192.30 | X | | 600,701.19 |
| 10/22/2020 | EFT | P. G. & E. | -split- | SEPT-20 | 435.67 | X | | 600,265.52 |
| 10/22/2020 | 23615 | Michael Lilienthal | 2029 · Other Payable | Strike Team Re... | 21,356.58 | X | | 578,908.94 |
| 10/22/2020 | PR20-10-2 | | -split- | Total Payroll T... | 82,843.56 | X | | 496,065.38 |
| 10/22/2020 | PR20-10-2 | | 1000 · Bank of Americ... | Direct Deposit | 289,729.32 | X | | 206,336.06 |
| 10/22/2020 | PR20-10-2 | | 1000 · Bank of Americ... | Payroll Checks | | X | | 206,336.06 |
| 10/23/2020 | EFT | Nationwide Retireme... | -split- | PR20-10-2 | 23,852.44 | X | | 182,483.62 |
| 10/23/2020 | EFT | Sterling Administrati... | -split- | | 492.17 | X | | 181,991.45 |
| 10/24/2020 | EFT | Verizon Wireless | -split- | Sep-20 | 380.10 | X | | 181,611.35 |
| 10/26/2020 | | Deposit | -split- | Deposit | | X | 189,207.45 | 370,818.80 |
| 10/26/2020 | | Transfer from Paypal | 1010 · Paypal | Deposit | | X | 38,684.41 | 409,503.21 |
| 10/26/2020 | EFT | State Compensation ... | 6030 · Workers Compe... | Policy # 11048... | 47,730.50 | X | | 361,772.71 |
| 10/27/2020 | | Transfer from LAIF | 1074 · Local Agency I... | Confirm #1619... | | X | 750,000.00 | 1,111,772.71 |
| 10/27/2020 | EFT | Sterling Administrati... | -split- | | 813.50 | X | | 1,110,959.21 |
| 10/27/2020 | 23616 | Golden State Fire Ap... | -split- | Invoice # 764627 | 739,742.96 | | | 371,216.25 |
| 10/28/2020 | EFT | Sterling Administrati... | -split- | | 35.00 | X | | 371,181.25 |
| 10/29/2020 | EFT | Sterling Administrati... | -split- | | 173.40 | X | | 371,007.85 |
| 10/31/2020 | EFT | Sterling Administrati... | -split- | | 396.00 | | | 370,611.85 |



El Dorado Hills Professional Firefighters

November 16, 2020
Board of Directors
El Dorado Hills Fire Department
1050 Wilson Blvd.
El Dorado Hills, Ca 95762

Dear Directors,

Following reviews of draft documentation and initial discussions regarding an Intent to Annex the Rescue Fire Department, the El Dorado Hills Professional Firefighters will not be able to support an annexation as currently suggested. As you are aware, with the exception of Station 91, our current standard staffing level for Engines are (1) Captain, (1) Engineer, and (1) Firefighter/Paramedic. Recent proposals do not list the aforementioned staffing level, nor do they mention the staffing as 'Paid Professional Firefighters'.

In short, without staffing Rescue with our current Engine staffing as identified in our Memorandum of Understanding, and not compromising/changing our current staffing levels to the residents of El Dorado Hills and Latrobe, the El Dorado Hills Professional Firefighters will not support moving forward with any merger or acquisition.

Sincerely yours,

Brian Wilkey

President - IAFF Local 3604

Dale Hemstalk

Vice-President - IAFF Local 3604

EL DORADO HILLS FIRE DEPARTMENT

“YOUR SAFETY ... OUR COMMITMENT”



MONTHLY OPERATIONS REPORT

OCTOBER 2020

*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.

Response (Per District) - 2020 vs. 2019

| Response District | # of Responses <u>OCT. 2020</u> | # of Responses <u>Y.T.D. 2020</u> | # of Responses <u>OCT. 2019</u> | # of Responses <u>Y.T.D. 2019</u> |
|-------------------|------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|
| 84 | 72 | 726 | 67 | 703 |
| 85 | 80 | 740 | 55 | 718 |
| 86 | 43 | 471 | 61 | 445 |
| 87 | 88 | 1001 | 93 | 858 |
| 91 | 2 | 51 | 7 | 70 |
| 92 | 3 | 18 | 1 | 28 |
| Mutual Aid | 59 | 564 | 69 | 626 |
| Transfer | 18 | 166 | 20 | 208 |
| TOTALS | 365 | 3737 | 373 | 3656 |

Report: Tools - Queries – Incident Report Queries – NFIRS Incident Queries – Incidents By District (Summary)

Note: Run all Districts on 1 page each (manually add subdistricts)

Response (Per Unit) – 2020 vs. 2019

| Unit Number | # of Responses <u>OCT. 2020</u> | # of Responses <u>Y.T.D. 2020</u> | # of Responses <u>OCT. 2019</u> | # of Responses <u>Y.T.D. 2019</u> | # of Responses <u>TOTAL 2019</u> |
|-------------|------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|-------------------------------------|
| E-84 | 90 | 789 | 76 | 777 | 943 |
| T-85/E-85 | 100 | 964 | 85 | 965 | 1,168 |
| E-86 | 58 | 588 | 72 | 583 | 700 |
| E-87 | 98 | 1057 | 103 | 1034 | 1,248 |
| E-91 | 18 | 210 | 15 | 243 | 276 |
| M-85 | 207 | 2,010 | 196 | 1,932 | 2,332 |
| B-85 | 47 | 433 | 56 | 547 | 669 |

Report: Tools - Queries – Incident Report Queries – NFIRS Incident Queries – Incidents By Unit By District

Note: Run all Units (Monthly/YTD/Yearly) Report total number per report

Emergency Response Summary – Medic Units Response Time - El Dorado October 2020

URBAN RESPONSE,

11-minutes, 90% of time

| | |
|--|---------------|
| Response Time Between 00:00:00 - 00:00:59 | 0.92% |
| Response Time Between 00:01:00 - 00:01:59 | 2.75% |
| Response Time Between 00:02:00 - 00:02:59 | 9.63% |
| Response Time Between 00:03:00 - 00:03:59 | 18.81% |
| Response Time Between 00:04:00 - 00:04:59 | 36.24% |
| Response Time Between 00:05:00 - 00:05:59 | 53.67% |
| Response Time Between 00:06:00 - 00:06:59 | 66.97% |
| Response Time Between 00:07:00 - 00:07:59 | 74.77% |
| Response Time Between 00:08:00 - 00:08:59 | 77.98% |
| Response Time Between 00:09:00 - 00:09:59 | 83.94% |
| Response Time Between 00:10:00 - 00:10:59 | 88.53% |

Response (By Type of Call) – October 2020

| RESPONSE DISTRICT | FALSE ALARMS | FIRE CALLS | GOOD INTENT CALLS | HAZEROUS CONDITION | EMS, RESCUE CALLS | PUBLIC SERVICE CALLS | EXPLOSIONS | SEVERE WEATHER CALLS | SPECIAL, OTHER CALLS |
|-------------------|--------------|------------|-------------------|--------------------|-------------------|----------------------|------------|----------------------|----------------------|
| 84 | 5 | 2 | 8 | 1 | 50 | 6 | 0 | 0 | 0 |
| 85 | 5 | 2 | 5 | 2 | 51 | 15 | 0 | 0 | 0 |
| 86 | 1 | 1 | 3 | 1 | 33 | 4 | 0 | 0 | 0 |
| 87 | 4 | 1 | 6 | 1 | 57 | 19 | 0 | 0 | 0 |
| 91 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| 92 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| A/M | 1 | 8 | 18 | 1 | 47 | 2 | 0 | 0 | 0 |
| TOTAL | 17 | 14 | 40 | 6 | 242 | 46 | 0 | 0 | 0 |

(Totals exclude transfers by M85)

Response (Incident Type) – October 2020

| Incident Type | Incident Description | Number of Incidents |
|---------------|--|---------------------|
| 100 | Fire, Other | 1 |
| 111 | Building fire | 6 |
| 131 | Passenger vehicle fire | 1 |
| 134 | Water vehicle fire | 1 |
| 140 | Natural vegetation fire, Other | 1 |
| 142 | Brush or brush-and-grass mixture fire | 2 |
| 143 | Grass fire | 2 |
| 300 | Rescue, EMS incident, other | 1 |
| 321C | EMS call, Cardiac | 14 |
| 321G | EMS call, General Medical | 132 |
| 321N | EMS call, Cancelled at Scene No Pt. Contact | 4 |
| 321R | EMS call, Respiratory | 9 |
| 321T | EMScall, Trauma,excluding veh accident with injury | 43 |
| 321X | EMS call, Transfer | 18 |
| 322 | Motor vehicle accident with injuries | 10 |
| 323 | Motor vehicle/pedestrian accident (MV Ped) | 1 |
| 324 | Motor Vehicle Accident with no injuries | 9 |
| 331 | Lock-in (if lock out , use 511) | 1 |
| 412 | Gas leak (natural gas or LPG) | 5 |
| 442 | Overheated motor | 1 |
| 510 | Person in distress, Other | 1 |
| 511 | Lock-out | 3 |
| 520 | Water problem, Other | 1 |
| 522 | Water or steam leak | 2 |
| 541S | Animal problem snake | 16 |
| 551 | Assist police or other governmental agency | 1 |
| 553 | Public service | 4 |
| 554 | Assist invalid | 14 |
| 561 | Unauthorized burning | 1 |
| 571 | Cover assignment, standby, moveup | 1 |
| 571E | ENGINE/TRUCK Cover assignment, standby, moveup | 2 |
| 611 | Dispatched & cancelled en route | 2 |
| 611A | Dispatched & canceled en route Fire Alarm | 3 |
| 611F | Dispatched & canceled en route to Fire | 1 |
| 611M | Dispatched & canceled en route Medical | 19 |

| | | |
|------|--|---|
| 611T | Dispatched & canceled en routeTraffic Collision | 5 |
| 622 | No Incident found on arrival at dispatch address | 8 |
| 651 | Smoke scare, odor of smoke | 2 |
| 700 | False alarm or false call, Other | 2 |
| 713 | Telephone, malicious false alarm | 1 |
| 730 | System malfunction, Other | 1 |
| 733 | Smoke detector activation due to malfunction | 4 |
| 735 | Alarm system sounded due to malfunction | 1 |
| 736 | CO detector activation due to malfunction | 2 |
| 740 | Unintentional transmission of alarm, Other | 2 |
| 743 | Smoke detector activation, no fire - unintentional | 2 |
| 745 | Alarm system activation, no fire - unintentional | 2 |

Training Division Update

The month of October was a busy month, due in part to accommodate the need for Department personnel to catch up from a very busy fire season. The Training Division assigned eight (8) hours of individual training and an additional 12 hours was conducted by the individual crews.

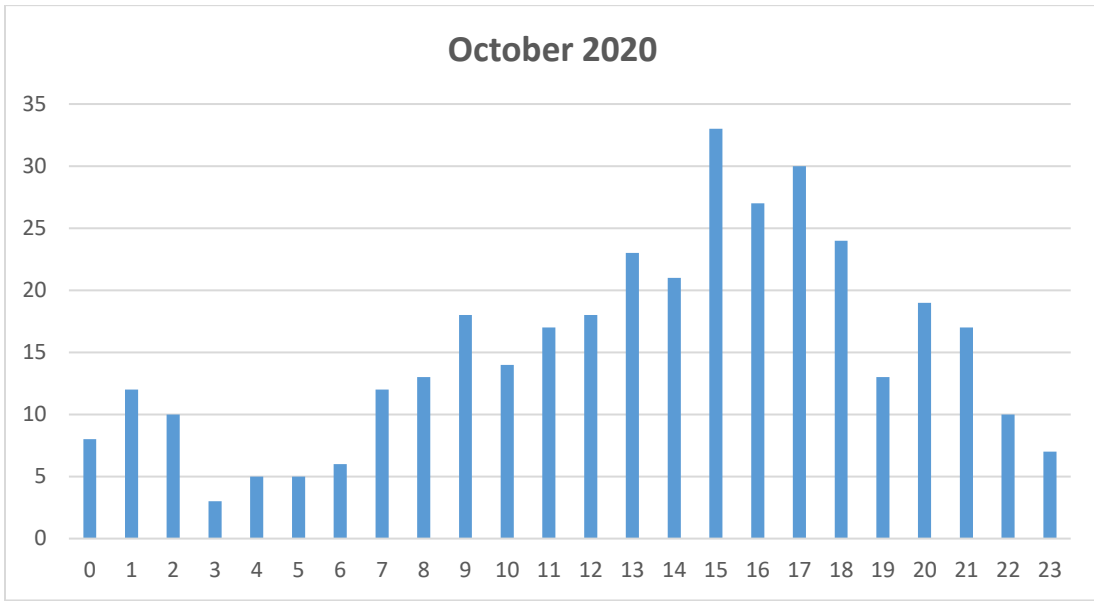
Company training included active shooter/RTF (Rescue Task Force) training. The crews participated in a three (3) hour drill that included three components, which included review and discussion of key terms/terminology and scene elements, table-top exercise, and finally simulated exercise, implementing what was learned. The training was developed and with the assistance of El Dorado County Sheriffs Office.

On the EMS front, personnel trained on the El Dorado County EMSA protocols associated with neonatal resuscitation and Brief Resolved Unexplained Event (B.R.U.E.).

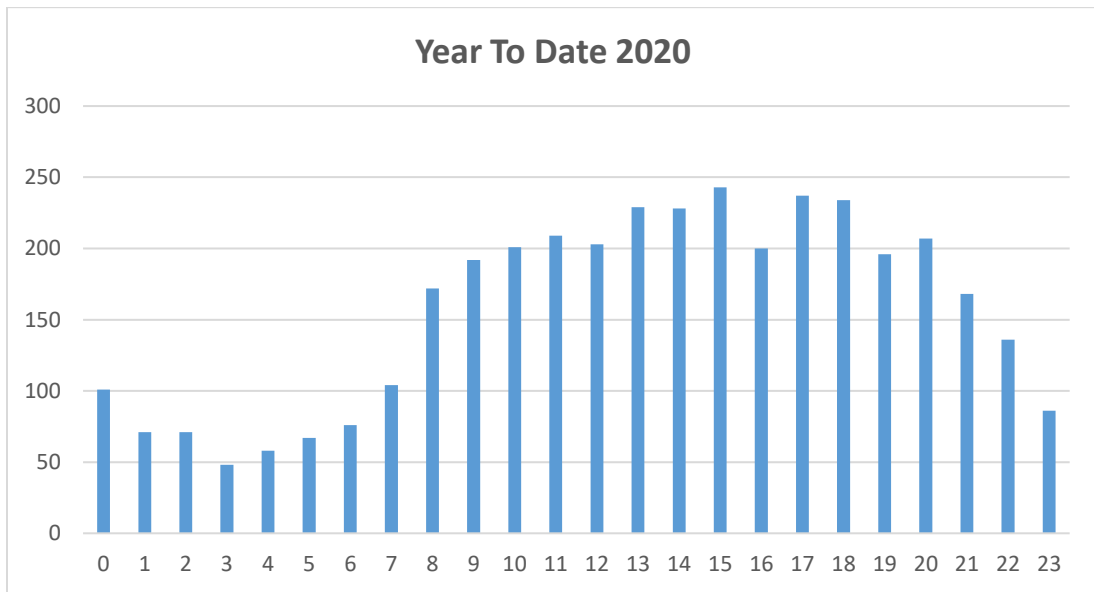
The Training Division is evaluating the amount of training hours per month personnel are required to complete. Required training include topics such as the ability to recognize alcohol or drug use on the job, EMS training, ISO, etc. It is also a priority for the Training Division to develop a succession program for personnel who desire to promote and improve their abilities. More to come.

Crews also took advantage of walking through the different construction stages of building that is occurring in Town Center. This opportunity provides a building under construction in different phases and opens the door for personnel to discuss fire attack strategies and tactics associated with a multi-family, multi-story building.

Incidents by Hour of the Day

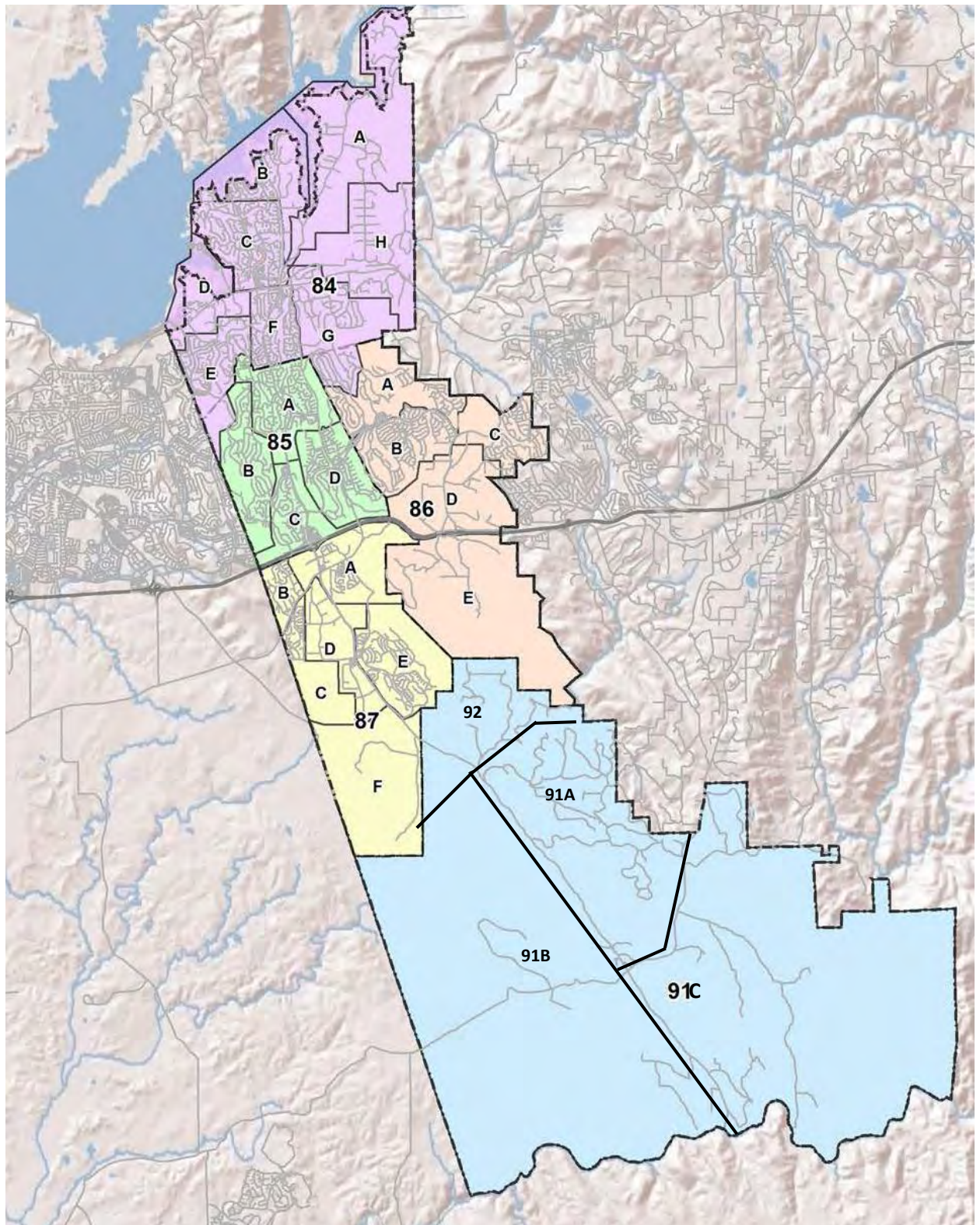


Hour of Day



Hour of Day

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





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GOVERNANCE LETTER

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)
El Dorado Hills, California

We have audited the financial statements of the El Dorado Hills Fire Department for the year ended June 30, 2020, and have issued our report thereon dated November 12, 2020. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our engagement letter dated June 21, 2018 and to a member of the Board of Directors during the audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the depreciable lives used to depreciate capital assets, the computation of the health reimbursement arrangement liability, the current portion of compensated absences, the computation of the net pension and other postemployment benefits liabilities and the computation of qualifying expenditures under restricted revenue sources. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The computation of the net pension liability and postemployment benefits liability were determined by actuarial valuations performed by qualified actuaries.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures about the defined benefit pension plan, other postemployment benefits plan, and contingencies disclosed in Notes E, F, and H to the financial statements, respectively.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjustments were noted during the audit. The attached uncorrected audit difference was determined by management to be immaterial to the financial statements as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 12, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principles to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and information related to the District's pension and other post-employment benefits plans identified in the table of contents as required supplementary information to the financial statements, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)
Page 3

Restriction of Use

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

November 12, 2020

EI DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)
SUMMARY OF UNADJUSTED AUDIT DIFFERENCES - GOVERNMENTAL ACTIVITIES AND GENERAL FUND
YEAR ENDED JUNE 30, 2020

| Description | Financial Statements Effect - Amount of Overstatement (Understatement) of: | | | |
|---|---|---|--|--|
| | Total Assets and Deferred Outflows | Total Liabilities and Deferred Inflows | Total Fund Balance/ Net Position | Total Change in Fund Balance/ Net Position |
| To post a correction to a 2019 loss on disposal of capital assets posted as 2020 depreciation. | | | | \$ (16,028) |
| Net Unadjusted Audit Differences | 0 | 0 | 0 | (16,028) |
| Financial Statement Caption Totals - Governmental activities | \$ 69,130,914 | \$ 36,679,676 | \$ 32,451,238 | \$ (445,047) |
| Net Audit Differences as % of F/S Captions - Governmental Activities | 0.00% | 0.00% | 0.00% | 0.00% |
| Financial Statement Caption Totals- General Fund | \$ 36,129,262 | \$ 685,762 | \$ 35,443,500 | \$ 4,160,020 |
| Net Audit Differences as % of F/S Captions - General Fund | 0.00% | 0.00% | 0.00% | (0.39%) |



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INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT TESTING

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)
El Dorado Hills, California 2020

We have performed the procedures enumerated below to the accompanying calculation of the Appropriations Limit of the El Dorado Hills County Water District (doing business as (dba) El Dorado Hills Fire Department) (the District) for the year ended June 30, 2020. These procedures, which were agreed to by the District and the League of California Cities (as presented in the publication entitled *Agreed-Upon Procedures applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*) were performed solely to assist the District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The District's management is responsible for the Appropriations Limit calculation. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the District's calculation of the 2019/2020 appropriations limit and compared the limit and annual adjustment factors included in the calculation to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors.

Finding: No exceptions were noted as a result of our procedures.

2. We compared the methodology used to determine the cost of living adjustment component to Article XIII B, which states that the District may annually adjust the component for either the change in California per capita personal income or, the percentage change in the District's assessed valuation which is attributable to non-residential new construction. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the methodology used to determine the population adjustment component to Article XIII B which states that the District may annually choose to adjust the component for either the change in population in the County in which the District is located, or the change in population within the unincorporated area of the County in which the District is located. We recalculated the factor based on the above information.

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)

Finding: No exceptions were noted as a result of our procedures.

4. We compared the prior year appropriations limit presented in the accompanying appropriations limit calculation to the prior year appropriations limit adopted by the Board of Directors for the prior year.

Finding: No exceptions were noted as a result of our procedures.

5. We recalculated the 2019/2020 appropriations limit by multiplying the product of the two above factors by the prior year appropriations limit.

Finding: No exceptions were noted as a result of our procedures.

6. We compared the District's budgeted and actual revenues to the computed appropriations limit for fiscal year 2019/2020.

Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the accompanying appropriations limit calculation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriations limit for the base year, as defined by *Article XIII-B* of the California Constitution.

This report is intended solely for the use of the Board of Directors and management of the District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Richardson & Company, LLP

November 12, 2020

APPENDIX A

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)
APPROPRIATIONS LIMIT CALCULATION
For the Year Ended June 30, 2020

APPROPRIATION LIMIT

ADOPTED BY DISTRICT:

Recorded in Final 2019/2020 Budget \$ 44,306,416

APPROPRIATION LIMIT

COMPUTATION PER REVIEW:

| | | |
|--|---------------|------------|
| 2018/2019 Appropriation Limit | \$ 41,769,980 | |
| Cost of Living Factor: | | |
| Change in California per capita income | 1.0385 | |
| Population Adjustment Factor: | | |
| Population growth in district population | 1.0214 | |
| Auditor computed limitation | | 44,306,416 |
| Variance | | \$ (0) |

**EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)**

Audited Financial Statements and
Compliance Report

June 30, 2020

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

AUDITED FINANCIAL STATEMENTS AND
COMPLIANCE REPORTS

June 30, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)
El Dorado Hills, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the El Dorado Hills County Water District (dba El Dorado Hills Fire Department) (the District) as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2020, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of the net pension liability, schedule of contributions to the pension plan, schedule of changes in the net OPEB liability and related ratios and schedule of contributions to the pension plan as listed in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 12, 2020 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Richardson & Company, LLP

November 12, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

As management of the El Dorado Hills County Water District (Fire Department), we offer this Management's Discussion and Analysis Report as an overview and analysis of the financial activities of the Fire Department for the fiscal year ended June 30, 2020.

Our discussion and analysis of the Fire Department provides the reader with an overview of the District's financial position and performance. The MD&A describes the significant changes from the prior year that occurred in general operations and discusses the activities during the year for capital assets. We encourage the reader to consider the information presented here in conjunction with the additional information furnished in our annual financial report including the financial statements and notes to the financial statements.

FINANCIAL HIGHLIGHTS

- Revenues for the year, mostly comprised of property tax revenues, exceeded expenses by \$4,160,020. A portion of this excess is comprised of restricted development fee revenue. Excluding development impact fees and related interest earnings, which are also restricted, revenues exceeded expenses by \$2,655,873. Of this excess, \$2M was contributed to the District's PARS Section 115 Pension trust account to help offset the pension unfunded liability. The majority of the remaining excess was transferred to the District's Capital Replacement Fund for planned future capital replacements.
- The District ended the fiscal year with a positive Net Position of \$32,451,238. This is made up of \$20,785,082 in net capital assets, \$10,514,964 in assets that are restricted for qualifying capital improvements related to District growth, and another \$4,280,579 in assets that are restricted for the payment of pension benefits. Unrestricted Net Position ended at \$(3,129,387), a decrease from prior year's Unrestricted Net Position of \$104,306.
- The Net Pension Liability increased from prior year to \$19,389,047, while the Net OPEB Liability increased slightly to \$12,693,657. Total combined Net Pension and OPEB liabilities were \$32,082,704 as of June 30, 2020, an increase of \$2,373,887 from prior year.
- The District's General Fund reported total fund balances of \$35,443,500. Of this balance, \$20,647,957 is unrestricted. The portion of the unrestricted balance committed for future capital replacements is \$4,402,926. The remaining \$16,245,031 of unrestricted and nonspendable fund balance represents approximately 87% of the year's total fund operating expenditures. This is consistent with the District's Reserve policy, which requires a minimum unrestricted fund balance of 50% annual operating expenditures so the District can maintain its financial independence.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District maintains its accounts in accordance with general accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB). The attached audit report is comprised of both governmental fund and government-wide financial statements.

Government-Wide Financial Statements

The government-wide financial statements include a Statement of Net Position and Statement of Activities. These statements report financial information using the full accrual basis of accounting and reflect a longer-term perspective. The government-wide statement of net position includes non-current assets and liabilities such as net fixed assets and the pension and other post-employment benefit (OPEB) unfunded liabilities, as well as related deferred inflows and outflows.

Fund Financial Statements

The governmental fund financial statements are comprised of a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balances. These statements report current financial resources on a modified accrual basis and reflect a near term perspective. The fund balance sheet reflects assets and liabilities that are generally current in nature.

INVESTMENT POLICIES AND PROCEDURES

The Board reviews the District's investment policy periodically. During the 2019-20 fiscal year, the District's unrestricted funds were invested mostly with the State of California Local Agency Investment Fund and minimally with the El Dorado County Treasury.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The analysis below is based on information found in the District's Government-Wide Statement of Activities and Statement of Net Position.

Revenues

Total revenues for fiscal year 2019/20 increased by \$1,118,281 from prior year. The primary source of funding for the District to provide services is property taxes, which makes up approximately 83.3% of total revenues. Property Tax Revenues increased by \$1,160,678, or 6.4% from prior year. Other Revenue also increased by \$336,103, or 38.3%. This increase is mostly the result of higher fire prevention fees, a workers' compensation insurance rebate and the Rescue Shared Services agreement administrative fee. OES/Mutual Aid Revenue (mostly offset by OES expenses) decreased by \$455,496, or 68.3% due to a slow 2019 fire season. JPA Revenue and Development Impact Fee Revenue remained relatively consistent with prior year.

Summary of Total Revenues

| | 2019/20 | 2018/19 | \$ Change | % Change |
|-------------------------|----------------------|----------------------|---------------------|-----------------|
| General Revenues | | | | |
| Property Tax Revenue | \$ 19,284,974 | \$ 18,124,296 | \$ 1,160,678 | 6.4% |
| Development Fees | 1,286,926 | 1,209,930 | 76,996 | 6.4% |
| Other Revenue | 1,213,703 | 877,600 | 336,103 | 38.3% |
| Total General Revenues | <u>\$ 21,785,603</u> | <u>\$ 20,211,826</u> | <u>\$ 1,573,777</u> | <u>7.8%</u> |
| Program Revenues | | | | |
| JPA Revenue | \$ 1,150,000 | \$ 1,150,000 | \$ - | 0.0% |

Summary of Total Revenues (continued)

| | 2019/20 | 2018/19 | \$ Change | % Change |
|------------------------|----------------------|----------------------|---------------------|-------------|
| OES/Mutual Aid Revenue | 211,426 | 666,922 | (455,496) | (68.3%) |
| Total Program Revenues | \$ 1,361,426 | \$ 1,816,922 | \$ (455,496) | (25.1%) |
| Total Revenues | \$ 23,147,029 | \$ 22,028,748 | \$ 1,118,281 | 5.1% |

Expenses

Total expenses for fiscal year 2019/20 increased by \$2,583,950, or 12.3% from prior year. Most of the District's cost to operate is comprised of labor costs. Wages and Benefits made up approximately 85.6% of total expenses for the 2019/20 fiscal year and increased by \$2,055,642, or 11.3%, from 2018/19. This is mostly due to an increase in both GASB 68 Pension Expense and GASB 75 OPEB Expense, as well as an administration organizational restructure and increases in base wage rates per labor agreements. Professional Services and Information Technology expenses increased by \$101,836, or 18.5% from prior year due to increased IT costs for Mobile Data Computers and the new Employee Development Center. Maintenance costs increased by \$252,495, or 86.9% from prior year as a result of higher apparatus repair costs, costs associated with the new Employee Development Center, and upgrades to Station 91. Other Operating Expense increased by \$289,016 in 2019/20 mostly due to turnout replacements and the purchase of technical rescue equipment.

Summary of Total Expenses

| | 2019/20 | 2018/19 | \$ Change | % Change |
|------------------------------------|----------------------|----------------------|---------------------|--------------|
| <u>Public Protection</u> | | | | |
| Wages & Benefits | \$ 20,196,407 | \$ 18,140,765 | \$ 2,055,642 | 11.3% |
| Professional Services & IT | 652,253 | 550,417 | 101,836 | 18.5% |
| Maintenance | 543,161 | 290,666 | 252,495 | 86.9% |
| Other Operating Expense | 1,126,863 | 837,847 | 289,016 | 34.5% |
| Total Public Protection | \$ 22,518,684 | \$ 19,819,695 | \$ 2,698,989 | 13.6% |
| Depreciation Expense | \$ 1,073,392 | \$ 1,185,816 | \$ (112,424) | (9.5%) |
| Loss on Disposal of Capital Assets | - | 2,615 | (2,615) | (100%) |
| Total Expenses | \$ 23,592,076 | \$ 21,008,126 | \$ 2,583,950 | 12.3% |

Net Position

The District's net position of \$32,451,238 at June 30, 2020 decreased by \$445,047, or 1.4% from prior year. This decrease is attributable to an increase in the District's Total Liabilities and Deferred Inflows as well as decreases in Capital Assets and Deferred Outflows, partially offset by an increase in Current Assets. The increase in Current Assets is mostly due to an increase in the Development Fee Fund cash balance of \$1,307,592 and an increase in Restricted Cash/Investments for Pensions of \$2,170,119. Unrestricted cash balances also increased by \$790,255. The decrease in Deferred Outflows of \$1,004,785 is due to the amortization of prior year changes in actuarial assumptions. The Net Pension

Liability increased by \$2,217,549, which is primarily due to the recognition of the discount rate reduction to 7.15% and the impact of investment earnings results.

Summary of Net Position

| | 2019/20 | 2018/19 | \$ Change | % Change |
|---|----------------------|----------------------|---------------------|---------------|
| Current Assets | \$ 36,129,262 | \$ 31,877,680 | \$ 4,251,582 | 13.3% |
| Capital Assets | 20,785,082 | 21,474,147 | (689,065) | (3.2%) |
| Deferred Outflows | 12,216,570 | 13,221,355 | (1,004,785) | (7.6%) |
| Total Assets & Deferred Outflows | \$ 69,130,914 | \$ 66,573,182 | \$ 2,557,732 | 3.8% |
| Current Liabilities | 1,567,107 | 1,395,592 | 171,515 | 12.3% |
| Net Pension Liability | 19,389,047 | 17,171,498 | 2,217,549 | 12.9% |
| Net OPEB Liability | 12,693,657 | 12,537,319 | 156,338 | 1.2% |
| Other Non-Current Liabilities | 1,357,087 | 1,073,837 | 283,250 | 26.4% |
| Deferred Inflows | 1,672,778 | 1,498,651 | 174,127 | 11.6% |
| Total Liabilities & Deferred Inflows | \$ 36,679,676 | \$ 33,676,897 | \$ 3,002,779 | 8.9% |
| Net Position | \$ 32,451,238 | \$ 32,896,285 | \$ (445,047) | (1.4%) |

FINANCIAL ANALYSIS OF THE DISTRICT'S GENERAL FUND

The District's General Fund is broken down into a General Reserve Fund (unassigned and non-spendable), a Capital Replacement Fund (committed), a Development Fee Fund (restricted), and a Pension Benefit Fund (restricted). Fund balances totaled \$35,443,500 at the end of 2019/20, an increase of \$4,160,020 from 2018/19. This increase is mostly due to increases in restricted fund balances. The General Reserve Fund, comprised of unassigned and non-spendable (prepaid) fund balances, totaled \$16,245,031, a small increase of \$70,080 from prior year. The committed, or Capital Replacement Fund balance, increased by \$612,229 from prior year, leaving an ending balance of \$4,402,926. This increase is the result of contributions to the fund in excess of capital purchases for the fiscal year. The District's restricted, or Development Fee Fund balance ended at \$10,514,964, a significant increase from prior year. This increase resulted from development fee revenue and interest collections exceeding transfers out for qualifying expenditures. The District made \$2,000,000 in contributions to its Pension Section 115 trust account during fiscal year 2019/20. Contributions into the fund plus investment earnings brought its ending balance to \$4,280,579. Outstanding reimbursements due to the General Reserve Fund from the Development Fee Fund of \$196,555 for qualifying expenditures made in 2019/20 are reflected in these balances.

Summary of Total Fund Balances

| | 2019/20 | 2018/19 | \$ Change | % Change |
|-----------------------------------|----------------------|----------------------|-------------------|---------------|
| General Reserve Fund | \$ 16,245,031 | \$ 16,174,951 | \$ 70,080 | 0.4% |
| Capital Replacement Fund | 4,402,926 | 3,790,697 | 612,229 | 16.2% |
| Unrestricted Fund Balances | \$ 20,647,957 | \$ 19,965,648 | \$ 682,309 | (3.4%) |

Summary of Total Fund Balances (continued)

| | | | | |
|---------------------------------|----------------------|----------------------|---------------------|--------------|
| Development Fee Fund | 10,514,964 | 9,207,372 | 1,307,592 | 14.2% |
| Pension Benefit Fund | 4,280,579 | 2,110,460 | 2,170,119 | 102.8% |
| Restricted Fund Balances | \$ 14,795,543 | \$ 11,317,832 | \$ 3,477,711 | 30.7% |
| Total Fund Balances | \$ 35,443,500 | \$ 31,283,480 | \$ 4,160,020 | 13.3% |

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual financial results are evaluated against the District’s final adopted budget on a monthly basis at its regular board meetings. Below is a comparison of the final budget and actual results for fiscal year 2019/20:

Budget vs. Actual – General Fund

| | 2019/20 Final Budget | 2019/20 Actual | \$ Variance Favorable/ (Unfavorable) |
|-----------------------------------|-------------------------|---------------------|--|
| Total Revenues | \$ 21,821,938 | \$ 23,225,367 | \$ 1,403,429 |
| Operating Expenditures | (20,952,497) | (18,681,020) | 2,271,477 |
| Capital Outlay | (1,050,023) | (384,327) | 665,696 |
| Net Change in Fund Balance | \$ (180,582) | \$ 4,160,020 | \$ 4,340,602 |

- Actual revenue was greater than budgeted revenue by \$1,403,429 due to the following:
 - Supplemental property tax revenue was significantly higher than the budgeted estimate
 - Latrobe base transfer revenue was more than the budgeted estimate due to the timing of collection (collections for both fiscal years 2018/19 and 2019/20 were received this fiscal year)
 - Fire Prevention fees collected were higher than the budgeted estimate
 - Development impact fees collected, and related interest earnings were higher than budgeted
 - Miscellaneous Operating Revenue collected was significantly higher than the budgeted estimate due to the Rescue Shared Services Agreement administrative fee as well as a rebate received from the District’s workers’ compensation insurance provider
- Actual operating expenditures came in favorable to the final budget by \$2,271,477 due to the following:
 - Contributions made to the Pension Section 115 trust were budgeted as expense, but recorded as a restricted asset
 - Wages & Benefits were lower than budget due to the following:
 - Lower Firefighter headcount than budgeted (“floater” positions)

- Fire Marshal position vacancy
 - Fewer intern stipends than anticipated
 - Favorable workers' compensation insurance renewal rate
 - Lower overtime costs than budgeted due to the COVID-19 shelter in place order (employees did not utilize as much of their leave balances during this time)
 - Less Dental/Vision HRA benefit utilization than budgeted.
- Professional Services came in favorable to budget due to the timing of budgeted annexation costs and savings in legal fees
- Capital outlay was favorable to budget by \$665,696 as a result of the following:
 - Delayed purchase of a Medium Rescue Apparatus
 - Delayed implementation of CAD to CAD integration
 - Delayed spending on Phase I of Training Center project

CAPITAL ASSETS

The District purchased fixed assets totaling \$384,327 in 2019/20. This includes \$126,678 spent on the Training Center and \$79,223 for a used Type I Engine. Retrofitting of the new Fire Chief vehicle was also completed totaling \$34,706. Radio Communications Equipment totaling \$89,892 was purchased, which included the implementation costs for the Mobile Data Computers. Other capital expenditures made during the year include two utility trailers, a room decontamination system, a generator replacement at Station 91, and the retrofitting of an existing utility vehicle.

Approximately \$7,769 in assets were written off or disposed of in fiscal year 2019/20. The District did not recognize any loss on disposal, as the assets were fully depreciated. All capital assets are valued at historical cost and depreciated over their estimated useful lives using the straight-line method.

ECONOMIC OUTLOOK

The District's net position remains strong and reflects financial stability. Development and property values continue to grow, and while the COVID-19 pandemic has created some level of uncertainty, the District has not yet experienced any negative impact on its revenues or financial position because of it. The strength of the current housing market and new development in the District, which directly impacts property tax revenues, is expected to continue into the 2020/21 fiscal year. The District is cognizant of the significant challenges that lie ahead with increased pension and healthcare costs, as well as the potential of an economic recession triggered by the current global pandemic. The District's Board of Directors and staff continue to be pro-active in their efforts to keep healthy reserve balances and prefund pension and OPEB obligations. The District made deposits of \$2,000,000 to its PARS (Public Agency Retirement Services) Pension Section 115 trust account during the 2019/20 fiscal year and has budgeted another \$1,000,000 in contributions in fiscal year 2020/21. These funds will serve to offset the growing unfunded liability balance and may also be utilized to offset future qualifying pension expenses in the event of an economic downturn. The District's Board of Directors and staff continuously monitor and communicate economic trends and forecasts to ensure sound fiscal management.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

For questions regarding this report, please contact the El Dorado Hills Fire Department Director of Finance at 1050 Wilson Blvd., El Dorado Hills, CA 95762. More information about the District can also be found at www.edhfire.com.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET

June 30, 2020

| | General Fund | Adjustments (Note J) | Statement of Net Position |
|---|----------------------|-------------------------|---------------------------------|
| ASSETS | | | |
| Cash and investments - unrestricted | \$ 20,905,247 | | \$ 20,905,247 |
| Cash and investments - restricted | 14,795,543 | | 14,795,543 |
| Receivables: | | | |
| Interest receivable - unrestricted | 67,406 | | 67,406 |
| Due from other governments | 95,764 | | 95,764 |
| Other receivables | | | |
| Prepaid costs | 265,302 | | 265,302 |
| Capital assets: | | | |
| Nondepreciable | | \$ 4,122,623 | 4,122,623 |
| Depreciable, net | | 16,662,459 | 16,662,459 |
| TOTAL ASSETS | 36,129,262 | 20,785,082 | 56,914,344 |
| DEFERRED OUTFLOWS OF RESOURCES | | | |
| Pension plan | | 5,472,005 | 5,472,005 |
| Other postemployment benefits plan | | 6,744,565 | 6,744,565 |
| TOTAL DEFERRED OUTFLOWS OF RESOURCES | | 12,216,570 | 12,216,570 |
| TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES | \$ 36,129,262 | 33,001,652 | 69,130,914 |
| LIABILITIES | | | |
| Accounts payable | \$ 182,781 | | 182,781 |
| Salaries and benefits payable | 502,981 | | 502,981 |
| Compensated absences - current | | 749,213 | 749,213 |
| Health reimbursement arrangement liability - current | | 132,132 | 132,132 |
| Noncurrent liabilities: | | | |
| Compensated absences - noncurrent | | 913,053 | 913,053 |
| Health reimbursement arrangement liability - noncurrent | | 444,034 | 444,034 |
| Net pension liability | | 19,389,047 | 19,389,047 |
| Net other postemployment benefits liability | | 12,693,657 | 12,693,657 |
| TOTAL LIABILITIES | 685,762 | 34,321,136 | 35,006,898 |
| DEFERRED INFLOWS OF RESOURCES | | | |
| Pension plan | | 1,600,340 | 1,600,340 |
| Other postemployment benefits plan | | 72,438 | 72,438 |
| TOTAL DEFERRED INFLOWS OF RESOURCES | | 1,672,778 | 1,672,778 |
| FUND BALANCES/NET POSITION | | | |
| Fund balance: | | | |
| Nonspendable—prepaid costs | 265,302 | (265,302) | |
| Restricted for capital improvements | 10,514,964 | (10,514,964) | |
| Restricted for pension benefits | 4,280,579 | (4,280,579) | |
| Committed | 4,402,926 | (4,402,926) | |
| Unassigned | 15,979,729 | (15,979,729) | |
| TOTAL FUND BALANCES | 35,443,500 | (35,443,500) | |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES | \$ 36,129,262 | | |
| Net position: | | | |
| Investment in capital assets | | 20,785,082 | 20,785,082 |
| Restricted for capital improvements | | 10,514,964 | 10,514,964 |
| Restricted for pension benefits | | 4,280,579 | 4,280,579 |
| Unrestricted | | (3,129,387) | (3,129,387) |
| TOTAL NET POSITION | | \$ 32,451,238 | \$ 32,451,238 |

The accompanying notes are an integral part of these financial statements.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE

For the Year Ended June 30, 2020

| | General Fund | Adjustments (Note J) | Statement of Activities |
|---|----------------------|-------------------------|----------------------------|
| EXPENDITURES/EXPENSES | | | |
| Current: | | | |
| Public protection | \$ 18,681,020 | \$ 3,837,664 | \$ 22,518,684 |
| Capital outlay | 384,327 | (384,327) | |
| Depreciation | | 1,073,392 | 1,073,392 |
| TOTAL EXPENDITURES/EXPENSES | 19,065,347 | 4,526,729 | 23,592,076 |
| PROGRAM REVENUES | | | |
| Charges for services | | | |
| Reimbursements from other agencies | 1,150,000 | | 1,150,000 |
| State operating grants | 211,426 | | 211,426 |
| TOTAL PROGRAM REVENUES | 1,361,426 | | 1,361,426 |
| NET PROGRAM EXPENSE | (17,703,921) | (4,526,729) | (22,230,650) |
| GENERAL REVENUES | | | |
| Property taxes and assessments | 19,363,312 | (78,338) | 19,284,974 |
| Fire impact fees | 1,286,926 | | 1,286,926 |
| Investment earnings | 787,399 | | 787,399 |
| Other revenues | 426,304 | | 426,304 |
| TOTAL GENERAL REVENUES | 21,863,941 | (78,338) | 21,785,603 |
| EXCESS OF REVENUES OVER EXPENDITURES | 4,160,020 | (4,160,020) | |
| CHANGE IN NET POSITION | | (4,605,067) | (445,047) |
| Fund balance/net position, beginning of year | 31,283,480 | 1,612,805 | 32,896,285 |
| FUND BALANCE/NET POSITION, END OF YEAR | \$ 35,443,500 | \$ (2,992,262) | \$ 32,451,238 |

The accompanying notes are an integral part of these financial statements.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND

For the Year Ended June 30, 2020

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|---------------------|---------------------|----------------------|--|
| | Original | Final | | |
| REVENUES | | | | |
| Property taxes and assessments | \$ 18,906,958 | \$ 18,906,958 | \$ 19,363,312 | \$ 456,354 |
| Fire impact fees | 1,000,000 | 1,000,000 | 1,286,926 | 286,926 |
| Reimbursements from other agencies | 1,150,000 | 1,150,000 | 1,150,000 | |
| State operating grants | 216,000 | 216,000 | 211,426 | (4,574) |
| Use of money and property | 380,000 | 380,000 | 787,399 | 407,399 |
| Other revenues | 168,980 | 168,980 | 426,304 | 257,324 |
| TOTAL REVENUES | <u>21,821,938</u> | <u>21,821,938</u> | <u>23,225,367</u> | <u>1,403,429</u> |
| EXPENDITURES | | | | |
| Current | | | | |
| Public protection | | | | |
| Salaries and wages | 8,190,817 | 8,190,817 | 9,586,612 | (1,395,795) |
| Retirement | 4,343,912 | 4,343,912 | 1,360,855 | 2,983,057 |
| Overtime | 1,825,613 | 1,825,613 | 1,815,067 | 10,546 |
| Health insurance | 1,843,059 | 1,843,059 | 1,717,501 | 125,558 |
| Retiree health insurance | 1,041,804 | 1,041,804 | 1,017,446 | 24,358 |
| Other insurance | 671,933 | 671,933 | 588,689 | 83,244 |
| Professional services | 500,998 | 500,998 | 370,984 | 130,014 |
| Employment taxes and benefits | 416,587 | 416,587 | 314,081 | 102,506 |
| Maintenance | | | | |
| Equipment | 289,380 | 289,380 | 314,718 | (25,338) |
| Structures | 268,594 | 268,594 | 228,443 | 40,151 |
| Information technology | 309,462 | 309,462 | 281,269 | 28,193 |
| Communications | 163,147 | 163,147 | 136,537 | 26,610 |
| Special department expenditures | 225,657 | 225,657 | 178,015 | 47,642 |
| Clothing and personal supplies | 342,720 | 342,720 | 260,086 | 82,634 |
| Transportation and travel | 104,726 | 104,726 | 114,878 | (10,152) |
| Rents and leases | 103,457 | 103,457 | 73,882 | 29,575 |
| Other expenditures | 310,631 | 310,631 | 321,957 | (11,326) |
| Capital outlay | 1,050,023 | 1,050,023 | 384,327 | 665,696 |
| TOTAL EXPENDITURES | <u>22,002,520</u> | <u>22,002,520</u> | <u>19,065,347</u> | <u>2,937,173</u> |
| NET CHANGE IN FUND BALANCE | <u>\$ (180,582)</u> | <u>\$ (180,582)</u> | 4,160,020 | <u>\$ 4,340,602</u> |
| Fund balance at beginning of year | | | 31,283,480 | |
| FUND BALANCE AT END OF YEAR | | | <u>\$ 35,443,500</u> | |

The accompanying notes are an integral part of these financial statements.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements present the El Dorado Hills County Water District, which is doing business as (DBA) the El Dorado Hills Fire Department. The financial statements of the El Dorado Hills County Water District (DBA El Dorado Hills Fire District) (District) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The most significant accounting policies of the District are described below.

Background: The El Dorado Hills County Water District was formed by the Board of Supervisors of the County of El Dorado pursuant to Division 12, Part 2, Chapter 4, Section 30320 of the Water Code of the State of California. In 1963, the El Dorado Hills Fire Department was established under the El Dorado Hills County Water District (the District). Ten years later, the citizens of El Dorado Hills voted to transfer all water and sewer system powers to the El Dorado Irrigation District; thereby leaving only fire protection under the direction of the District's Board.

The District's functions are governed by a five-member Board of Directors elected by the District's voting population. The Board of Directors manages the Fire Chief who oversees all financial, administrative and operational aspects of the District for the purpose of carrying-out fire and emergency services.

The District operates five fire stations. The District provides emergency medical services, rescue, fire suppression, and other public services as needed. The District is a member of the El Dorado County Emergency Services Authority (Authority), which also provides advanced life support and ambulance transport within the County. The District serves approximately 58,500 acres with close to 17,000 homes and an estimated population of 48,540.

As discussed above, the District is a member of the Authority under a Joint Powers Agreement. The District is not responsible for the liabilities of the Authority upon withdrawal from the Authority and has a proportionate residual equity interest in any assets of the Authority upon its dissolution.

Basis of Presentation – Fund Financial Statements: The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. All of the District's activities are reported in the General Fund.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers all revenues to be available if they are collected within 90 days of the end of the current fiscal period or 60 days for taxes. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Payable balances consist primarily of payables to vendors.

Property and other tax revenues, reimbursements and interest earnings associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The District reports the following major governmental fund:

General Fund – The General Fund is the general operating fund of the District and accounts for revenues collected to provide services and finance the fundamental operations of the District. The fund is charged with all costs of operations.

Budgets: Budgets are adopted on a basis consistent with generally accepted accounting principles and in accordance with the District’s policy and procedure. Budgetary control is exercised by major object. All budgetary changes during the fiscal year require the approval of the District’s Board of Directors. Unencumbered budget appropriations lapse at the end of the fiscal year.

Risk Management: The District is a member of the Northern California Fire District Association’s liability and workers’ compensation insurance program provided through a private insurance company. The District’s claims have not exceeded the insurance coverage and no reductions of coverage have occurred during the past three years.

Restricted Assets: Restricted assets consist of \$10,514,964 of unspent fire impact fees collected by the County of El Dorado on the District’s behalf as well as \$4,280,579 of contributions to a Section 115 trust fund with the Public Agency Retirement Services (PARS) and related interest that is restricted to contributions to the District’s CalPERS pension plan as described in Note E. The impact fees are required to be spent on public facilities and equipment by the related County of El Dorado Ordinance. See Note G.

Prepaid Costs: Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid costs in both government-wide and fund financial statements. Prepaid costs of governmental funds are offset by a nonspendable portion of fund balance to indicate they do not represent resources available for future appropriation.

Capital Assets: Capital assets for governmental funds are not capitalized in the funds used to acquire or construct them. Capital acquisitions are reflected as expenditures in the governmental fund, and the related assets are reported in the government-wide financial statements. Capital assets are stated at historical cost or estimated historical cost if actual historical cost is not available. The cost of normal repairs and maintenance that do not add to the value of the asset or materially extend asset lives are not capitalized. Contributed capital assets are recorded at their acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date.

Capital assets are defined by the District as assets with at least three years expected life and meet the required minimum value threshold seen below. Costs of assets sold or retired are eliminated from the accounts in the year of sale or retirement and the resulting gain or loss is included in the operating statement. In governmental funds, the sale of general capital assets is included in the statement of revenues, expenditures and changes in fund balances as proceeds from sale. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

| <u>Capital Asset Category</u> | <u>Threshold</u> | <u>Estimated Useful Life</u> |
|--------------------------------|------------------|------------------------------|
| Land & easements | - | N/A |
| Building/improvements | 50,000 | 39.5 years |
| Fire equipment (SCBA's) | 1,000 | 8-15 years |
| Fire equipment (Other) | 3,000 | 5-15 years |
| Hose (LDH) | 3,000 | 15-20 years |
| Office equipment | 3,000 | 3-7 years |
| Radio communications equipment | 3,000 | 5 years |
| Fire apparatus | 3,000 | 15 years |
| Vehicles | 3,000 | 5-7 years |
| Furniture/fixtures/tools | 3,000 | 3-7 years |

Deferred Outflows and Inflows of Resources: In addition to assets and liabilities, the balance sheet will sometimes report separate sections for deferred outflows and inflows of resources. Deferred outflows of resources represent a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earnings process is complete. Deferred outflows and inflows of resources include amounts deferred related to the District’s pension and OPEB plans under GASB Statements No. 68 and No. 75, respectively, as described in Notes E and F. Unavailable revenues in governmental funds arise when a potential revenue source does not meet both the “measurable” and “available” criteria for recognition in the current period. Revenues unavailable because they were not received in the availability period are recognized for the government-wide presentation.

Compensated Absences: The District compensates employees for unused vacation and, subject to certain conditions, sick leave upon separation from the District. The District’s policy for sick leave states that sick leave will not be paid upon separation due to termination for cause, but otherwise up to 60% of accumulated sick leave will be paid to the employee or employee’s beneficiary at retirement, separation or in the event of death. Sick leave may also be converted to service credit under the District’s pension plan with CalPERS. All vacation is accrued when earned. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The General Fund is used to liquidate compensated absences.

Unearned Revenues: Unearned revenues arise when resources are received by the District before it has legal claim to them (i.e., when grant monies are received prior to the incurrence of qualifying expenditures). The District had no unearned revenues at year-end.

Fund Balance: In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned and unassigned balances.

Nonspendable Funds – Fund balance should be reported as nonspendable when the amounts cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Nonspendable balances are not expected to be converted to cash within the next operating cycle, which comprise prepaid costs.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. Amounts reported as restricted funds represent impact fees collected for future capital expenditures as well as amounts held in a Section 115 trust fund for future contributions to the District’s pension plan.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority, which is a Resolution of the Board of Directors. These amounts cannot be used for any other purpose unless the Board modifies or removes the fund balance commitment with another Resolution of the Board of Directors.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Funds – Unassigned fund balance is the residual classification of the District’s funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes.

When both restricted and unrestricted resources are available, it is the District’s policy to use restricted resources, then unrestricted resources as they are needed.

Net Position: The government-wide financial statements report net position. Net position is categorized as net investment in capital assets, restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. The outstanding balance of debt that is attributable to the acquisition, construction or improvement of the assets reduces the balance in this category. The District had no outstanding debt.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District not restricted for any project or other purpose.

Property Taxes: The District receives property taxes from El Dorado County. Property taxes become a lien on the first day of the year they are levied. Secured property tax is levied on July 1 and due in two installments, on November 1 and February 1. They become delinquent on December 10 and April 10, respectively. Unsecured property taxes are levied on July 1, and become delinquent on August 31. The District elected to receive the property taxes from the County under the Teeter Bill Program. Under this Program, the District receives 100% of the levied property taxes in periodic payments, with the County assuming responsibility for delinquencies.

These taxes are accrued as intergovernmental revenue only if they are received from the County within 60 days after year end in the governmental fund. They are accrued when earned regardless of the timing of the related cash flows in the government-wide statement.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Joint Powers Authority: The District is a member agency of the El Dorado County Emergency Services Authority, a Joint Powers Authority (JPA), which provides ambulance and other pre-hospital emergency transport services on the west slope of El Dorado County. There are ten member agencies in total. The governing Board of Directors controls the operations of the JPA. The JPA Board is made up of a Fire Chief or authorized alternate from each member agency. The JPA is independently accountable for its fiscal matters and maintains its own accounting records under the oversight of the El Dorado County board of Supervisors. Each of the ten-member Fire Districts approves the JPA budget and their vote is carried by their Fire Chief to the Board. The JPA contracts with the District for one medic unit and six employees working shift work. The District is provided a flat fee that is designed to reimburse all costs incurred in the execution of the contract. The District is not responsible for the liabilities of the JPA upon dissolution. Separate financial statements for the JPA are available by contacting the JPA staff through the link at edcjp.org.

Health Reimbursement Arrangement: The District provides a health reimbursement arrangement (HRA) for each full-time and part-time employee working a minimum of 32 hours per week for dental and vision expenses. The benefit is also offered to the eligible employee's spouse and dependents. Eligible participants are allowed to submit qualifying dental and vision expenses for reimbursement under the HRA as defined in the Department Policy Manual. The benefit provided is \$120, \$150 and \$200 per month for employees with no dependents, one dependent and two or more dependents, respectively. As described in Note F, HRA benefits are extended to retirees. Retirees are provided a benefit of \$100 and \$150 with no dependents and one dependent, respectively. The District does not have a trust where the HRA assets are set aside for the benefit of employees. Consequently, the HRA assets are available to the District's creditors. The HRA benefits are not available to employees hired on or after October 1, 2019 and instead, the employees are provided District a paid dental and vision insurance plan.

Pension Plan: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to the District's pension plan, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefits Plan (OPEB): For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from these estimates.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

New Pronouncements: In June 2017, the GASB issued Statement No. 87, Leases. This Statement increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. A lease is defined as a contract that conveys control of the right to use another entity’s nonfinancial asset as specified in the contract for a period of time in an exchange or exchange like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the lease guidance, unless specifically excluded in this Statement. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

In May 2020, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This Statement provides temporary relief to governments due to the COVID-19 pandemic by postponing the effective dates of Statements and Implementation Guides that first become effective or are scheduled to become effective for periods beginning after June 15, 2018 and later. Effective dates of the following Statements and Implementation Guides were postponed by one year: Statements No. 83, 84 and 88 to 93 as well as Implementation Guide No’s 2018-1, 2019-1 and 2019-2. Effective dates for Statement No. 87 and Implementation Guide No. 2019-3 were postponed by 18 months. The requirements of this Statement defer the implementation date of the Statement above and are effective immediately.

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITA)*. This Statement 1) defines the term SBITA; 2) establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability; 3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs to a SBITA; and 4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITA are based on the standards established in Statement No. 87, *Leases*, as amended. This statement is effective for fiscal years beginning after June 15, 2022.

The District is currently analyzing the impact of the required implementation of these new statements.

NOTE B – CASH AND INVESTMENTS

As of June 30, 2020, the District’s cash and investments consisted of the following:

| | |
|---|----------------------|
| Cash and investments - unrestricted | \$ 20,905,247 |
| Cash and investments - restricted | <u>14,795,543</u> |
| | <u>\$ 35,700,790</u> |
| Deposits in financial institutions | \$ 609,715 |
| California Local Agency Investment Fund (LAIF) | 18,788,045 |
| Investment in County of El Dorado investment pool | 12,022,451 |
| Public Agency Retirement Services (PARS) Trust - mutual funds | <u>4,280,579</u> |
| Total cash and investments | <u>\$ 35,700,790</u> |

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE B – CASH AND INVESTMENTS (Continued)

Investment policy: California statutes authorize districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The investments held by the pension plan rate stabilization PARS Section 115 Trust are governed by an investment guideline document and not the California Government Code. The District's investment policy does not limit interest rate risk, credit risk or concentration of credit risk beyond what is required by the California Government Code, with the exception of limiting the maximum investment in one issuer for numerous investment types beyond what is required by the California Government Code. The average maturity of each investment pool is disclosed below.

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating issued by a nationally recognized statistical rating organization. The County's investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2020, the carrying amount and balance per banks of the District's bank deposits were \$609,715 and \$1,693,744, respectively. Of the balance per banks, \$250,000 was covered by federal depository insurance and the remaining amount was collateralized by the pledging financial institution's investment securities, which were not in the name of the District.

California Local Agency Investment Fund (LAIF): LAIF is stated at fair value. LAIF is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The total fair value amount invested by all public agencies in LAIF is \$101,607,078,218 which is managed by the State Treasurer. Of that amount, 3.37 percent is invested in structured notes and asset-backed commercial paper. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE B – CASH AND INVESTMENTS (Continued)

portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. The weighted average maturity of investments held by LAIF was 191 days at June 30, 2020.

Investment in the County of El Dorado's Investment Pool: The District maintains an investment in the County of El Dorado cash and investment pool, which is managed by the County Treasurer. The County pool is stated at fair value. The amount invested by all public agencies in El Dorado County's cash and investment pool is \$531,655,708 at June 30, 2020. The County does not invest in any derivative financial products. The County Treasury Investment Oversight Committee has oversight responsibility for the investment pool. The Committee consists of ten members as designated by State law. The value of pool shares in El Dorado County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the District's position in the pool. Investments held in the County's investment pool are available on demand to the District and are stated at amortized cost. This investment is not subject to categorization under GASB No. 3. As of June 30, 2020, the weighted average maturity of the investments contained in the County's investment pool was approximately 386 days.

Investment in the PARS Trust: The District invested in a PARS Section 115 Trust Fund as a pension plan rate stabilization strategy. The District elected a discretionary investment approach, which allows the District to maintain oversight of the investment management, discretionary investment approach, control over target yield and the portfolio's risk tolerance. The District has elected to invest in the Balanced Index PLUS investment option, which is invested in index-based mutual funds, including exchange-traded funds. PARS uses Highmark Capital Management to help manage investment options. The assets are withdrawn from the PARS trust on an amortized cost basis. The average maturity of the PARS trust was 6.5 years at June 30, 2020.

Fair Value Measurement: The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District's investments in LAIF and the County of El Dorado investment pool are not subject to the fair value hierarchy. The District's investment in PARS is valued at the net asset value of the underlying mutual funds of the PARS pool in which the District invests as provided by PARS.

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE C – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was as follows:

| | Balance at June 30, 2019 | Additions | Retirements | Transfers | Balance at June 30, 2020 |
|---|-----------------------------|---------------------|----------------|-------------|-----------------------------|
| Capital assets, not being depreciated: | | | | | |
| Land | \$ 3,714,639 | | | | \$ 3,714,639 |
| Construction in process: | | | | | |
| Training facility | 281,306 | \$ 126,678 | | | 407,984 |
| Total capital assets, not being depreciated | <u>3,995,945</u> | <u>126,678</u> | | | <u>4,122,623</u> |
| Capital assets, being depreciated: | | | | | |
| Buildings and improvements | 19,625,747 | 13,000 | | | 19,638,747 |
| Vehicles | 6,164,029 | 138,228 | | \$ (52,187) | 6,250,070 |
| Equipment | 2,248,936 | 106,421 | \$ (7,769) | 52,187 | 2,399,775 |
| Total capital assets being depreciated | <u>28,038,712</u> | <u>257,649</u> | <u>(7,769)</u> | | <u>28,288,592</u> |
| Less accumulated depreciation: | | | | | |
| Buildings and improvements | (5,547,289) | (502,189) | | | (6,049,478) |
| Vehicles | (3,484,613) | (349,902) | | | (3,834,515) |
| Equipment | (1,528,608) | (221,301) | 7,769 | | (1,742,140) |
| Total accumulated depreciation | <u>(10,560,510)</u> | <u>(1,073,392)</u> | <u>7,769</u> | | <u>(11,626,133)</u> |
| Total capital assets being depreciated | <u>17,478,202</u> | <u>(815,743)</u> | | | <u>16,662,459</u> |
| Capital assets, net | <u>\$ 21,474,147</u> | <u>\$ (689,065)</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 20,785,082</u> |

NOTE D – LONG-TERM LIABILITIES

The following is a summary of long-term liabilities activity other than pension and OPEB liability activity for the year ended June 30, 2020:

| | Balance June 30, 2019 | Additions | Repayments | Balance June 30, 2020 | Due Within One Year | Due in More Than One Year |
|--|--------------------------|---------------------|---------------------|--------------------------|------------------------|---------------------------------|
| Compensated absences | \$ 1,446,204 | \$ 930,475 | \$ (714,413) | \$ 1,662,266 | 749,213 | \$ 913,053 |
| Health reimbursement arrangement (HRA) liability | 507,363 | 182,370 | (113,567) | 576,166 | 132,132 | 444,034 |
| | <u>\$ 1,953,567</u> | <u>\$ 1,112,845</u> | <u>\$ (827,980)</u> | <u>\$ 2,238,432</u> | <u>\$ 881,345</u> | <u>\$ 1,357,087</u> |

EL DORADO HILLS COUNTY WATER DISTRICT
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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN

Plan Description: All qualified permanent and probationary employees are eligible to participate in the District’s Cost-Sharing Multiple Employer Defined Benefit Pension Plan (the Plan or PERFC) administered by the California Public Employees’ Retirement System (CalPERS). PERFC consists of a miscellaneous risk pool and a safety risk pool, which are comprised of the following rate plans:

- Miscellaneous Rate Plan
- Miscellaneous Second Tier Rate Plan
- PEPRA Miscellaneous Rate Plan
- Safety Rate Plan
- Safety Second Tier Rate Plan
- PEPRA Safety Police Rate Plan

Although one Plan exists, CalPERS provides the information separately for the Miscellaneous and Safety Risk Pools and the information is presented separately below where available. Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at www.calpers.ca.gov.

Benefits Provided: CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRA Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the 1959 Survivor Benefit level 4, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees’ Retirement Law.

The rate plans’ provisions and benefits in effect at June 30, 2020, are summarized as follows:

| | <u>Miscellaneous Rate Plan</u> | <u>Miscellaneous Second Tier Rate Plan</u> | <u>PEPRA Miscellaneous Rate Plan</u> |
|---|------------------------------------|--|--|
| Hire date | Prior to August 13, 2011 | August 13, 2011 to December 31, 2012 | On or after January 1, 2013 |
| Benefit formula (at full retirement) | 3.0% @ 60 | 2.0% @ 55 | 2.0% @ 62 |
| Benefit vesting schedule | 5 years service | 5 years service | 5 years service |
| Benefit payments | monthly for life | monthly for life | monthly for life |
| Final average compensation period | one year | three year | three year |
| Retirement age | 50 - 60 | 50 - 63 | 52 - 67 |
| Monthly benefits, as a % of eligible compensation | 2.0% to 3.0% | 1.426% to 2.418% | 1.0% to 2.5% |
| Required employee contribution rates | 13.00% | 12.00% | 6.75% |
| Employee contribution rates paid by the District | 8.00% | 7.00% | 0.00% |
| Required employer contribution rates | 14.398% | 9.680% | 6.985% |

EL DORADO HILLS COUNTY WATER DISTRICT
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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN (Continued)

| | Safety Rate Plan | Safety Second Tier Rate Plan | PEPRA Safety Rate Plan |
|---|-----------------------------|---|---------------------------------------|
| | Prior to August 13, 2011 | August 13, 2011 to December 31, 2012 | On or after January 1, 2013 |
| Benefit formula (at full retirement) | 3.0% @ 50 | 3.0% @ 55 | 2.7% @ 57 |
| Benefit vesting schedule | 5 years service | 5 years service | 5 years service |
| Benefit payments | monthly for life | monthly for life | monthly for life |
| Final average compensation period | three year | three year | three year |
| Retirement age | 50 - 55 | 50 - 55 | 50 - 57 |
| Monthly benefits, as a % of eligible compensation | 3.00% | 2.40% to 3.00% | 2.00% to 2.70% |
| Required employee contribution rates | 18.00% | 18.00% | 12.00% |
| Employee contribution rates paid by the District | 9.00% | 9.00% | 0.00% |
| Required employer contribution rates | 21.927% | 18.928% | 13.034% |

The tables above reflect employer contribution percentages before an employee pick-up of employer contributions of 5% for Miscellaneous First and Second Tier and 9% for Safety First and Second Tier Rate Plans under the District’s MOU. Classic Safety (Tiers 1 and 2) employees will contribute an additional 1.5% each year for a total of 10.5% and 12% of their CalPERS reportable compensation to the employer’s percentage contribution to CalPERS effective July 1, 2020 and 2021, respectively. The District pays the required employee contribution under the District’s MOU. All rate plans except the PEPRA rate plans are closed to new members that are not already CalPERS participants. All miscellaneous rate plans are combined and reported below as the Miscellaneous Risk Pool and all safety rate plans are combined and reported below as the Safety Risk Pool.

Contributions: Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the risk pools are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2020, the employer contributions of \$108,094 and \$2,037,153 were made to the Miscellaneous and Safety Risk Pools, respectively, for total contributions of \$2,145,247.

A. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources

As of June 30, 2020, the District reported net pension liabilities for its proportionate shares of the net pension liability of each risk pool as follows:

| | |
|-----------------------------|----------------------|
| Miscellaneous Risk Pool | \$ 893,725 |
| Safety Risk Pool | <u>18,495,322</u> |
| Total Net Pension Liability | <u>\$ 19,389,047</u> |

EL DORADO HILLS COUNTY WATER DISTRICT
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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN (Continued)

The District’s net pension liability for each risk pool is measured as the proportionate share of the net pension liability. The net pension liability of each risk pool is measured as of June 30, 2019, and the total pension liability for each risk pool used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the risk pool relative to the projected contributions of all participating employers, actuarially determined.

The District’s proportionate share of the net pension liability for each risk pool as of June 30, 2020 and 2019 were as follows:

| | Miscellaneous Risk Pool | Safety Risk Pool | Total |
|------------------------------|----------------------------|---------------------|-----------|
| Proportion - June 30, 2019 | 0.021450% | 0.278875% | 0.178197% |
| Proportion - June 30, 2020 | 0.022318% | 0.296279% | 0.189216% |
| Change - increase (decrease) | 0.000868% | 0.017404% | 0.011019% |

For the year ended June 30, 2020, the District recognized pension expense of \$4,333,676 for both risk pools combined. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources for the Plan from the following sources:

| | Miscellaneous Risk Pool | | Safety Risk Pool | | Total | |
|---|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| | Deferred Outflows of Resources | Deferred Inflows of Resources | Deferred Outflows of Resources | Deferred Inflows of Resources | Deferred Outflows of Resources | Deferred Inflows of Resources |
| Pension contributions subsequent to measurement date | \$ 108,094 | | \$ 2,037,153 | | \$ 2,145,247 | |
| Differences between actual and expected experience | 62,073 | \$ (4,809) | 1,207,578 | | 1,269,651 | \$ (4,809) |
| Changes in assumptions | 42,617 | (15,107) | 758,091 | \$ (147,941) | 800,708 | (163,048) |
| Differences between the employer's contribution and the employer's proportionate share of contributions | | (44,158) | | (1,118,265) | | (1,162,423) |
| Change in employer's proportion | 37,835 | | 1,218,564 | | 1,256,399 | |
| Net differences between projected and actual earnings on plan investments | | (15,625) | | (254,435) | | (270,060) |
| Total | <u>\$ 250,619</u> | <u>\$ (79,699)</u> | <u>\$ 5,221,386</u> | <u>\$ (1,520,641)</u> | <u>\$ 5,472,005</u> | <u>\$ (1,600,340)</u> |

The amount above reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the following fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the risk pools will be recognized as pension expense as follows:

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN (Continued)

| Year Ended June 30 | Miscellaneous Risk Pool | Safety Risk Pool | Total |
|-----------------------|----------------------------|---------------------|--------------|
| 2021 | \$ 61,370 | \$ 1,377,889 | \$ 1,439,259 |
| 2022 | (8,533) | 15,078 | 6,545 |
| 2023 | 6,831 | 221,120 | 227,951 |
| 2024 | 3,158 | 49,505 | 52,663 |
| | \$ 62,826 | \$ 1,663,592 | \$ 1,726,418 |

Actuarial Assumptions: The total pension liabilities at the June 30, 2019 measurement date for each risk pool was determined using the following actuarial assumptions:

| | |
|-------------------------------|---|
| Valuation date | June 30, 2018 |
| Measurement date | June 30, 2019 |
| Actuarial cost method | Entry-Age Normal Cost Method |
| Amortization Method | Level percent of payroll |
| Asset valuation method | Market value |
| Actuarial assumptions: | |
| Discount rate | 7.15% |
| Inflation | 2.50% |
| Payroll growth | 2.875% |
| Projected salary increases | 0.4% to 8.5% Miscellaneous and 0.97% to 17.0% Safety, depending on entry age and service |
| Investment rate of return | 7.15% |
| Mortality ¹ | Derived using CalPERS membership data for all funds |

¹ The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website. All other actuarial assumptions used in the valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study Report can be found on CalPERS' website under Forms and Publications.

Discount Rate: The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds’ asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the long-term expected real rate of return by asset class for each risk pool. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

| Asset Class | New Strategic Allocation | Real Return Years 1 - 10(1) | Real Return Years 11+(2) |
|------------------|--------------------------------|--------------------------------|-----------------------------|
| Global equity | 50.0% | 4.80% | 5.98% |
| Fixed income | 28.0% | 1.00% | 2.62% |
| Inflation assets | 0.0% | 0.77% | 1.81% |
| Private equity | 8.0% | 6.30% | 7.23% |
| Real assets | 13.0% | 3.75% | 4.93% |
| Liquidity | 1.0% | 0.00% | -0.92% |
| Total | <u>100.00%</u> | | |

(1) An expected inflation of 2.00% used for this period.

(2) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District’s proportionate share of the net pension liability for each risk pool, calculated using the discount rate for each risk pool, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

| | Miscellaneous Risk Pool | Safety Risk Pool | Total |
|-----------------------|----------------------------|---------------------|---------------|
| 1% Decrease | 6.15% | 6.15% | 6.15% |
| Net pension liability | \$ 1,415,004 | \$ 29,340,442 | \$ 30,755,446 |
| Current discount rate | 7.15% | 7.15% | 7.15% |
| Net pension liability | \$ 893,725 | \$ 18,495,322 | \$ 19,389,047 |
| 1% increase | 8.15% | 8.15% | 8.15% |
| Net pension liability | \$ 463,446 | \$ 9,604,023 | \$ 10,067,469 |

Pension Plan Fiduciary Net Position: Detailed information about each risk pool’s fiduciary net position is available in the separately issued CalPERS financial reports.

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NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE E – DEFINED BENEFIT PENSION PLAN (Continued)

B. Payable to the Pension Plan

At June 30, 2020, the District reported payables for the outstanding amount of employer contributions to the Plan of \$43,373.

PARS Section 115 Trust: The District has made contributions to a defined contribution multiple employer Public Agency Retirement Services (PARS) Section 115 pension trust as a rate stabilization strategy. PARS acts as a common investment and administrative agent for participating public agencies. The District made contributions of \$2,000,000 during the year ended June 30, 2020 and assets total \$4,280,579 at June 30, 2020. Assets were invested in the PARS Balanced Index PLUS investment option. The assets in the trust are restricted for contributions to the District’s CalPERS pension plan. The assets are not considered pension plan assets under GASB 68 as the assets are not available for pension benefits until contributed to CalPERS. The assets are not reachable by the District’s creditors and are considered restricted for pension benefits. PARS has financial statements available upon request for its pension trust funds, which can be obtained by contacting the District’s Finance Department.

NOTE F – OTHER POSTEMPLOYMENT BENEFITS PLAN

Plan Description: The District’s defined benefit OPEB plan (the Plan), is an agent multiple-employer defined benefit OPEB plan that provides OPEB benefit for all miscellaneous and public safety employees once they have a minimum of five years of CalPERS credited service with the District and a minimum of ten years of CalPERS credited service, including service at other public agencies. Employees hired prior to March 1, 2012 receive the same benefits as other employees whether or not the District remains in CalPERS. Eligible employees’ surviving spouses and dependents are also eligible for benefits. The California Water Code grants the Board of Directors the authority to establish and amend the benefit terms, subject to the Memorandums of Understanding (MOU’s) with the employees. The District participates in the CalPERS California Employers’ Retiree Benefits Trust Fund (CERBT), which is a Section 115 trust fund administered by CalPERS. The CERBT is included in the CalPERS publicly available financial statements that can be obtained at www.calpers.ca.gov under Forms and Publications.

During the year ended June 30, 2018, the District joined a defined contribution multiple employer Section 115 trust fund for OPEB benefits administered by Public Agency Retirement Services (PARS). PARS acts as a common investment and administrative agent for participating public agencies. The PARS trust provides and alternative investment option for the District’s existing OPEB plan assets. PARS has financial statements available upon request for its OPEB trust funds, which can be obtained by contacting the District’s Finance Department.

No other publicly available reports are available for the Plan.

Benefits Provided: The Plan provides healthcare benefits for retirees, surviving spouses and their dependents. Benefits are provided through CalPERS, and the full cost of the benefits are covered by the Plan. Beginning January 1, 2020, the District covers a maximum of the third highest cost plan offered in CalPERS Region 1 at the tier the employee elects. The Plan provides a cash subsidy for monthly insurance premiums on a graded scale of 50% of insurance premium costs at ten years of service up to 100% of insurance premium costs at twenty years of service. Benefits do not cease at age 65 when the retiree or spouse is eligible for Medicare. Retirees are eligible to continue medical coverage as a participant with active employees at a blended premium rate until eligible for Medicare under CalPERS requirements. Retirees hired before October 1, 2019 are also eligible for a contribution to a health

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE F – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

reimbursement arrangement (HRA) of \$150 per month for dental and vision expenses. The HRA contributions are not held in a trust for the benefit of participants and, therefore, are not considered plan assets. Employees hired on or after October 1, 2020 are offered dental and vision insurance benefits in retirement after 10 years of CalPERS credited employment with the District instead of the HRA benefits. The dental and vision insurance offered to retirees is limited to the employee plus one.

Employees Covered by Benefit Terms: At June 30, 2020 (June 30, 2019 measurement date), the following employees were covered by the benefit terms:

| | |
|--|-----|
| Inactive employees or beneficiaries currently receiving benefit payments | 34 |
| Active employees | 72 |
| Total | 106 |

Contributions: The Board of Directors has the authority to establish and amend the contribution requirements of the District and employees under powers granted to it under the California Water Code, subject to the District’s Memorandum of Understanding with employee bargaining units.

The Board of Directors has established reimbursement percentages of actual insurance premiums paid by Plan members. No other contribution requirements exist under the Plan. Employees are not required to contribute to the Plan. During the fiscal year ended June 30, 2020, the District’s direct payments of insurance premiums were \$711,002, cash contributions to the trust were \$300,000, implied subsidy benefit payments were \$62,000 and administrative expenses paid outside of trust were \$6,444, resulting in total contributions of \$1,079,446. The District made contributions of \$300,000 to the CERBT.

Net OPEB Liability: The District’s net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2018.

Actuarial Assumptions: The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

| | |
|------------------------------------|---|
| Valuation date | June 30, 2018 |
| Measurement date | June 30, 2019 |
| Actuarial cost method | Entry-age normal cost method |
| <u>Actuarial assumptions:</u> | |
| Discount rate | 6.75% |
| Inflation | 2.75% |
| Salary increases | 3.00% |
| Investment rate of return | 6.75% |
| Dental/vision cap increase | 3.00% |
| Mortality rate | CalPERS 1997-2015 Experience Study |
| Pre-retirement turnover | CalPERS 1997-2015 Experience Study |
| Healthcare trend rate non-Medicare | 7.5% for 2020, decreasing to an ultimate rate of 4.0% in 2076 |
| Healthcare trend rate Medicare | 6.5% for 2020, decreasing to an ultimate rate of 4.0% in 2076 |
| Participation rate | Tier 1 100%; Tier 2 depending on vesting |

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE F – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

Pre-retirement mortality information was derived from data collected during 1997 to 2015 CalPERS 2017 Experience Study and post-retirement mortality information was derived from the 1997 to 2015 CalPERS Experience Study. The Experience Study Reports may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class for CERBT and PARS investments as of the measurement date are summarized in the following table:

| Asset Class | Target Allocation CERBT- Strategy 1 | CERBT Expected Real Rate of Return | Target Allocation PARS-Capital Appreciation | PARS Expected Real Rate of Return |
|---------------|--|---|--|--|
| Global equity | 59.0% | 4.82% | 73.0% | 4.82% |
| Fixed income | 25.0% | 1.47% | 20.0% | 1.47% |
| TIPS | 5.0% | 1.29% | | |
| Commodities | 3.0% | 0.84% | | |
| REITs | 8.0% | 3.76% | 2.0% | 3.76% |
| Cash | | | 5.0% | 6.00% |
| Total | <u>100.0%</u> | | <u>100.0%</u> | |

Discount Rate: The discount rate used to measure the total OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that District's contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE F – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

| | Increase (Decrease) | | |
|--------------------------|-------------------------|--------------------------------|-------------------------------|
| | Total OPEB Liability | Plan Fiduciary Net Position | Net OPEB Liability/(Asset) |
| Balance at June 30, 2019 | \$ 20,685,634 | \$ 8,148,315 | \$ 12,537,319 |
| Changes in the year: | | | |
| Service cost | 835,068 | | 835,068 |
| Interest | 1,429,582 | | 1,429,582 |
| Contributions - employer | | 1,584,856 | (1,584,856) |
| Investment income | | 529,216 | (529,216) |
| Administrative expenses | | (5,760) | 5,760 |
| Benefit payments | (683,394) | (683,394) | |
| Net changes | <u>1,581,256</u> | <u>1,424,918</u> | <u>156,338</u> |
| Balance at June 30, 2020 | <u>\$ 22,266,890</u> | <u>\$ 9,573,233</u> | <u>\$ 12,693,657</u> |

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates:

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

| | 1% Decrease | Current Discount Rate | 1% Increase |
|--------------------|---------------|--------------------------|---------------|
| | 5.75% | 6.75% | 7.75% |
| Net OPEB liability | \$ 15,885,794 | \$ 12,693,657 | \$ 10,084,906 |

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

| | 1% Decrease | Current Healthcare Cost Trend Rates | 1% Increase |
|--|--------------------|---|---------------|
| | Net OPEB liability | \$ 9,538,248 | \$ 12,693,657 |

OPEB Plan Fiduciary Net Position: Detailed information about the OPEB plan's fiduciary net position is available in the separately issued CERBT financial report at www.calpers.ca.gov.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE F – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB: For the year ended June 30, 2020, the District recognized OPEB expense of \$2,436,255. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|--------------------------------------|-------------------------------------|
| OPEB contributions subsequent to measurement date | \$ 1,079,446 | |
| Differences between actual and expected experience | 149,727 | |
| Changes in assumptions | 5,515,392 | |
| Net differences between projected and actual earnings on plan investments | | \$ (72,438) |
| Total | \$ 6,744,565 | \$ (72,438) |

The deferred outflow for changes in assumptions above mainly results from the effect of including the implied subsidy in the computation of the OPEB liability in 2019. This is due to a difference of opinion between the current and previous actuary about whether the implied subsidy is appropriate to include in the computation of the net OPEB liability for CERBT members.

The amount reported as deferred outflows of resources related to contributions after the measurement date will be recognized as a reduction of the net pension liability in the following fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

| Year Ended June 30 | |
|-----------------------|--------------|
| 2021 | \$ 745,479 |
| 2022 | 745,479 |
| 2023 | 786,991 |
| 2024 | 796,905 |
| 2025 | 786,823 |
| Thereafter | 1,731,004 |
| | \$ 5,592,681 |

Payable to the OPEB Plan: At June 30, 2020, there was no payable to the OPEB Plan.

Subsequent Changes to OPEB Benefits: In October 2019, the Board of Directors approved the following changes to the District's OPEB benefits: The maximum monthly health insurance benefit reimbursed by the District will be limited to up to 100% of the fourth and fifth highest cost plan offered in CalPERS Region 1 at the tier the employee elects effective January 1, 2021 and 2022, respectively.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE G – FIRE IMPACT FEES

The use of fire impact fees is restricted solely for financing public facilities and equipment necessary to serve new developments. Changes in unspent fire impact fees reported as restricted cash and investments were as follows during the year ended June 30, 2020:

| | |
|---|---------------|
| Amount available at June 30, 2019 | \$ 9,207,372 |
| Add fees collected and interest income | 1,504,147 |
| Amount available in county investment pool at June 30, 2020 | 10,711,519 |
| Less outstanding transfer at June 30, 2020 | (196,555) |
| Amount available at June 30, 2020 | \$ 10,514,964 |

NOTE H – COMMITMENTS AND CONTINGENCIES

Operating Leases: The District entered into solar leases at four fire stations during the year ended June 30, 2017 that expire during the year ending June 30, 2031. The leases contain an option to renew the leases for one additional two-year term and allow the District to purchase the assets for fair market value, but not less than a termination value amount specified in the lease, on the fifth and tenth anniversary of the commencement date and at the end of the lease term. Lease expense was \$67,969 in 2020 under the lease agreement.

On November 6, 2019, the District entered into a 5-year lease agreement for two units of a building in El Dorado Hills totaling approximately 3,439 square feet from May 22, 2020 to May 21, 2025. The lease contains two 5-year options to renew the lease at prevailing market rates. The facility is expected to be used for training classes until a permanent training facility is constructed and is expected to be funded with development fees. Lease expense was \$5,913 on the facility during 2020. Future payments on these leases at June 30, 2020 were as follows:

| Year Ending June 30: | Solar Lease | Training Facility Lease |
|-------------------------|----------------|----------------------------|
| 2021 | \$ 69,108 | \$ 53,924 |
| 2022 | 70,080 | 55,574 |
| 2023 | 71,052 | 57,225 |
| 2024 | 72,024 | 58,876 |
| 2025 | 73,032 | 53,573 |
| 2026-2030 | 380,688 | |
| 2031 | 79,344 | |
| | \$ 815,328 | \$ 279,172 |

Contingencies: The District is a party to claims and lawsuits arising in the normal course of business. The District’s management does not believe that the ultimate liability, if any, arising from these claims will have a material adverse impact on the financial position of the District.

The District has a number of funding sources under grant and other funding agreements that are subject to compliance audits by the provider. The amount of expenditures, if any, which may be disallowed by the provider cannot be determined although the District expects such amounts, if any, to be immaterial.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE H – COMMITMENTS AND CONTINGENCIES (Continued)

The County of El Dorado (the County) collects fire impact fees imposed on behalf of the District and deposits those fees into a separate account within the County’s investment pool. The balance of the account in the County’s investment pool holding the impact fees is reported as part of the District’s cash and investments. The County will only release the fees from the County investment pool when the District incurs qualifying expenditures and provides supporting documentation for expenditures incurred that is acceptable to the County. It is possible that the County could disallow costs incurred by the District as part of the approval process.

Commitments: The District’s Board of Directors included the design of a fire training facility as part of its strategic plan and two architectural contracts have been awarded not to exceed limits of \$2 million each for the construction of new facilities and major repairs and remodeling of existing facilities for Department-owned and leased general government buildings and grounds. Design costs are included as part of construction in progress, which is reported in capital assets on the District’s balance sheet.

In December 2019, the District approved a 5-year agreement for shared fire services with Rescue Fire Protection District. The District will be reimbursed approximately \$75,000 per year for services and will be reimbursed \$37,770 for the cost of an administrative assistant under the agreement.

NOTE I – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Amounts reported for governmental activities in the governmental funds balance sheet are being adjusted to arrive at the statement of net position. The adjustments are as follows at June 30, 2020:

| | |
|--|----------------------|
| Fund balances - Total Governmental Funds | \$ 35,443,500 |
| Deferred outflows of resources on pensions and OPEB are not reported in the governmental funds. | 12,216,570 |
| Capital assets used in governmental activities are not financial resources and therefore not reported in the governmental funds. | 20,785,082 |
| Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position. | |
| Compensated absences | (1,662,266) |
| HRA liability | (576,166) |
| Net pension liability | (19,389,047) |
| Net OPEB Liability | (12,693,657) |
| Deferred inflows of resources on pensions and OPEB are not reported in the governmental funds. | (1,672,778) |
| NET POSITION OF GOVERNMENTAL ACTIVITIES | \$ 32,451,238 |

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE I – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS
(CONTINUED)

Amounts reported for governmental activities in the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances are adjusted to arrive at the Statement of Activities for Government-wide presentation. The adjustments for the fiscal year ended June 30, 2020 are as follows:

| | |
|---|--------------|
| Net change in fund balance - Governmental Funds | \$ 4,160,020 |
|---|--------------|

The change in net position for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense:

| | |
|----------------|-------------|
| Capital outlay | 384,327 |
| Depreciation | (1,073,392) |

Changes in deferred inflows and outflows related to the pension and OPEB plans do not result in the receipt or use of current financial resources and are not reported in the governmental funds.

| | |
|--|-------------|
| Change in deferred outflows of resources | (1,004,785) |
| Change in deferred inflows of resources | (174,127) |

Governmental funds do not present revenues that are not available to pay current expenditures. Such revenues are recognized in the Statement of Activities.

(78,338)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

| | |
|--|------------------|
| Change in compensated absences liability | (216,062) |
| Change in health reimbursement arrangement liability | (68,803) |
| Change in net pension liability | (2,217,549) |
| Change in net OPEB liability | <u>(156,338)</u> |

| | |
|---|---------------------|
| NET CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES | <u>\$ (445,047)</u> |
|---|---------------------|

NOTE J – SUBSEQUENT EVENTS

COVID-19 Pandemic: The spread of the novel strain of coronavirus (known as “COVID-19”) has had significant negative impacts throughout the world, including California. The World Health Organization declared the COVID-19 outbreak to be a pandemic in March 2020, and states of emergency have been declared by the United States, the State of California, and numerous counties throughout the State, including El Dorado County. The District also declared a state of emergency on March 31, 2020.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2020

NOTE J – SUBSEQUENT EVENTS (Continued)

Impacts of the COVID-19 outbreak to the District include, but are not limited to, an increase in the cost of medical supplies, personal protective equipment (PPE) and other equipment, as well as an increase in wages and benefits costs associated with COVID-related employee leave and/or quarantine. Further, an economic downturn affecting the District's service area could have an adverse impact on the future collection of property tax revenues.

The District plans to apply for reimbursement for eligible COVID-19 expenditures under the Federal Emergency Management Agency's (FEMA) Public Assistance Program. It is unknown at this time how much relief the District will receive from this FEMA grant award. The District also received a Coronavirus Aid, Relief, & Economic Security (CARES) Act grant through El Dorado County in October 2020 in the amount of \$175,896. These grant funds will be used to purchase sanitation equipment, COVID-19 medical and cleaning supplies, information technology equipment to enable remote meetings and training, and other qualifying medical equipment. The District plans to expend these funds prior to December 31, 2020.

In October 2020, the District's Board of Directors approved the purchase of a Pierce Type 1 Wildland Urban Interface (WUI) engine for an amount not to exceed \$755,000.

REQUIRED SUPPLEMENTARY INFORMATION

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2020

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY (UNAUDITED)
Last 10 Years**

| | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Proportion of the net pension liability | 0.189216% | 0.178197% | 0.172267% | 0.168837% | 0.176436% | 0.166733% |
| Proportionate share of the net pension liability | \$ 19,389,047 | \$ 17,171,498 | \$ 17,084,133 | \$ 14,609,638 | \$ 12,110,427 | \$ 10,374,901 |
| Covered payroll - measurement period | \$ 8,240,341 | \$ 7,786,603 | \$ 7,684,157 | \$ 7,132,639 | \$ 6,686,466 | \$ 6,342,947 |
| Proportionate share of the net pension liability as a percentage of covered payroll | 235.29% | 220.53% | 222.33% | 204.83% | 181.12% | 163.57% |
| Plan fiduciary net position as a percentage of the total pension liability | 76.64% | 77.96% | 76.22% | 74.06% | 78.40% | 79.82% |

Changes in assumptions: The discount rate changed from 7.50% in 2015 to 7.65% in 2016 and 2017 and 7.15% in 2018 valuations.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN (UNAUDITED)
Last 10 Years**

| | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|---------------|---------------|---------------|---------------|----------------|---------------|
| Contactually required contribution (actuarially determined) | \$ 2,145,247 | \$ 1,898,684 | \$ 1,615,849 | \$ 1,609,245 | \$ 1,506,948 | \$ 1,535,189 |
| Contributions in relation to the actuarially determined contributions | (2,145,247) | (1,898,684) | (1,615,849) | (1,609,245) | (2,706,948) | (1,535,189) |
| Contribution deficiency (excess) | \$ - | \$ - | \$ - | \$ - | \$ (1,200,000) | \$ - |
| Covered payroll - employer's fiscal year | \$ 9,330,278 | \$ 8,240,341 | \$ 7,786,603 | \$ 7,684,157 | \$ 7,132,639 | \$ 6,686,466 |
| Contributions as a percentage of covered payroll | 22.99% | 23.04% | 20.75% | 20.94% | 37.95% | 22.96% |
| Notes to schedule: | | | | | | |
| Contribution valuation date | June 30, 2017 | June 30, 2016 | June 30, 2015 | June 30, 2014 | June 30, 2013 | June 30, 2012 |
| Reporting valuation date | June 30, 2018 | June 30, 2017 | June 30, 2016 | June 30, 2015 | June 30, 2014 | June 30, 2013 |
| Reporting measurement date: | June 30, 2019 | June 30, 2018 | June 30, 2017 | June 30, 2016 | June 30, 2015 | June 30, 2014 |

Change in benefit terms: There were no changes to benefit terms.

Methods and assumptions used to determine contribution rates:

| | | | | | | |
|--|---|--------|-------|---|-------|-------|
| Actuarial method | | | | Entry age normal cost method | | |
| Amortized method | | | | Level percentage of payroll, closec | | |
| Remaining amortization period | | | | Varies by rate plan, but not more than 30 years | | |
| Asset valuation method | | | | Market value | | |
| Inflation | 2.625% | 2.75% | 2.75% | 2.75% | 2.75% | 2.75% |
| Salary increases | | | | Varies by entry age and service | | |
| Investment rate of return and discount rate used to compute contribution rates | 7.25% | 7.375% | 7.50% | 7.50% | 7.50% | 7.50% |
| Retirement age | 50-67 years. Probabilities of retirement are based on the the most recent CalPERS Experience Study. | | | | | |
| Mortality | Most recent CalPERS Experience Study | | | | | |

Omitted Years: GASB Statement No. 68 was Implemented During the Year Ended June 30, 2015. No information was Available Prior to this Date. Future years will be reported prospectively as they become available.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)
REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS

For the Year Ended June 30, 2020

| | <u>2020</u> | <u>2019</u> | <u>2018</u> |
|---|----------------------|----------------------|----------------------|
| Total OPEB liability | | | |
| Service cost | \$ 835,068 | \$ 365,211 | \$ 355,436 |
| Interest | 1,429,582 | 899,012 | 841,728 |
| Differences between expected and actual experience | | 191,319 | |
| Changes in assumptions | | 7,047,446 | |
| Benefit payments | (683,394) | (590,325) | (552,110) |
| Net change in total OPEB liability | <u>1,581,256</u> | <u>7,912,663</u> | <u>645,054</u> |
| Total OPEB liability - beginning | 20,685,634 | 12,772,971 | 12,127,917 |
| Total OPEB liability - ending (a) | <u>\$ 22,266,890</u> | <u>\$ 20,685,634</u> | <u>\$ 12,772,971</u> |
| | | | |
| Plan fiduciary net position | | | |
| Contributions - employer | \$ 1,584,856 | \$ 1,890,325 | \$ 852,110 |
| Investment income | 529,216 | 553,479 | 597,001 |
| Benefit payments | (683,394) | (590,325) | (552,110) |
| Administrative expenses | (5,760) | (13,212) | (5,054) |
| Net change in plan fiduciary net position | <u>1,424,918</u> | <u>1,840,267</u> | <u>891,947</u> |
| Plan fiduciary net position - beginning | 8,148,315 | 6,308,048 | 5,416,101 |
| Plan fiduciary net position - ending (b) | <u>\$ 9,573,233</u> | <u>\$ 8,148,315</u> | <u>\$ 6,308,048</u> |
| | | | |
| Net OPEB liability - ending (a)-(b) | <u>\$ 12,693,657</u> | <u>\$ 12,537,319</u> | <u>\$ 6,464,923</u> |
| | | | |
| Plan fiduciary net position as a percentage of the total OPEB liability | <u>42.99%</u> | <u>39.39%</u> | <u>49.39%</u> |
| | | | |
| Covered-employee payroll - measurement period | <u>\$ 9,694,044</u> | <u>\$ 7,786,603</u> | <u>\$ 7,684,157</u> |
| | | | |
| Net OPEB liability as percentage of covered-employee payroll | <u>130.94%</u> | <u>161.01%</u> | <u>84.13%</u> |
| | | | |
| Notes to schedule: | | | |
| Valuation date | June 30, 2018 | June 30, 2018 | June 30, 2017 |
| Measurement period - fiscal year ended | June 30, 2019 | June 30, 2018 | June 30, 2018 |
| Benefit changes: | None | None | None |

Changes in assumptions: Investment rate of return was changed from 7% to 6.75%; demographic assumptions were updated to the CalPERS 2017 Experience Study; mortality improvement scale was updated to Scale MP-2018; active spouse and family participation was updated; implied subsidy was included; medical trend was updated to Getzen model; ACA Excise Tax estimate by 2% load was included on cash benefits; dental benefits were included; and payroll growth was changed from 2.75% to 3% at the June 30 2018 measurement date.

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

EL DORADO HILLS COUNTY WATER DISTRICT
(DBA EL DORADO HILLS FIRE DEPARTMENT)
REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)
SCHEDULE OF CONTRIBUTIONS TO THE OPEB PLAN
LAST TEN FISCAL YEARS

For the Year Ended June 30, 2020

| | 2020 | 2019 | 2018 |
|---|---------------------|---------------------|-----------------------|
| Contractually determined contribution - employer fiscal year | \$ 773,002 | \$ 683,394 | \$ 890,325 |
| Contributions in relation to the contractually determined contributions | (1,079,446) | (1,584,856) | (1,890,325) |
| Contribution deficiency (excess) | <u>\$ (306,444)</u> | <u>\$ (901,462)</u> | <u>\$ (1,000,000)</u> |
| Covered-employee payroll - employer fiscal year | \$ 9,958,091 | \$ 9,694,044 | \$ 7,786,603 |
| Contributions as a percentage of covered-employee payroll | 10.84% | 16.35% | 24.28% |

Notes to Schedule:

| | | | |
|--|---------------|---------------|---------------|
| Valuation date | June 30, 2018 | June 30, 2018 | June 30, 2017 |
| Measurement period - fiscal year ended | June 30, 2019 | June 30, 2018 | June 30, 2018 |

Methods and assumptions used to determine contribution rates:

| | | | |
|--|-------|-------|-------|
| Investment rate of return | 6.75% | 6.75% | 7.00% |
| Payroll growth | 3.00% | 3.00% | 2.75% |
| Inflation | 2.75% | 2.75% | 2.75% |
| Healthcare trend initial, non-Medicare | 7.50% | 7.50% | 4.00% |
| Healthcare trend initial, Medicare | 6.50% | 6.50% | 4.00% |
| Healthcare trending down to | 4.00% | 4.00% | 4.00% |

| | |
|----------------------------|--|
| Actuarial cost method | Entry Age Normal Cost Method |
| Amortization method/period | Amorized over average of expected remaining service lives of employees of 9.2 |
| Asset valuation method | Market value |
| Mortality | 2017 CalPERS 1997-2015 Experience Study mortality for fire fighters and miscellaneous employees. |

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

COMPLIANCE REPORT



550 Howe Avenue, Suite 210
Sacramento, California 95825
Telephone: (916) 564-8727
FAX: (916) 564-8728

REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Board of Directors
El Dorado Hills County Water District
(dba El Dorado Hills Fire Department)
El Dorado Hills, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the El Dorado Hills Fire Department (dba El Dorado Hills Fire Department) (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 12, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

November 12, 2020

El Dorado Hills Fire Department
Change in Pension Funded Status
As of 6/30/2019 Measurement Date



| Fiscal Year End | June 30, 2015 | | June 30, 2016 | | June 30, 2017 | | June 30, 2018 | | June 30, 2019 | | June 30, 2020 | |
|--|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|---|--------------|--------------------------------------|--------------|--------------------------------------|--------------|
| Valuation Date | As of June 30, 2014 | | As of June 30, 2015 | | As of June 30, 2016 | | As of June 30, 2017 (7% Discount Rate) | | As of June 30, 2018 | | As of June 30, 2019 | |
| Plan Description | Net Pension Unfunded Liability | % Funded | Net Pension Unfunded Liability | % Funded | Net Pension Unfunded Liability | % Funded | Net Pension Unfunded Liability | % Funded | Net Pension Unfunded Liability | % Funded | Net Pension Unfunded Liability | % Funded |
| Classic Safety | 9,913,883 | 81% | 12,724,016 | 78% | 15,798,270 | 75% | 18,099,620 | 75% | 19,233,234 | 75% | 20,518,836 | 75% |
| Classic Miscellaneous | 460,891 | 83% | 572,656 | 81% | 791,892 | 75% | 876,516 | 74% | 911,241 | 74% | 957,832 | 72% |
| Safety Tier 2 | N/A | N/A | 1,493 | 93% | 13,429 | 91% | 28,598 | 92% | 42,244 | 92% | 69,239 | 92% |
| Miscellaneous Tier 2 | N/A | N/A | N/A | N/A | 1,547 | 93% | 4,391 | 94% | 8,088 | 94% | 12,964 | 92% |
| PEPRA Safety | 127 | 81% | 7,026 | 94% | 25,339 | 88% | 44,348 | 90% | 66,361 | 92% | 106,697 | 91% |
| PEPRA Miscellaneous | N/A | N/A | 455 | 95% | 3,162 | 91% | 6,656 | 93% | 10,741 | 93% | 16,910 | 93% |
| Grand Total | \$ 10,374,901 | 81.5% | \$ 13,305,646 | 78.6% | \$ 16,633,639 | 75.2% | \$ 19,060,129 | 74.9% | \$ 20,271,909 | 75.0% | \$ 21,682,478 | 75.1% |
| PARS Section 115 Pension Trust Assets (statement balance as of fiscal year end) | | | | | | | \$ 455,760 | | \$ 2,110,460 | | \$ 4,280,579 | |
| <i>Estimated</i> UAL & % Funded including PARS Assets | | | | | | | \$ 18,604,369 | 75.5% | \$ 18,161,449 | 77.6% | \$ 17,401,899 | 80.0% |

Data Based on CalPERS Annual Valuation Reports - Valuation Date of June 30, 2019

El Dorado Hills Fire Department
Change in OPEB Funded Status
Actuarial Valuation as of 6/30/2019



| FYE 6/30/2018 | | | FYE 6/30/2019 | | | FYE 6/30/2020 | | | Change from Prior Year Valuation | | |
|--------------------------------------|---------------------------|----------|--------------------------------------|---------------------------------------|----------|--------------------------------------|---------------------------------------|----------|--------------------------------------|---------------------------|----------|
| Measurement Date 6/30/2017 | | | Measurement Date 6/30/2018 | | | Measurement Date 6/30/2019 | | | Change from Prior Year Valuation | | |
| Unfunded Actuarial Accrued Liability | Annual Trust Contribution | % Funded | Unfunded Actuarial Accrued Liability | Recommended Annual Trust Contribution | % Funded | Unfunded Actuarial Accrued Liability | Recommended Annual Trust Contribution | % Funded | Unfunded Actuarial Accrued Liability | Annual Trust Contribution | % Funded |
| \$ 6,464,923 | \$ 300,000 | 49% | \$ 12,537,319 | \$ 1,067,897 | 39% | \$ 12,693,657 | \$ 1,067,897 | 43% | \$ 156,338 | \$ - | 4% |

Data Based on the Bartel & Associates OPEB Actuarial Valuation Report as of 6/30/2019

Accountability Act
Annual Report – 2019/2020
El Dorado Hills Joint County Water/Fire District-Latrobe Zone

The special tax measure passed under Government Code Section 50075 by the voters in the Latrobe Fire Protection District, now the El Dorado Hills County Water District, was specifically intended to develop and maintain fire and rescue services in the Latrobe Community. The measurement adopted to evaluate the success of the additional funds in the fire district was to accomplish and maintain an ISO rating for the District. Prior to this time, the District was unrated and the homeowners were subject to high homeowner insurance rates. All funds have been assigned each year to the annual operating budget for purchase and maintenance of rescue and firefighting equipment and apparatus. The district accomplished an ISO rating in the first year following the voter approval tax measure. El Dorado Hills Joint County Water/Fire District continues to maintain this ISO rating with the assistance of the special tax funding.

During fiscal year 2019/20, the funds collected by the special tax were \$35,884. The funds expended for Services and Supplies totaled \$1,534,432 of which the excess over and above the special tax was funded by annual property taxes.

There are no projects required or authorized to be funded under Section 50075.1 from this special tax.

Approved by the El Dorado Hills County Water District Board of Directors on November 19, 2020.

Charles J. Hartley, Board President

ATTEST:

Jessica Braddock, Board Secretary

**El Dorado Hills Fire Department
 Station 91 Labor Expense Summary**
 For the Year Ending June 30, 2020**



| | Fiscal Year-to-Date | |
|---|----------------------------|------------------|
| Salaries and Wages | \$ | 1,209,396 |
| Health Insurance (estimate) | \$ | 144,000 |
| Dental/Vision (estimate) | \$ | 14,400 |
| Life/OHS/Disability (6 employees) | \$ | 3,011 |
| Uniform Allowance | | 4,800 |
| Internet Service (Cal.Net) | | 1,049 |
| Facilities Maintenance Sta 91 | | 31,807 |
| Equipment Maintenance Sta 91 | | 2,032 |
| Apparatus Maintenance (P-91; WT-91) | | 25,534 |
| Utilities Sta 91 | | 6,181 |
| Capital Assets (Type I Engine; Generator Replacement) | | 92,223 |
| Total Station 91 Expense | \$ | 1,534,432 |

**Most operating expenditures are not allocated by stations. As such, only labor for personnel working at Station 91 during the fiscal year and separately allocated expenditures are included in this analysis.

RESOLUTION NO. 2020-18

FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) El Dorado Hills County Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

| Medical Group | Monthly Employer Contribution |
|-----------------------------|--------------------------------------|
| 001 Represented Employees | Region 1 HealthNet SmartCare Basic |
| 002 Chief | \$2,850.00 |
| 003 EMS Techs | No Change |
| 004 Reserve Fire | No Change |
| 005 Unrepresented Employees | \$2,850.00 |

Plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) El Dorado Hills County Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of El Dorado Hills County Water District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that El Dorado Hills County Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, The Director of Finance to file with the Board a verified copy of this resolution, and to perform on behalf of El Dorado Hills County Water District all functions required of it under the Act.

Adopted at a the regular meeting of the Board of Directors at 1050 Wilson Blvd. El Dorado Hills, CA, this 19 day of November, 2020.

Signed: _____
Charles J. Hartley, Board President

Attest: _____
Jessica Braddock, Board Secretary

INSTRUCTIONS

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency subject to Public Employees' Medical and Hospital Care Act (PEMHCA) when the agency desires to change the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

The resolution is **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received by CalPERS; See address below).

WHEREAS, (1) should be completed with full name of the contracting agency and recognized employee organizations.

RESOLVED, (a) should be completed to specify the amount of the employer contribution toward the cost of enrollment for active employees and annuitants. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).

Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.

RESOLVED, (b) should be completed with full name of the contracting agency.

RESOLVED, (c) should be completed with full name of the contracting agency.

RESOLVED, (d) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (d) should be completed with full name of the contracting agency.

Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Health Resolution & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolution & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.



El Dorado Hills Fire Department

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

Maurice Johnson
Fire Chief

DATE: November 12, 2020

TO: Board of Directors

AGENDA #: NEW BUSINESS – XIV-C

SUBJECT: California Health and Safety Code Sections 13146.2 - 13146.4 Compliance Report and Resolution

TOPIC

Staff recommends that the Board receive and adopt Resolution 2020-19 confirming that for Calendar Year 2020 (CY 2020) the El Dorado Hills Fire Department (EDHFD) complies with California Health and Safety Code (HSC) Sections (§)13146.2, 13146.3 and 13146.4. These code sections require the Fire Chief, or their authorized designee, to inspect annually certain state regulated buildings within the jurisdiction for the purpose of enforcing specified California building standards.

DISCUSSION

After the tragic loss of life during the 2016 “Ghost Ship Fire” in Oakland CA the California legislature proposed amendments to certain provisions of HSC 13146 regarding the reporting of required annual inspections of specified buildings. California HSC §13146.2 currently requires the Fire Chief of the district providing fire protection services and his designated representative to inspect all buildings used as a public or private school with his jurisdiction, for the purpose of certain fire and life safety building standards, through an inspection not less than once per year. HSC §13146.3 also currently requires the Fire Chief, or their authorized representative, to enforce specified fire and life safety building standards through an annual inspection of hotels, motels, lodging houses, apartment houses and certain residential care facilities.

HSC §13146.4 now requires the district to report annually its compliance with HSC §13146.2 and §13146.3 through the adoption of a resolution or similar formal document.

FINDINGS/ANALYSIS

During CY 2020 EDHFD conducted fire and life safety inspections of all known public or private schools within our jurisdiction. Twenty-nine (29) public and private schools were inspected by staff members of EDHFD. At the conclusion of these initial inspections all school buildings were found to be in compliance with the relevant building standards of the State or have had those items that require correction identified in a inspection report presented to the owner or their designee.

“Serving the Communities of El Dorado Hills, Rescue and Latrobe”

During CY 2020 EDHFD conducted fire and life safety inspections of all hotels, motels, lodging houses apartment houses and certain residential care facilities within our jurisdiction. Twelve (12) such facilities were inspected by staff members of EDHFD. At the conclusion of these inspections all such buildings were found to be in compliance with the relevant building standards of the State or have had those items that require correction identified in a inspection report presented to the owner or their designee.

POLICY COMPLIANCE

California Health and Safety Code §13146.4.

- (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.
- (b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.
- (c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

CONCLUSION

The district meets all requirements of HSC §13146.2 and §13146.3 in CY 2020. Staff recommends the approval of the attached resolution demonstrating compliance with HSC §13146.4 of all required state regulated facilities by the El Dorado Hills Fire Department this year.

FISCAL IMPACT

HSC §13146.4 requires the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this code section does expand the responsibility of a local agency, the section does create a state-mandated local program. The California Constitution requires the state to reimburse local agencies for certain costs mandated by the State. Statutory provisions establish procedures for making that reimbursement.

There is no current cost recovery for these building inspections as part of the EDHFD Fee Schedule.

ATTACHED DOCUMENTS

1. Resolution 2020-19 inclusive of Exhibits A and B

RECOMMENDATION

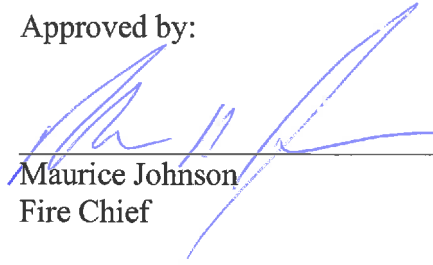
Staff respectfully recommends the Board receive and adopt Resolution 2020-19 confirming that the District is in compliance with California Health and Safety Code Section 13146.4 in CY 2020.

Submitted by:



Bryce DeWitt
Fire Inspector, CRR

Approved by:



Maurice Johnson
Fire Chief

RESOLUTION 2020-19

A RESOLUTION OF THE EL DORADO HILLS COUNTY WATER DISTRICT BOARD OF DIRECTORS ACKNOWLEDGING THE EL DORADO HILLS FIRE DEPARTMENT'S COMPLIANCE WITH SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health and Safety Code Section 13146.4 requires all fire departments that provide fire protection services to report annually to its administering authority on its compliance with Sections 13462.2 and 13146.3; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house and certain residential care facilities for compliance with specified building standards; and

WHEREAS, the El Dorado Hills Fire Department has conducted 29 of 29 Group E(school) and 12 of 12 Group R (hotel, motel, lodging house, etc.) fire and life safety inspections for the reporting period of Calendar Year 2020; and

WHEREAS, the El Dorado Hills County Water District Board of Directors intends this Resolution to fulfill the requirements of the California Health and Safety Code regarding acknowledgment of the El Dorado Hills Fire Department's compliance with California Health and Safety Code Sections 13146.2 and 13146. 3.

NOW, THEREFORE, BE IT RESOLVED that the El Dorado Hills County Water District Board of Directors expressly acknowledges the measure of compliance by the El Dorado Hills Fire Department with the California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the El Dorado Hills Water District as shown on Exhibits A and B.

The foregoing resolution was passed and adopted by the Board of Directors of the El Dorado Hills County Water District at a meeting of said Board held on 19th day of November 2020 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Jessica Braddock, Board Secretary

Charles J. Hartley, Board President

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

Exhibit A

El Dorado Hills Fire Department, Calendar Year 2020 Completed State Regulated Inspections
GROUP E OCCUPANCIES (PUBLIC OR PRIVATE SCHOOLS)

Bergamo Montessori School
4521 Serrano Parkway
El Dorado Hills, CA 95762

Lake Forest Elementary School
2240 Salsbury Drive
El Dorado Hills, CA 95762

Busy Bees Preschool
1261 Hawk's Flight Court
El Dorado Hills, CA 95762

Lakeview Elementary School
3371 Brittany Way
El Dorado Hills, CA 95762

Froggie Frontier Preschool and Childcare
1001 Olson Lane
El Dorado Hills, CA 95762

Latrobe Elementary School
7680 South Shingle Road
Shingle Springs, CA 95682

Golden Hills School
1060 Suncoast Lane
El Dorado Hills, CA 95762

Madrone Montessori
5001 Windplay Dr.
El Dorado Hills, CA 95762

Holy Trinity School
3115 Tierra De Dios Drive
El Dorado Hills, CA 95762

Marble Valley Academy
5005 Hillside Circle
El Dorado Hills, CA 95762

It's Kid's Time
4363 Town Center Boulevard
El Dorado Hills, CA 95762

Marina Village Middle School
1901 Francisco Drive
El Dorado Hills, CA 95762

Jackson Elementary School
2561 Francisco Drive
El Dorado Hills, CA 95762

Miller's Hill School
7900 South Shingle Road
Shingle Springs, CA 95682

John Adams Academy
1102 Investment Boulevard
El Dorado Hills, CA 95762

Montessori Manor
2222 Francisco Drive
El Dorado Hills, CA 95762

Kindercare
2220 Francisco Drive
El Dorado Hills, CA 95762

Oak Meadow School
7701 Silva Valley Parkway
El Dorado Hills, CA 95762

Kindercare
3959 Park Drive
El Dorado Hills, CA 95762

Oak Ridge High School
1120 Harvard Way
El Dorado Hills, CA 95762

Opportunity Acres

7315 South Shingle Road
Shingle Springs, CA 95682

Point Quest Education

4900 Windplay Drive
El Dorado Hills, CA 95762

Praiseland Academy

5003 Windplay Drive
El Dorado Hills, CA 95762

Rising Sun Montessori School

4940 Robert J Matthews Parkway
El Dorado Hills, CA 95762

Rolling Hills Middle School

7141 Silva Valley Parkway

El Dorado Hills, CA 95762

Silva Valley Elementary School

3001 Golden Eagle Lane
El Dorado Hills, CA 95762

The Gift of Kids Daycare and Preschool

5130 Golden Foothill Parkway
El Dorado Hills, CA 95762

Valley View Charter Montessori

1665 Blackstone Parkway
El Dorado Hills, CA 95762

William Brooks Elementary School

3610 Park Drive
El Dorado Hills, CA 95762

Exhibit B

El Dorado Hills Fire Department, Calendar Year 2020 Completed State Regulated Inspections
GROUP R OCCUPANCIES
(HOTELS, APARTMENTS, AND CERTAIN RESIDENTIAL CARE FACILITIES)

Copper Hill Apartments
3440 El Dorado Hills Boulevard
El Dorado Hills, CA 95762

Vineyards Apartments
2100 Valley View Parkway
El Dorado Hills, CA 95762

El Dorado Estates Gracious Retirement
4240 Town Center Boulevard
El Dorado Hills, CA 95762

White Rock Village Apartments
2200 Valley View Parkway
El Dorado Hills, CA 95762

El Dorado Village Apartments
1026 Olson Lane
El Dorado Hills, CA 95762

Holiday Inn
4360 Town Center Boulevard
El Dorado Hills, CA 95762

Lake Forest Apartments
3025 Vollage Center Drive
El Dorado Hills, CA 95762

Lessara Luxury Apartments
2230 Valley View Parkway
El Dorado Hills, CA 95762

Oakmont Senior Living
2020 Town Center West Way
El Dorado Hills, CA 95762

Pavilions at El Dorado Hills
2288 Francisco Drive
El Dorado Hills, CA 95762

Sterling Ranch Apartments
965 Wilson Boulevard
El Dorado Hills, CA 95762

Village Oaks Senior Care
1011 Saint Andrews Drive
El Dorado Hills, CA 95762



El Dorado Hills Fire Department

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

Maurice Johnson
Fire Chief

DATE: November 19, 2020
TO: Board of Directors
AGENDA ITEM: Item XIV-E
SUBJECT: New Engine Purchase

TOPIC

Staff seeks Board approval for Authorization to Purchase a new Pierce Type 1 Wildland Urban Interface (WUI) Engine.

SUMMARY

On October 4, 2020, Engine 91 (8579) was involved in a traffic collision. Staff was advised on November 5, 2020, the engine has been determined to be a “total loss”.

DISCUSSION

In August of 2019, the El Dorado Hills Fire Department (“the Department”) purchased a 2003 HME West Sates Type 1 Engine (8579) to replace an aging engine staffed at Fire Station 91. The purchase was part of a plan designed to limit the negative effects of using a reserve engine in a front-line capacity and to improve our reserve engine capability, while maintaining fiscal responsibility.

The Department purchased the vehicle through the California Office of Emergency Services (Cal-OES) State Assistance for Fire Equipment (S.A.F.E) Act Program. The Department purchased the vehicle for \$40,000.00 and invested an additional \$60,000 in updates and upgrades such as new paint, wheels, lighting, etc.

The engine is critical to Department Operations as part of a deployment plan ensuring a ready and capable response resource. With this engine determined to be a total loss by the insurance adjuster and no longer available, the Department has limited front-line and reserve apparatus available when one is placed out of service due to mechanical related issues or when the Department participates in strike team responses throughout the state.

In 2019, the Department furthered its plans to streamline and bring efficiency to its fleet by purchasing specifically designed platforms. Four (4) platforms were ultimately determined to be required for the Department’s jurisdiction; a Type 1 Heavy, Type 1 WUI, Type 3, and an Aerial apparatus. It should be noted that Pierce Manufacturing builds all four of these platforms.

Based on the most current financial analysis, the needs of the Department, resource availability, and response level, Staff evaluated options that were available for the replacement of this apparatus. Staff designed a Type 1 WUI Engine that will be capable of meeting the needs of the Department for years to come.

The Department will exercise the following cost savings measures with this purchase, HGAC Buy (Houston-Galveston Area Council) program, 100% pre-payment at time of order, and a discount for ordering a second identical apparatus that will be added to the order placed on October 22, 2020.

FISCAL IMPACT

The table below outlines the quoted cost of this purchase:

| Description | Price |
|---|-------------------|
| One (1) Pierce Manufacturing, Inc. Enforcer 1500 GPM Pumper | 753,207.35 |
| Discount for HGAC contract FS12-19, Product Code FS19VC07 | -38,705.00 |
| Discount for 100% Pre-Payment at Time of Order | -25,130.85 |
| Discount for Ordering 2 nd Identical Unit | -15,515.00 |
| Subtotal | 673,856.50 |
| 7.25% CA Sales Tax | 48,854.60 |
| California Tire Fee | 10.50 |
| Equipment Mounting | 27,278.40 |
| GRAND TOTAL | 750,000.00 |

Due to unforeseen circumstances, the Department does not currently have a budgeted line item for the purchase of this Engine in its 2020/21 Final Budget. This purchase will require a budget amendment, transferring monies from the Development Fund and Capital Replacement Fund.

To offset the cost of this unplanned engine purchase, the proceeds from the insurance policy will be deposited in the Capital Replacement Fund.

RECOMMENDATION


Staff respectfully recommends the Board approve the purchase of one (1) Pierce Manufacturing Type 1 WUI Engine through the HGAC Buy program. The total cost for this unit and associated upgrades, equipment, in-service inspections, and taxes/registration is not to exceed \$750,000.00.

Submitted by:



Dustin Hall
Deputy Chief – Operations

Approved by:



Maurice Johnson
Fire Chief



**GOLDEN
STATE**
FIRE APPARATUS

PROPOSAL PREPARED FOR
El Dorado Hills Fire Department
Pierce Manufacturing, Inc.
Enforcer 1500 GPM Pumper
HGAC FS12-19, Code FS19VC07
November 11, 2020

SALES CONSULTANT
Brad Hansen
Golden State Fire Apparatus, Inc.
7400 Reese Road
Sacramento, CA 95828
916-869-6072 Cell
brad@goldenstatefire.com

PARTS, SERVICE & SUPPORT
Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828
916.330.1638 Office
parts@goldenstatefire.com

PROPOSAL PREPARED FOR:

El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CA 95672

| | |
|--------------------------|--------------------------|
| Submitted Date: | November 11, 2020 |
| Proposal Number: | 11111-20 |
| Expiration Date: | December 31, 2020 |
| Sales Consultant: | Brad Hansen |

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution by the EL DORADO HILLS FIRE DEPARTMENT, hereinafter called "Customer" and an officer of Golden State Fire Apparatus, Inc., hereinafter called "GSFA", the following fire apparatus and equipment, hereinafter called "Product":

| # | Description | Price |
|-----------------------|--|-------------------|
| A | One (1) Pierce Manufacturing, Inc. Enforcer 1500 GPM Pumper | 753,207.35 |
| B | Discount for Ordering 2 nd Identical Unit by 12/31/2020 | (15,515.00) |
| C | Discount for HGAC contract FS12-19, Product Code FS19VC07 | (38,705.00) |
| D | Discount For 100% Pre-Payment at Time of Order | (25,130.85) |
| SUBTOTAL | | 673,856.50 |
| 7.25% State Sales Tax | | 48,854.60 |
| California Tire Fee | | 10.50 |
| GRAND TOTAL | | 722,721.60 |



PROPOSAL SUMMARY

This proposal includes the following items in accordance with the specifications hereto attached:

- Fire apparatus and equipment
- 100% performance bond
- Pre-delivery inspection/services by GSFA
- Delivery to GSFA service center in Sacramento
- Final delivery from service center to Customer
- Demonstration and familiarization of the Product

PRODUCT COMPLETION

Product shall be built in accordance with the specifications hereto attached, delays due to acts of God, strikes, war, or intentional conflict, failures to obtain chassis, materials, unusual weather conditions or other causes beyond GSFA's control not preventing, within approximately **325 to 355 CALENDAR DAYS** after receipt of this order and the acceptance thereof at our Sacramento, California office. Within thirty (30) calendar days after receipt of this order and acceptance thereof, GSFA shall submit to Customer a production schedule including tentative pre-construction conference, final inspection and final delivery dates.

DELIVERY LOCATION

Product shall be shipped in accordance with the specifications hereto attached and be delivered to you at **EL DORADO HILLS, CALIFORNIA**. Proof of insurance must be demonstrated by the Customer to GSFA prior to transferring of the Product(s).

ACCEPTING THIS PROPOSAL

In the event Customer wishes to purchase the Product described in this Proposal and the attached specifications, then, prior to the expiration date listed on page 2 of this Proposal, Customer shall sign and return this Proposal. Thereafter, GSFA and Customer will endeavor to enter into a purchase agreement incorporating this Proposal and including additional terms (a "Purchase Agreement"). If Customer returns a signed copy of this Proposal alone, GSFA will send Customer its form of Purchase Agreement for Customer's review and signature. **If Customer desires to use its standard form of purchase order as the Purchase Agreement, then Customer should return a signed copy of this Proposal along with a copy of such purchase order. All purchase orders shall be made out to GSFA.** GSFA will review such purchase order and contact the Customer regarding any required revisions. Only upon a full execution of a Purchase Agreement shall GSFA and Customer be obligated to purchase and sell the Product set forth in this Proposal.

TERMS AND CONDITIONS

The following Terms and Conditions are hereby made part of this Proposal:

1. Payment Terms, 100% Pre-Payment at Time of Order – Customer shall pay the amount listed on page 2 of this Proposal, which includes: (i) the total price for the Product (the "Purchase Price") less the Pre-Payment discount, (ii) the estimated state sales tax on the Product, and (iii) the California tire fee (together with the Purchase Price and estimated state sales tax, the "Grand Total") within fifteen (15) calendar days from the date on which the Purchase Agreement is fully executed. In the event Customer does not pay GSFA the Grand Total in the timeframe set forth in this Section 1, Customer shall not receive the Pre-Payment discount shown on page 2 of this Proposal and GSFA may, in its sole discretion cancel the Purchase Agreement entered into between the parties.

2. Multiple Unit Purchase – If the Purchase Price includes pricing for multiple units, the price stated on this Proposal shall only be valid if the quantity of Products being proposed are purchased at the same time, pursuant to the same Purchase Agreement.

3. Stock / Demo Units – If applicable, any stock/demo units, including those identified by this Proposal, are available for sale on an as-is, first-come and first served-basis. Regardless of this Proposal, the first Customer to enter into a Purchase Agreement identifying any such stock/demo unites shall obtain said units.

4. Order Changes – The Customer may request that GSFA incorporate a change to the Product or the Specifications for the Product by delivering a written change order to GSFA, which shall include a description of the proposed change sufficient to permit GSFA to evaluate the feasibility of such change (a "Change Order"). GSFA will provide Customer a written response (a "Response") stating (i) whether GSFA will accommodate such Change Order (which GSFA may decide in its sole and absolute discretion) and (ii) the terms of the modification to the order, including any increase or decrease in the Purchase Price resulting from such Change Order, and any effect on production scheduling or Delivery resulting from such Change Order. Customer shall have seven (7) days after receipt of the Response to notify GSFA as to whether Customer desires to make the changes GSFA has approved in the Response. In the event Customer counter-signs GSFA's Response, Customer shall pay the increase (or be refunded the decrease) in the Purchase Price prior to final delivery to Customer location.

5. Force Majeure – GSFA shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond GSFA's and manufacturer's control and which make GSFA's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

6. Cancellation/Termination – In the event Customer and GSFA enter into a Purchase Agreement and Customer thereafter cancels or terminates the Purchase Agreement, GSFA will charge a cancellation fee as follows: (a) 10% of the Purchase Price after order is accepted and entered by GSFA; (b) 20% of the Purchase Price after completion of the pre-construction phase of the order process; and (c) 50% of the Purchase Price after the requisition of any materials or commencement of any manufacturing or assembly of the Product by either GSFA or the manufacturer of the Product. The tier of cancellation fee applicable to any cancellation shall be in the sole and absolute discretion of GSFA.

7. State Sales Tax – Customer shall be responsible for the cost of state sales tax associated with, or attributable to the Product. The taxes owed by Customer for the Product is subject to adjustment for the applicable state sales tax rate in effect when the Product is delivered to the Customer. Therefore, the sales tax will be increased or decreased at the time of delivery if a change in the sales tax rate has occurred, in which case Customer shall pay GSFA (or be refunded by GSFA) the applicable change in sales tax.

8. Proposal Expiration – After the Expiration Date shown on page one of this Proposal, Customer shall require GSFA's written consent to accept this Proposal.

9. Governing Law – This Proposal is to be governed by and under the laws of the state of California.

Thank you for providing Golden State Fire Apparatus, Inc. with the opportunity to provide this proposal. If you have any questions regarding the options presented or need additional options, please contact me.

Sincerely,



Brad Hansen
Golden State Fire Apparatus, Inc.

I, _____ authorized representative of
EL DORADO HILLS FIRE DEPARTMENT agrees to purchase the proposed Product(s) and agree to the terms and conditions of this proposal and the specifications hereto attached.

SIGNATURE: _____

TITLE: _____ DATE: _____



EL DORADO HILLS FIRE DEPARTMENT

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

DATE: November 18, 2020
TO: Board of Directors
AGENDA ITEM: Item XIV-F
SUBJECT: Authorization to Piggyback – Savvik Buying Group

The El Dorado Hills Fire Department (EDHFD) was awarded two (2) separate grants to purchase Lucas Chest Compression Systems. Under the CARES Grant, the Department received funding to purchase three (3) Lucas devices and under the Assistance to Firefighters Grant (AFG) received funding to purchase four (4) Lucas devices. All purchases were made through Stryker utilizing the Savvik Buying Group.

The Department previously purchased one (1) Lucas CPR Compression System and there is a second Lucas system in service on Rescue Engine 83. The Department wants to keep the same type of CPR compression system across all engines and ambulances so that the crews are familiar with the equipment.

Prior to the purchase of the devices, staff received approval from FEMA's Fire Programs Grants Management Specialist, Sandi R. Tripp, to utilize Savvik to satisfy FEMA's requirements for purchasing.

Stryker has a process where the Department can piggyback on an awarded competitive bid for resuscitation devices such as: automated external defibrillators, cardiac monitors/defibrillators, **automated CPR devices**, video laryngoscopes, training and accessories. This bid was awarded through Eagle County Paramedic Services and the Public Service Safety Association and will be managed and marketed in conjunction with the Savvik Buying Group.

El Dorado Hills Fire Department's Procurement Policy allows for the use of other agency's contracts to waive the RFP/Bid requirements. The policy specifically states:

UTILIZATION OF OTHER PUBLIC AGENCY CONTRACTS

The Board of Directors may waive the RFP/Bid requirements described above in cases where the contract or purchase is capable of being performed utilizing purchasing contracts negotiated by another governmental agency that employed acceptable bidding procedures under California Law. It is appropriate to piggyback onto another government contract when the requestor has developed a specification for which another governmental agency already has a bid developed for essentially the same product or service. The requestor must determine that the other governmental agency used an appropriate competitive process to secure its

bid. Evidence of this determination shall be presented to the Board of Directors when approval to waive the RFP/Bid requirement is requested.

A copy of all relevant documents is attached for reference.

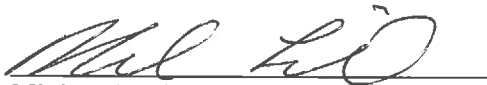
Fiscal Impact

The Board approved final budget recognized that we would receive grant funding for the Lucas Chest Compression Systems. The total cost from the CARES Grant to cover these devices is \$57,654.22 and the total cost from the AFG grant is \$76,872.30.

Recommendation

Staff recommends the Board of Directors authorize the Fire Chief to piggyback on the RFP/Bid process completed by Eagle County Paramedic Services and the Public Service Safety Association that is managed in conjunction with the Savvik Buying Group.

Submitted by:



Michael Lilienthal
Deputy Chief Administration

Approved by:



Maurice Johnson
Fire Chief

New Contract Announcement

Savvik Buying Group

Stryker is pleased to announce a newly awarded competitive bid for Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Video Laryngoscopes, Training and Accessories. This bid was awarded through Eagle County Paramedic Services and the Public Service Safety Association and will be managed and marketed in conjunction with the Savvik Buying Group.

Contract Details

RFP number: 2018-11

Term: Contract pricing is effective immediately and expires November 8, 2021

Contract Includes: LIFEPAK® 15 monitor/defibrillator, LUCAS® 3 chest compression system, McGRATH™ MAC EMS Video Laryngoscope, LIFEPAK and HeartSine® AEDs, technical service, and all supporting accessories and disposables

Product Offerings

- LIFEPAK 15 offers sophisticated clinical technologies with a rich array of features – like the most powerful escalating energy available (up to 360J biphasic), advanced monitoring parameters and a completely upgradeable platform.
- By providing guidelines-consistent, high-quality compressions, LUCAS allows your teams to narrow their focus so they can work together more effectively.
- McGRATH MAC EMS combines direct and video laryngoscopy into a single device designed to improve your view across the entire spectrum of intubation difficulty.
- LIFEPAK AEDs combine full-energy dosing ranges (up to 360J biphasic) and exceptional ease of use to set the standard in emergency care for professionals and public access customers.
- Designed specifically for the lay responder, HeartSine samaritan AEDs offer industry-leading value and environmental protection, all in an easy-to-operate system in the smallest and lightest package available.

Take Action

- This public bid through Eagle County Paramedic Services and the Public Safety Association was awarded following some of the toughest bid laws in the nation. Therefore, no further bidding is necessary.
- Any PSAI or Savvik member may link to this award, public or private agencies included.
- [Joining Savvik Buying Group](#) is easy and free to do. There are no contract fees to Savvik members.
- Bid awardees have pricing flexibility on local contracts and bulk purchases.
- Bid documents are available on the [Savvik website](#) under the Stryker's web page.



Stryker Contact

Ted Harris
ted.harris@stryker.com
615.512.4890

Savvik Contact

Mickey Schulte, Executive Director
mschulte@Savvik.org
713.504.7737

From: [Julie Fontaine](#)
To: [Michael Lilienthal](#)
Subject: Savvik Membership Information - El Dorado Hills FD
Date: Thursday, October 01, 2020 8:29:34 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Deputy Chief Lilienthal,

Welcome to the Savvik Buying Group!

Savvik Member # 27757

It was nice to meet you on the phone. Your Savvik membership information is below, and membership is FREE to our members. I also sent your Savvik number over to Stryker so they can attach you to our contract pricing.

We are a Public Safety GPO with over 12,000 agency members who have access to volume discount pricing on various products and services. Our vendor programs are competitively bid and publicly awarded. As a Savvik member you now have access to over 80+ vendor programs. When you purchase from our vendors, we will give back 1/3 of your vendor sales back to your Association.

Member Login Instructions:

Go to <https://savvik.com>

Click on **LOGIN** and follow the instructions to set up your personal Login.

Larger Vendor Programs:

Send us your supply list and we will provide a quote.

Henry Schein – click here: <https://savvik.com/savvik-henry-schein/>

Medline EMS – click here: <https://www.medline.com/pages/savvik-group/>

Airgas - click here: <https://savvik.com/airgas>

Stryker - click here: <https://savvik.com/stryker>

ZOLL Medical - click here: <https://savvik.com/zoll>

5.11 Gear - click here: <https://savvik.com/store>

Visit our Online Store for all of your 5.11 needs and embellishments for your department.

Savvik's online store has resources currently for Covid 19 supplies while they last.

If I can be of any further assistance please let me know.

Thank you for all your do, and **be safe out there fighting the fires!**

Julie Fontaine
Membership & Marketing Specialist
Savvik Buying Group
320-492-0349 - Direct
jfontaine@savvik.org
<http://www.savvik.com>



COVER PAGE
Eagle County Health Service District / Public Safety Association Inc.
Request for Bids (RFB)

Eagle County Health Service District a quasi-municipal corporation and political subdivision of the State of Colorado d/b/a Eagle County Paramedic Services (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the Public Safety Association Inc. ("PSAI"), is requesting proposals for Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories. The intent of this Request for Bids ("RFB") is that any contract between Principal Procurement Agency and Bidder resulting from this Request for Proposal (hereinafter defined and referred to as the "Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through PSAI's cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with PSAI (an example of which is included as Exhibit C) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency, including the Principal Procurement Agency, will be preceded by their registration with PSAI as a Participating Public Agency in PSAI's cooperative purchasing program. Registration as a Participating Public Agency by joining PSAI or one of its contracted partners and selecting to support the Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit B. The terms and pricing established in the resulting Master Agreement between the Bidder and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through PSAI. All transactions, purchase orders, etc., will occur directly between the Bidder and each Participating Public Agency individually, and neither PSAI, the Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Bidder for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. The Principal Procurement Agency is taking no part in evaluating bids or selecting the successful Bidder, and is making no representations regarding any of the equipment or services that may be procured by a Participating Public Agency. By participating in this RFB process or submitting a proposal pursuant to the RFB, any bidder, Participating Public Agency and PSAI waive any and all claims against the Principal Procurement Agency.

Request for Bids Number: PSAI RFB 2018-11 Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories

**Bids will be awarded by sub category in this overall RFB.
Please bid all sub categories that apply to your company.**

Specifications for: Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories (the "**Products**")

Contract Term: This contract is targeted to begin on or after December 1, 2018 and will continue for 36 months upon agreement by both parties (the "**Contract Term**"). The Contract Term may be extended by 24 months upon agreement by both parties (the "**Extension Term**")

Deadline for Submission of Bids: Friday, October 26, 2018, prior to 11:00 AM CST

Submit Bids To: Public Safety Association Inc.
2800 North 7th Street
St Cloud, MN 56303

Bid Opening Date and Time: Friday, October 26, 2018, 1:00 PM CST

Bid Opening Location: Public Safety Association Inc.
2800 North 7th Street
St. Cloud, MN 56303

Bid Surety
(Submit with bid)

\$1,000 (the "Bid Surety")

Contact for Questions:

Cindy Sobania, office@publicsafetyassociation.org

PSAI welcomes timely competitive sealed bids for the Products. Late Bids shall not be considered. Bids may be submitted electronically or in hard copy form, as detailed in this RFB.

BIDDER CERTIFICATION

I agree to the specifications, terms and conditions of this RFB. I acknowledge my authority to submit this bid on behalf of the firm listed below and to bind it to comply with these specifications, terms and conditions if any contract is awarded through this RFB process.

Date: _____

By: _____

Company Name & Address:

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

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Organization Profile

GENERAL INFORMATION

Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories.

Eagle County Paramedic Services intends to use the results of this process to award a contract(s) or issuance of purchase order for the product(s) and or services(s) stated above.

The contract resulting from this RFB will be administered by Public Safety Association Inc., in partnership with Savvik Buying Group.

This Request for Proposal (RFB) is issued on behalf of Eagle County Paramedic Services by the Public Safety Association Inc., which is the sole point of contact for the Eagle County Paramedic Services during the procurement process.

Public Safety Association Inc.

Public Safety Association Inc. (herein "PSAI") assists Participating Public Agencies to reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein "Lead Public Agencies"). The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

National Sponsors

PSAI is jointly sponsored and supported by Savvik Buying Group.

Participating Public Agencies

Today more than 8,800 public agencies belong to the PSAI and its partners contracts and suppliers to procure products and services annually.

The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Eagle County Paramedic Services, Colorado is acting as "Contracting Agent" for the Participating Public Agencies and shall not be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of the MICPA is included in Exhibit A of this RFB.

Estimated Volume

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is over \$20 million dollars annually. While there is no minimum quantity of products required to be purchased under the proposed Master

Agreement, Eagle County Paramedic Services and PSAI are committed to utilizing the Master Agreement. PSAI shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally.

Marketing Support

PSAI provides marketing support for each Supplier's products through the following:

EMS Services, Municipalities, Fire Departments, Law Enforcement Schools and Universities, Hospitals, training facilities and other Public Safety services.

Administrative and marketing personnel that directly promote the PSAI to Participating Public Agencies through public agency meetings, email, national publications, annual meetings, Higher Education and State Associations.

Marketplace

PSAI will utilize the Savvik Buying Group online Marketplace, which gives Participating Public Agencies the ability to purchase from many PSAI contracts directly from the Savvik website. The Marketplace makes it easier for Participating Public Agencies to access many contracts through a single login and place orders using credit card or purchase order. Suppliers have the ability to add their products to the Marketplace at no cost.

Multiple Awards

Multiple awards may be issued as a result of the solicitation. Multiple awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies. **Bids will be awarded by sub category in this overall RFB. Please bid all sub categories that apply to your company.**

Evaluation of Proposals

Proposals will be evaluated by PSAI in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

PSAI Board members and other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Supplier(s) that respond(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award. PSAI reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

Scope of the Project

Eagle County Paramedic Services is seeking proposals from qualified firms to establish a cooperative contract or contracts for pharmaceutical products, medical equipment and supplies and related products and solutions on behalf of all states, local governments, school districts, and higher education in the United States of America, and other governmental agencies and nonprofit organizations.

Objectives

- A. Provide a comprehensive competitively solicited Master Agreement offering products and services to Participating Public Agencies;
- B. Establish the Master Agreement as a Supplier's primary offering to Participating Public Agencies;
- C. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- D. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- E. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- F. Comply with all federal and state statutes relative to providing quality products and services.

General Definition of Products and/or Services

Suppliers are to propose the broadest possible selection of Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories, related products and solutions they offer. The intent of this solicitation is to provide Participating Public Agencies with products, services and solutions to meet their various needs. Therefore, the Suppliers should have demonstrated experience in providing the Products and Services as defined in this Request For Bid, including but not limited to:

1. Monitoring & Defibrillation

- This includes, but is not limited to, pulse oximetry, advanced monitoring, capnography, pacing, disposable CO2 sampling lines, wave form for capnography, pulse oximetry accessories, electrodes, EKG paper, patient preparation, defibrillator accessories, ECG calipers, defibrillator batteries, defibrillator mounts, 12 Lead ECG and any other monitoring and defibrillation products and solutions offered by Supplier. To include dual mode, AED and Manual.

2. Automated External Defibrillators

- The AED must be adult and pediatric compliant.
- The AED must enhance user performance by displaying visual icons or audible prompts.

- The AED must guide the rescuer in following the proper rescue sequence.
- The AED must utilize a biphasic technology.
- The AED must be user configurable to adapt to local and changing protocols.
- The AED must be capable of automatic self-tests of the internal circuitry delivery system.
- The AED self-tests perform automatic daily self-tests or be user programmable for 1-7 day time intervals.
- The AED must offer the capability of a user-activated manual self-test.
- The AED must include an easily identifiable on/off switch on the front of the device.
- The AED must have an easy to see status indicator that advises users if the unit requires service.
- The AED must offer an audible tone that sounds if the unit requires service.
- The AED must record data to an internal memory.
- The AED must include the ability to download data to a computer.
- The AED must utilize pre-connected, disposable, single use, self-adhesive electrode(s).
- The AED must have a cable length of at least 48 inches.
- The AED must include a patient analysis system that automatically evaluates patient ECG or shockable/non-shockable rhythms.
- The AED must be able to operate in a temperature range of 32 degrees Fahrenheit to 122 degrees Fahrenheit.
- The AED must have a shock or abuse tolerance that passes the one meter, any edge, corner, or surface drop test in standby mode.

3. Cardiac Monitors/Defibrillators

- All equipment and supplies must be new / unused.
- 4 lead, and 12 lead monitoring capability
- Bi-phasic defibrillation with adult and child defibrillation pads.
- Capable of being programmed to start in Automated External Defibrillator mode.
- Non-invasive pacing capabilities both demand and non-demand.
- Synchronized Cardio version with EKG markers
- End Tidal carbon dioxide monitoring (EtCO₂) wave form capable
- Pulse Oximetry (SpO₂)
- Non-Invasive Blood Pressure (NIBP)
- Batteries- as recommended by provider. A minimum of 2 batteries per unit are required.

- Each defibrillator must be capable, and include equipment for 110 AC charger and Mobile 12 V DC charger. (If that option is available-Not a requirement).
- Cases – as recommended by provider
- Data storage capabilities – detail capacity and data management including hardware and software as applicable.
- Data Retrieval event summary printout
- Data management software package.

4. Automated CPR Devices

- SPECIFICATIONS FOR MECHANICAL CHEST COMPRESSION SYSTEM COMPRESSIONRATE: 102 ±2 compressions per minute
- COMPRESSION DEPTH: 2.1± 0.1 inches for patients with sternum height greater than 7.3 inches. 1.5 to 2.1 inches for patients with sternum height less than 7.3 inches
- COMPRESSION METHOD: Sternal chest compressions with assistance of suction cup
- CHEST RECOIL: Allows for complete chest wall recoil after each compression
- COMPRESSION MODES: Operator selectable between 30:2 (30 compressions followed by a 3 sec ventilation pause) or Continuous compressions with 10 ventilation alerts per minute
- PATIENTS ELIGIBLE FOR TREATMENT: 6.7 to 11.9 inches sternum height (anterior- posterior). 17.7 inches chest width. No patient weight limitation
- TYPE OF SYSTEM: Two part device assembly (back plate and upper part)
 - Automatic fine-tuning of suction cup's contact to chest when setting the start position
 - Automatic adjustment of compression force and depth to individual chest stiffness
 - Holes in back plate allow for strapping and securing onto transportation device
 - Foldable support legs to minimize size when stored in compact carrying case
- CARRY CASE: Hard-shell carrying case allows for charge while in bag and check of battery status through top window
- COMMUNICATION: Bluetooth 2.1 wireless communication built into device to allow for wireless transmission of device data to PC with Bluetooth ability
- Battery Run Time: 45 minutes (typical)

- Battery Desk-Top Charger: AC Stand-alone charger that charges battery in less than four hours at room temperature

5. **Ventilators**

Specification of ICU Ventilator (Respiratory Ventilator)

- Should have facility for Invasive and Non-Invasive ventilation.
- Microprocessor Control suitable for Pediatric and adult ventilation.
- Electromagnetic Compatible Hinged arm holder for holding the circuit.
- Should have inbuilt facility to upgrade with EtcO₂.
- Facility to Measure and display:
 - Status indicator for ventilator mode.
 - Battery indication.
 - Pressure Vs time Vs volume Vs time, flow Vs time 3 curves/ waveforms.
 - Alarm setting.
- Automatic compliance and leakage compensation for circuit and ET Tube.
- Should have facility of log book, for events and alarms with date & time.
- Should have following settings:
 - Tidal volume (Minimum at least 50ml, Maximum up to 2000ml)
 - Inspiratory Pressure (up to 80 cm of H₂O)
 - Respiratory rate 1 to 80 bpm.
 - Apnea back up rate.
 - CPAP/PEEP
 - Pressure support.
 - FiO₂
 - Pause Time
 - Pressure & flow Trigger
 - Inspiratory flow up to 120 Lpm.
- Monitoring and Display of the following Parameters.
 - Airway Pressure (Peak & Mean).
 - Tidal volume (Inspired & Expired).
 - Minute volume (Inspired & Expired)
 - Respiratory mechanics.
 - Spontaneous Minute Volume.
 - Total Frequency.
 - F₁O₂ dynamic.
 - Intrinsic PEEP.
 - Plateau Pressure.
 - Resistance & Compliance.
 - Use selector Alarms for all measured & monitored parameters.
 - Occlusion Pressure.

- Pressure Flow & Volume curves.
- Modes of Ventilation equipped with newer modes of ventilation:
 - Assist /control.
 - Volume Control.
 - Pressure control.
 - Pressure support.
 - SIMV with pressure support (Pressure and volume control).
 - PEEP.
 - Inverse ratio Ventilation.
 - Non-invasive ventilator- BIPAP, CPAP.
 - Apnea Ventilation, User selectable, volume & pressure control.
 - Should have built in safety alarms for Airway Pressure High & low, Minute volume, High & low, power failure, Low oxygen, High Respiratory Rate, Air Source in-operable.
 - Should have inbuilt exhalation filter.
 - Compressor should be of same company inbuilt/ mounted with ventilator assembly.
 - Should have compatibility with existing central pipe line.
- Standard Accessories along with:
 - Patient breathing circuit of silicone for Adult & Pediatric (reusable).
 - Non-invasive ventilator mask reusable for adult (3sizes) and pediatric according to
 - age- 4set each.
 - ET tube cuff pressure monitor and HME filter - 10.

6. Video Laryngoscopes

- Combines line-of-sight video from its portrait display with the familiar Macintosh technique. So you retain your traditional laryngoscopy skills
- Drop tested to two meters and fully submersible. Designed to endure fast-paced hospital and EMS environments
- One-handle with multiple blade options. From pediatric to adult patients and routine to extreme airways

7. Training and Accessories

- Training and Accessories for all products lines
 - Automated External Defibrillators
 - Cardiac Monitors/Defibrillators
 - Automated CPR Devices
 - Ventilators
 - Video Laryngoscopes

8. Extended Warranties

- Extended Warranties for all products lines
 - Automated External Defibrillators
 - Cardiac Monitors/Defibrillators
 - Automated CPR Devices
 - Ventilators
 - Video Laryngoscopes

A. Related Products and Solutions – Additional related products, services or solutions offered by Supplier.

a. Definitions

The following definitions are used throughout the RFB.

- **Eagle County Paramedic Services** means Eagle County Paramedic Services
- **Contracting Agent** means Eagle County Paramedic Services, Colorado
- **Eagle County Paramedic Services Agency** means Department /Division utilizing the service or product
- **Managing Agent** means Public Safety Association Inc.
- **Proposer/vendor/supplier** means a firm submitting a proposal in response to this RFB.
- **Contractor** means proposer awarded the contract.
- **Participating Public Agency "PPA"** is a public entity that elects to utilize the Master Agreement.

b. Clarification of the specifications

All inquiries concerning this RFB must be directed to the person indicated on the cover page of the RFB Document. (electronic mail is the preferred method)

Any questions concerning this RFB must be submitted in writing by mail, fax or e-mail on or before the stated date on the Calendar of Events (see Section 1.6)

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFB document at this point in the RFB process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFB document.

Mailing Address:
Public Safety Association Inc.
c/o Eagle County Paramedic Services
2800 7th St. North
St. Cloud, Minnesota, 56303

Proposers are prohibited from communicating directly with any employee of Eagle County Paramedic Services, except as described herein. No Eagle County Paramedic Services employee or representative other than those individuals listed as Eagle County Paramedic Services contacts in this RFB is authorized to provide any information or respond to any question or inquiry concerning this RFB. Communications must be with the Managing Agent.

c. Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be posted on www.publicsafetyassociationinc.org

It shall be the responsibility of the proposers to regularly monitor the PSAI website for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFB Cover Page / Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFB and any supplements or revisions thereof.

d. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFB. The actions with specific dates must be completed as indicated unless otherwise changed by the Eagle County Paramedic Services. In the event that the Eagle County Paramedic Services finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFB and posting such supplement on the PSAI web site at www.publicsafetyassociation.org. There may or may not be a formal notification issued for changes in the estimated dates and times.

| Event | Date |
|---|---|
| RFB Release | Thursday, August 16, 2018 |
| Deadline for Submission of Questions | Before noon CST on Monday, October 22, 2018 |
| Online Webinar Question & Answer Session | PSAI RFB 2018-11 Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories - Q&A Session Monday, August 27, 2018, 10:00 AM - 11:00 AM, CST Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/722409669 You can also dial in using your phone. United States: +1 (571) 317-3112 Access Code: 722-409-669 First GoToMeeting? Let's do a quick system |

| | |
|-------------------------|---|
| | check: https://link.gotomeeting.com/system-check |
| Bid Due Date | Friday, October 26, 2018, prior to 11:00 AM CST |
| Bid Opening | Friday, October 26, 2018, 1:00 PM CST |
| Bidder Opening Location | Public Safety Association Inc. c/o Eagle County Paramedic Services 2800 North 7 th Street St. Cloud, MN 56303 |
| Contract Award | Contract is targeted to begin on, before or after December 1, 2018 and will continue for 36 months, inclusive with the option to extend up to 24 months, upon agreement by both parties (the " Contract Term "). |

NOTICE REGARDING NATIONWIDE SALES POTENTIAL

PSAI is conducting this procurement with the objective of establishing one or more blanket type contracts for use by our Members. Because our Members are located not only in Colorado, but throughout the country, we strongly urge you to participate in the process at the corporate level.

There is considerable potential sales value because PSAI is being used not only in the State of Colorado, but NATIONWIDE. This means that PSAI contractors will have a special advantage available to them in promoting sales to government agencies throughout the country... the ability to sell products without the need for the buyer to duplicate the competitive bidding process and expend the associated staff time and taxpayer dollars. We believe an PSAI contract would enhance your competitive position in the government marketplace, and are eager to work with you to promote the best interests of our participating local governments and qualifying non-profit organizations.

We look forward to your participation in our process. Please contact the PSAI staff member listed on the cover of this Invitation for additional information.

STANDARD CONTRACT TERMS AND CONDITIONS

1.0 Basic Agreement.

- 1.1 The Contract contemplated under this RFB will require the successful Bidder to provide PSAI Members with the Products in accordance with these Contract Terms and Conditions, and the **Special Terms and Conditions** document, attached as Attachment 1. In exchange, upon Contract award, PSAI will agree to offer the Contract to its Members.
- 1.2 Bidder agrees that all Product purchases made by Members under this Contract are "**PSAI Purchases**", subject only to the limits outlined below in Section 4.
- 1.3 Bids will be accepted and evaluated and resultant contracts awarded in accordance with the terms of this RFB, with particular attention to the **Bid Requirements** document and **Specifications** document, attached as Attachments 2 and 3, respectively, as well as any other attachments to this RFB.

- 2.0 **Contract Term.** The "**Contract Term**" shall be 36 months, beginning upon the execution of the Contract Award by both parties, the "**Contract Award Date.**" The Contract Term may be extended for a period of 24 months, the "**Extension Term**", through written agreement of the parties.

3.0 **Contract Pricing.**

3.1 **Most Favored Customer Price.** PSAI encourages Bidders to bid using their best price given to their most favored customer. Bidder is responsible to determine any conditions that affect the cost of delivering the Products; and Bidder expressly acknowledges that the offered prices include these factors.

3.2 **Price Reduction Clause.**

1. If during the Contract Term, Bidder sells the same Products to any agency or group of agencies at prices below those offered by Bidder in a *single* unit quantity under this Contract, then Bidder agrees to immediately extend such lower prices to PSAI for future PSAI Purchases in accordance with this Section.

Multiple Unit Sales: Successful bidder may negotiate better pricing with Savvik Buying Group member if member is purchasing 2 or more units in one order without effecting the overall bid price. The order needs to be completed in a 6 month time frame. All units are subject to contract management fee.

2. A price reduction shall apply to PSAI Purchases under this Contract if, during the Contract Term, the Bidder—

3.2.2.1 Revises the commercial catalog, pricelist, schedule or other document upon which this Contract was predicated to reduce prices; or

3.2.2.2 Grants more favorable discounts or terms and conditions than those contained in the commercial catalog, pricelist, schedule or other documents upon which this Contract was predicated on a single unit transaction.

3. The Bidder agrees to offer the price reduction to PSAI with the same effective date, and for the same time period, as extended to the other customers.

4. The Bidder may offer PSAI a voluntary price reduction at any time during the Contract Term.

5. The Bidder shall notify PSAI of any price reduction subject to this clause as soon as possible, but not later than 15 calendar days after its effective date. Bidder's report must include an explanation of the conditions under which the reductions were made.

6. The Contract will be modified to reflect any price reduction which becomes applicable in accordance with this clause.

7. This Price Reduction Clause does not apply to volume discount pricing detailed elsewhere in this RFB.

3.3 **Price Escalation Clause.**

1. Pricing on the Products shall be held firm for the Contract Term.

2. Notwithstanding the limitation in Section 3.3.1, beginning in the thirteenth month of the Contract Term, Bidder may increase the price of the Products once every twelve months if the Bidder can show evidence of corresponding price increases from its manufacturers.

3. Written approval from PSAI is required for all increases in Product pricing. Bidder must submit to PSAI its request to increase Product pricing, along with evidence of the manufacturer cost increase, such as a receipt from the manufacturer. PSAI agrees to review and respond to Bidder's request within 30 days after receipt.

3.4 **Payment Clause.** Bidder will negotiate payment process and terms directly with PSAI Members.

4.0 **PSAI Purchases and the Contract Management Fee**

- 4.1 Bidder agrees to pay PSAI a Contract Management Fee (as defined in the Special Terms and Conditions) for each PSAI Purchase during the Contract Term. All Product purchases made by Members during the Contract Term are "**PSAI Purchases**", subject only to the limits outlined in this Section 4.
- 4.2 Product purchases made by PSAI Members under existing purchase orders or contracts with Bidder that are in place at the time of Contract Award ("**Existing Member Contracts**") are excluded from the definition of PSAI Purchases provided that Bidder satisfies the following requirements. Upon notification of Contract Award, Bidder must provide PSAI with a list of Existing Member Contracts that includes the following information: parties to the contract; contract execution and expiration dates; and Products covered by the contract ("**Existing Member Contract List**"). PSAI will keep the Existing Member Contract List confidential. The Existing Member Contract List will be attached to the executed Contract between Bidder and PSAI. Only Product purchases made during the Contract Term under the Existing Member Contracts on the Existing Member Contract List shall be exempt from the Contract Management Fee.
- 4.3 The "**Contract Management Fee**" for this Contract is defined in Special Terms and Conditions.
- 4.4 Contract Management Fees for each Purchase Order must be received by PSAI no more than thirty (30) days after Products are "Accepted" by the Member, as defined under Section 8, below. Late management fees will be assessed a 1.5% finance charge per month.

5.0 **Reporting Requirements**

5.1 **Purchase Volume / Sales Reports.**

1. Bidder agrees to submit detailed itemized monthly reports using the "**Purchase Volume / Sales Report Template**" provided by PSAI. Sales must be reported during the month in which purchase order was accepted. PSAI recognizes that the actual date(s) of delivery may be unavailable at that time and requests that delivery dates be reported when they are known.
2. Purchase Volume / Sales Reports must be generated in Microsoft Excel and submitted via electronic mail to PSAI by the 15th day of the month following. For example, if you are reporting for the month of June, your report would be due by the 15th of July and would contain any new sales for the month of June. Reports will include, but are not limited to the following:
 - PSAI Member Number
 - Service Name
 - City
 - State
 - Invoice_Number
 - Invoice_Date
 - Item_Number
 - Item_Description
 - Quantity
 - Unit_Price
 - Ext_Price
 - PSAI Contract Management Fee
3. Failure to provide the detailed itemized Purchase Volume / Sales Reports may result in a \$50 late charge per day and may also result in termination of this Contract, at the discretion of PSAI.

- 5.2 **Additional Reports.** Bidder agrees to comply with reasonable requests made by PSAI and its Members for additional reports.
- 6.0 **Non-Mandatory Contract.** PSAI does not mandate its members to purchase under this Contract. There are no quantities guaranteed by the Principal Procurement Agency and PSAI or set forth in this RFB.
- 7.0 **Delivery and Logistics.** Details related to the date, time and location of delivery by Bidder for purchases made under this Contract will be determined by Bidder and Member in accordance with the terms outlined in the Special Terms and Conditions.
- 8.0 **Acceptance of Products.** Bidder agrees to provide the Products in accordance with the terms of this Contract and agrees that Members will have the right to reject Products that do not conform to Contract specifications. A Product shall be deemed "**Accepted**" by a Member after Bidder delivers the Product to the Member and the Member signs the delivery receipt for that Product.
- 9.0 **Technical Support.** With each PSAI Purchase, Bidder agrees to provide technical service and support during regular business hours Monday to Friday via a toll-free number and email address.
- 10.0 **Warranty.** Bidder agrees to provide the warranty required under the Special Terms and Conditions for the Contract Term.
- 11.0 **Insurance.** Bidder agrees to maintain insurance required under the Special Terms and Conditions for the Contract Term.
- 12.0 **Bid Surety**
- 12.1 Bids shall be accompanied by the Bid Surety, as defined in the Special Terms and Conditions. The Bid Surety must come in the form of a certified check, cashier's check or surety bond; made payable to the "Public Safety Association Inc."; and conditioned upon PSAI awarding the Contract to Bidder. In the event Bidder fails to comply with the Contract, the Bid Surety may be forfeited as liquidated damages.
- 12.2 Bid Sureties of unsuccessful bidders will be returned by mail postmarked within five working days after an award is made.
- 13.0 **Audit.** Bidder agrees to retain all books, records and other documents relative to the Contract (the "**Contract Documents**") for 5 years after the Contract Term ends, or until audited by PSAI, whichever is sooner. Bidder agrees to grant PSAI and its authorized agents full access and the right to examine the Contract Documents.
- 14.0 **Conflicts of Interest.**
- 14.1 Bidder covenants that, to the best of its knowledge, no employee, officer or board member of PSAI presently has any financial interest in Bidder.
- 15.0 **Contract Administrators and Key Personnel.** Bidder shall notify PSAI in writing of any change in the primary contacts for this Contract within seventy-two hours (72) of such change. Primary contacts include but are not limited to: national sales manager, contract administrator, Contract Management Fee contact, reporting contact, and sales representatives.

16.0 **Subcontractors.** PSAI reserves the right to approve all subcontractors retained by Bidder to perform work under this Contract. Bidder agrees to be responsible for all work performed by subcontractors under this Contract. In the event that the Bidder is not the company providing the direct service in any particular state, the Bidder will remain responsible to comply with all the requirements of the Contract.

17.0 **Quality Assurance Program**

17.1 Bidder agrees to use industry-recognized standards and procedures to assure that a satisfactory level of quality control is maintained for the Products.

17.2 Bidder represents that it currently has, and warrants that it will maintain for the duration of the Contract Term, an appropriate quality assurance, as demonstrated in its Bid.

18.0 **Compliance with Law and Regulation.**

18.1 Bidder represents that it is currently in compliance, and warrants that it will remain for the duration of the Contract Term in compliance, with all applicable federal, state and local laws, ordinances, codes and regulations applicable to Bidder. Bidder currently has and agrees to maintain all licenses necessary for Bidder to perform its obligations under this Contract.

18.2 Bidder understands that many of PSAI's Members are government agencies subject to federal, state and local procurement laws and regulations. Bidder agrees to comply with any procurement and other laws and regulations made applicable to Bidder by virtue of Bidder selling Product to Members under this Contract.

19.0 **Promotion and Publicity**

19.1 **PSAI Website Promotion.** Bidder agrees to provide PSAI with a technical information packet related to the Products via email, and PSAI agrees to post the information to its main and Members-only websites. PSAI will work with Bidder to gather and post the appropriate information. Bidder will be responsible for making any and all necessary changes or alterations to the technical information packets and provide updated packets to PSAI as necessary. The information packet must be approved by PSAI. PSAI may make the Products included in Bidder's bid proposal made available to its Members for purchase at PSAI's online PSAI Store or PSAI Partners Store. Bidder agrees to provide all support and data necessary to make the Products available for purchase at the PSAI Store.

19.2 **Trade Shows; Signage.** If Bidder attends trade shows of any type, in any state where Members are located, Bidder agrees to exhibit the Products and promote PSAI and this Contract. Bidder agrees to cover all expenses for production of signs bearing Bidder's name and logo to be displayed at conferences. The sign may read "Proud Vendor of Public Safety Association Inc.".

19.3 **Vendor Website Promotion.** Bidder must post information about this Contract on its website. Posted information must include the PSAI logo and link to the PSAI website. Prior to posting such information, Bidder agrees to allow PSAI an opportunity to review and approve the content.

19.4 **Publicity.** Bidder shall not refer to this Contract, PSAI or PSAI Members in any advertising or publicity without first obtaining written permission from PSAI and individual Member concerned.

20.0 **Sales Calls.** Bidder agrees to conduct planned visits to PSAI Members to explain the Contract, communicate the savings, and promote the relationship between PSAI and Bidder.

- 21.0 **Financial Condition.** Bidder agrees to provide written notification to PSAI of any changes of Bidder's financial condition or corporate standing which may significantly impact the Bidder's ability to fulfill the terms and conditions of the Contract. Notice must be provided within 72 hours of such change.
- 22.0 **Default**
- 22.1 **Bidder Events of Default.** The occurrence of any of the following events shall be considered an event of default (a "**Bidder Default**") by Bidder under the Contract:
- (1) Failure to pay the Contract Management Fee;
 - (2) Violation of the Contract Pricing terms in Section 3;
 - (3) Failure to file complete and timely submit sales reports;
 - (4) Provision of Products that do not conform to Contract specifications; and
 - (5) Other acts or omissions by Bidder in violation of the terms of this Contract.
- 22.2 **PSAI Remedies.** Upon the occurrence of a Bidder Default, PSAI has the right to terminate the Contract, subject to the Cure Period detailed below. PSAI also has the right to deem the Bidder "non-responsible" and ineligible to bid on or perform under PSAI contracts for a period of 3 years. PSAI may also pursue all other remedies permitted by the Contract or available by law and equity.
- 22.3 **PSAI Events of Default.** The occurrence of any of the following events shall be considered an event of default (a "**PSAI Default**") by PSAI under the Contract:
- (1) Failure to offer the Contract to Members; and
 - (2) Other acts or omissions by PSAI in violation of the terms of this Contract.
- 22.4 **Bidder Remedies.** Upon the occurrence of a PSAI Default, Bidder has the right to terminate the Contract, subject to the Cure Period detailed below. Bidder may also pursue all other remedies permitted by the Contract or available by law and equity.
- 22.5 **Cure Period.** Upon the occurrence of an event of default, the non-defaulting party agrees to provide written notice to the defaulting party of the default. The defaulting party then has 30 days after receiving written notice to cure the default (the "Cure Period"). After expiration of the Cure Period, if the defaulting party has not remedied the default, then the non-defaulting party will have the right to exercise the remedies outlined in this Section.
- 23.0 **Termination.** This Contract will terminate upon the earliest of the following dates: (a) expiration of the Contract Term (unless extended), (b) termination following an event of default that remains uncured through the Cure Period in accordance with Section 22, or (c) by either party for convenience with written notice. Upon Contract termination, Bidder remains obligated to pay all Contract Management Fees incurred as of the date of Contract termination.
- 24.0 **Contract Documents; Order of Precedence**
- 24.1 The Contract shall consist of the following documents (inclusive of attachments and amendments), which are presented in order of precedence: (1) Contract Award; (2) RFB Cover Sheet; (3) Attachment 1 – Special Terms and Conditions; (4) Attachment 2 – Bid Requirements; (5) Attachment 3 – Bidder Worksheet; (5) Attachment 4 – Product Specifications and Pricing Worksheet (6) Attachment 5 – Designation of Confidential and Proprietary Information (7) Attachment 6 – Supplier Worksheet for National Program Consideration (8) Attachment 7 – Cost / Financial Proposal (9) Form 1 – Core Bid Items Pricing (10) Form 2 – Additional Items Bid
- 24.2 The entire contents of this RFB, the Bidders' response to this RFB, any changes or modifications agreed to in writing by the parties shall be made part of the Contract.

- 24.3 Conflict between the terms of the foregoing documents will be resolved based on the order of precedence.
- 24.4 Any modifications made by Bidder to the terms and conditions in the RFB are expressly rejected unless specifically accepted by PSAI in writing in the Contract Award document.
- 25.0 **Assignment.** This Contract, and Bidder's rights and obligations under this Contract, are not assignable by the Bidder in whole or in part without the prior written consent of PSAI.
- 26.0 **Severability.** If any provision of this Contract is held to be invalid, such invalidity shall not affect other provisions or application to any other part of the Contract which can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.
- 27.0 **Choice of Law.** This RFB and the resulting Contract are to be governed by the laws of the State of Minnesota.
- 28.0 **Waiver of Liability.** The Principal Procurement Agency is taking no part in evaluating bids or selecting the successful Bidder, and is making no representations regarding any of the equipment or services that may be procured by a Participating Public Agency. By participating in this RFB process or submitting a proposal pursuant to the RFB, any Bidder agrees to waive any and all claims against the Principal Procurement Agency, and incorporate a waiver of all claims against the Principal Procurement Agency into terms of the sale of Product purchases made by PSAI Members.

Attachment 1 – Special Terms and Conditions

Attachment 2 – Bid Requirements

Attachment 3 – Bidder Worksheet

Attachment 4 – Product Specifications and Pricing Worksheet

Attachment 5 – Designation of Confidential and Proprietary Information

Attachment 6 – Supplier Worksheet for National Program Consideration

Attachment 7 – Cost / Financial Proposal

Form 1 – Core Bid Items Pricing

Form 2 – Additional Items Bid

Exhibit A – Public Safety Association Inc. – National Cooperative Contract

Exhibit B – Public Safety Association Inc. – Cooperative Purchasing Agreement

Exhibit C – Public Safety Association Inc. – Principal Procurement Agency Certificate

ATTACHMENT 1 – SPECIAL TERMS AND CONDITIONS

PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS, CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO LARYNGOSCOPES, TRAINING AND ACCESSORIES

1.0 Contract Management Fee.

The Contract Management Fee will be 3% of the value gross sales made under this Contract and calculated based on the gross sales of each calendar month invoiced, regardless of when Bidder receives payment from the Member.

Multiple Unit Sales: Successful bidder may negotiate better pricing with PSAI member if member is purchasing 2 or more units in one order without effecting the overall bid price. The order needs to be completed in a 6 month time frame. All units are subject to contract management fee.

2.0 Bid Surety. The Bid Surety requirement is one thousand dollars (\$1,000.00). Bids must be on the basis of cash payment for work and accompanied by a cash deposit, certified check (on a responsible bank in the State of Minnesota), or a bidder's bond made payable, without conditions, to "Public Safety Association Inc.," in an amount of \$1,000.00. No bid may be withdrawn within 30 days of submission. Bidder selecting to use the electronic bid submittal process, shall copy the bid surety and include the copy in the electronic submittal package, with a note stating it was placed in the mail. Place the bid surety in the mail, to be received by Friday, October 26, 2018, prior to 11:00 AM CST, at mailing address is listed on cover page.

3.0 Technical Requirements.

3.1 Technical Requirements

3.1.1 The Products and Services to be furnished under this contract shall be the manufacturers current type and class specified. The Products and Services shall be complete with operating accessories as specified herein; furnished with such modifications and attachments as may be necessary and specified to enable the Products and Services to function reliably and efficiently in sustained operation. The design of the Products and Services and the specified equipment shall permit accessibility for servicing, replacement and adjustment of component parts and accessories with minimum disturbance to other components and accessories.

3.1.2 The completed Products and Services and components shall comply with all Federal standards and regulations.

3.1.3 Where minor details of construction and materials are not specified, Bidder shall supply only the best of such materials and design and construct any such unspecified parts in accordance with the best interests of the PSAI. All materials used in the Products and Services furnished shall be guaranteed to be new and of current manufacture.

3.2 Technical Support

3.2.1 Technical service and/or support shall be provided by the vendor and shall be available 24 hours per day, 365 days per year via a toll free number. Any software updates shall be made available to PSAI members at no cost.

3.3 Parts/Service Availability

3.3.1 Bidder shall provide a list of service centers in the United States authorized to perform warranty and repair work. Where a local sub-contractor(s) is utilized, Bidder shall provide the name, address, and telephone number of said contractor(s) with Proposal.

- 3.3.2 Bidder must develop and provide written procedures that address how to request completion of warranty work. Written procedures and all necessary paperwork needed to be submitted shall be included with Bidders Proposal.
- 3.3.3 To ensure a continuous supply of repair parts and service for the Products and Services furnished under this contract, the Bidder agrees to maintain a source of parts (at its own facility or that of a sub-contractor) for a period of not less than five (5) years following the conclusion of said contract and/or model year of production.
- 3.3.4 Bidder shall keep essential accessories and replacement parts in stock at all times to provide PSAI members quick turn around time (not greater than 48 hours from time of order to shipping).
- 3.3.5 Where a local sub-contractor is utilized to provide the required parts and/or service the name, address and telephone number of such sub-contractor(s) shall be provided by Bidder in the Proposal.
- 3.4 Safety
 - 3.4.1 Bidder shall submit any and all documentation which pertains to safety and testing of the Products and Services.
- 3.5 Delivery
 - 3.5.1 Time is of the essence for delivery of the Products and Services under the terms of this contract. Delivery shall be made by the Bidder within thirty (30) days after receipt of order (ARO).
 - 3.5.2 If bidder is unable to meet the thirty (30) day delivery schedule, a letter of explanation must be submitted to PSAI and PSAI member within 24 hours after the date of execution.
 - 3.5.3 Bidder shall furnish and deliver the specified Products and Services, complete including all options and ready to use, F.O.B. PSAI member, at the member specified address and time, no charge to PSAI.
 - 3.5.4 Delivery shall be defined as delivery of the Products and Services to the PSAI member, which is operational to the satisfaction of the PSAI member.
 - 3.5.5 Upon delivery of the Products and Services, PSAI members shall be allowed to conduct visual and/or physical inspections to determine the Products and Services compliance with specifications prior to acceptance.
 - 3.5.6 If defects or omissions are discovered during inspections, the PSAI or PSAI member may:
 - (1) Refuse acceptance of the Products and Services.
 - (2) Require Bidder to remove the Products and Services from the PSAI member premises at its own cost to make the necessary corrections.
 - 3.5.7 PSAI member and Bidder representative shall complete warranty information for mailing or processing.
- 3.6 Training
 - 3.6.1 Bidder shall provide a professionally conducted training session for the PSAI member personnel (or their designee) to instruct them as to the proper operation, maintenance and repair of the Products and Services.
 - 3.6.2 Supplier shall train the PSAI member personnel (or their designee) in the most efficient methods of troubleshooting, maintaining and repairing the Products and Services and any auxiliary items.
 - 3.6.3 All training shall be provided at no additional cost to the PSAI or its members (or their designee) and shall be provided at a time and location specified by the PSAI member.
- 3.7 Inspection/Testing

- 3.7.1 In order to determine that the proposed Products and Services conform to the specifications, PSAI reserves the right to test and/or inspect Products and Services. Other tests and measurements may be performed at the discretion of PSAI.
- 3.7.2 It shall be understood and agreed by and between the parties hereto that the initial acceptance and inspection of any delivery shall not be considered as a waiver of any provision of these specifications and shall relieve Bidder of its obligation to supply satisfactory Products and Services which conform to the specifications, as shown by any test or inspections for which provision is herein otherwise made.

4.0 Warranty.

- 4.1.1 A statement must be submitted with each Proposal which certifies that the successful Bidder shall provide a warranty as part of the final contract which offers the same or greater assurances as those specified below and further that the manufacturer and successful Bidder shall be jointly and severally liable under said warranty.
- 4.1.2 Warranties must be signed and notarized by an officer of the manufacturer and under no circumstances will the signature of a salesman or agent be acceptable.
- 4.1.3 Bidder hereby warrants for a minimum of five (5) years from the date the PSAI members place the Products and Services in service, that it will, at its own expense and without any cost to PSAI members, replace all defective parts and make any repairs that may be required or made necessary by reason of defective design, material or workmanship, or by reason of non-compliance with these specifications. If a longer warranty can be furnished, at no additional cost, the longer period shall prevail.
- 4.1.4 A non-use charge payable to PSAI member in the amount of \$50.00 per diem for any Product and Service which is covered under warranty and is not available for emergency medical service for a period in excess of twenty (20) calendar days following the Bidder's receipt of adequate notice from PSAI member as described herein.

5.0 Insurance.

- 5.1 Unless otherwise stipulated, Bidder/Contractor must have the following insurance and coverage minimums:
 - 5.1.1 General liability insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit.
 - 5.1.2 Product liability insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B – Product Specific of this Invitation.
 - 5.1.3 Property Damage or Destruction insurance is required for coverage of End User owned equipment while in Contractor's possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as part of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to PSAI.
 - 5.1.4 Insurance coverage shall be in effect for the length of any contract made pursuant to this Invitation, and for any extensions thereof, plus the number of days/months required to deliver any outstanding order after the close of the contract period.
- 5.2 Original Insurance Certificates must be furnished to PSAI on request, showing Bidder/Contractor as the insured and showing coverage and limits for the insurances listed above.
- 5.3 If any Product(s) or Service(s) will be provided by parties other than Bidder/Contractor, all

such parties are required to carry the minimum insurance coverages specified herein, and if requested by PSAI, a separate insurance certificate must be submitted for each such party.

5.4 PSAI reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy

6.0 **Delivery and Logistics.** Deliveries shall be made as called for within two (2) business days of the agreed delivery date per the purchase order, unless noted area are outlined in RFB response.

7.0 **Return of Products.**

7.1 Bidder agrees to accept returns and exchanges of all Products without a restocking charge.

7.2 Bidder agrees to be responsible for pickup and deliveries of returns and exchanges.

7.3 Bidder agrees to apply credit to appropriate customer account no later than the next billing period of when returned item(s) was originally billed.

ATTACHMENT 2 – BID REQUIREMENTS

PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS, CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO LARYNGOSCOPES, TRAINING AND ACCESSORIES

1.0 General Instructions to Bidders

- 1.1 **Bids as Offers.** Each Bid submitted in response to this RFB will constitute an offer by Bidder to provide the Products to PSAI Members in accordance with the terms and conditions of this RFB.
- 1.2 **Bidder to Pay Bid Costs.** This RFB does not obligate PSAI to pay any costs that Bidder incurs in the preparation of its Bid or the contract. All costs associated with preparation of a Bid or contract in response to this RFB will be borne solely by the Bidder.
- 1.3 **Use and Ownership of Bids.** All Bids shall become the property of Eagle County Paramedic Services and PSAI and both retain the right to disclose bids to its Members.
- 1.4 **PSAI Right to Change RFB.** Prior to contract award PSAI reserves the right in its sole discretion to amend, supplement, withdraw, or otherwise change this RFB in any manner. PSAI will notify bidders of RFB changes using the method determined by PSAI to be most appropriate.
- 1.5 **Restriction on Communication.** Bidders shall not initiate contact with any Eagle County Paramedic Services or PSAI employee, or Eagle County Paramedic Services or PSAI workgroup member, except as provided herein.
- 1.6 **Bidder's Questions & Requests for Clarification.** All questions regarding this RFB should be emailed to office@publicsafetyassociation.org. PSAI will provide written responses to Bidder questions.

2.0 Bid Preparation Instructions

- 2.1 Include the following information on the outside of the Bid:
 - (1) Bidder Name and Address
 - (2) RFB Title
- 2.2 Complete and sign the **Bidder Certification Form** on the **Cover Sheet**.
- 2.3 Complete and sign the **Bidder Worksheet** on **Attachment 3**.
- 2.4 Complete and sign the **Product Specification and Pricing Sheet** on **Attachment 4**.
- 2.5 Complete Forms 1, 2 and 3.

3.0 Bid Format. Bids may be submitted by email or in hard copy form.

- 3.1 **Electronic submission.** All Bids submitted electronically to <https://www.dropbox.com/request/rrDcCwpFgxd6edLIYPLD> or by email must be sent to office@publicsafetyassociation.org with the words "BID ENCLOSED" followed by the name and the address of the Bidder and the title of the project. The Bid should be attached to the email in Microsoft Word or Adobe Acrobat format. Bid pricing sheet should be submitted in Excel.
- 3.2 **Hard copy submissions.** All hard copy Bids must be submitted in sealed envelopes with the name and the address of the Bidder and the title of the project on the exterior of the package, along with the words "BID ENCLOSED". Bid envelopes must contain one hard copy and one electronic copy of the full bid and a copy supplied on electronic media in Microsoft Word or Adobe Acrobat format. A complete listing of bid products must also be included in an Excel or CSV file using the provided PSAI template.

4.0 **Signatures.** Bids that are not signed by the individual making them must be accompanied by a power of attorney evidencing authority to sign the Bid in the name of the person for whom it is signed.

5.0 **Withdrawal of Bids.** Bids may be withdrawn prior to the Bid due date provided that:

5.1 Bidder provides a written withdrawal request that is physically received in hard copy form or by email by PSAI by the time and date specified for Bid due date, or

5.2 An authorized representative of the Bidder physically retrieves the Bid by providing proof of their identity and signs a receipt for the Bid prior to the time and date specified for the Bid due date.

6.0 **Ownership.** Submitted Bids will be the property of PSAI and will not be returned.

7.0 **Schedule.** The schedule of events for this RFB is as follows:

| Event | Date |
|---|--|
| RFB Release | Thursday, August 16, 2018 |
| Deadline for Submission of Questions | Before noon CST on Monday, October 22, 2018 |
| Online Webinar Question & Answer Session | PSAI RFB 2018-11 Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories - Q&A Session Monday, August 27, 2018, 10:00 AM - 11:00 AM, CST Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/722409669 You can also dial in using your phone. United States: +1 (571) 317-3112 Access Code: 722-409-669 First GoToMeeting? Let's do a quick system check: https://link.gotomeeting.com/system-check |
| Bid Due Date | Friday, October 26, 2018, prior to 11:00 AM CST |
| Bid Opening | Friday, October 26, 2018, 1:00 PM CST |
| Bidder Opening Location | Public Safety Association Inc. c/o Eagle County Paramedic Services 2800 North 7 th Street St. Cloud, MN 56303 |
| Contract Award | Contract is targeted to begin on, before or after December 1, 2018 and will continue for 36 months, inclusive with the option to extend up to 24 months, upon agreement by both parties (the " Contract Term "). |

8.0 **Bids as Binding Offers.** Once opened, each Bid is a binding offer that must be available for acceptance for 90 days.

9.0 **Late Bids.** Late Bids will be deemed unresponsive and will be returned unopened.

10.0 **Rejection of Bids.** PSAI reserves the right to reject any or all Bids and to waive informalities and irregularities in Bids. PSAI will reject as nonresponsive Bids that contain material variances from the specifications detailed herein. PSAI considers a variance to be material if that variance gives a bidder a substantial advantage or benefit over other bidders.

11.0 **Bid Opening.** Bids will be opened at the date, time and location set forth on the Cover Sheet of this RFB. Bids will be opened in the presence of the PSAI Officers identified on the Cover Sheet.

12.0 **Evaluation of Bids**

12.1 It is PSAI's policy to award contracts to the lowest responsive, responsible bidder or bidders. PSAI reserves the right to consider all elements in addition to cost in the selection of a Bidder, or Bidders, and is not obligated to select the lowest bidder. While cost is an important factor, Bids will be evaluated for responsiveness and Bidders for their responsibility, pursuant to the following criteria.

12.2 **Responsive Bids**

12.2.1 Bid responsiveness will be determined through evaluation of the following criteria:

| <u>Description</u> | <u>Percent</u> |
|-------------------------------------|----------------|
| General requirements | 40 |
| a. Products, services and solutions | |
| b. Organizational capabilities | |
| i. Company | |
| ii. Distribution | |
| iii. Marketing | |
| iv. Quality | |
| v. Administration | |
| vi. Financial Statements | |
| vii. Environmental | |
| viii. Additional Information | |
| c. Staff qualifications | |
| Technical requirements | 20 |
| a. Service | |
| b. Ordering and delivery | |
| c. Fill Rates | |
| d. Returns | |
| e. Disaster plan | |
| f. Recalls | |
| g. Reporting | |
| h. Pedigree Authentication Program | |
| a. Cost | 40 |
| <hr/> | |
| TOTAL | 100 |

- 12.2.2 PSAI reserves the right to reject any Bid if the evidence submitted by or an investigation of such Bidder fails to satisfy PSAI that such Bidder is properly qualified to carry out the obligations of the contract and complete the work therein. The competence and responsibility of the Bidder will be considered in making an award.
- 12.2.3 All responses to this RFB should be clear and concise. Bids that are not substantive may be considered unresponsive. Responses of excessive length or containing excessive advertisement are discouraged and may be considered unresponsive. Responses must distinguish between currently available products and those still under development or in the process of becoming a product and service. Bidder is encouraged to make recommendations based on currently deliverable products and services.

13.0 Contract Award

- 13.1 This RFB is not an offer to contract. Only the execution of a written contract award will obligate the PSAI.
- 13.2 PSAI reserves the right to award this Contract to one or more Bidders without prior notification to any other Bidders.
- 13.3 PSAI reserves the right to accept or reject any Product Item or option offered. Additionally, all options included in Bidder's response and accepted by PSAI are understood to be included in any contract
- 13.4 PSAI shall award contract(s) for line items or groups of line items, at its sole discretion.

ATTACHMENT 3 - BIDDER WORKSHEET

PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS, CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO LARYNGOSCOPES, TRAINING AND ACCESSORIES

Provide the following certifications. If you are unable to make the certification as written, please indicate you have an exception in the chart below and provide detailed information about the exception.

| Certification | Initials | Exception? |
|---|----------|------------|
| 1 Bidder certifies that it understands the Contract Management Fee provisions of this RFB and agrees to pay the Contract Management Fee in accordance with those terms. | | |
| 2 Bidder certifies that, to the best of its knowledge, no employee, officer or board member of PSAI presently has any financial interest in Bidder. | | |
| 3 Bidder certifies that neither its organization nor its executives are currently suspended or debarred by the Federal government or any State or local government. | | |
| 4 Bidder certifies that Bidder is not currently involved in any material litigation that could hinder Bidder's ability to provide the Products to PSAI in accordance with the terms of this RFB. | | |
| 5 Bidder certifies that it has reviewed the terms and conditions of the RFB. Bidder represents that it understands the obligations of Bidder under any Contract that could be awarded as a result of its Bid. Bidder further warrants that, upon Contract Award, Bidder agrees to be bound to the terms of the resulting Contract, including, without limitation, the Standard Contract Terms and Conditions and the Special Terms and Conditions in Attachment 1. | | |

Provide the following information in your Bid and initial next to each piece of information provided.

Initials

Required Information

- | | |
|---|--|
| <p>_____ 1.</p> <p>_____ 2.</p> <p>_____ 3.</p> <p>_____ 4.</p> <p>_____ 5.</p> | <p>1. Identify and provide detailed contact information (name, address, telephone number, fax number, and email address) for the following:</p> <p style="margin-left: 20px;">a. A single point of contact for all general matters pertaining to the Contract</p> <p style="margin-left: 20px;">b. A single individual responsible for payment of the Contract Management Fee</p> <p style="margin-left: 20px;">c. A single individual responsible for preparation of reports under the Contract.</p> <p>2. Organizational background, structure and years in business.</p> <p>3. Submit names, qualifications and years with company of sales team.</p> <p>4. Provide a minimum of 4 references with which you have done business in the past 12 months.</p> <p>5. Provide a brief summary highlighting your organization's capacity:</p> <p style="margin-left: 20px;">a. Commitment to service</p> <p style="margin-left: 20px;">b. Past experience with PSAI and its Members</p> <p style="margin-left: 20px;">c. Coverage area</p> <p style="margin-left: 20px;">d. Service availability</p> <p style="margin-left: 20px;">e. Customer communications</p> |
|---|--|

- f. Technical ability and competence
- g. Range of Products available
- h. Financial strength
- i. Compatible organizational philosophies

- _____ 6. Demonstrate you have the facilities, personnel and equipment to expeditiously provide the Products and to provide the necessary ongoing support.
- _____ 7. Describe your warehouse and distribution system.
- _____ 8. Describe your policies and procedures documenting and resolving customer complaints.
- _____ 9. Describe your procedure for dissemination of new products and equipment and training in use of new products.
- _____ 10. Describe your emergency service procedure for after normal business hours.
- _____ 11. Describe your resources and methodology to provide service to the United States and Canada.
- _____ 12. Describe your repair services and availability of replacement parts.
- _____ 13. Describe your disaster plan to assure service is uninterrupted for any reason.
- _____ 14. Describe any additional services offered by your company.
- _____ 15. Provide a catalog or listing of your complete line of products that includes PSAI pricing for every item in the catalog.
- _____ 16. Submit complete copies of all contracts and order forms Members would be expected to sign when placing orders under this Contract.
- _____ 17. Document Bidder quality assurance program, including a document retention plan.
- _____ 18. Submit sample Purchase Volume Report.
- _____ 19. Submit a proper and verifiable Certificate of Insurance in the minimum amount of \$1,000,000 issued by company rated 'A+' as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.
- _____ 20. **Minority and Women Business Enterprise (MWBE) and (HUB) Participation.**

It is the policy of some entities participating in PSAI to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- Minority / Women Business Enterprise
 Respondent Certifies that this firm is a M/WBE **Yes or No**
- Historically Underutilized Business
 Respondent Certifies that this firm is a HUB **Yes or No**

Please include a copy(s) of your certification.

BIDDER CERTIFICATION

I warrant that the foregoing certifications and information provided as part of this Bid is accurate and complete to the best of my knowledge.

Date: _____

By: _____

Company Name & Address:

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

ATTACHMENT 4 - PRODUCT SPECIFICATIONS & PRICING WORKSHEET

PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS, CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO LARYNGOSCOPES, TRAINING AND ACCESSORIES

Product Pricing Certifications

Provide the following certifications. If you are unable to make the certification as written, please indicate you have an exception in the chart below and provide detailed information about the exception.

| Certification | Initials | Exception? |
|---|-----------------|-------------------|
| 1 Bidder certifies that the product prices included in its bid will be effective on the date of Contract Award. | | |
| 2 Bidder certifies that it understands and agrees to the Contract Pricing terms of the Standard Contract Terms and Conditions, including, without limitation the Price Escalation and Price Reduction clauses. | | |

Product/Service Specifications for Each Sub Category

Suppliers are to propose the broadest possible selection of Resuscitation Devices such as: Automated External Defibrillators, Cardiac Monitors/Defibrillators, Automated CPR Devices, Ventilators, Video Laryngoscopes, Training and Accessories, related products and solutions they offer. The intent of this solicitation is to provide Participating Public Agencies with products, services and solutions to meet their various needs. Therefore, the Suppliers should have demonstrated experience in providing the Products and Services as defined in this Request For Bid, including but not limited to:

Monitoring & Defibrillation

- This includes, but is not limited to, pulse oximetry, advanced monitoring, capnography, pacing, disposable CO2 sampling lines, wave form for capnography, pulse oximetry accessories, electrodes, EKG paper, patient preparation, defibrillator accessories, ECG calipers, defibrillator batteries, defibrillator mounts, 12 Lead ECG and any other monitoring and defibrillation products and solutions offered by Supplier. To include dual mode, AED and Manual.

Automated External Defibrillators

- The AED must be adult and pediatric compliant.
- The AED must enhance user performance by displaying visual icons or audible prompts.
- The AED must guide the rescuer in following the proper rescue sequence.
- The AED must utilize a biphasic technology.
- The AED must be user configurable to adapt to local and changing protocols.
- The AED must be capable of automatic self-tests of the internal circuitry delivery system.
- The AED self-tests perform automatic daily self-tests or be user programmable for 1-7 day time_intervals.

- The AED must offer the capability of a user-activated manual self-test.
- The AED must include an easily identifiable on/off switch on the front of the device.
- The AED must have an easy to see status indicator that advises users if the unit requires service.
- The AED must offer an audible tone that sounds if the unit requires service.
- The AED must record data to an internal memory.
- The AED must include the ability to download data to a computer.
- The AED must utilize pre-connected, disposable, single use, self-adhesive electrode(s).
- The AED must have a cable length of at least 48 inches.
- The AED must include a patient analysis system that automatically evaluates patient ECG or shockable/non-shockable rhythms.
- The AED must be able to operate in a temperature range of 32 degrees Fahrenheit to 122 degrees Fahrenheit.
- The AED must have a shock or abuse tolerance that passes the one meter, any edge, corner, or surface drop test in standby mode.

Cardiac Monitors/Defibrillators

- All equipment and supplies must be new / unused.
- 4 lead, and 12 lead monitoring capability
- Bi-phasic defibrillation with adult and child defibrillation pads.
- Capable of being programmed to start in Automated External Defibrillator mode.
- Non-invasive pacing capabilities both demand and non-demand.
- Synchronized Cardio version with EKG markers
- End Tidal carbon dioxide monitoring (EtCO₂) wave form capable
- Pulse Oximetry (SpO₂)
- Non-Invasive Blood Pressure (NIBP)
- Batteries- as recommended by provider. A minimum of 2 batteries per unit are required.
- Each defibrillator must be capable, and include equipment for 110 AC charger and Mobile 12 V DC charger. (If that option is available-Not a requirement).
- Cases – as recommended by provider
- Data storage capabilities – detail capacity and data management including hardware and software as applicable.
- Data Retrieval event summary printout
- Data management software package.

Automated CPR Devices

- SPECIFICATIONS FOR MECHANICAL CHEST COMPRESSION SYSTEM
COMPRESSIONRATE: 102 ±2 compressions per minute
- COMPRESSION DEPTH: 2.1± 0.1 inches for patients with sternum height greater than 7.3 inches. 1.5 to 2.1 inches for patients with sternum height less than 7.3 inches

- COMPRESSION METHOD: Sternal chest compressions with assistance of suction cup
- CHEST RECOIL: Allows for complete chest wall recoil after each compression
- COMPRESSION MODES: Operator selectable between 30:2 (30 compressions followed by a 3 sec ventilation pause) or Continuous compressions with 10 ventilation alerts per minute
- PATIENTS ELIGIBLE FOR TREATMENT: 6.7 to 11.9 inches sternum height (anterior- posterior). 17.7 inches chest width. No patient weight limitation
- TYPE OF SYSTEM: Two part device assembly (back plate and upper part)
 - Automatic fine-tuning of suction cup's contact to chest when setting the start position
 - Automatic adjustment of compression force and depth to individual chest stiffness
 - Holes in back plate allow for strapping and securing onto transportation device
 - Foldable support legs to minimize size when stored in compact carrying case
- CARRY CASE: Hard-shell carrying case allows for charge while in bag and check of battery status through top window
- COMMUNICATION: Bluetooth 2.1 wireless communication built into device to allow for wireless transmission of device data to PC with Bluetooth ability
- Battery Run Time: 45 minutes (typical)
- Battery Desk-Top Charger: AC Stand-alone charger that charges battery in less than four hours at room temperature

Ventilators

Specification of ICU Ventilator (Respiratory Ventilator)

- Should have facility for Invasive and Non-Invasive ventilation.
- Microprocessor Control suitable for Pediatric and adult ventilation.
- Electromagnetic Compatible Hinged arm holder for holding the circuit.
- Should have inbuilt facility to upgrade with EtcO₂.
- Facility to Measure and display:
 - Status indicator for ventilator mode.
 - Battery indication.
 - Pressure Vs time Vs volume Vs time, flow Vs time 3 curves/ waveforms.
 - Alarm setting.
- Automatic compliance and leakage compensation for circuit and ET Tube.
- Should have facility of log book, for events and alarms with date & time.

- Should have following settings:
 - Tidal volume (Minimum at least 50ml, Maximum up to 2000ml)
 - Inspiratory Pressure (up to 80 cm of H₂O)
 - Respiratory rate 1 to 80 bpm.
 - Apnea back up rate.
 - CPAP/PEEP
 - Pressure support.
 - FiO₂
 - Pause Time
 - Pressure & flow Trigger
 - Inspiratory flow up to 120 Lpm.

- Monitoring and Display of the following Parameters.
 - Airway Pressure (Peak & Mean).
 - Tidal volume (Inspired & Expired).
 - Minute volume (Inspired & Expired)
 - Respiratory mechanics.
 - Spontaneous Minute Volume.
 - Total Frequency.
 - FiO₂ dynamic.
 - Intrinsic PEEP.
 - Plateau Pressure.
 - Resistance & Compliance.
 - Use selector Alarms for all measured & monitored parameters.
 - Occlusion Pressure.
 - Pressure Flow & Volume curves.

- Modes of Ventilation equipped with newer modes of ventilation:
 - Assist /control.
 - Volume Control.
 - Pressure control.
 - Pressure support.
 - SIMV with pressure support (Pressure and volume control).
 - PEEP.
 - Inverse ratio Ventilation.
 - Non-invasive ventilator- BIPAP, CPAP.
 - Apnea Ventilation, User selectable, volume & pressure control.
 - Should have built in safety alarms for Airway Pressure High & low, Minute volume, High & low, power failure, Low oxygen, High Respiratory Rate, Air Source in-operable.
 - Should have inbuilt exhalation filter.
 - Compressor should be of same company inbuilt/ mounted with ventilator assembly.
 - Should have compatibility with existing central pipe line.

- Standard Accessories along with:
 - Patient breathing circuit of silicone for Adult & Pediatric (reusable).

- Non-invasive ventilator mask reusable for adult (3sizes) and pediatric according to
 - age- 4set each.
- ET tube cuff pressure monitor and HME filter - 10.

Video Laryngoscopes

- Combines line-of-sight video from its portrait display with the familiar Macintosh technique. So you retain your traditional laryngoscopy skills
- Drop tested to two meters and fully submersible. Designed to endure fast-paced hospital and EMS environments
- One-handle with multiple blade options. From pediatric to adult patients and routine to extreme airways

Training and Accessories

- Training and Accessories for all products lines
 - Automated External Defibrillators
 - Cardiac Monitors/Defibrillators
 - Automated CPR Devices
 - Ventilators
 - Video Laryngoscopes

Extended Warranties

- Extended Warranties for all products lines
 - Automated External Defibrillators
 - Cardiac Monitors/Defibrillators
 - Automated CPR Devices
 - Ventilators
 - Video Laryngoscopes

Product / Service Pricing

- 1 Submit pricing for a base model for each Product and include pricing for all other models you would like to have as part of the RFB.
 - a. Bid your base model and list what options are included in the price.
 - b. Price and itemize list of all additional options that are not included in the base price.
 - c. Price and itemize list of all accessories available.
 - d. Price and itemize list of any training available.
 - e. Price extended warranty.

BIDDER PRICING CERTIFICATION

I warrant that the product pricing certifications and information provided as part of this Bid is accurate and complete to the best of my knowledge.

Date: _____

By: _____

Company Name & Address:

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

**ATTACHMENT 5 – DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION
SUBMIT WITH RFB**

*PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS,
CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO
LARYNGOSCOPES, TRAINING AND ACCESSORIES*

Designation of Confidential and Proprietary Information

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in article 74 section 7-74-102, Colorado State Statutes, or is otherwise material that can be kept confidential under the Colorado Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

| Section | Page Number | Topic |
|---------|-------------|-------|
| | | |
| | | |
| | | |

Check mark : This firm is not designating any information as proprietary and confidential which qualifies as trade secret.

Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade Secret definitions are found in article 74 section 7-74-102 in Colorado State Statutes

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The Eagle County Paramedic Services considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the Eagle County Paramedic Services harmless for any damages arising out of the release of any material unless they are specifically identified above.

Signature

Title

Name (type or print)

Date

**ATTACHMENT 6 – SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION
SUBMIT WITH RFB**

*PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS,
CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO
LARYNGOSCOPES, TRAINING AND ACCESSORIES*

SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below.

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your organization to Participating Public Agencies nationally.
YES___ NO___
- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to deliver service in Alaska and Hawaii?
YES___ NO___
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 40 U.S. states?
YES___ NO___
- D. Did your company have sales greater than \$50 million last year in the United States?
YES___ NO___
- E. Does your company have existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering and billing?
YES___ NO___
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting Eagle County Paramedic Services program contract?
YES___ NO___
- G. Does your company agree to respond to all agency referrals from Managing Agency within 2 business days?
YES___ NO___
- H. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with the Managing Agency to monitor program implementation progress?
YES___ NO___
- I. Will the Eagle County Paramedic Services program contract be your lead public offering to Participating Public Agencies?
YES___ NO___

Submitted by:

Signature

Title

Name (type or print)

Date

**ATTACHMENT 7 – COST / FINANCIAL PROPOSAL
SUBMIT WITH RFB**

PSAI RFB 2018-11 RESUSCITATION DEVICES SUCH AS: AUTOMATED EXTERNAL DEFIBRILLATORS, CARDIAC MONITORS/DEFIBRILLATORS, AUTOMATED CPR DEVICES, VENTILATORS, VIDEO LARYNGOSCOPES, TRAINING AND ACCESSORIES

| | |
|----------------------|--|
| NAME OF FIRM: | |
|----------------------|--|

Product Pricing

Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFB.

BIDDER CERTIFICATIONS

Bidder, by submission of a Response hereto, makes the following certifications under penalty of perjury and possible contract termination if any of these certifications are found to be false.

Non-Collusive Response

- a. The prices in the Response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or potential competitor.
- b. The prices which have been quoted in the Response (unless otherwise required by law), have not been knowingly disclosed by Bidder and will not be knowingly disclosed by Bidder prior to the public response opening, either directly or indirectly, to any other Bidder or competitor.
- c. No attempt has been made or will be made by Bidder to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition

Additional Requirements for Automated External Defibrillators, Monitors/Defibrillators, Automated CPR Devices, Training and Accessories:

1. **CONTRACT FEE**
Must include contract fee in pricing.
2. **FORCE MAJEURE**
If either party shall be wholly or partially prevented from the performance of any contractual obligation or duty by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident., order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of Force Majeure shall rest solely with PSAI.
3. **PERFORMANCE UNDER CONTRACT**
PSAI is committed to insuring that Contractor provides effective and efficient service to all Participants in the Cooperative Purchasing Program, and expects that certain Performance Conditions must be met. Failure to meet these conditions may result in contract termination. In that regard, Contractor shall:
 - a. Appoint a dedicated representative to be the contact person and focal point for all matters relating to End User quotations and orders. The representative shall have: A toll free phone number with voice mail; A fax number; A working e-mail address; and A postal address.

- b. Insure that the representative timely monitors all communication modes listed above, and promptly responds to communications from End Users and PSAI in any of these modes. Phone calls will be promptly returned, in any event not later than the next business day. Acceptable failure will be due only to Force Majeure.
- c. Maintain sufficient qualified staff to promptly process all communications from PSAI or End Users, and to efficiently, effectively and accurately service all requirements of the contract.
- d. As may be requested by PSAI, replace any staff members who are not providing the service and expertise deemed necessary by PSAI for acceptable support of End Users.
- e. Furnish, on request of PSAI, reasonable data, forms and graphic material to be used in brochures or other print media, or on PSAI's website.
- f. Allow access to PSAI authorized personnel for inspection of operating facilities, and auditing of purchase orders during the contract period, and for a period extending thru the completion of any outstanding orders. Site inspection may be arranged not less than ten (10) calendar days prior, shall include the names of all participants, and shall be at no expense to Contractor.

Purchase Volume / Sales Reports – Reporting Requirements:

1. Bidder agrees to submit detailed itemized monthly reports using the "Purchase Volume / Sales Report Template" provided by PSAI. Sales must be reported during the month in which purchase order was accepted. PSAI recognizes that the actual date(s) of delivery may be unavailable at that time and requests that delivery dates be reported when they are known.
 2. Purchase Volume / Sales Reports must be generated in Microsoft Excel and submitted via electronic mail to PSAI by the 15th day of the month following. For example, if you are reporting for the month of June, your report would be due by the 15th of July and would contain any new sales for the month of June. Reports will include, but are not limited to the following:
 - PSAI Member Number
 - Service Name
 - City
 - State
 - Invoice_Number
 - Invoice_Date
 - Item_Number
 - Item_Description
 - Quantity
 - Unit_Price
 - Ext_Price
 - PSAI Contract Management Fee
 3. Failure to provide the detailed itemized Purchase Volume / Sales Reports may result in a \$50 late charge per day and may also result in termination of this Contract, at the discretion of PSAI.
- g. Should Contractor default in providing Products or Services as required by this Invitation and the contract, recourse may be exercised thru cancellation of the contract and other legal remedies as may be appropriate.

EXHIBIT A – PUBLIC SAFETY ASSOCIATION INC. – NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

1.1 Requirement

Eagle County Paramedic Services(hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the Public Safety Association Inc. ("PSAI"), is requesting proposals for Automated External Defibrillators, Monitors/Defibrillators, Automated CPR Devices, Training and Accessories. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the "Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through PSAI's cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with PSAI (an example of which is included as Exhibit C) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency, including the Principal Procurement Agency, will be preceded by their registration with PSAI as a Participating Public Agency in PSAI's cooperative purchasing program. Registration with PSAI as a Participating Public Agency is accomplished by Public Agencies joining PSAI and selecting to support the Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit B. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through PSAI.

All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither PSAI or its Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on PSAI's requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through PSAI.

These requirements are incorporated into and are considered an integral part of this RFB. PSAI reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

1.2 Marketing and Administrative Support

During the term of the Master Agreement PSAI and its Partners intends to provide marketing and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The PSAI marketing team and its Partners will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, email, presentations)

- B. Website support
- C. Trade shows/conferences/meetings
- D. Advertising

The PSAI sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls

- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The PSAI contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Public Safety Association Inc. Company Administration Agreement between Supplier and PSAI (the "PSAI Administration Agreement")

1.4 Award Basis

The basis of any contract award resulting from this RFB made by Principal Procurement Agency will be the basis of award on a national level through PSAI. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through PSAI. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and PSAI shall agree.

1.5 Objectives of a Cooperative Program

This RFB is intended to achieve the following objectives regarding availability through PSAI's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market cooperative strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and PSAI designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is the Supplier's primary "go to market" cooperative strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with PSAI and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFB response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

Supplier commits that the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

Multiple Unit Sales: Successful bidder may negotiate better pricing with Savvik Buying Group member if member is purchasing 2 or more units in one order without effecting the overall bid price. The order needs to be completed in a 6 month time frame. All units are subject to contract management fee.

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through PSAI nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to PSAI in accordance with the PSAI Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

EXHIBIT B - PUBLIC SAFETY ASSOCIATION INC. – COOPERATIVE PURCHASING AGREEMENT

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Agreement is made between certain government agencies that execute a Principal Procurement Agency Certificate ("Principal Procurement Agencies") to be appended and made a part hereof and other public agencies ("Participating Public Agencies") that register electronically with Public Safety Association Inc. ("PSAI") and its marketing Partners or otherwise execute a Participating Public Agency Certificate to be appended and made a part hereof.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of Suppliers have entered into Master Agreements to provide a variety of goods, products and services based on national volumes (herein "Products");

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through PSAI and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

NOW, THEREFORE, in consideration of the mutual promises contained in this agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.
2. That the procurement of Products subject to this agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party's procurement practices.
3. That the cooperative use of solicitations obtained by a party to this agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the procurement of products by the Participating Public Agencies.
5. That a procuring party will make timely payments to the Supplier for Products received in accordance with the terms and conditions of the procurement. Payment for Products and inspections and acceptance of Products ordered by the procuring party shall be the exclusive obligation of such procuring party. Disputes between procuring party and Supplier are to be resolved in accord with the law and venue rules of the State of purchase.
6. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The procuring party shall be responsible for the ordering of Products under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.
8. This agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 5, 6 and 7 hereof shall survive any such termination.
9. This agreement shall take effect after execution of the Principal Procurement Agency Certificate or Participating Public Agency Registration, as applicable.

**EXHIBIT C – PUBLIC SAFETY ASSOCIATION INC. – PRINCIPAL PROCUREMENT AGENCY
CERTIFICATE**

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

I hereby acknowledge, on behalf of Eagle County Paramedic Services ("Principal Procurement Agency"), that I have read and agree to the general terms and conditions set forth in the enclosed Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through Public Safety Association Inc. (PSAI). I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

In its capacity, as Principal Procurement Agency for PSAI, Eagle County Paramedic Services agrees to pursue Master Agreements for Products as specified in the attached exhibits to this agreement.

Authorized Signature, Eagle County Paramedic Services

Signature

From: [Oliver, Krissy](#)
To: [Michael Lilienothal](#)
Subject: STRYKER information
Date: Tuesday, September 22, 2020 3:34:16 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[Savvik Resuscitation flyer 8.16.19.pdf](#)
[PSAI-RFB-2018-11-Resuscitation-Devices-Final.pdf](#)
[EIDoradoJPALUCASPO9.21.20.pdf](#)
[EIDoradoJPAMcGrath9.22.20.pdf](#)

Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Michael,

Nice chatting with you today.

As we discussed, SAVVIK goes out to bid for our customers and is a great way to follow any regulatory requirements when using AFG funding. The email I told you about from our Grants Specialist is below, along with her contact information. We can set up a call at any time!

Also, below that email are details around SAVVIK, pretty simple but thought I give you as much as possible to assist along with the attachments. The LUCAS pricing you received is cheaper than SAVVIK but we are able to still utilize SAVVIK and beat their pricing as you are buying in bulk.

The form that we need signed by 9/30 at the latest is also attached, it's a simple Stryker PO form to lock-in your rates. We can attach whatever formal PO's you must use at a later date, no big deal.

Looking forward to hearing from you soon,

Krissy

Hello all,

I just received a call from an AFG Regional Specialist and they wanted me to alert the team that **AFG will NOT accept sole source deals**. Customers awarded must get multiple bids. **Customers can use SAVVIK as it is a Government compliant bid**. If customers do use sole source it puts them in jeopardy of losing the award!!

Customers are not and have never been required to go low bid. AFG wants awardees to get the product that fits the agencies needs/protocols.

Please contact me if you have any questions!

Corey Carlson
Grant Specialist
Stryker
Emergency Care Division

Cell: 763 234 7780
corey.c.carlson@stryker.com

1. How to become a Savvik member through Savvik:

Go to: <https://savvik.com/>.

- Scroll down until you see the "Sign up and Start Saving" form
- Fill it out and submit
- It's free, and you will receive a member # via email, typically the same day.

2. Stryker landing page:

To access all Stryker information contained within the site, simply click on the Stryker Logo and you will be re-directed to the Stryker landing page, which includes the RFB and pricing for each product category.

Krissy Oliver
Emergency Care Sales Manager, Northern California
Stryker
11811 Willows Rd NE
Redmond, WA 98052
P +1 925 597 1251
E krissy.oliver@stryker.com
<http://ems.stryker.com>
<http://www.strykeremergencycare.com/>



From: Howell, Kyle <Kyle.Howell@stryker.com>
Sent: Friday, September 18, 2020 9:54 AM
To: Cikara, Marko <marko.cikara@stryker.com>; Cloney, Todd <todd.cloney@stryker.com>; Edwards, Warner <warner.edwards@stryker.com>; Gord, Pam <pam.gord@stryker.com>; Hofman, Annie <annie.hofman@stryker.com>; Howell, Kyle <Kyle.Howell@stryker.com>; Jones, Laura (Sales Account Manager) <laura.jones2@stryker.com>; Oliver, Krissy <krissy.oliver@stryker.com>; Roper, Ben <ben.ropers@stryker.com>; Segovia, Sahel <sahel.segovia@stryker.com>; Wintermute, Ben <ben.wintermute@stryker.com>
Subject: Savvik AFG example

Hey Team – I had to put together a email to walk the customer through Savvik. Here is an example I used if anyone wants to steal it!

After you've joined Savvik all we need to do to get the order in the build schedule will be to get a PO sent as a PDF so I can attach it in our system.

Give me a call if you have any questions and want to talk any of this through.

Best,

Kyle Howell
Territory Manager
Stryker
Medical – Emergency Care (EMS & Physio Control)
Washington / N Idaho/ W Montana
C +1 989 295 7999
Kyle.Howell@stryker.com
<http://www.strykeremergencycare.com/>



Follow this link to read our [Privacy Statement](#)

From: [Michael Lilienthal](#)
To: [Tripp, Sandra](#)
Cc: [Kristin Cramer](#)
Subject: RE: El Dorado Hills and Rescue Fire Departments - Approval to Purchase
Date: Thursday, October 15, 2020 5:05:35 PM
Attachments: [QUOTE for EDHJPARRescue6Lucas10.14.20.pdf](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[QUOTE for EDHJPAEDHFD4LUCAS10.14.20.pdf](#)
[image001.png](#)

Hello,

Thank you for all the help so far. Attached are the two quotes: one for Rescue Fire Protection District and the other for EDH Fire Department's grants.

If you approve, we will make the purchase. Are there any other steps we need to take prior?

Thank you again,

Michael Lilienthal
Deputy Chief



El Dorado Hills Fire Department

"Serving the communities of El Dorado Hills, Latrobe and Rescue"

Administrative Office: 1050 Wilson Boulevard, El Dorado Hills, CA 95762

Phone: (916) 947-8502

Fax: (916) 933-5983

Website: www.edhfire.com

Connect with Us: [Facebook](#), [Instagram](#), [Twitter](#)

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From: Tripp, Sandra <sandra.tripp@fema.dhs.gov>

Sent: Tuesday, October 13, 2020 9:48 AM

To: Michael Lilienthal <mlilienthal@edhfire.com>

Cc: Kristin Cramer <kcramer@edhfire.com>

Subject: RE: El Dorado Hills and Rescue Fire Departments - Approval to Purchase

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mike:

Thank you for the call last week, it was nice to meet you and I look forward to working together. I appreciate you taking the time to provide an overview of your two grants. The FEMA AFG Grant Program encourages grant recipients to work with buying groups and purchasing consortiums and after reviewing Savvik Buying Groups website, I have determined that they meet AFG requirements.

The next step would be prior to your purchase, please forward the quote from Stryker Company. I will review the quote to ensure that all items are allowable as per AFG Program authority and get back to you as soon as possible.

Thanks again Mike and congratulations on your two AFG grant awards!

Kind Regards,

Sandi R. Tripp

Fire Program Grants Management Specialist

Grants Management Division | FEMA RIX

Office: (510) 627-7080 | Mobile: (510) 332-7225

Sandra.Tripp@fema.dhs.gov

Assistance to Firefighters Grant Program

Federal Emergency Management Agency

fema.gov



FEMA

From: Michael Lilienthal <mlilienthal@edhfire.com>

Sent: Saturday, October 10, 2020 6:53 AM

To: Tripp, Sandra <sandra.tripp@fema.dhs.gov>

Cc: Kristin Cramer <kcramer@edhfire.com>

Subject: El Dorado Hills and Rescue Fire Departments - Approval to Purchase

Hello,

Thank you for the time yesterday on the phone to talk with me. I am the Deputy Chief for the El Dorado Hills County Water District (a.k.a the El Dorado Hills Fire Department). We also manage the Rescue Fire Protection District under a shared services agreement. Both the El Dorado Hills Fire

Department and the Rescue Fire Protection District were separately awarded AFG grants to purchase automatic chest compression devices (for CPR).

El Dorado Hills Fire Department

EMW-2019-FG-06502

Grant funding opportunity has been approved in the amount of \$66,763.64 in Federal funding for chest compression devices.

Rescue Fire Protection District

EMW-2019-FG-02163

Rescue was approved for a multi-agency grant to purchase chest compression devices and cardiac Monitors. They were awarded \$899,680 in Federal Funding. At this time, we are only focused on purchasing the chest compression devices with the cardiac monitor purchase to occur early 2021 after we research the exact brand we want.

Purchasing Requirements

To satisfy the purchasing requirements, we plan to use the Savvik Buying Group. We signed up with Savvik and were issued Member # 27757. Savvik is using a competitive bid that was awarded through Eagle County Paramedic Services and the Public Service Safety Association and will be managed and marketed in conjunction with the Savvik Buying Group. The RFP number: 2018-11 and the term contract pricing expires November 8, 2021.

If you don't have any concerns, I would like to move forward with making the purchase of the chest compression devices through the Stryker Company. We already have a quote from Stryker (through the Savvik Buying Group).

Please let me know if any additional information is needed.

Thank you,

Michael Lilienthal
Deputy Chief



El Dorado Hills Fire Department

"Serving the communities of El Dorado Hills, Latrobe and Rescue"

Administrative Office: 1050 Wilson Boulevard, El Dorado Hills, CA 95762

Phone: (916) 947-8502

Fax: (916) 933-5983

Website: www.edhfire.com

Connect with Us: [Facebook](#), [Instagram](#), [Twitter](#)

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Purchase Order Form



Account Manager Krissy Oliver
 Cell Phone 925.597.1251

Purchase Order Date 10.16.20
 Expected Delivery Date 11.13.20
 Stryker Quote Number 10268872

| BILL TO | | CUSTOMER # 1161334 |
|-----------------------|---------------------------|--------------------|
| Company Name | El Dorado Hills FD | |
| Contact or Department | 1050 Wilson Blvd | |
| Street Address | | |
| Add'l Address Line | El Dorado Hills, CA 95762 | |
| City, ST ZIP | | |
| Phone | | |

| SHIP TO | | CUSTOMER # 1161334 |
|-----------------------|---------------------------|--------------------|
| Company Name | El Dorado Hills FD | |
| Contact or Department | 1050 Wilson Blvd | |
| Street Address | | |
| Add'l Address Line | El Dorado Hills, CA 95762 | |
| City, ST ZIP | | |
| Phone | | |

Authorized Customer Initials 

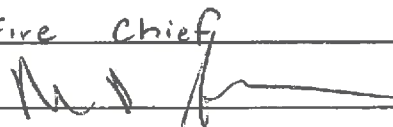
Authorized Customer Initials 

| DESCRIPTION | QTY | TOTAL |
|---------------------------|-----|-----------------|
| Reference Quote: 10268872 | 1 | 57654.22 |
| TOTAL* | | <u>57654.22</u> |

Accounts Payable Contact Information

Name: Jessica Braddock
 Email: jbraddock@edhfir.com
 Phone: 916-933-6623

Authorized Customer Signature

Printed Name: Maurice Johnson
 Title: Fire Chief
 Signature: 
 Date: 10-20-2020

Attachment: Stryker Quote Number 10268872

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

* Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote



EDHFD Lucas x3 CARES Grant

Quote Number: 10268872

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: EL DORADO HILLS FIRE DEP

Rep: Krissy Oliver

Attn:

Email: krissy.oliver@stryker.com

Phone Number:

Quote Date: 10/14/2020

Expiration Date: 01/13/2021

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Equipment Products:

| # | Product | Description | Qty | Sell Price | Total |
|------------------|--------------|--|-----|-------------|-------------|
| 1.0 | 99576-000063 | LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 3 | \$13,032.95 | \$39,098.85 |
| 2.0 | 11576-000071 | LUCAS External Power Supply | 3 | \$293.25 | \$879.75 |
| 3.0 | 11576-000080 | LUCAS 3 Battery - Dark Grey - Rechargeable LiPo | 6 | \$520.00 | \$3,120.00 |
| 4.0 | 11576-000047 | LUCAS Disposable Suction Cup (12 pack) | 3 | \$393.75 | \$1,181.25 |
| Equipment Total: | | | | | \$44,279.85 |

ProCare Products:

| # | Product | Description | Qty | Sell Price | Total |
|----------------|----------|---|-----|------------|------------|
| 5.1 | 78000020 | ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 3 | \$3,159.00 | \$9,477.00 |
| ProCare Total: | | | | | \$9,477.00 |

Price Totals:

| | |
|-------------------------------|--------------------|
| Estimated Sales Tax (7.250%): | \$3,897.37 |
| Freight/Shipping: | \$0.00 |
| Grand Total: | \$57,654.22 |



EDHFD Lucas x3 CARES Grant

Quote Number: 10268872

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: EL DORADO HILLS FIRE DEP

Chicago, IL 60673-3308

Attn:

Rep: Krissy Oliver

Email: krissy.oliver@stryker.com

Phone Number:

Quote Date: 10/14/2020

Expiration Date: 01/13/2021

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

Purchase Order Form



Account Manager Krissy Oliver
 Cell Phone 925.597.1251

Purchase Order Date 10.16.20
 Expected Delivery Date 11.13.20
 Stryker Quote Number 10223024

| BILL TO | | CUSTOMER # 1161334 |
|-----------------------|---------------------------|--------------------|
| Company Name | El Dorado Hills FD | |
| Contact or Department | 1050 Wilson Blvd | |
| Street Address | | |
| Add'l Address Line | El Dorado Hills, CA 95762 | |
| City, ST ZIP | | |
| Phone | | |

| SHIP TO | | CUSTOMER # 1161334 |
|-----------------------|---------------------------|--------------------|
| Company Name | El Dorado Hills FD | |
| Contact or Department | 1050 Wilson Blvd | |
| Street Address | | |
| Add'l Address Line | El Dorado Hills, CA 95762 | |
| City, ST ZIP | | |
| Phone | | |

Authorized Customer Initials *NO*

Authorized Customer Initials *NO*

| DESCRIPTION | QTY | TOTAL |
|---------------------------|-----|-----------------|
| Reference Quote: 10223024 | 1 | 76872.30 |
| TOTAL* | | <u>76872.30</u> |

Accounts Payable Contact Information

Name: Jessica Braddeck
 Email: jbraddock@edhfire.com
 Phone: 916-933-6623

Authorized Customer Signature

Printed Name: Maurice Johnson
 Title: Fire Chief
 Signature: *[Signature]*
 Date: 10-20-2020

Attachment: Stryker Quote Number 10223024

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

* Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote



EDHFD LUCAS x4 AFG GRANT

Quote Number: 10223024

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: EL DORADO HILLS FIRE DEP

Rep:

Krissy Oliver

Attn:

Email:

krissy.oliver@stryker.com

Phone Number:

Quote Date: 10/14/2020

Expiration Date: 01/12/2021

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Name: EL DORADO HILLS FIRE DEP
Account #: 1161334
Address: 1050 WILSON BLVD
EL DORADO
California 95762

Equipment Products:

| # | Product | Description | Qty | Sell Price | Total |
|------------------|--------------|--|-----|-------------|-------------|
| 1.0 | 99576-000063 | LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 4 | \$13,032.95 | \$52,131.80 |
| 2.0 | 11576-000071 | LUCAS External Power Supply | 4 | \$293.25 | \$1,173.00 |
| 3.0 | 11576-000080 | LUCAS 3 Battery - Dark Grey - Rechargeable LiPo | 8 | \$520.00 | \$4,160.00 |
| 4.0 | 11576-000047 | LUCAS Disposable Suction Cup (12 pack) | 4 | \$393.75 | \$1,575.00 |
| Equipment Total: | | | | | \$59,039.80 |

ProCare Products:

| # | Product | Description | Years | Qty | Sell Price | Total |
|----------------|----------|--|-------|-----|------------|-------------|
| 5.1 | 78000020 | On Site Prevent for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 3 | 4 | \$3,159.00 | \$12,636.00 |
| ProCare Total: | | | | | | \$12,636.00 |

Price Totals:

Estimated Sales Tax (7.250%): \$5,196.50
 Freight/Shipping: \$0.00
 Grand Total: \$76,872.30



EDHFD LUCAS x4 AFG GRANT

Quote Number: 10223024

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: EL DORADO HILLS FIRE DEP

Chicago, IL 60673-3308

Attn:

Rep: Krissy Oliver

Email: krissy.oliver@stryker.com

Phone Number:

Quote Date: 10/14/2020

Expiration Date: 01/12/2021

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



A handwritten signature in black ink, appearing to be 'M. H. A.', is written over a horizontal line. Below the line, the text 'AUTHORIZED CUSTOMER SIGNATURE' is printed in a bold, sans-serif font.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

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10/24/20

To the crew who evaluated me
in the early morning hours of the
23rd: Thanks so much for
your incredible response time
and careful evaluation. You are
all deeply appreciated!