

AGENDA  
EL DORADO HILLS COUNTY WATER DISTRICT  
(FIRE DEPARTMENT)  
BOARD OF DIRECTORS  
SEVEN HUNDRED THIRTY FIFTH MEETING  
Thursday, January 21, 2016  
6:00 p.m.  
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order and Pledge of Allegiance
- II. Presentations
  - A. Presentation to retired Chief Financial Officer Connie Bair
- III. Consent Calendar (All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item.)
  - A. Approve Minutes of the 733rd meeting held December 10, 2015
  - B. Approve Minutes of the 734th Special Board meeting held December 23, 2015
  - C. Approve Financial Statements for December 2015
  - D. Ratify fourteenth payment to SW Allen Construction Inc. for Station 84 in the amount of \$34,103
  - E. Ratify fifteenth payment to SW Allen Construction Inc. for Station 84 in the amount of \$205,752

End Consent Calendar
- IV. Oral Communications
  - A. EDH Professional Firefighters
  - B. EDH Firefighters Association
  - C. EDH Volunteer Firefighters
  - D. Latrobe Advisory Committee
  - E. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.
- V. Special Presentation
  - A. Presentation from Interact Business Group regarding the El Dorado Hills Fire Department Training Center Strategic Business Plan
- VI. Correspondence
- VII. Attorney Items
  - A. **Closed Session** pursuant to Government Code Section 54956.9(d)(2); Pending Litigation; One Matter
- VIII. Committee Reports
  - A. Administrative Committee (Directors Winn and Hidahl)
    - 1. Review and update construction progress of Station 84
    - 2. Review and approve updated Rules and Regulations
    - 3. Review and discuss contract for Community Risk Assessment, Standards of Cover, and Facilities Master Plan
      - a. Discuss Nexus Study
    - 4. **Closed Session** pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation:

Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiators are Directors Hidahl and Winn

5. **Closed Session** pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Title: Fire Chief David Roberts

B. Fire Committee (Directors Hus and Winn)

C. Ad Hoc Committee Reports

1. Regional Operations Committee (Directors Hartley and Hidahl)
  - a. Rescue Fire Protection District
  - b. Update on the Latrobe Base Revenue Transfer
2. Solar Committee (Directors Hus and Hidahl)
3. Communications Committee (Directors Durante and Winn)
4. Volunteer Stakeholders Committee (Directors Hidahl and Durante)
5. Training Facility Committee (Directors Hartley and Durante)
6. CSD/Fire Collaboration Committee (Directors Hidahl and Durante)

IX. Operations Report

- A. Operations Report (Receive and file)
- B. Review and update regarding Joint Powers Authority
- C. Review and approve updated Strategic Plan 2016-2021

X. Fiscal Items

- A. Discuss changes in reserve accounts from prior fiscal year

XI. New Business

- A. Reorganization of Board and Committees
- B. Election of Board President and Vice President for 2016
- C. Review and establish meeting date(s) for 2016

XII. Old Business

XIII. Oral Communications

- A. Directors
- B. Staff

XIV. Adjournment

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

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

# EL DORADO HILLS COUNTY WATER DISTRICT

## SEVEN HUNDRED THIRTY THIRD MEETING OF THE BOARD OF DIRECTORS

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Thursday, December 10, 2015

6:00 p.m.

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

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

Vice President Hidahl called the meeting to order at 6:00 p.m. and Director Hus led the Pledge of Allegiance. Directors in attendance: Durante, Hartley, Hidahl, and Hus. President Winn was absent. Staff in attendance: Chief Roberts and Director of Finance Braddock. Counsel Cook was also in attendance.

### II. CONSENT CALENDAR

- A. Approve minutes of the 732nd meeting held November 19, 2015
- B. Approve Financial Statements for November 2015

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

### III. ORAL COMMUNICATIONS

- A. EDH Professional Firefighters – No report
- B. EDH Firefighters Association – No report
- C. EDH Volunteer Firefighters – No report
- D. Latrobe Advisory Committee – No report
- E. Public Comment – Bryan Chaix, Latrobe citizen, stated that he hopes to see the same level of service in Latrobe as in the rest of the District.

### IV. CORRESPONDENCE

- A. Letter from Chief Roberts to the Board of Directors and response from Director Hus – None

### V. ATTORNEY ITEMS – None

Vice President Hidahl requested that **Closed Session Item VI-A.3** and **Closed Session Item VI-C.1.c** be moved on the agenda after **Item X. Old Business** and the Board concurred.

### VI. COMMITTEE REPORTS

- A. Administrative Committee (Directors Hidahl and Winn)
  - 1. Review and update construction progress of Station 84 – Director Hidahl stated that the committee needs to set a meeting to review progress and payments to SW Allen.
  - 2. Review and award contract for Community Risk Assessment, Standards of Cover, and Facilities Master Plan – Chief Roberts reviewed the references for the companies that submitted proposals. He reported that the references led the committee to recommend the Board

award the contract to Citygate. Chief Roberts stated that he did contact Citygate to see if the price was negotiable and they responded that they proposed the worst case scenario and don't anticipate needing to charge the full amount. Director Hus stated that he would like to look into augmenting the contract with a company independent from the fire service.

***Director Hus made a motion to award the contract for Community Risk Assessment, Standards of Cover, and Facilities Master Plan to Citygate in an amount not to exceed \$77,863, seconded by Director Hartley and unanimously carried.***

- a. **Discuss Nexus Study** – Chief Roberts reported that the Nexus Study will be done after the Community Risk Assessment, Standards of Cover, and Facilities Master Plan are completed. Director Hus recommended the RFP for the Nexus Study go out in January. Chief Roberts responded that Citygate will need about five months to complete the project leaving plenty of time to send out the RFP for the Nexus Study.

- 3. **Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiators are Directors Hidahl and Winn** – See under Item X. Old Business

- B. **Fire Committee (Directors Hus and Winn)** – No Report

- C. **Ad Hoc Committee Reports**

- 1. **Regional Operations Committee (Directors Hartley and Hidahl)**
  - a. **Rescue Fire Protection District** – Chief Roberts stated that Rescue is pursuing alternate options with the County.
  - b. **Review and discuss Latrobe Base Revenue Transfer and Q1 Expense Report** – Chief Roberts explained the Board of Supervisors did not get the Latrobe Base Revenue Transfer on the agenda for the 8<sup>th</sup>, but it will be put on the agenda for December 15<sup>th</sup>.

Darwin Throne, citizen, asked if there has been any discussion on the legality of the annexation with Latrobe and Counsel Cook responded that the only legal issue in question was with the Base Revenue Transfer and the AB-8 adjustment. Chief Roberts added that the LAFCO process for the annexation was done accurately.

Director Hus asked if the depreciation on the vehicles could be added to future Expense Reports.

- c. **Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Amendment to Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to Station 91 Staffing; District negotiators are Directors Hidahl and Hartley**
- d. **Review and approve side letter to MOU with El Dorado Hills Professional Firefighters regarding Latrobe (Station 91) staffing** – See under Item X. Old Business
- 2. **Solar Committee (Directors Hus and Hidahl)** – Chief Roberts reported that the project is moving forward. He stated that Vista Solar investigated the roof structure at each station and discussed the placement of the panels.
- 3. **Communications Committee (Directors Durante and Winn)** – No report. A meeting has been scheduled for December 15, 2015.
- 4. **Volunteer Stakeholders Committee (Directors Hidahl and Durante)** – No report.
- 5. **Training Facility Committee (Directors Hartley and Durante)** –
  - a. **Review and discuss Training Center Strategic Business Plan** – Chief Lilienthal stated that there would be a presentation at the next Board meeting and asked that the Board members review the Training Center Strategic Business Plan draft and submit any questions to him prior to that meeting.
- 6. **CSD/Fire Collaboration Committee (Directors Hidahl and Durante)** – No report.

## **VII. OPERATIONS REPORT**

- A. **Operation Report (Received and filed)** – Director Hus asked if the turnout times on the report are accurate and Chief Lilienthal responded that the times are accurate. Chief Lilienthal added that he received some new software that should greatly improve the Department's reporting capabilities.
- B. **Review and update regarding Joint Powers Authority** – Chief Roberts reported that Service Area 3 is no longer a part of the JPA. He stated that they have a meeting scheduled with the Supervisors to discuss moving forward with a fixed-rate contract. He added that the ambulance fees were increased with an annual escalator which will help to decrease the cost to the Department.

## **VIII. FISCAL ITEMS**

- A. **Receive and file 2014-15 Annual Audit** – Director Hidahl expressed his disappointment that the Auditor does not provide recommendations for improvement. Director Hus stated his concern about the CalPERS liability.
- B. **Review summary of pension funded status and changes in reserve accounts** – Director Hus asked that Staff include an agenda item in the next meeting to discuss a potential funds transfer to the Capital Replacement fund.
- C. **Discuss Draft Retiree Health Liability Valuation Report** – Director of Finance

Braddock stated that she received a draft of the Retiree Health Liability Valuation Report and Total Compensation Systems does not anticipate that any of the numbers will change on the final report.

**IX. NEW BUSINESS** – Chief Roberts stated that Chief Lilienthal worked to secure a house for the Department to burn and use for training on January 28<sup>th</sup>. He invited the Board members to participate in the Burn and attend the upcoming Christmas party. Director Durante added that he would like to see more participation from the Directors in the upcoming Santa Run.

**X. OLD BUSINESS** – Director Hidahl recommended that the Board start the Chief's evaluation process in January.

**The Board adjourned to discuss Closed Session Item VI-A.3 and Item VI-C.1.c at 7:35 p.m.**

The meeting reconvened at 9:05 p.m. The Board took no action during closed session and all items were referred back to committee.

**XI. ORAL COMMUNICATIONS**

**A. Directors** – Director Hartley asked if the COW was scheduled to be removed at Station 84, and Chief Roberts responded that they are actively working on the cell tower to get it done. Director Hidahl stated that the Board would need to schedule a Special Board meeting before the end of the year with all Board meetings present.

**B. Staff** – None

**XII. ADJOURNMENT**

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

The meeting adjourned at 9:12 p.m.

Approved:

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Jessica Braddock, Board Secretary

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John Hidahl, Vice President

# EL DORADO HILLS COUNTY WATER DISTRICT

## SEVEN HUNDRED THIRTY FOURTH MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 23, 2015

4:30 p.m.

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

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

President Winn called the meeting to order at 4:32 p.m. and Chief Roberts led the Pledge of Allegiance. Directors in attendance: Durante, Hidahl, Hus, and Winn. Director Hartley attended via teleconference. Staff in attendance: Chief Roberts and Director of Finance Braddock. Counsel Cook was also in attendance.

### II. ORAL COMMUNICATIONS – None

President Winn stated that they would discuss **Item V. New Business** at this time and out of order.

### III. COMMITTEE REPORTS

#### A. Ad Hoc Committee Reports

##### 1. Regional Operations Committee (Directors Hartley and Hidahl)

- a. **Review and discuss Latrobe Base Revenue Transfer**– Chief Roberts reported that the transfer was approved at the County Supervisor's Board meeting held on the 15<sup>th</sup> of December. He added that the Department would advance with noticing meetings appropriately to fix the problem going forward.

The Board adjourned to discuss Closed Session Item III-A.1.b, Item III-B.1, and Item IV-A at 4:47 p.m.

The meeting reconvened at 6:20 p.m. The Board took no action during closed session.

- b. **Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Amendment to Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to Station 91 Staffing; District negotiators are Directors Hidahl and Hartley – No action taken in Closed Session**
- c. **Review and approve side letter to MOU with El Dorado Hills Professional Firefighters regarding Latrobe (Station 91) staffing**

*Director Hidahl made a motion to approve the side agreement date November 19, 2015, subject to updating it to the current timeframe, seconded by Director Durante, and carried. (Roll call- Ayes-4; Noes-1-Hus).*

Director Hus stated that he is concerned about the financial impact of the proposed side letter and asked for a roll call vote.

**B. Administrative Committee (Directors Hidahl and Winn)**

- 1. Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiators are Directors Hidahl and Winn – No action taken in Closed Session. Item referred back to committee.**

**IV. ATTORNEY ITEMS**

- A. Closed Session pursuant to Government Code Section 54956.9(d)(2); Pending Litigation; One Matter – No action taken in Closed Session.**

**V. NEW BUSINESS**

- A. Review and authorize Staff to request a feasibility study quote from Sacramento Regional Fire/EMS Communications Center for providing dispatch services to El Dorado Hills Fire Department – Chief Roberts explained that the next step in addressing the Department's dispatch shortfalls is to request a feasibility study form Sacramento Regional Fire/EMS Communications Center. He stated that the request would prompt them to take it to their JPA Board for approval then generate a quote for the study.**

Dion Nugent, citizen, stated he was surprised that there would be a discussion on this topic and that he would expect the Department to be always exploring ways to improve the response times and service to the community.

*Director Hidahl made a motion to approve Staff to request a feasibility study quote from Sacramento Regional Fire/EMS Communications Center for providing dispatch services to El Dorado Hills Fire Department, seconded by President Winn, and unanimously carried.*

**VI. ORAL COMMUNICATIONS**

- A. Directors – None**
- B. Staff – Chief Roberts thanked everyone for their participation in the Santa Run.**

**VII. ADJOURNMENT**

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

The meeting adjourned at 6:25 p.m.



Approved:

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Jessica Braddock, Board Secretary

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John Hidahl, Vice President

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**El Dorado Hills Fire Department**  
**Revenue and Expense Summary**  
For the Period Ending December 31, 2015



	Full Year Budget FY15/16	Actual December 2015	Actual YTD December 31, 2015	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
<b>Revenue</b>						
<b>3240 · Tax Revenue</b>						
3260 · Secured Tax Revenue	14,285,616	6,337,609	7,585,784	(6,699,832)		
3270 · Unsecured Tax Revenue		2,646	267,614	267,614		
3280 · Homeowners Tax Revenue		21,648	21,648	21,648		
3320 · Supplemental Tax Revenue	135,000	11,734	46,533	(88,467)		
3330 · Sacramento County Revenue		-	151	151		
3335 · Latrobe Revenue		-	-	-		
3335.2 · Latrobe Special Tax		(712)	(712)	(712)		
3335.3 · Latrobe Base Transfer	256,651	-	-	(256,651)		County General Fund Transfer approved on 12/15/15
3340 · Property Tax Administration Fee		(316,739)	(316,739)	(316,739)		
<b>Total 3240 · Tax Revenue</b>	<b>14,677,267</b>	<b>6,056,186</b>	<b>7,604,277</b>	<b>(7,072,990)</b>	<b>52%</b>	Slightly favorable to budget even without Latrobe Base Transfer
<b>3506 · Misc. Revenue, Fire Prev. Fees</b>	-	5,412	53,667	53,667	100%	
<b>3510 · Misc. Operating Revenue</b>						
3511 · Contributions	25,000	-	8,100	(16,900)	32%	Grant Received
3512 · JPA Revenue	804,000	238,563	456,496	(347,504)	57%	
3513 · Rental Income (Cell site)	24,000	4,010	12,031	(11,969)	50%	
3515 · OES/Mutual Aid Reimbursement	400,000	155,312	602,038	202,038	151%	Extreme fire season
3520 · Interest Earned	40,000	1,393	13,485	(26,515)	34%	
3510 · Misc. Operating Revenue - Other	86,000	-	16,753	(69,247)	19%	
<b>Total 3510 · Misc. Operating Revenue</b>	<b>1,379,000</b>	<b>399,279</b>	<b>1,108,902</b>	<b>(270,098)</b>	<b>80%</b>	
<b>3550 · Development Fee</b>						
3560 · Development Fee Revenue	1,075,000	342,110	341,420	(733,580)	32%	
3561 · Development Fee Interest	-	499	4,257	4,257	100%	
<b>Total 3550 · Development Fee</b>	<b>1,075,000</b>	<b>342,609</b>	<b>345,677</b>	<b>(729,323)</b>	<b>32%</b>	
<b>3570 · Loss/Gain on Sale of Assets</b>	-	27,430	27,430	27,430	100%	Auction of vehicles in August 2015
<b>Total Revenue</b>	<b>\$ 17,131,267</b>	<b>\$ 6,830,914</b>	<b>\$ 9,139,954</b>	<b>\$ (7,991,313)</b>	<b>53%</b>	Total revenue running slightly favorable to budget

**El Dorado Hills Fire Department**  
**Revenue and Expense Summary**  
For the Period Ending December 31, 2015



	Full Year Budget FY15/16	Actual December 2015	Actual YTD December 31, 2015	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
<b>Expense</b>						
<b>6000 · Salaries &amp; Wages</b>						
6001 · Salaries & Wages, Fire	5,727,313	411,151	2,668,971	3,058,342	47%	
6011 · Education Pay	404,100	28,776	187,608	216,492	46%	
6016 · Salaries & Wages, Clerical/Misc	600,851	32,668	264,546	336,305	44%	
6017 · Volunteer Pay	115,000	-	-	115,000	0%	
6018 · Director Pay	16,000	1,400	8,700	7,300	54%	
6019 · Overtime		-				
6019.1 · Overtime, Operational	1,450,000	(48,046)	711,200	738,800	49%	
6019.2 · Overtime, Outside Aid	400,000	135,980	471,981	(71,981)	118%	
6019.3 · Overtime, JPA	100,000	18,582	63,803	36,197	64%	
Total 6019 · Overtime	1,950,000	106,517	1,246,984	703,016	64%	
6020 · P.E.R.S. Retirement	2,270,041	214,796	1,293,989	976,052	57%	Includes lump sum unfunded liability payment in July (\$482k)
6031 · Life Insurance	6,895	410	2,728	4,167	40%	
6032 · P.E.R.S. Health Benefits	1,343,892	212,981	732,983	610,909	55%	
6033 · Disability Insurance	14,040	2,106	6,182	7,859	44%	
6034 · Health Cost of Retirees	746,000	89,252	583,752	162,248	78%	Includes annual OPEB lump sum payment in July (\$300k)
6040 · Dental/Vision Expense	169,200	7,822	68,909	100,291	41%	
6050 · Unemployment Insurance	18,248	60	1,901	16,347	10%	
6060 · Vacation & Sick Expense Reserve	100,000	-	21,017	78,983	21%	
6070 · Medicare	130,893	8,231	63,807	67,086	49%	
<b>Total 6000 · Salaries &amp; Wages</b>	<b>13,612,473</b>	<b>1,116,172</b>	<b>7,152,077</b>	<b>6,460,396</b>	<b>53%</b>	
<b>6100 · Clothing &amp; Personal Supplies</b>	<b>77,900</b>	<b>7,886</b>	<b>46,058</b>	<b>31,842</b>	<b>59%</b>	
<b>6110 · Communications</b>						
6111 · Business Phones	69,740	8,033	33,119	36,621	47%	
6112 · Dispatch Services	108,700	-	-	108,700	0%	Vendor behind on billing. Q1 payment made in January 2016
<b>Total 6110 · Communications</b>	<b>178,440</b>	<b>8,033</b>	<b>33,119</b>	<b>145,321</b>	<b>19%</b>	

**El Dorado Hills Fire Department**  
**Revenue and Expense Summary**  
For the Period Ending December 31, 2015



	Full Year Budget FY15/16	Actual December 2015	Actual YTD December 31, 2015	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6120 · Housekeeping	23,300	3,351	19,219	4,081	82%	
6130 · Insurance						
6131 · General Insurance	62,000	-	50,537	11,463	82%	Paid full year premium in October 2015. Favorable to budget.
6132 · Workers Compensation	759,282	55,515	333,092	426,190	44%	
<b>Total 6130 · Insurance</b>	<b>821,282</b>	<b>55,515</b>	<b>383,629</b>	<b>437,653</b>	<b>47%</b>	
6140 · Maintenance of Equipment						
6141 · Tires	25,000	872	8,956	16,044	36%	
6142 · Parts & Supplies	10,000	1,580	9,168	832	92%	
6143 · Outside Work	110,500	430	15,570	94,930	14%	
6144 · Equipment Maintenance	142,950	6,356	74,904	68,046	52%	
6145 · Radio Maintenance	5,700	232	4,254	1,446	75%	
<b>Total 6140 · Maintenance of Equipment</b>	<b>294,150</b>	<b>9,471</b>	<b>112,851</b>	<b>181,299</b>	<b>38%</b>	
6150 · Maintenance, Structures & Ground	99,310	6,445	32,360	66,950	33%	
6160 · Medical Supplies						
6161 · Medical Supplies	3,900	-	8,608	(4,708)	221%	Defibrillators funded with grant received.
<b>Total 6160 · Medical Supplies</b>	<b>3,900</b>	<b>-</b>	<b>8,608</b>	<b>(4,708)</b>	<b>221%</b>	
6170 · Dues and Subscriptions	9,110	158	6,051	3,059	66%	Annual Business Park Homeowner fees paid in July 2015
6180 · Miscellaneous						
6181 · Miscellaneous	4,000	-	870	3,130	22%	
6182 · Honor Guard	4,000	-	-	4,000	0%	
6183 · Explorer Program	1,500	-	-	1,500	0%	
6184 · Pipes and Drums	3,000	-	-	3,000	0%	
<b>Total 6180 · Miscellaneous</b>	<b>12,500</b>	<b>-</b>	<b>870</b>	<b>11,630</b>	<b>7%</b>	
6190 · Office Supplies	20,850	2,104	10,132	10,718	49%	
6200 · Professional Services						
6201 · Audit	10,500	10,000	10,000	500	95%	Audit completed and paid in full in December 2015
6202 · Legal	120,000	9,306	36,865	83,135	31%	
6203 · Notices	3,500	-	855	2,645	24%	

**El Dorado Hills Fire Department**  
**Revenue and Expense Summary**  
For the Period Ending December 31, 2015



	Full Year Budget FY15/16	Actual December 2015	Actual YTD December 31, 2015	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6204 · Misc.	374,650	42,368	144,617	230,033	39%	
6205 · Elections/Tax Administration	1,000	-	-	1,000	0%	
<b>Total 6200 · Professional Services</b>	<b>509,650</b>	<b>61,674</b>	<b>192,336</b>	<b>317,314</b>	<b>38%</b>	
6220 · Rents and Leases - Bldgs/Imprv	25,928	-	23,724	2,204	92%	
6230 · Small Tools and Supplies	57,300	8,302	27,601	29,699	48%	
<b>6240 · Special Expenses</b>						
6241 · Training	90,500	3,645	35,799	54,701	40%	
6242 · Fire Prevention	13,250	2,053	13,206	44	100%	
6243 · Licenses	1,000	-	-	1,000	0%	
6244 · Directors' Training & Travel	3,000	-	-	3,000	0%	
<b>Total 6240 · Special Expenses</b>	<b>107,750</b>	<b>5,698</b>	<b>49,005</b>	<b>58,745</b>	<b>45%</b>	
<b>6250 · Transportation and Travel</b>						
6251 · Fuel and Oil	80,000	4,068	26,833	53,167	34%	
6252 · Travel	20,000	4,803	8,194	11,806	41%	
6253 · Meals & Refreshments	20,000	3,262	10,922	9,078	55%	
<b>Total 6250 · Transportation and Travel</b>	<b>120,000</b>	<b>12,133</b>	<b>45,949</b>	<b>74,051</b>	<b>38%</b>	
<b>6260 · Utilities</b>						
6261 · Electricity	65,000	4,870	36,971	28,029	57%	
6262 · Natural Gas/Propane	25,000	1,846	3,294	21,706	13%	
6263 · Water/Sewer	14,000	1,980	6,265	7,735	45%	
<b>Total 6260 · Utilities</b>	<b>104,000</b>	<b>8,697</b>	<b>46,530</b>	<b>57,470</b>	<b>45%</b>	
6560 · Payroll Exps- PERS Prepayment	1,200,000	-	-	1,200,000	0%	
6720 · Fixed Assets	3,410,300	289,040	1,680,063	1,730,237	49%	
6999 · Uncategorized Expenses	-	627	627	(627)	100%	
<b>Total Expense</b>	<b>\$ 20,688,143</b>	<b>\$ 1,595,303</b>	<b>\$ 9,870,809</b>	<b>\$ 10,817,334</b>	<b>48%</b>	Total expenses running slightly favorable to budget.
<b>Net Revenue-Expense</b>	<b>\$ (3,556,876)</b>	<b>\$ 5,235,611</b>	<b>\$ (730,855)</b>	<b>\$ (18,808,648)</b>	<b>21%</b>	

**El Dorado Hills Fire Department**  
**Station 91 Expense Summary\*\***  
**For the Quarter Ending December 31, 2015**



Salaries and Wages	\$	123,058
Clothing & Personal Supplies	\$	67
Communications		405
Housekeeping		86
Maintenance, Structures & Grounds		125
Professional Services		2,138
Transportation & Travel		110
Utilities		1,325
Fixed Assets*		4,747
<b>Total Expenses</b>	<b>\$</b>	<b>132,061</b>

\*Estimated depreciation expense on Station 91 in-service fixed assets is \$10k per quarter.

\*\*Shared expenses are not allocated to stations. As such, the expenses shown above are approximate.

# El Dorado Hills Fire Department

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Register: 1000 · Bank of America

From 12/01/2015 through 12/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2015	EFT	P.E.R.S. Retirement	-split-	Conf #1000632...	61,501.35	X		696,548.21
12/01/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000632...	812.69	X		695,735.52
12/01/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000632...	867.47	X		694,868.05
12/01/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000632...	5,186.74	X		689,681.31
12/01/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000632...	2,346.04	X		687,335.27
12/01/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000632...	745.07	X		686,590.20
12/01/2015	EFT	Bank of America	-split-	Authorized Re...	3,891.07	X		682,699.13
12/01/2015	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		251.49	X		682,447.64
12/02/2015		Deposit	-split-	Deposit		X	2,390.23	684,837.87
12/02/2015		Deposit	-split-	Deposit		X	1,443.79	686,281.66
12/02/2015	18764	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,215.20	X		684,066.46
12/02/2015	18765	Chase Bank	2029 · Other Payable	Pipes & Drums	450.00	X		683,616.46
12/02/2015	18766	Greg F. Durante (Di...	-split-		300.00	X		683,316.46
12/02/2015	18767	Charles J. Hartley	-split-	Director Pay	200.00	X		683,116.46
12/02/2015	18768	John Hidahl	-split-		500.00	X		682,616.46
12/02/2015	18769	Douglas A. Hus	6000 · Salaries & Wag...		100.00	X		682,516.46
12/02/2015	18770	Barbara Winn	-split-		300.00	X		682,216.46
12/02/2015	18771	Connie Bair	6000 · Salaries & Wag...		150.00	X		682,066.46
12/02/2015	18772	Carol Caughey	6000 · Salaries & Wag...		150.00	X		681,916.46
12/02/2015	18773	James Davidson	6000 · Salaries & Wag...		350.00	X		681,566.46
12/02/2015	18774	David Kennedy	6000 · Salaries & Wag...		100.00	X		681,466.46
12/02/2015	18775	John Niehues	6000 · Salaries & Wag...		150.00	X		681,316.46
12/02/2015	18776	James O'Camb	6000 · Salaries & Wag...		352.00	X		680,964.46
12/02/2015	18777	Dwight Piper	6000 · Salaries & Wag...		150.00	X		680,814.46
12/02/2015	18778	Frederick Russell	6000 · Salaries & Wag...		150.00	X		680,664.46
12/02/2015	18779	Angelica Silveira	6000 · Salaries & Wag...		150.00	X		680,514.46
12/02/2015	18780	Absolute Secured Sh...	-split-		70.00	X		680,444.46
12/02/2015	18781	Advantage Gear, Inc.	6100 · Clothing & Pers...		483.24	X		679,961.22
12/02/2015	18782	Aflac	2029 · Other Payable		142.24	X		679,818.98
12/02/2015	18783	All Clean Commerci...	6120 · Housekeeping		688.00	X		679,130.98
12/02/2015	18784	APPTIX Inc.	6200 · Professional Ser...		2,680.00	X		676,450.98
12/02/2015	18785	AT&T (Latrobe)	6110 · Communication...		6.43	X		676,444.55
12/02/2015	18786	AT&T (CALNET 2)	-split-		331.31	X		676,113.24
12/02/2015	18787	AT&T	6110 · Communication...		69.21	X		676,044.03
12/02/2015	18788	Carbon Copy, Inc	-split-		40.55	X		676,003.48
12/02/2015	18789	Centerline Striping C...	-split-		1,850.00	X		674,153.48
12/02/2015	18790	Churchll's Hardware ...	6120 · Housekeeping		39.86	X		674,113.62
12/02/2015	18791	Comcast	6200 · Professional Ser...		148.82	X		673,964.80
12/02/2015	18792	Deal Heating & Air, ...	6150 · Maintenance,Str...		435.00	X		673,529.80
12/02/2015	18793	El Dorado Disposal S...	-split-	Garbage	714.63	X		672,815.17

# El Dorado Hills Fire Department

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12/02/2015	18794	Fastenal Company	6140 · Maintenance of ...		84.13	X		672,731.04
12/02/2015	18795	Fit Guard	-split-		729.40	X		672,001.64
12/02/2015	18796	Gilly's Super Signs	-split-		85.38			671,916.26
12/02/2015	18797	International Code C...	6240 · Special Expense...		135.00	X		671,781.26
12/02/2015	18798	InterState Oil Compa...	-split-		1,317.77	X		670,463.49
12/02/2015	18799	Interwest Consulting ...	-split-		447.50	X		670,015.99
12/02/2015	18800	Managed Health Net...	-split-		923.40	X		669,092.59
12/02/2015	18801	MLC Hydrostatic Te...	6140 · Maintenance of ...		1,125.75	X		667,966.84
12/02/2015	18802	Motorola Solutions Inc	-split-		152.20	X		667,814.64
12/02/2015	18803	Oracle America, Inc.	-split-		1,000.00	X		666,814.64
12/02/2015	18804	P. G. & E.	-split-		3,522.17	X		663,292.47
12/02/2015	18805	Raleys	-split-		101.73	X		663,190.74
12/02/2015	18806	Riebes Auto Parts	-split-		343.46	X		662,847.28
12/02/2015	18807	Standard Insurance Co.	6000 · Salaries & Wag...	Life Insurance	410.40	X		662,436.88
12/02/2015	18808	State Compensation ...	6130 · Insurance:6132 ...	Workers Comp	55,515.38	X		606,921.50
12/02/2015	18809	TFT Task Force Tips	6140 · Maintenance of ...		502.08	X		606,419.42
12/02/2015	18810	West Coast Frame/C...	-split-		4,462.55	X		601,956.87
12/02/2015	18811	Wells Fargo Bank (L...	6000 · Salaries & Wag...		1,732.00	X		600,224.87
12/02/2015	18812	Cooperative Personn...	-split-		864.00	X		599,360.87
12/02/2015	18813	CTA Engineering & ...	6200 · Professional Ser...	Account # 14-0...	1,265.00	X		598,095.87
12/02/2015	18814	Arnolds for Awards	6190 · Office Supplies		240.80	X		597,855.07
12/02/2015	18815	James Davidson	6000 · Salaries & Wag...		252.00	X		597,603.07
12/02/2015	18816	Overhead Door Com...	6150 · Maintenance,Str...		288.00	X		597,315.07
12/02/2015	18817	FYI Telecommunicat...	6150 · Maintenance,Str...		245.00	X		597,070.07
12/02/2015	18818	Sierra Nevada Constr...	-split-		1,650.00	X		595,420.07
12/02/2015	18819	Waynes Locksmith	-split-		562.37	X		594,857.70
12/03/2015	EFT	U.S. Bank Telepay	-split-	Confirmed 131...	13,981.99	X		580,875.71
12/04/2015	EFT	ADP	6200 · Professional Ser...		300.62	X		580,575.09
12/04/2015	EFT	P.E.R.S. Health	-split-	Health Benefits...	144,700.26	X		435,874.83
12/07/2015		Transfer from LAIF	1074 · Local Agency I...	Confirm #1486...		X	300,000.00	735,874.83
12/08/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		13.85	X		735,860.98
12/09/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		10.00	X		735,850.98
12/10/2015	EFT	P.E.R.S. ING	-split-	PR15-11-2 Con...	4,101.95	X		731,749.03
12/10/2015	EFT	Nationwide Retireme...	-split-		23,456.88	X		708,292.15
12/10/2015	EFT	P.E.R.S. Retirement	-split-	Conf #1000637...	61,350.69	X		646,941.46
12/10/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000637...	842.96	X		646,098.50
12/10/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000637...	867.47	X		645,231.03
12/10/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000637...	5,266.60	X		639,964.43
12/10/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000637...	2,340.10	X		637,624.33
12/10/2015	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	Conf# 1000637...	745.07	X		636,879.26



# El Dorado Hills Fire Department

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12/10/2015	EFT	P.E.R.S. Retirement	6000 · Salaries & Wag...	Conf #1000637...	19.08	X		636,860.18
12/10/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		292.75	X		636,567.43
12/10/2015	18820	A-CHECK	6200 · Professional Ser...		42.50	X		636,524.93
12/10/2015	18821	Advantage Gear, Inc.	-split-		41.44	X		636,483.49
12/10/2015	18822	AT&T (CALNET 2)	-split-		488.15	X		635,995.34
12/10/2015	18823	Big O Tires	-split-		115.90	X		635,879.44
12/10/2015	18824	Burkett's	-split-		196.95	X		635,682.49
12/10/2015	18825	CA Assoc. of Profess...	-split-		2,106.00	X		633,576.49
12/10/2015	18826	Churchll's Hardware ...	-split-		7.07	X		633,569.42
12/10/2015	18827	Core Logic	6240 · Special Expense...		137.50	X		633,431.92
12/10/2015	18828	CPI Communications...	6140 · Maintenance of ...		80.00	X		633,351.92
12/10/2015	18829	El Dorado Irrigation ...	-split-	Water/Sewer	165.57	X		633,186.35
12/10/2015	18830	Fastenal Company	6140 · Maintenance of ...		7.07	X		633,179.28
12/10/2015	18831	Ferrell Gas	6260 · Utilities:6262 · ...		696.91	X		632,482.37
12/10/2015	18832	Fire Service Specific...	-split-		10,400.63	X		622,081.74
12/10/2015	18833	Gary Pertle	6150 · Maintenance,Str...		220.00	X		621,861.74
12/10/2015	18834	Hefner, Stark & Mar...	6200 · Professional Ser...	Account # 100...	7,009.50	X		614,852.24
12/10/2015	18835	InterState Oil Compa...	6250 · Transportation a...		678.29	X		614,173.95
12/10/2015	18836	L.N. Curtis & Sons	6230 · Small Tools and...		365.61	X		613,808.34
12/10/2015	18837	P. G. & E.	-split-		2,219.17	X		611,589.17
12/10/2015	18838	Project Leadership A...	-split-		1,295.00	X		610,294.17
12/10/2015	18839	Robert W. Johnson C...	-split-		10,000.00	X		600,294.17
12/10/2015	18840	Striplin Walker Cons...	-split-		18,714.00	X		581,580.17
12/10/2015	18841	Verizon Wireless	-split-		3,331.69	X		578,248.48
12/10/2015	18842	Aramark	-split-	Rags	149.32	X		578,099.16
12/10/2015	18843	Brian Bresnahan	6000 · Salaries & Wag...	Correct Payroll...	200.00			577,899.16
12/10/2015	18844	Dale Hemstalk	6000 · Salaries & Wag...		200.00	X		577,699.16
12/10/2015	18845	Robert F. Karnow	6000 · Salaries & Wag...		120.00	X		577,579.16
12/10/2015	18846	Christopher Landry	6000 · Salaries & Wag...		200.00	X		577,379.16
12/10/2015	18847	The Interact Group C...	6200 · Professional Ser...		10,250.00			567,129.16
12/10/2015	18848	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,215.20	X		564,913.96
12/10/2015	PR15-12-1	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	56,713.38	X		508,200.58
12/10/2015	PR15-12-1	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	200,296.97	X		307,903.61
12/10/2015	PR15-12-1	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Checks		X		307,903.61
12/11/2015	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		384.60	X		307,519.01
12/11/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		683.45	X		306,835.56
12/12/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		15.00	X		306,820.56
12/14/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		15.00	X		306,805.56
12/15/2015			6200 · Professional Ser...	Service Charge	142.88	X		306,662.68
12/16/2015		Deposit	-split-	Deposit		X	1,466.60	308,129.28

# El Dorado Hills Fire Department

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12/16/2015		Deposit	-split-	Deposit Part 1 ...		X	69,323.87	377,453.15
12/16/2015		Deposit	1110 · Accounts Recei...	Deposit Part 2 ...		X	49,596.79	427,049.94
12/18/2015	EFT	ADP	6200 · Professional Ser...		305.88	X		426,744.06
12/18/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		15.00	X		426,729.06
12/21/2015		Transfer from LAIF	1074 · Local Agency I...	Confirm #1487...		X	500,000.00	926,729.06
12/22/2015	EFT	P.E.R.S. Retirement	-split-		71,871.36	X		854,857.70
12/22/2015	EFT	P.E.R.S. Health	-split-	Health Benefits...	157,533.46	X		697,324.24
12/22/2015	EFT	P.E.R.S. ING	-split-	Conf # 100064...	4,101.95	X		693,222.29
12/23/2015	EFT	Nationwide Retireme...	-split-		22,116.68	X		671,105.61
12/23/2015	18849	Advantage Gear, Inc.	-split-		774.77	X		670,330.84
12/23/2015	18850	All Clean Commerci...	6120 · Housekeeping		688.00			669,642.84
12/23/2015	18851	Aramark	-split-	Rags	149.32	X		669,493.52
12/23/2015	18852	Best Best & Krieger	6200 · Professional Ser...		2,296.32	X		667,197.20
12/23/2015	18853	Big O Tires	-split-		193.50			667,003.70
12/23/2015	18854	Bugman Pest Control	-split-		115.00	X		666,888.70
12/23/2015	18855	Carbon Copy, Inc	-split-		103.65	X		666,785.05
12/23/2015	18856	Cartridge World	6190 · Office Supplies		76.80	X		666,708.25
12/23/2015	18857	Cascade Fire Equipm...	6100 · Clothing & Pers...		1,187.86	X		665,520.39
12/23/2015	18858	CALPO/HOM/MAC...	6720 · Fixed Assets		1,811.00			663,709.39
12/23/2015	18859	Costco	-split-		1,566.62	X		662,142.77
12/23/2015	18860	Comcast Business	6110 · Communication...		872.48	X		661,270.29
12/23/2015	18861	El Dorado Irrigation ...	-split-	Water/Sewer	1,814.58	X		659,455.71
12/23/2015	18862	Fastenal Company	6140 · Maintenance of ...		15.45	X		659,440.26
12/23/2015	18863	FYI Telecommunicat...	-split-		1,426.00			658,014.26
12/23/2015	18864	Gary Pertle	6150 · Maintenance,Str...		456.00	X		657,558.26
12/23/2015	18865	InterState Oil Compa...	-split-		1,869.72	X		655,688.54
12/23/2015	18866	Interwest Consulting ...	-split-		357.50			655,331.04
12/23/2015	18867	JM Environmental	6240 · Special Expense...		3,999.73	X		651,331.31
12/23/2015	18868	Lehr Auto Electric, Inc	6140 · Maintenance of ...		87.08	X		651,244.23
12/23/2015	18869	Lexipol, LLC	-split-		2,412.00	X		648,832.23
12/23/2015	18870	L.N. Curtis & Sons	-split-		11,978.17	X		636,854.06
12/23/2015	18871	Madeira Group Inter...	-split-		7,861.88	X		628,992.18
12/23/2015	18872	MDSTAT Urgent Ca...	6200 · Professional Ser...		250.00			628,742.18
12/23/2015	18873	MLC Hydrostatic Te...	6140 · Maintenance of ...		599.25	X		628,142.93
12/23/2015	18874	P. G. & E.	-split-		278.10	X		627,864.83
12/23/2015	18875	Project Leadership A...	-split-		11,158.75	X		616,706.08
12/23/2015	18876	Rotary	6170 · Dues and Subsc...		150.00			616,556.08
12/23/2015	18877	Signal Service	6200 · Professional Ser...		114.00	X		616,442.08
12/23/2015	18878	SignChef Inc.	6150 · Maintenance,Str...		32.25	X		616,409.83
12/23/2015	18879	S W Allen Constructi...	-split-		239,855.00	X		376,554.83

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12/23/2015	18880	Verizon Wireless	-split-		893.76	X		375,661.07
12/23/2015	18881	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,215.20	X		373,445.87
12/23/2015	18882	Chase Bank	2029 · Other Payable	Pipes & Drums	450.00	X		372,995.87
12/23/2015	18883	Aflac	2029 · Other Payable		142.24	X		372,853.63
12/23/2015	18884	El Dorado Hills Firef...	3510 · Misc. Operating...		10.00			372,843.63
12/24/2015	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		713.70	X		372,129.93
12/24/2015	PR15-12-2	Payroll - Taxes	2021 · Federal Tax Wit...	Total Taxes	57,184.32	X		314,945.61
12/24/2015	PR15-12-2	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	198,009.01	X		116,936.60
12/24/2015	PR15-12-2	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Checks	1,562.49	X		115,374.11
12/26/2015	EFT	ADP (FSA)	2032 · FSA-Medical C...		21.15	X		115,352.96
12/28/2015	EFT	ADP (FSA Service C...	6200 · Professional Ser...		90.42	X		115,262.54
12/29/2015		Deposit	-split-	Deposit		X	21,240.84	136,503.38
12/29/2015		Deposit	-split-	Deposit		X	2,416.40	138,919.78
12/30/2015	EFT	Deposit	1071 · General Fund B...	Deposit		X	7,538,000.00	7,676,919.78
12/30/2015	EFT	Transfer to LAIF	1074 · Local Agency I...	Confirm #1488...	7,000,000.00	X		676,919.78
12/30/2015	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		498.00	X		676,421.78
12/31/2015	EFT	P.E.R.S. Retirement	-split-		20,898.92			655,522.86

**Payment for Station 84 Building Project**

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**Summary:**

The Building Committee approved the fourteenth and fifteenth payment to S W Allen Construction, Inc. for Station 84 in the amounts of \$34,103 and \$205,752.

**Fiscal Impact:**

S W Allen Construction, Inc.  
Payment 14 – \$34,103  
Payment 15 - \$205,752

**Recommendation:**

Staff recommends ratifying this payment to S W Allen Construction, Inc.



4777 Auburn Blvd., Suite 100  
Sacramento, CA 95841  
(916) 344-2098  
FAX (916) 344-0307  
Lic. 646849

## Application For Payment

Detailed, Grouped by Each Number

**El Dorado Hills Fire Station #84**  
2180 Francisco Dr., El Dorado Hills, CA 95762

**Project # 14-08**  
Tel: Fax:

**Application Date: 10/9/2015**

**Contract No: 01**

**Application No: 014**

**To Owner:** El Dorado Hills County Water District  
1050 Wilson Blvd.  
El Dorado Hills, CA 95762

**From Contractor:** S W Allen Construction Inc  
4777 Auburn Blvd., Ste. 100  
Sacramento, CA 95841

**Via Architect:** Calpo Horn & Dong Architects  
2120 20th St., Ste. One  
Sacramento, CA 95818  
9/30/2015

**Contract For:**

**Period Number: 14**

**Period To:**

### Application For Payment Summary

1. Original Contract Value.....	4,923,715
2. Net Change by Change Orders.....	(50,451)
3. Contract Value To Date.....	4,873,264
4. Total Completed Stored To Date.....	4,871,764
5. Completed Work Retainage.....	243,588
6. Stored Material Retainage.....	0
7. Total Retainage.....	243,588
8. Total Earned Less Retainage.....	4,628,176
9. Less Previous Certificates For Payment.....	4,594,073
10. Current Payment Due.....	34,103
11. Balance To Finish, Including Retainage.....	245,088

Change Order Summary	Additions	Deductions
Total changes in previous months	45,375	82,501
Total approved this month	3,179	16,504
<b>Totals</b>	<b>48,554</b>	<b>99,005</b>
<b>Net Changes by Change Order</b>	<b>(50,451)</b>	

**Contractor Signature:**

By: 

Date: 10/9/15

**Amount Certified:** \$ 34,103

**Architect Signature:**

By: \_\_\_\_\_

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

**Owner Signature:**

By: 

Date: 12/17/2015

**Notary Signature:**

By: See Attached

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

**APPROVED**

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GL CODE:** \_\_\_\_\_



4777 Auburn Blvd., Suite 100  
 Sacramento, CA 95841  
 (916) 344-2098  
 FAX (916) 344-0307  
 Lic. 646849

# Application For Payment

Detailed, Grouped by Each Number

**El Dorado Hills Fire Station #84**  
 2180 Francisco Dr., El Dorado Hills, CA 95762

**Project # 14-08**  
 Tel: Fax:

<b>Application Date:</b> 10/19/2015	<b>Contract No:</b> 01	<b>Application No:</b> 015
<b>To Owner:</b> El Dorado Hills County Water District 1050 Wilson Blvd. El Dorado Hills, CA 95762	<b>From Contractor:</b> S W Allen Construction Inc 4777 Auburn Blvd., Ste. 100 Sacramento, CA 95841	<b>Via Architect:</b> Calpo Horn & Dong Architects 2120 20th St., Ste. One Sacramento, CA 95818
<b>Contract For:</b>	<b>Period Number:</b> 15	<b>Period To:</b> 10/31/2015

## Application For Payment Summary

1. Original Contract Value.....	4,923,715
2. Net Change by Change Orders.....	(51,759)
3. Contract Value To Date.....	4,871,956
4. Total Completed Stored To Date.....	4,870,456
5. Completed Work Retainage.....	36,529
6. Stored Material Retainage.....	0
7. Total Retainage.....	36,529
8. Total Earned Less Retainage.....	4,833,927
9. Less Previous Certificates For Payment.....	4,628,176
10. Current Payment Due.....	205,752
11. Balance To Finish, Including Retainage.....	38,029

Change Order Summary	Additions	Deductions
Total changes in previous months	48,554	99,005
Total approved this month	683	1,991
<b>Totals</b>	<b>49,237</b>	<b>100,996</b>

<b>Net Changes by Change Order</b>	(51,759)
------------------------------------	----------

**Contractor Signature:**

By:  Date: 10/16/15

**Amount Certified:** \$205,752

**Architect Signature:**



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

**Owner Signature:**

By:  Date: 12/17/2015

**Notary Signature:**

By: Please see attached Date: 10/14/15

 12/17/15  
 12/17/15

APPROVED

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

GL CODE: \_\_\_\_\_

**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

**Dashboard:**

**People:**

Volunteer Activity:

	Oct	Nov	Dec	
○ Utilization/Purpose				(Need for vol. response)
○ Training – provided				(Training available)
○ Training – Tuesday				(Attendance)
○ Training - Weekends				(Attendance)
○ Call Response/Need				(Response to calls for service)

Department Culture\*

Volunteer Morale

Association Participation

Program Priority

			(Overall morale)
			(State of program)
			(Attendance for association meetings)
			(Not perceived to be operationally critical)

**Process:**

*EDH Fire – Admin Sponsor Support*

*EDH Fire – Line Support*

			(Support by Admin & BC Moreno)
			(Support when requested)

**Equipment/Technology:**

Equipment availability

PPE equipment

Response apps

Call Status App

			(Type I reserve Engine availability)
			(Inventory to equip Vols.)
			(App. implementation)
			(Iam Responding deployment)



Requires action to bring to operational acceptability



Requires continued attention to be fully responsive to a positive status



Responsive to current needs, no immediate action required



No current data available

\*This pertains to overall department culture, participation from all members of the department to participate in community activities – boot drive, senior lunches, 4<sup>th</sup> of July celebration, concert in the park etc.

**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

**Open Action Matrix:** *(not listed in order of priority)*

<b>Activity/Task</b>	<b>Owner</b>	<b>Timeframe</b>	<b>Stakeholders</b>
2015/2016 Reimbursement realignment recommendation (outdated/broken process)	Admin/Vol/Assoc.	Roppolo submitted detailed recommendation to Chief & AD Hoc on 1/15 – On 4/14 – 10/12 Completed 11/15	Association, Roberts, & Volunteers
Recruitment plan for 2015	Completed and candidates in onboarding	Graduated 8 Volunteers on 5/13 – Final Task book skills test for 11 on 7/19. One volunteer dropped due to medical issues. New current headcount at 28 Completed 11/15	All
Volunteer Turnover Issue	All	AdHoc committee along with BC Moreno working to set new path for 2015 – key to success is utilization and environment – Ongoing – Lost key volunteer to hire by EDH Fire in July; John VanDalen. Kevin Schlange in hiring	Dept./Community



**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

		<p>process as of 8/15. Four volunteers recommended for release due to performance. Completed 11/15 One additional leave of absence due to personal obligations – <b>Need recruiting plan for 2016 – Open action for Ad Hoc committee meeting</b></p>	
<b>Activity/Task</b>	<b>Owner</b>	<b>Timeframe</b>	<b>Stakeholders</b>
DO/FAE program	Open	<p>Open Action participation poor in 13/14 due to time req. – 3 active in task book process: E, Roberts, Stephens, Vail. Professional FC recruited from Lodi FD – he is an EDH resident – Hired 11/15</p>	Volunteers
Call Status tracking App - IamResponding	Moreno/Roppolo	I am Responding fully deployed...utilization	Volunteers/Chief officers

**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

		improving – seeing benefit of application. Working well, open action for monitor on app floor at Station 85 Completed 11/15	
Operations policy refinement – Use of Volunteers for coverage	Chief Officers	Open Action – BC's trying to pay more attention to response and use – discussed at AdHoc meeting. Topic for staff meeting – Continued focus and dialogue – fire season will challenge resources issues with tone out timing. June thru August above average calls for service – Fires and Covers. Coverage good. Response for summer very good.  Work In Progress – anticipate input from Chief Lilienthal as he transitions to new Ops Chief Role in 1/16	Volunteers
Updated Volunteer plan -2015/2016	Moreno completed plan – reviewed with input from Ad	Open issue for LT plan and succession plan for future leadership of the Vol	

**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

	Hoc committee and Chief Officers	program – Top for 10/12 Ad Hoc meeting – Open item for 2016	
Plan to re-vitalize program and morale	Moreno/Vol and Chief Officers	Apprentice program Open question for 2016 – Latrobe down to (1) volunteer a WT driver only	Community and program
<b>Activity/Task</b>	<b>Owner</b>	<b>Timeframe</b>	<b>Stakeholders</b>
Officer Development	Open	One recent retirement/One leave of absence – - Issue is open for 2016 and has critical impact on Station coverage and response	Community and program
EDH BOD knowledge of program status	Lt's – update at BOD meetings	Now on agenda as standing item – report outs dependent on schedules - Ongoing	BOD
Budget for 2015/2016	Need to plan for current safety gear gaps – in progress	Are unable to outfit all new volunteers with full complement of safety gear at this time – Chief approved emergency gear order to outfit volunteers pre-fire season – Completed some # of volunteers will require new turnouts in	Moreno/Budget

**2015 EDH Fire  
Volunteer Program  
Status Update December 2015**

		2015/2016 budget cycle – Some Vol turnouts out of date and need replacement for 2016	
Volunteer Engine availability at 85	Chief Officers	<p>BC's will need to monitor engine availability for volunteers. Latrobe equip issues, dept. equipment downtime etc. Can leave Station 85 without Vol Engine – Operational implications.</p> <p>Improvement overall in 2015. Could have issues in 2016 with 8571 Retrofit leaving only 8572 as the only Type I in reserve. Based on fleet maintenance issues and reliability issues of 8577 – this could leave the volunteers with no Type I Engine for response for large blocks of time in 2016.</p>	Volunteers

January 12, 2016

## **Interact Business Group**

Thank you for preparing the draft EDHFD Training Center Strategic Business Plan. As a board member and concerned taxpayer, I have summarized what your 64 page document informs me and that which it does not (which includes many unanswered questions).

Please work with EDHFD staff and address all of the below in writing prior to presenting at any future board meeting so that everyone is well aware of the many other factors needed to be taken into consideration here, that is or is not addressed in your report. I'm confident the public wants to know this information as well.

### **What Your Report Confirms:**

- 1) Our use of funds toward the purchase of a joint-use mobile live burn trailer was last used around three years ago. An example of "must have" thinking and waste of taxpayer dollars considering its actual training use value here.
- 2) You adhered to guidelines as prescribed by EDHFD specifically "the need and cost to construct a training center ... as its first priority." Meaning there is no independent analysis as to if a training center is really "needed."
- 3) Since 2005, we've built 3 new fire stations with none of them addressing much of these "desired" training needs and in many instances we've limited existing facilities by the design and further with towers in use as cellular transmission facilities.
- 4) Our ISO rating will not change by building this training facility (at least not such that it positively or negatively impacts the community's insurance premiums). Our "training program is modeled to meet specific ISO fire service training criteria" and we've earned the rating points there already. No more benefit to add a facility to improve here.
- 5) Table 7 Summary of training categories 1 & 2 states we are 100% compliant with required training and doing nearly 60% at satisfactory level of competence. Also, "In total, 60% of EDHFD annual training has room for improvement." So, we don't have any serious safety and security risks for our personnel, just areas for improvement? There will always be areas for improvement!
- 6) We've accomplished our training requirements just not "at a level they (EDH Fire) desire" and thus the answer to the question "what are the department's training 'needs'" is actually NONE. What EDH Fire "wants" is of course different than our actual "needs."
- 7) Our on-duty crew schedule compromises the safety and security of our personnel because of the "vast majority of classroom and hands-on training is completed while personnel are on-duty and subject to emergency response" rather than on-duty for focused training with no emergency response responsibilities. It would seem we need to change our on-duty schedules to help avoid this complication that leaves no time for focused training.

- 8) Our station 85 community room public access policy is overbooked by the public thereby compromising the safety and security of our fire personnel. This should never be the case! We should always have first right to such use and the ability to bump anyone on the schedule at any time. Or, we should not allow the public access to this already built classroom to not compromise anyone's safety.
- 9) The turnover within the volunteer program suggests that we should consider the elimination of the program altogether especially if this is a significant reason for building the training facility. Would we impact a decision one way or another with or without the volunteers? I think it would further exaggerate the excesses of building a training center.

#### **What Doesn't Make Sense:**

- 1) If we have 14,368 housing units and 42,108 residents in 2010 (or equivalent of 2.93 persons per household), what supports the claim that close to 25,000 additional people are expected in the community over the next 10 years on page 12? This would equate to 833 homes per year being built at 3 persons per household. That is a far stretch from our history if going back just 10 to 20 years.
- 2) 5.9% of our 2,840 calls for service in 2014 per your report were for fire-related emergencies and only 1.1% related to structure fires yet we're considering spending 5.5 million for a training center that is heavily weighted towards low frequency events. Not that this training is not important but it can also be done differently without making that level of financial commitment.
- 3) Table 4 with Operations personnel incurring 62,660 class hours per year divided by 60 paid safety personnel equates to 1,044 hours each divided by 120 days worked per year (10 days per month) equals 8.7 hours per day of needed training. How can this be? They do 2 hours/day currently and we're going to add another 6.7 hours/day? Further, ISO requires only 18 hours of training at "training facilities" per safety personnel times 60 is only 1,080 hours total for all personnel. How can they require so little training compared to this massive 62,000 hour figure you've presented? Also, Table 10 specifies we need only 24,927 hours for classroom – how does this reconcile here with the other numbers put forth?
- 4) The expenses incurred before to repair damage to vacant buildings for high-impact training drills is another reason to spend millions on a training facility? These past costs are completely inconsequential when considering the costs to construct & operate a training facility of this nature.
- 5) We spend 5.5 million taxpayer dollars on a facility that has a useful life of say 30 years. That equates to nearly \$200,000 annually for just depreciation of the facility & equipment. This doesn't factor in any operating costs or the significantly shorter useful lives of many props. Our training budget annually is less than \$85K currently. Why more than double it just on depr?

#### **What Concerns Me:**

- 1) None of your "expressed objectives" of the report were to answer questions like: Does this community and dept really need a training facility? How else can we meet the "training desires"

of the dept without building such a facility? How can we do this most cost effectively? Page 10 states: "This SBP evaluates options" What options are you referring to? What phases have been considered?

- 2) The evaluation of the need for a training facility was done with a "construction bias" without really any consideration for options and alternatives. Because there really are none specified anywhere in your document.
- 3) Many of the special challenges faced by our dept as you've documented here (wildland/urban interface areas, swift water rescue, water rescue, unique open space trail accidents, etc.) still require off-site locations. Building a dedicated training center doesn't solve this need.
- 4) There are 114 training class types but how many are really needed? Table 6 doesn't address what facility is needed for each class type (classroom, tower, course, etc.) and what the cumulative hours would be for each class type. It would also be good if these class types had risk ratings for the community such that we would know the degree of risk here for each. How can we design appropriate training facility if don't fully understand our community risks and safety personnel on-duty risks?
- 5) Training at outside locations will not be completely eliminated as Fresno Training Symposium, FDIC, Firehouse World EXPO and bi-annual high rise drill would all still be held elsewhere. This leaves just the EVOC driver training at Mather Field which is unclear whether this would be completely eliminated or not with the proposed plan. However, I would surmise that we will be covering this but why? Mather is just a few miles away and driver training seems to be something done on an individual basis and not a team basis so this "need" is well served already at a much lower cost point.
- 6) Looks like we can build/buy the props we need for less than \$800K (live burn building, pre-fab tower & car prop area), add the cost of other infrastructure (say \$500K) and not even do the massive infrastructure, classroom and other facility items proposed saving us over 4.3 million taxpayer dollars.
- 7) Nowhere within the report do you address what other fire departments of similar size, geography, risks, etc. are doing related to needed training facilities and how they are addressing those needs.
- 8) Table 17 on annual operations and maintenance costs is surely lacking the bulk of the costs for operating and maintaining this facility. Where's the cost of instructors? Clearly providing instructors for all of this training warrants significant added costs? How does Note 1 stating the classroom will be used 50% of the time reconcile with rest of the report about 48 weeks/7 days per week training needs? Where's the depreciation of the building? The estimated useful life of the props? What about landscaping maintenance costs? What about costs to monitor the property, do the walk-throughs with the instructors, inspect the equipment before & after use, etc.? Where are PGE costs? Note 4 - I can assure you our water/sewer bill is more than the amounts specified here annually – how can this line item be correct?
- 9) Taking this Table 17 out 10 to 20 years is not done and should be – how can we really know the full extent of future costs without doing that?

### Some Questions & Other Comments:

- 1) Did you visit the burn building in Georgetown? What facilities are available elsewhere in the area like Sac Metro? Did you visit the training tower at Diamond Springs station 49? Why do this not work for us besides the geographical differences?
- 2) Your Needs Assessment Generator Tool provided a sample of two drills in Table 2 but then this data is not presented anywhere else. Please provide this for all 114 Class Names you have in Table 6. Page 11 states there is a complete analysis of the total training hours, class curricula, and training priority categories but I'm failing to see where that actually might be. Page 11 also states under Financial Estimates "it also identifies training center revenue opportunities" – I'm failing to see these in your report or financial estimate table.
- 3) How does the call volume tie into this training needs assessment?
- 4) How does the hiring and promotional requirements summary for everyone tie into this needs assessment?
- 5) What is all the background information on EDHFD on pages 12, 13 & 14 here for?
- 6) Isn't all of the newly-hired personnel two week paramedic accreditation process done elsewhere regardless?
- 7) I fail to see the potential conflicts at Station 86 should that facility be modified for added training capabilities. There is very little residential there and all new construction is subject to proper notification both written and visible. Further siren noise is going to be there regardless.
- 8) Table 11 has prop use hours & percentages but why is training ground 333% (above 100%?) and also negative 233%? How much training ground space are we talking about here too?
- 9) Table 11 has props that are widely unused or left idle – what is the cost of each? Why have if used so infrequently? Are there any alternatives?
- 10) Why put an operations plan in here? Isn't this putting the cart before the horse? But since you did, you bring up many other questions. Where is the cost of the safety officer when used by mutual aid partners? Who is the operations support person? A new hire? Who provides visitors and guests passes for access & identification? Who shall inspect the used facilities and equipment?
- 11) Appendix C has some interesting data particularly the cost of instructors at \$32 per hour. I would think more than that but if that and we have approximately 25,000 segment hours divided by 5 = 5,000 instructor hours x \$32 = \$160,000 per year there. Is this a correct tally?

Thank you in advance for taking the time to address these questions and concerns.

Doug Hus  
EDHFD Board Member



# RULES AND REGULATIONS

Adopted January 28, 2016

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**ARTICLE I**  
**INTRODUCTION**

These rules cannot, nor are they expected to, provide a solution to every question or problem, which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the members of the El Dorado Hills Fire Department. They are not designated nor intended to limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations. By necessity, much must be left to the loyalty, integrity and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of his duty and to that degree alone will the department measure up to the high standard required of the Fire Service.

As necessary, requests for interpretations of these Rules and Regulations may be made to the Chief.

A handwritten signature in dark ink, appearing to read 'D. Roberts', is written over a horizontal line.

David Roberts, Chief  
El Dorado Hills Fire Department

**ARTICLE II**  
**DEFINITIONS**

ALARM:	An emergency response.
APPARATUS:	Any Fire Department owned vehicle having a license number.
BOARD OF DIRECTORS:	The Directors of the El Dorado Hills County Water District.
CHIEF:	The Chief Administrative Officer of the Department.
DEPARTMENT:	The El Dorado Hills Fire Department.
DISTRICT:	The El Dorado Hills County Water District.
GRIEVANCE:	A complaint by one or more employees or Union, against the district regarding a claimed violation, misinterpretation, inequitable application, or non compliance with provisions of a memorandum of understanding, or of District Rules and Regulations, or an action affecting the working conditions of District members.
HE/HIS:	He or His when used in these rules and regulations is used as an expedience. No gender is intended.
INCIDENT:	Shall mean a response or emergency of any type.
MAY:	The word "may" shall be construed as permissive.
MEMBER:	An employee of the El Dorado Hills Fire Department.
OFFICER:	One in uniformed ranks with the title of Lieutenant or higher.
OFFICER IN CHARGE:	A Chief Officer, Captain, or member designated to be in charge of the department, incident, or shift.
SAFETY EMPLOYEE:	An employee whose duties fall within the scope of firefighting, fire training, or fire investigation.
SHALL:	The word "shall" is construed as mandatory.
SHIFT:	A specific period of time an employee is required to perform his duties.

SHIFT OFFICER: An officer in charge of a particular shift.

WORKDAY: Regularly scheduled workday.

YEAR: July 1st to June 30th unless otherwise specified.

DRAFT

## ARTICLE III

### DISTRICT AND EMPLOYEE RIGHTS

#### Section 1

##### District Rights

District retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this *Rules and Regulations*, except as expressly limited by a specific provision of the Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by District and not abridged herein, include, but are not limited to, the following: to manage and direct its business and personnel; to manage control, and determine the mission of its departments, buildings facilities, and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to direct the work force; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote, and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operations and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct; to determine the type and scope of work to be performed by District employees and the services to be provided; to classify positions, to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

#### Section 2

##### Employee Rights

The employee retains all rights conferred by applicable local, state and federal laws and in accordance with Section 3500 of the Government Code.

## **ARTICLE IV**

### **CODE OF ETHICAL CONDUCT**

#### **STATEMENT OF PHILOSOPHY**

The primary mission of El Dorado Hills Fire Department is “To SERVE the community of El Dorado Hills with INTEGRITY and EXCELLENCE”. In order to perform this mission effectively, the Department must have the trust and confidence of the public (our customers) it services. That trust is dependent upon each member of this organization discharging their duties honestly, forthrightly, objectively and with the highest degree of personal integrity.

To secure and maintain the trust and confidence of the public we serve the organization must adopt and foster a cultural philosophy that guides each of us both on and off duty. Our “Core Values” of “Integrity First” “Service Before Self” and “Excellence In All We Do” serve as the El Dorado Hills Fire Department cultural philosophy that each member of this organization agrees to uphold when they accept the position. The Core Values describe in detail the way our members – regardless of position or rank – are to perform, behave, treat each other and interact with our customers. Of key importance in determining whether a particular action is proper or improper, is how the action is perceived both in the public and in the media. The full measure of ethical review is not limited to the narrow confines of a specific policy or rule. The review must also determine whether the action gives the appearance of wrongdoing, inequity, impropriety or the perception of misconduct when viewed by the public.

#### **CODE OF ETHICAL CONDUCT**

El Dorado Hills Fire Department employees are responsible for performing their duties in accordance with the highest standards of ethical conduct. To achieve this high standard, the four behaviors which shall be practiced by all members on a daily basis while both on and off duty are;

- Consideration:
  - Be considerate and respectful of values, ideals, family, possessions, and feelings of others. Uphold the principles of equality, fairness, and objectivity.
- Discretion:
  - Be discreet in the things we say and do to each other; don’t gossip or spread rumors.
  - Respect and protect privileged and confidential information.
- Acceptance:
  - Accept the differences in one another. These differences make us stronger as a team and better able to serve the needs of our diverse internal and external community.
- Unity:
  - Value the unity of the District, not only in good times, but in difficult times as well.

Along with these four behaviors, all members of the department are responsible for upholding Federal, State, County, and local laws, ordinances, regulations, and policies.

### **PROFESSIONAL & PERSONAL AFFAIRS**

Professional and personal affairs must be conducted in a manner, which gives the clear impression that one could not be improperly influenced in the performances of official duties. These standards are achieved by:

- Not engaging in any activity which is, in fact or could be reasonably viewed as, in conflict with one's official duties.
- Not engaging in the use of Department time, facilities, equipment, supplies or the badge, uniform, prestige or influence of one's position for other than official purposes;
- Not accepting personal favor or financial gain.

### **COMPLIANCE**

Failure to meet the above Code of Ethical Conduct may result in disciplinary action.



## **ARTICLE V**

### **GENERAL RULES**

- Section 1 All members of the department shall be subject to and must comply with all the rules, regulations and orders issued by the Chief and all laws and ordinances of the county and state.
- Section 2 Members shall read and become familiar with all District ordinances, rules, regulations and orders relating to the Fire Department.
- Section 3 Members of the department shall understand that these Rules and Regulations are not intended to cover every case which may arise in the discharge of their duties. Some things must necessarily be left to the functions of the Department. Members shall direct and coordinate their efforts in such a manner as to establish and maintain the highest standard of efficiency. No plea shall relieve any member from a violation of any Department rule or order.
- Section 4 Any general or special orders issued hereafter, pertaining to operating rules and procedures shall be recognized by the members and shall have equal force and effect as these Rules and Regulations.
- Section 5 The consumption of alcohol or drugs which are determined to be a controlled substance is absolutely prohibited while on duty. Further, no member, while on duty, shall be under the influence of intoxicating liquor or other beverage, drugs, compounds or have or cause to have or permit any intoxicating liquor or controlled substance to be brought into or kept on Department premises. Any member absenting himself from duty directly or indirectly because of the use of alcohol or drugs or reporting for duty under the influence of the same shall be subject to disciplinary action. No member shall, while on duty, be under the influence of any lawful drug to such an extent as the same has a derogatory effect on the performance of his duty.
- Section 6 Information relative to fires, alarms or department business of any kind shall not be given out to unauthorized persons except by the permission of the Chief or his representative.
- Section 7 Members shall not be employed in or connected with any other business or occupation, which is in conflict with their employment with the District or will impair their ability to perform their job.

- Section 8 No member shall loan, sell, give away, or appropriate to his own use any public property, nor shall any member appropriate to his own use any property found at a fire.
- Section 9 Members shall refrain from any political activity while on duty.
- Section 10 Members shall not, on or off duty, use the uniform badge, or prestige of the Department for personal gain or self-aggrandizement.
- Section 11 Members shall be considered as having committed a serious offense by falsifying records, making misleading entries or statements with the intent to deceive, or permit willful mutilation of any useful department record, book, paper, or document.
- Section 12 Members of the Department refusing to obey the orders of an officer shall be reported immediately in writing to the Chief. Failure on the part of any officer to so report will constitute a violation of this rule.
- Section 13 All members shall be courteous and respectful to the public and others with whom they have official dealings.
- Section 14 Members are prohibited from engaging in activities when on or off duty which brings disrepute upon the Department and its members.
- Section 15 No member shall possess firearms while on duty or allow firearms on district premises.
- Section 16 The District is an Equal Employment Opportunity employer. District policy prohibits unlawful discrimination and/or harassment based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination and/or harassment based on the perception that anyone has any of those characteristics.
- The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to **all** persons involved in District operations and prohibits unlawful discrimination and/or harassment by any employee of the District, including supervisors and coworkers.
- Any employee who feels that he or she is being subject to unlawful harassment and/or discrimination is urged to notify his or her supervisor, the Chief, or the District's Human Resources Representative immediately.

Section 17

Conflict of Interest:

- A. All officers and employees of the District are recognized as being subject to the financial conflict of interest rules as set forth in California Government Code Section 1090 et. seq.
- B. In addition to the restrictions provided for in "A", no officer or employee of the District shall engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as an officer or employee or with the duties, functions or responsibilities with the District.
- C. Such officer or employee shall not perform any work, service or counsel for compensation outside of District employment where any part of his or her efforts will be subject to approval by any other officer, employee or board of the District unless otherwise approved in the manner set forth in "D".
- D. The Board of the District or its designee may determine, on a case-by-case basis, those outside activities which, for employees and officers under its jurisdiction, are inconsistent with, incompatible with, or in conflict with, their duties as District officers or employees.
- E. For the purpose of "D", an employee's outside employment, activity or enterprise may be prohibited if it: 1) involves the use, for private gain or advantage, of District time, facilities, equipment and supplies; or the badge, uniform, prestige or influence of his or her District employment or, 2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the District for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her District employment or as part of his or her duties as an officer or employee of the District, or; 3) involves the performance of an act in other than his or her capacity as a District Officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee of the District, or; 4) involves such time demands as would render performance of his or her duties as a District employee less efficient.
- F. An officer or employee of the District may, when off duty, do work related to a compatible field with his or her regular employment with the District, provided such person has the approval of the Fire Chief of the District and is otherwise qualified to perform such outside work.
- G. The District may adopt rules governing the application of this policy. Such rules shall include provision for notice to employees of the determination of

prohibited activities, and for appeal from such a determination and from its application to an office or employee.

- Section 18 Members shall be responsible for the safekeeping and proper care of all Department property in their charge.
- Section 19 Members shall promptly report to their immediate supervisor the loss or damage of any Fire Department property.
- Section 20 Members shall not place long distance telephone calls through the department telephones except on district business. Shift officers shall be held responsible for the enforcement of this rule. Local calls shall be held to a minimum.
- Section 21 Members shall not permit persons not connected with the Department to ride on the apparatus unless approved by the Chief.
- Section 22 All members shall practice economy in the use of supplies and metered services to avoid waste and conserve Department resources.
- Section 23 Weather permitting, the flag of the United States of America shall be displayed at the top of the staff each day of the week. During rain or high winds, it will not be flown. Other displays of the flag shall be directed by the Chief.
- Section 24 Members shall be strictly on time for shift change or special assignment.
- Section 25 Smoking on the apparatus where the public is represented is prohibited.
- Section 26 Members who cannot report for work due to illness ~~or any other reason are required to notify the officer in charge prior to the time they are to report for duty.~~ shall contact the on-duty Telestaffer and if not available, the On Duty Shift Officer, with confirmed acknowledgement at least 1.5 hours prior to the beginning of the assigned shift.
- Section 27 Members may be required to show proof of injury or illness ~~for excessive time off long-term or extended illness, employees may be required to submit a doctor's note verifying the dates of illness or injury.~~ The use of sick leave without just cause or filing a false report or statement in reference thereto, may be cause for disciplinary action.
- Section 28 Change of shift, either temporary or permanent, shall be made in accordance with the shift trade policy.
- Section 29 Members shall immediately report to an immediate senior officer any sickness, accident, or injury occurring to themselves while on duty.

- Section 30 Members of the Fire Department shall attend all fires or emergencies to which they may be dispatched or detailed and exert their greatest efforts to perform to the best of their abilities under all circumstances.
- Section 31 All officers shall be responsible for properly maintaining discipline and efficiency.
- Section 32 Members "off shift", when responding to the station for an emergency, shall abide by all existing traffic laws.
- Section 33 Money, jewelry, or other such items of value discovered at a scene shall immediately be turned over to the officer in charge. When receiving such items, the officer in charge shall, in the presence of at least one other witness, have them identified and verify the number or amount of such items of value.
- Section 34 All members are required to have a phone. They shall notify the Chief as soon as possible of any change in residence or phone number.
- Section 35 Any member leaving the Department through any cause must return all department property that has been assigned to him; otherwise, the cost of the articles not so returned shall be deducted from his final paycheck.
- Section 36 Members shall keep their person, uniforms, beds and lockers in a neat and clean condition.
- Section 37 All full time uniformed employees must possess a valid unrestricted California driver's license. For purposes of these rules and regulations, licenses, which require an individual to wear corrective lenses while driving shall not be considered "restricted." Licenses which contain other restrictions which, in the opinion of the Fire Chief, do not prevent the employee from fully performing all functions which may be required of him shall not be considered restricted for purposes of this section. All full time employee shall immediately report to the Chief of the District any restricted license status and shall promptly report to the Chief of the District all citations and convictions under any provision of the California Vehicle Code.
- Section 38 Members shall not engage in activities while on or off duty which would increase the District's exposure to liability or compromise the District's insurability.
- Section 39 Physical/Mental condition: Members are expected to be in good physical and mental condition, sufficient to adequately perform all essential duties of their position. Certification of physical and mental condition by examination of members by a licensed physician may be carried out at the discretion of the Chief. Members may be required to seek remedy for any correctable physical

or mental condition as a condition for continued employment. Failure to do so, upon request, may be grounds for disciplinary action or dismissal.

- Section 40           Members of the Fire Department may work eight (8) hours of any five (5) days per week or may be on rotation of twenty-four (24) hour shifts as specified by the Chief or Board of Directors.
- Section 41           Whenever any member is detailed to perform the duties of a higher grade than which he officially holds, he shall be obeyed and respected accordingly.
- Section 42           All personnel, who are qualified, shall act in a higher rank when assigned and accept responsibility for the performance of the duties of that position.
- Section 43           All members shall participate in drills and other Departmental training activities as directed. They shall be thoroughly familiar with all equipment that they may be required to use in the performance of the duties of that position.
- Section 44           Members shall be responsible for accurately completing Telestaff or other attendance program entries in a timely manner for all time worked or not worked and in accordance with all applicable policies.

## ARTICLE VI

### HIRING & PROMOTIONS

- Section 1 Employees shall be hired on the basis of their placement on competitive examinations, written, physical oral, and/or job simulation (e.g. assessment center) as established by the Department.
- Section 2 Promotion of members within the Department shall be based on competitive written, oral, and/or job simulation (e.g. assessment center) examinations, experience in the fire service, qualifications for that position, and the individual's personnel record.
- Section 3 The Chief of the Department shall be appointed by the Board of Directors. A written and/or oral examination may occur prior to appointment.
- Section 4 All newly hired and newly appointed members shall serve a one year or eighteen month probationary period (depending on the classification appointed to) which shall be completed to the satisfaction of the Chief. Written notice of completion of probation shall be given to the probationary employee where his performance is judged by the Chief to be satisfactory. If a probationary employee has demonstrated unsatisfactory performance of duties, the employee may at any time, prior to completion of the probationary period, be demoted or dismissed by the Chief.
- Section 5 The Chief may select any one of the top six candidates as determined by a competitive exam process for employment or promotion to a new position. External candidates not responding when notified of an available position shall be dropped from the list.
- Section 6 The District, while maintaining a policy to promote and/or transfer fully qualified district personnel to vacant or newly created positions, reserves the right to recruit persons outside the District and such selection process shall be at the discretion of the Chief.
- Section 7 Prior to filling a regular position (vacant or new), a job announcement shall be posted for a minimum of five business days and Departmental members shall be given an opportunity to submit an application for consideration.
- Section 8 All Chief Officers, without exception, must be located within twenty minutes travel time from Station 85 (1050 Wilson Blvd) no later than six months after their start date.
- Section 9 Non-Smoker Policy - New Hires (6/16/88)

- A. It is the policy of this District that all persons hired to fill fire fighting and/or safety positions shall be non-tobacco users. All such persons hired shall be required to remain non-tobacco use throughout their employment as a member of the Fire Department.
- B. A non-tobacco user shall not smoke or use tobacco products either on or off duty while employed.
- C. An affidavit signed on an annual basis by the employee shall be used to verify continued non-tobacco use status. Failure or refusal to sign such an affidavit shall constitute grounds for dismissal.
- D. Failure to abide by the terms of this non-tobacco use policy shall constitute grounds for dismissal.
- E. The provisions of this section shall apply to all fire fighting and/or safety personnel hired after the effective date of this policy.

Section 10

Pre-Employment Medical Standards (2/17/88)

- A. It is the policy of this District that the medical standards set forth in NFPA 1001, Chapter 2, Section 2-2 through 2-2.18 (1987 Edition) shall be used when hiring persons to fill fire fighting or safety positions.



## ARTICLE VII

### GRIEVANCE PROCEDURES

Section 1           The following procedures shall be utilized to resolve problems arising out of normal employment activities. The objective of these procedures is to ensure a fair and favorable employment atmosphere for efficient accomplishment of District operations. Indicated informal procedures shall precede the formal procedure.

Section 2           Nothing with relation to these procedures shall affect the rights of staff members conferred under Section 3500, et. seq, of the Government Code or the rights of recognized employee bargaining organizations to file a grievance if so authorized by the staff members.

Section 3           All parties involved in a grievance shall act promptly so the grievance may be quickly resolved. Both parties shall complete actions within the time limits prescribed. Grievances not presented within the time limits established for each step of this process shall not be considered. Should the District fail to answer within the given time limits, the grievance may be processed to the next level. The time limits may be extended by written consent of both parties.

“Business Days” means calendar days exclusive of Saturdays, Sundays and Holidays.

Section 4           Informal Procedure

- A. Every effort should be made to settle grievances at the lowest level of supervision possible. The grievance shall be discussed first with the staff member's immediate supervisor. If that supervisor is a party to the grievance it shall then be discussed with his immediate supervisor. Such discussion shall occur within ten (10) business days from the date of the act, incident or occurrence giving rise to the complaint. The immediate supervisor shall give his/her decision or response within ten (10) business days from the date it was first presented.
- B. If, after ten (10) business days, the grievance is not resolved pursuant to paragraph "A", the grievant may proceed to the Formal Grievance Procedure.

Section 5           Formal Procedure

- A. A formal grievance may be initiated in writing, using the District’s Grievance Form, within ten (10) business days following the issuance of the response from the immediate supervisor as provided for in Section 4A... The formal grievance shall be submitted to the Deputy Chief. Within ten (10) business

days following receipt of the written grievance, the Deputy Chief or designee shall review the same, meet with and discuss the grievance with the affected staff member and respond to the staff members in writing.

- B. If the grievant is not satisfied with the determination of the Deputy Chief or designee, a request may be made of the Chief, within five (5) business days, to refer the matter to the Board of Directors at its next regular meeting. The Board shall hear the grievance and provide the grievant with an opportunity to be present and present his grievance. The Board either directly or through its representative, shall respond to the grievant in writing within five (5) business days following the meeting.

## **ARTICLE VIII**

### **DISCIPLINARY ACTION**

- Section 1                      Definition: As used herein, "disciplinary action" or "discipline" means reduction of pay step in class, suspension, demotion, letter of reprimand or dismissal.
- Section 2                      Each of the following may initiate disciplinary action against an employee: a) the Board of Directors while in session, b) the Chief of the District, c) ~~the a~~ Deputy Chief, d) a Division Chief, or e) a Battalion Chief
- Section 3                      The disciplinary action shall become effective at the time specified in the Notice of Discipline served upon the employee.
- Section 4                      Causes for Disciplinary Action shall be identified in the District's Managing Member Performance policy.
- Section 5                      When the Chief or the Board determines that an act or omission of a staff member warrants the immediate removal of the member from his assigned duties the staff member may be suspended immediately with pay for ten (10) working days or less according to the provisions of the Article except that the written notice required in Section 7 shall be provided during the suspension period. Otherwise all provisions of the Article shall apply.
- Section 6                      Citizens Complaint: Complaints filed by any citizen against any staff member shall be submitted in writing using the El Dorado Hills Fire Department Citizen Comment form. Each complaint received by the Department will be investigated thoroughly and promptly in accordance with the Department's Citizen Inquiries and Complaints policy.
- Section 7                      Notice Required in Discipline Cases: Except as provided in Section 5 above, notice of any disciplinary action to be brought against any staff member shall be provided in writing to the member not less than ten (10) working days prior to the effective date of the intended action notifying the staff member of the proposed action and the effective date thereof stating specifically the reasons for the action and advising the member of the location of all written materials, reports, and documents relating to the matter, and that the documents are available to the staff member or his representative for inspection. Within the ten (10) day period, the member has a right to respond to the allegations contained in the notice. The notice shall be served upon the member either personally or by registered or certified mail, return receipt requested. The Notice shall include a) a statement of the nature of the disciplinary action, b) the effective date of action, c) a statement of the causes therefore, d) the facts

or omissions upon which the causes are based, and e) a statement advising the member of his right to appeal the disciplinary action and the manner and time within which said appeal must be taken.

- Section 8                      After the ten (10) day period provided for in Section 7, if the member has failed to respond or if the Chief determines to proceed with the intended action or some other action after having considered the response by the member, the Chief shall issue an order stating the action to be taken and the specific reasons therefore. The order may refer to the notice of intended action to be taken and the reasons therefore. The order shall be filed with the District Secretary and a copy thereof shall be provided to the person subject to the action.
- Section 9                      The member may reply in writing to the order within ten (10) days from the date of its filing with the District Secretary. The reply may take the form of appeal of the order. If the order is appealed within the time frame permitted by this section the District Secretary shall forthwith transmit the order and appeal to the Board of Directors, which shall set the matter for hearing.
- Section 10                     If the member against whom an order is issued fails to file an appeal within the time specified in this article, the disciplinary action shall become final without further action by the Board of Directors.
- Section 11                     At any time before a member's appeal is submitted to the Board of Directors for decision, the complainant may serve on the member and file with the Board an amended or supplemental notice of discipline. If the amended or supplemental notice presents new causes or allegations, the member shall be afforded a reasonable opportunity to prepare his defense thereto, but shall not be entitled to a further answer unless the Board so orders. Any new causes or allegations shall be deemed controverted, and objections to the amended or supplemental causes or allegations may be made orally at the hearing.
- Section 12                     The hearing shall be held at the earliest administratively convenient date, taking into consideration the established schedule of the Board of Directors and the availability of counsel and witnesses. The staff member shall be entitled to appear personally, produce evidence and have counsel and either a private or public hearing. The Board of Directors shall not be bound by the rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the Board of Directors.
- Section 13                     Any suspensions invoked under these Rules against any member for one or more periods shall not aggregate more than thirty (30) work days in any twelve (12) month period; provided, however, this time limitation is inapplicable to cases in which disciplinary action of dismissal is modified by the Board of Directors to a suspension.

- Section 14
- A. Hearings shall be heard by the Board of Directors or, at the discretion of the Board, by a hearing officer designated by the Board.
  - B. If the appeal is heard by the Board of Directors, it shall affirm, modify, or revoke the notice of discipline.
  - C. If the appeal is heard by a hearing officer, the hearing officer shall prepare a proposed decision in such form that it may be adopted by the Board of Directors as the decision in the case. A copy of the proposed decision shall be furnished to each party within ten (10) days after the proposed decision is filed with the Board. The Board may:
    - 1. Adopt the proposed decision in its entirety.
    - 2. Reduce the punitive action set forth therein and adopt the balance of the proposed decision.
    - 3. Reject a proposed reduction in penalty, approve the penalty sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision; or reject the proposed decision in its entirety.
  - D. If the Board of Directors rejects the proposed decision in its entirety, each party shall be notified of such action, and the Board may decide upon the record, including the transcript, with or without the taking of additional evidence, or it may refer the case to another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, the officer shall prepare a proposed decision as provided in subsection (C) upon the additional evidence and transcript and other papers which are part of the record of the prior hearing. A copy of such proposed decision shall be furnished to each party within ten (10) days after the proposed decision is filed with the Board.
  - E. In arriving at a decision on the propriety of the penalty imposed, the Board of Directors or the hearing officer may consider any prior disciplinary proceedings against the member under these rules and any performance reports of such proceedings or reports that were introduced into evidence at the hearing.
  - F. The decision of the Board of Directors shall be in writing and shall contain findings of fact and the punitive action, if any.

Section 15

The decision of the Board of Directors shall be certified to the complainant from whose notice of discipline the appeal is taken and shall forthwith be enforced and followed by him. A copy of the decision shall be delivered to

each appellant or his designated representative personally or by registered mail. The decision of the Board of Directors shall be final.

**The parties below have reviewed and approve these Rules and Regulations by affixing their signatures:**

**Approved:**

\_\_\_\_\_  
**Barbara Winn, President, El Dorado Hills County Water District**

\_\_\_\_\_  
**David Roberts, Fire Chief, El Dorado Hills County Water District**

**DATE OF ADOPTION** \_\_\_\_\_



## **EL DORADO HILLS FIRE DEPARTMENT**

### **MONTHLY ACTIVITY REPORT DECEMBER 2015**

***"YOUR SAFETY ... OUR COMMITMENT"***

## **SUMMARY**

The goal of the Operations Report is to provide a summary of the El Dorado Hills Fire Department response performance for each month. The report currently evaluates the Alarm Statistics by each response zone, looks at Code 3 Response Times, evaluates Turnout Times, and describes the different types of calls that the Department responds to monthly. Every call is evaluated by the Operations Chief each month. Any call with an extended response time or an extended turnout time is researched and corrective action is taken if needed.

As a result of the addition of a new program that helps collect data, you will see a new graph indicating incidents by hour of the day in this report.

# ALARM STATISTICS

Response District	Total Number of Responses – DEC 2015	Total Number of Responses –2015	Total Number of Responses – DEC 2014	Total Number of Responses –2014
84-A	6	46	3	64
84-B	4	55	4	45
84-C	17	190	17	169
84-D	5	25	4	28
84-E	6	63	3	54
84-F	11	131	13	124
84-G	6	72	2	60
84-H	0	34	8	40
85-A	14	231	15	262
85-B	10	72	1	54
85-C	18	203	15	167
85-D	9	120	14	143
86-A	5	74	6	92
86-B	6	153	11	134
86-C	9	93	9	113
86-D	4	70	4	49
86-E	2	14	1	17
87-A	19	181	18	250
87-B	6	50	2	41
87-C	11	119	7	90
87-D	7	97	4	93
87-E	3	63	2	54
87-F	0	1	1	2
91-A	5	27	3	3
91-B	2	14	0	0
91-C	2	24	2	2
92	0	22	1	1
Mutual Aid	55	645	51	595
Transfer	12	136	9	93
<b>TOTALS</b>	<b>254</b>	<b>3025</b>	<b>230</b>	<b>2839</b>

86.99% Medic Unit Response, 10 Minutes (before exception reports)

91.06% Medic Unit Response, 11 Minutes (before exception reports)

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



## CODE 3 RESPONSE TIME ANALYSIS

Response District	Total Number of Responses	Number of Code 3 Responses	Average Code 3 Response Time (Alarm Time to Arrival Time)	SOC Benchmark Total Response Time (includes 1 min dispatch, 2 min turnout, plus travel)*	Compliance?
84-A	6	5	10:52	Rural 15min	Yes
84-B	4	3	04:51	Suburban 8min	Yes
84-C	17	9	03:57	Suburban 8min	Yes
84-D	5	4	08:36	Suburban 8min	NO (Extended on Tornado Calls)
84-E	6	5	06:25	Suburban 8min	Yes
84-F	11	7	04:00	Suburban 8min	Yes
84-G	6	4	04:46	Suburban 8min	Yes
84-H	0	0	N/A	Suburban 8min	N/A
85-A	14	10	04:35	Suburban 8min	Yes
85-B	10	8	04:32	Suburban 8min	Yes
85-C	18	16	02:55	Suburban 8min	Yes
85-D	9	8	05:35	Suburban 8min	Yes
86-A	5	1	06:56	Suburban 8min	Yes
86-B	6	4	06:39	Suburban 8min	Yes
86-C	9	7	07:27	Suburban 8min	Yes
86-D	4	4	05:36	Suburban 8min	Yes
86-E	2	1	04:41	Rural 15min	Yes
87-A	19	15	04:31	Suburban 8min	Yes
87-B	6	2	07:05	Suburban 8min	Yes
87-C	11	5	04:22	Suburban 8min	Yes
87-D	7	7	03:32	Suburban 8min	Yes
87-E	3	2	05:03	Suburban 8min	Yes
87-F	0	0	N/A	Suburban 8min	N/A
91-A	5	4	06:20	Rural 15min	Yes
91-B	2	1	00:40	Rural 15min	Yes
91-C	2	2	14:49	Rural 15min	Yes
92	0	0	N/A	Rural 15 min	N/A

\*San Ramon SOC – Board Policy Response Time Benchmark Goals

Report: Queries – Incident – NFIRS Incident – Incident By District (Summary) = Total # Responses

Report: Reports – Incident Reports – NFIRS – Incident Stat – Incident Stat Detail – Average Response Time by District/Incident Type (Run Report by date and add “alarm type” for code 3). Manually check all extended responses.

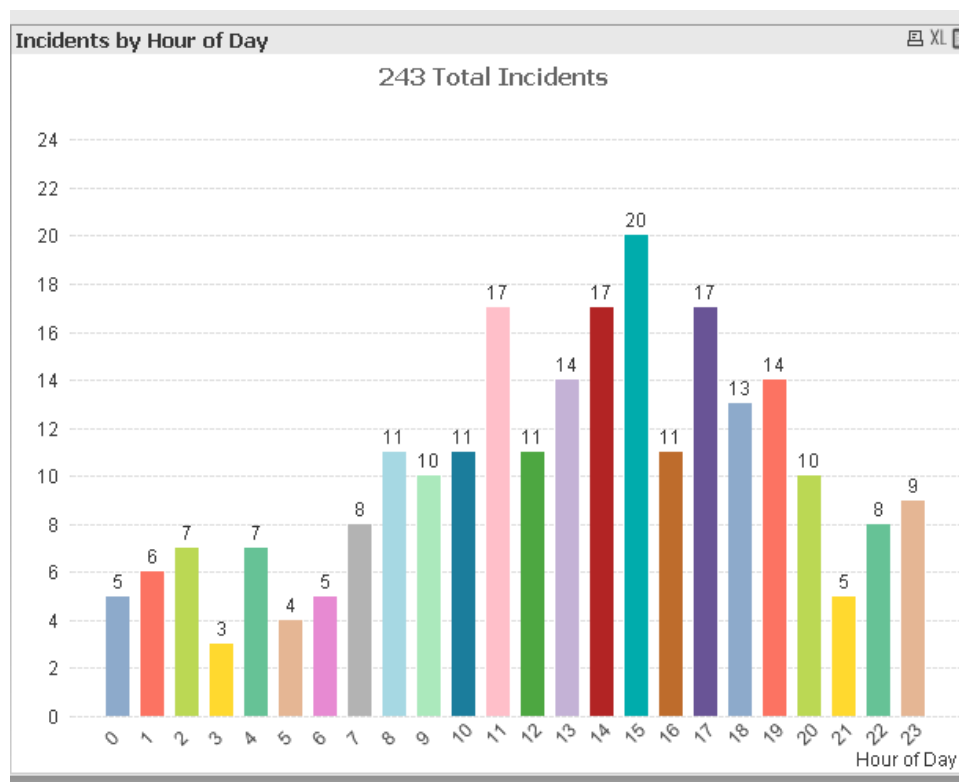
# CODE 3 TURNOUT TIME ANALYSIS

SOC Benchmark Turnout Time Goal 90 Seconds

Unit	Total Number of Responses Evaluated	Total Less Than 1 min 30 Seconds	Total Over 1 min 30 Seconds	Average Turnout time
E84	42	31	11	01:17
T85	53	46	7	01:11
E86	29	22	7	01:27
E87	41	40	1	00:52
P91	10	8	2	00:40
M85	110	96	14	00:55

Report: Reports – Incident – NFIRS Incident – Incident Stat – Incident Stat Detail – Unit Response/Reaction  
Summary by Incident (Select unit, dates and add “alarm type” then run one for each unit and manually check for why some extended)

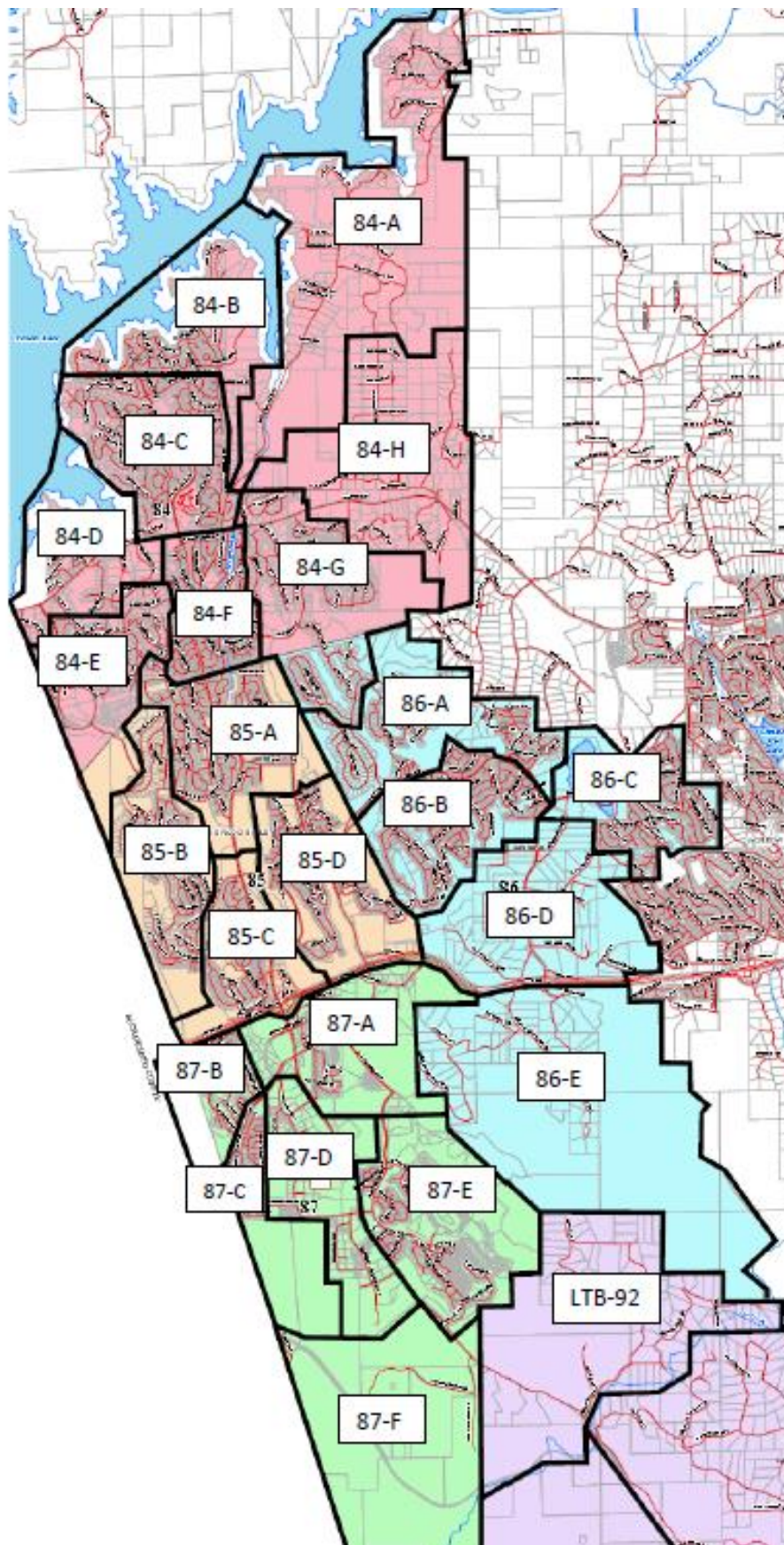
## INCIDENTS BY HOUR OF DAY



# INCIDENT TYPE ANALYSIS

<b>Fires:</b>	
Structure (cooking, chimney, all codes starting 11)	6
Grass/Brush	0
Vehicle/Misc.	2
<b>Total Fires</b>	<b>8</b>
<b>Medical Aids:</b>	
General	96
Trauma	18
Cardiac	17
Respiratory	10
Transfers	12
<b>Total Medical Aids</b>	<b>153</b>
<b>Vehicle Accidents</b>	<b>27</b>
<b>Hazardous Calls:</b>	
Gas Leak	1
Accident/Potential/Other/Spill	1
Extrication of Victim from Machine	1
<b>Total Hazardous</b>	<b>3</b>
<b>Service Calls:</b>	
General Service (all types except as listed below)	23
Smoke Removal	0
Animal/Snake	0
<b>Total</b>	<b>23</b>
<b>Cover/Move-up</b>	<b>6</b>
<b>Good intent call</b>	<b>3</b>
<b>Cancelled Calls</b>	<b>22</b>
<b>Authorized Burning</b>	<b>1</b>
<b>False Fire Alarm all</b>	<b>12</b>
<b>Severe Storm Call Related</b>	<b>3</b>
<b>TOTAL</b>	<b>254</b>

Report: Queries – Incident – NFIRS Incident – Incident Type Report (Summary)





# EL DORADO HILLS FIRE DEPARTMENT

## QUARTERLY TRAINING REPORT OCTOBER-DECEMBER 2015

*“YOUR SAFETY ... OUR COMMITMENT”*

### TRAINING HOURS

#### Category Hours

Paid Training	3,490.20
Wellness Training (All)	357.50
Volunteer Training	450.15
TOTAL	4,297.85

### SIGNIFICANT TRAINING

HazMat Refresher  
SOP Review Joerger House  
Firefighter CPR  
SOP Review Hydrant Hookup/ Pre Connect Deployment  
MCI (Multi Causality Incident) County Wide Drill  
Bloodborne Pathogens  
Primary Search/Secondary Search  
RIC (Rapid Intervention Crew)  
Heavy Rescue County Wide Drill



# EL DORADO HILLS FIRE DEPARTMENT

## QUARTERLY PREVENTION REPORT JANUARY-MARCH 2015

***“YOUR SAFETY ... OUR COMMITMENT”***

### **Public Education**

- Fire station tours (21).
- Public education activities (137.5 hours).

### **Juvenile Fire Setter Program**

- There have been no juveniles counseled during this quarter. One was scheduled but had to be rescheduled due to holiday season.

### **Fire Investigations**

- Fire Marshal duties for fire investigations are currently being performed by Deputy Chief Mike Lilienthal.

### **Buckle Up Baby**

- Previous revisions made to program are now in place – monthly installation days now scheduled. Better process established for taking requests from customers. Positive feedback and scheduling is full.
- Buckle Up Baby Program (17 installations).

### **Vacant Lot Program**

Program begins March 2016. Board action expected in April to formally initiate program for 2016.

#### **Summary for 2015**

Total Lots:	2,189 vacant lots <5 acres
Noticed:	2,189 vacant lots
2 <sup>nd</sup> Notice:	<b>286 lots non-complying at 1<sup>st</sup> deadline</b>
Non-comp:	<b>40 lots non-complying at final deadline</b>

#### **Fiscal Impact:**

Unchanged from existing program. Costs are generally recouped through liens imposed upon non-compliant properties.

*Average cost to abate \$285 + Admin Fee \$75*

### **Hazard Reduction Program**

- Program begins April/May 2016. Inspections to be completed by June 30, 2016.

### **Business Inspection Program**

- The business inspection program has been revamped with a new process, policy and new inspection form. The Prevention Team has been testing a new iPad app from FireHouse Software. This app eliminates the double data entry portion of the current process, allows real time inspections in the field, cloud data sync to the station computers, and saves time for the inspectors and crews (2017 implementation). It also is map driven and schedules re-inspections with color indicators while sharing all history of the occupancy. We will be looking into cloud hosting to allow for all Fire Department activities to be entered into FireHouse in the field which will save time, double data entry, and improve efficiency.

### **Fire Safe Council**

- Lakehills Fire Safe Council has applied for its annual grants for vegetative clearance around the lake edge and near homes in overgrown and hazardous areas.
- Community Wildfire Protection Plan (CWPP) is underway for Lakehills.

Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
Arrowbee Lake Verizon Tower	S15-0004	Aerobee Road at Birds Eye View Road	105-140-06	Cell Tower	1	90' tall stealth monopine tower with enclosure	1	Comment Letter Due 11/5/15. Revisions to access 11/5/15	Unknown
Aerometals Expansion	SUP 98-0017-R-2	Sandstone Dr	117-081-01	Commercial	1	38,350 square foot expansion, office, warehouse, aircraft hanger, new building 58,600 sq ft	5.613	Grading Plans arrived 6/23/15	Unknown
Bass Lake Golf Course (Rescue)		Starbuck Road	102-210-08	Residential	33	Residential Subdivision over the Golf Course	33	FIL	Unknown
Bass Lake K-8 School		Bass Lake		K-8 School	1	School		Preliminary Design	Unknown
Bass Lake North	PD14-0010/Rezone Z14-0008/TM14-1522	Sienna Ridge	115-400-06, 115-400-07, 115-400-08	Residential	90	homes	38.74	Planning. TAC 2/2/15	Unknown
Bell Ranch		Morrison Rd/Holy Trinity Church Area		Residential	113	homes	113	Planning/Revised FD Comments 5/31/15	TAC June 2015
Bell Woods		Adjacent to Hollow Oak Subdivision	119-020-50	Residential	54	homes	33.69	Planning TAC 12/29/14 for revision to map, (TM approved 5/24/05), FIL provided 1/6/16	TAC February 2015
Blackstone W	TM 12-1506	SE Corner Latrobe and Clubview	118-140-65	Residential	73	homes	9.66	Construction Trailer SUP approved 4/7/15	Started 2015
Blackstone X	TM 12-1508-F	NE Corner Latrobe and Clubview	118-140-63	Residential	61	homes	7.85	Final Map TAC 2/23/15	Started 2015
Blackstone V (Lot 1)	TM 12-1507/ Z12-0006/ A12-0002	Latrobe/Royal Oaks Drive	118-140-61	Residential	70	homes	10.08	Planning Approved 5/8/14	Unknown
Caliber Collision Body Shop	PD 13-0005	Town Center/Rossmore Lane	121-280-22	Commercial	1	1 Bldg – Approx. 14,904 square feet	1	Improvement Plans, Building Plans approved	2015
Carlton Senior Living	PA 15-0009	Rossmore Dr.	121-280-21-10	Senior Assisted Living Residential Care Facility	1	150,000 square feet. 112 Assisted Living Units, 40 beds for memory-impaired residents	1	PA Review Comments Submitted 9/9/15.	TAC 9/28/15
Carson Creek Corporate Center	Z06-0023/ PD06-0018/ P06-0020	4671 Golden Foothill Parkway	117-010-06, 117-210-28, 30, 33, 34, 41, 43	Commercial	11	152,603 sq ft	86.7	In process	2011-12
Carson Creek Specific Plan Amendment	SP94-0002-R-2	Carson Crossing and Golden Foothill Pkwy	117-490-01	Senior Care Facility	1	Amendment to the Carson Creek Specific Plan to allow for a Senior Care Facility	4.11	Initial Consultation, TAAC 2/8/16	Spring 2015
Carson Creek Fitness (Heritage)	S14-0003	Carson Crossing Drive	117-010-07	Commercial, Recreational and Fitness Center		5,000 square foot fitness center, pool, recreation.	4.9	Improvement Plans 2/9/15. Building Plans in.	Spring 2015



Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
Carson Creek Unit 1		Carson Crossing		Residential/55 and older	285	homes		Water connections and construction	2015-2016
Carson Creek Unit 2		Carson Crossing		Residential/55 and older	634	homes and two multi-family dwellings		Improvement Plans approved 2/12/15. New TM proposed 5.1.15	Unknown
Carson Creek Unit 3		Carson Crossing		Residential/55 and older	321	homes	19.37	Planning/TM/Revised Comments 5/27/15	Unknown
Central El Dorado Hills	Specific Plan	Station 85 South to Highway 50	121-160-05, 121-120-24; 121-040-020, -29, -31; 120-050-01, -05	Residential	1,000	Serrano Westside Plan Area 341 acres, and Pedegral Plan area 168 acres, civic-limited commercial use (50,000 Commercial Sq. Ft.), 15 acres public park, 1 acre neighborhood park, 168 acres of open space	509	Planning/EIR	Unknown
D'Artagnan Micro Winery SUP		Rocky Springs Ct		Commercial	1	Wine grapes. 1,800 square foot bldg.	4	Completed 2/2015	Completed
Diamonte Estates	TM 06-1421	Malcom Dixon Rd	126-100-24	Residential	19		113.11	Site layout revision suggested by CTA on 9/29/15. Comments provided to CTA.	Unknown
Dieu Nhan Buddhist Meditation Center (RES)	SUP 13-0007	Duncan Hill Rd.		Church/Residential	1	6807 square foot meditation center, 2 Resident nun buildings, monk cottage, retreat cottage, guest cottage	10.05	Planning / SUP	Unknown
Dixon Ranch	A11-0006/ Z11-0008/ PD11-0006	Green Valley Rd	126-020-01, 02, 03, 04, & 126-150-23	Residential	605	605 Total lots. 160 age restricted.	280	EIR – Meeting on EIR at Planning 2/25/15	Unknown
Eden Vale Inn (RES)	Sup 07-0027-R	1780 Springvale Road	102-140-88	Commercial/Hotel	1	13 Guest rooms in 2 buildings, Yurts, Caretaker homes, 12,000 sq. ft. total	1	Revision to SUP 07-0027-R	Unknown
El Dorado Hills Apartments	A14-0001/ Z14-0001/ SP 86-0002-R/ PD94-0004-R-2	Town Center (empty field)	121-290-60, 61, 62	Residential/Parking Garage	1	5 story parking garage, 4 story apartment, 250 units	4.57	Approved by Board of Supervisors 11/4/14 (lawsuit in progress)	Unknown
El Dorado Hills Dog Park	S03-0005-R-3	At CSD Park	125-110-09	Dog Park	1		39.5	Planning – comment letter submitted 3/5/14	Unknown
El Dorado Hills Memory Care/Grove at Francisco		Francisco/Green Valley	124-140-33	Memory Care	1	40,280 square feet, 64 beds	6.85	Comments Submitted 6/15. TAC July 13 <sup>th</sup>	Unknown
El Dorado Hills Retirement	SP13-0001/ PD95-0002-R/ PD95-0007-R/ P12-0004/ S13-0017	Town Center West	117-160-38	Retirement Residence	1	3 stories, 114,000 sq ft, 130 units	20.3	Building Plans approved	2015

Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
EDH 52	PA 14-0009	Silva Valley/50	122-720-09	Commercial	9	350,000 square feet commercial, including 3 major buildings, gas stations, fast food, etc.	51.45	Planning	Unknown
El Dorado Hills Senior Care	S15-0012	Tam O'Shanter	125-040-20, 24, 26, 27, 125-333-01	Senior Care Facility	6	6 Buildings, Increase 6-8 patients per building	2.09	TAC 9/14/15	Unknown
El Dorado Springs 23	TM 14-1514	White Rock Across 4 Seasons	117-010-05	Residential	49		21.65	Approved by Board of Supervisors 12/2014	Unknown
EID – ATT Cell Tower		Cabrillo Dr.		Cell Tower	1	65' Mono Pine	1	Planning	Unknown
Grove at Francisco		Francisco/ Green Valley	124-140-33	Memory Care	1	64 beds	6.8	TAC 7/13/15	Unknown
Golden State Flow Measurement		Golden Foothill Pkwy		Commercial	1	10,920	1	Plan Review Complete	2011-12
Granade Subdivision (LTB)	Z15-0003/TM15-1527	Brandon/S. Shingle	087-310-64	Residential	10		133	Comments Due 10/31/15. TAC 11/2/15	Unknown
Green Valley Cemetery/Mortuary (RES)	S94-0002-R/ Z14-0011/ PD14-0009	3004 Alexandrite Dr	102-030-28	Commercial Expansion	1	Addition of 3,604 square feet plus 1,712 covered patio, 2 underground LPG	8.6	Sprinkler and fire alarm plan review	Unknown
Green Valley Convenience Center	S12-0015/ PD 12-003	SE Corner Sophia/Green Valley Rd.	124-301-46	Commercial	3	10,925 sq. ft. including - fuel Station, convenience store, fast food, car wash	2.12	Planning/ Full EIR after lawsuit – Jan 2015 Public Meeting	Unknown
Hansen Parcel Split (Latrobe)	PA 14-0005	6740 South Shingle Rd	087-021-05	Residential Parcel Split 4x4	4		45.69	Conceptual Review	Unknown
Hawk View	TM 00-1371-R	Bass Lake Road/Hawk View	115-040-16	Residential	114		38.47	Planning TAC 12/29/14 for revision to map	(TM approved 5/24/05)
1100 Investment Comm PM	PA 15-0014	Business Park	117-010-015	Commercial – existing – parcel split only	4	Parcel Split – 4 individual parcels	21.9	Fire comment letter 1/6/16	Unknown
La Cresta Woods	PA 13-0009	Wilson/Lago Vista	120-070-01	Residential	24		7.5	FIL	Unknown
LaCanada	TM 08-1463	Salmon Falls Road	126-100-18 and 110-020-12	Residential	1		143.11	FIL 8/3/15, Revised Fire Safe Plan 9/9/15	Unknown
Lakehills Verizon Cell Tower		Lakehills Church		Cell Tower	1	Cell Tower	1	Construction	Unknown
Lakehills ATT Cell Tower		Lakehills Church		Cell Tower	1	Cell Tower	1	Planning	Unknown
Lime Rock Valley		South East Marble Valley Area		Residential	800		740	Planning	Unknown
Malcom Dixon – Diamonte	TM 05-1401-R	Malcom Dixon	126-490-01, 02	Residential	8		40.654	Planning	Unknown

Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
Marble Valley	SP12-0003 / DA 14-0002	South Bass Lake		Residential / Commercial	3236	3236 Res. Lots, 475,000 sq. ft. commercial, 87 acres public facilities	2341	Planning	Unknown
McCann Parcel Split (RES)	P98-0011	2621 Crowdis Rd.	069-110-091	Residential Parcel split	3	3 Parcel Split		Improvement Plans Failed – Revisions needed 6/15/15	Unknown
Miginella	TM 07-1458-R/ BLA13-0015	Salmon Falls/Kaila Way	110-020-45	Residential	8		26	Large Lot final map process. 10/1/15	Unknown
Mountain Express Office and Storage (Rescue)		Lotus Road		Commercial	1	2 new buildings, 10,914 and 13,500 square foot buildings		FIL Letter	Unknown
No Name		North of Hawk View off Bass Lake	115-040-16	Residential Lots	114			FIL Letter	Unknown
Oak Trails (Rescue)	P14-0001	2660 Deer Valley Rd.	102-200-56	Residential	4	Parcel Split – 4 lots	42.46	Approved improvement plans 7/7/15	Unknown
Promontory Lot D1	A13-0004/ Z13-0004/ TM13-1512	Sophia/Alexandria	124-070-62	Residential	63		11.01	Approved	2014-2015
Promontory Lot H Unit 1 & 2	TM06-1423	Beatty/Alexandria	124-390-03	Residential	64		9	Final Map 11/5/13	2015
Promontory Village 8	TM13-1513	Via Baragio/Via Trevisio	124-400-01	Residential Lots	63		63.24	Planning/ Improvement Plans 5/7/15 (revisions)	2015
Quail Commercial Center	PD14-0007/ P14-0005/ Z14-0010	Sunglow Ct at Suncast	117-060-35	Commercial – existing – parcel split only	7	Parcel Split – 7 individual parcels	3.101	Final completed 9/30/15	Unknown
Ridgeview Village Unit 9	TM08-1477	Beatty near Powers	120-010-01	Residential	49		22.4	Planning	Unknown
Ridgeview West Unit 4 (Trevisio II)		Via Barlogio at Via Trevisio	120-700-07	Residential Lots	20			Final Map meeting 1/2015	Unknown
Salmon Falls Road Verizon		Arroyo Vista/ Lake Vista Lane		Cell Tower	1	85' Monopine	1	Planning Commission approved 11/13/14	Unknown
Saratoga Estates Subdivision		West Dead End of Wilson/Folsom Boundary	120-070-02	Residential	316		121.95	FIL Letter/Wildfire Safe Plan Review/ EIR started	Unknown
Schaefer Gym (Rescue)	SUP 14-0002	1550 Old Ranch Rd	105-250-55	Commercial Gym	1	Gym 3,000 sq. ft.	4.43	Planning Approved 3/15, To Rescue Board for Shared Access Agreement 6/10/15	Unknown
Scott Parcel Split	P-07-0003	West Green Springs Rd.		Residential Parcel Split	2			Planning approved 2007. Revision requested to road requirements 7/2015	Unknown
Serrano J 5/6	Z13-0002/ PD13-0001/ TM13-1511	Bass lake Rd at Serrano Parkway	123-040-07, 09 & 115-400-13	Residential	119		50	Revision	Unknown
Serrano K 6		Greenview		Residential	74			complete	2012

Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
Serrano K1/K2	TM01-1377-F5	Pannini / Da Vinci	123-390-02	Residential Lots	43		49	Final Map 11/5/13	11/5/2013
Serrano K-5		Green view		Residential	151			Final Map	Early 2014
Serrano Village A-14	PD 08-0004 / TM 08-1464	Russi Ranch Dead end.	122-590-01	Residential - attached	55	54 homes, 1 park	38.53	Planning	Unknown
Serrano Village C-2	Z 08-0005 / TM 08-1465	Russi Ranch Dead end.	122-030-05, 122-130-14, 122-140-03, 122-580-27, 122-590-01	Residential	50		121	Planning	Unknown
Serrano Village D1	Z08-0037 / PD 08-0024 / TM 08-1484	Meadow Wood/ Boundary Oaks Dr.	121-040-20, 27	Residential	65		121	Planning	Unknown
Serrano Village J Lot H	TM14-1524 / PD14-0008	Serrano/Bass Lake	123-280-10, 123-370-01, 03	Residential Lots	75		23	TAC Meeting 2/23/15	Unknown
Serrano J5 Public Park	SP15-0001/PD 15-0002	Serrano/Bass Lake	123-570-01	Park – replacing commercial	1	Park – four soccer fields	12	Planning – TAC April 13, 2015	Unknown
Serrano Westside		Near Raley's/ Serrano Parkway	120-160-03, 121-120-22, 121-040-20, 29, 31	Residential, Multi-family	763	640 multi-family units, 123 single family, 50,000 sq.ft. commercial	105	Planning	Unknown
Silva Valley Parkway Class I/II Bike Path		On Silva Valley between Harvard and Green Valley		Bike Path	1	1.1 miles of a Class I multi-use path along the east side of Silva Valley Parkway from Harvard Way to Appian Way and a Class II bike lane on the southbound side of the road from Appian Way to Harvard Way and approximately 0.9 mile of a Class II bike lane on both sides of Silva Valley Parkway from Appian Way to Green Valley Road.		Planning	Unknown
Silver Springs (RES)	TM 97-1330	Silver Springs/Green Valley	103-010-02, 103-020-09 and 103-020-10	Residential	244		243	Planning, Revised phasing plan on 7/1/15	Unknown
Silver Spring Pkwy & Bass Lake Road connection		Between Green Valley Rd & Bass Lake Rd.	115-003-003, -004, -015, -016; 115-031-003, -023	Road Connection	1	Adding road length to Silver Springs to connect Green Valley Rd. to Bass Lake Rd.		Planning/EIR	Unknown
Springs Equestrian Center (RES)	Z04-0015/ SUP 01-0011/ P08-0036	Deer Valley and Green Valley Road	115-410-05	Equestrian Center	445	2 covered arenas 45,000 sq. Ft. each, 420 horse stall barns, Fenced riding area, 12,000 commercial store, Camping	146.42	Planning	Unknown

Project	Project Number	Location	APN	Type	# of Lots / Buildings	Description	Acres	Process	Const. Date
Summer Brook (Rescue)	A07-0005/ Z07-0012/ PD07-0007/ TM07-1440	Green Valley near Deer Valley	102-210-12, 102-220-13	Residential	29		90.3 acres	Approved by Planning 9/25/14	Unknown
Town Center ACE Hardware		Next to Debbie Wongs		Commercial	1	21,800 square feet		FIL	Unknown
Town Center West	PA11-0004/ PD95-02	Latrobe and White Rock Road – Blue Shield	117-160-17, -44 through -57	Commercial	3	Revision to Town Center West PD95-02, 1,168,060 sq. ft.	51	Planning	Unknown
Verizon Cell Tower (RES)		3000 Alexandrite		Cell Tower	1	Cell tower		Permit	Dec. 2014
Valley View East Ridge	TM 14-1521	Above Blackstone	118-130-28	Residential	701	homes	735	Planning Commission Approved 6/11	Unknown
Verde Vista (RESCUE)	TM97-1342	Bass Lake Road	115-020-02, 03, 04	Residential	84	homes	29.85	Pre Application PA 15-0008	Unknown
Watermark La Reserve	P08-0013	Salmon Falls Rd. Adjacent to Watermark and Zee Estates	APN 104-240-22	Residential	4	homes	20	Improvement Plans Signed 9.14, Grading under way 10/1/15	Unknown
Westmont Assisted Living		Golden Foothill at New Carson Crossing Drive	APN 117-07-100	Assisted Living and Memory Care	1	149 beds in 134 units. 2 stories. 120,213 square feet		FIL	Unknown
West Valley Village Lot W		Blackstone Entrance, south lot		Residential	37	34 homes and 3 lettered lots on 4.308 acres	4.308	Final Map 12/7/15	Unknown
West Valley Unit 3B				Residential				Map Revision	Unknown
West Valley 5B Unit 1		Blackstone		Residential				Final Map 11/5/13	11/5/2013
West Valley Lot 6 & 7		Blackstone		Residential				Final Map 12/2013, FIL Update 8/3/15	Dec-13
Wilson Estates	Z14-0002/ PD14-0001/ TM14-1515	Malcolm Dixon	126-070-22, 23, 30	Residential	28		28.18	Approved at Board of Sups 11/13/14	Unknown
TOTALS					11348		7048.006		



**South Lake County Fire Protection District**  
\_\_\_\_\_ in cooperation with \_\_\_\_\_  
**California Department of Forestry and Fire Protection**

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P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

December 14, 2015

El Dorado Hills Fire Department  
1050 Wilson Blvd  
El Dorado Hills, CA 95762

Chief Dave Roberts,

The Board of Directors of the South Lake County Fire Protection District humbly thanks your department for responding to the Valley Fire. About 200 fire departments helped to contain the fire that is now known to be the third worst fire in California, destroying more than 1,100 homes and consuming about one third of the Fire District.

The outpouring of donations has been overwhelming. This generosity will aid in helping our community as we rebuild.

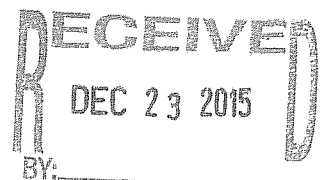
We again thank you for your courageous efforts and offer the enclosed certificate as a token of our appreciation.

Respectfully,

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT

Madelyn Martinelli  
President, Board of Directors

/gf





# South Lake County Fire Protection District


County of Lake, State of California

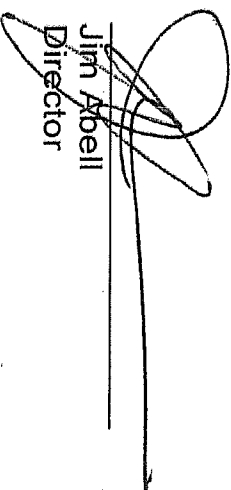


The community is genuinely grateful  
to you for keeping them safe.

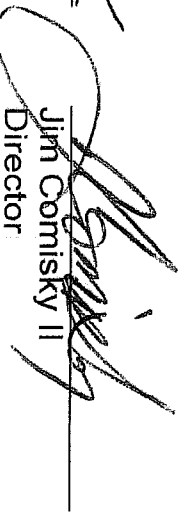
The Board of Directors wishes to thank  
**El Dorado Hills Fire Department**  
for responding to the Valley Fire.

  
Madelyn Martinelli  
President

  
Theresa Foster  
Vice President

  
Jim Abell  
Director

  
Rob Bostock  
Director

  
Jim Cornisky II  
Director

December 14, 2015

I don't know if people  
let you all know how much  
you are appreciated, but I  
just wanted to say Thank You  
with some small treats.

I ran into one of the fire dept.  
crew shifts on Sunday? they let  
me know when you all would  
be back at the station? One  
asked me if I was "the candle  
lady" because he saw photos.  
So this is just a BIG THANK  
you for all you do. I've never  
experienced this before and  
was so very grateful for  
your caring service!

Just a note

to remind you ALL  
how much  
you're appreciated.

Julie Zelgenhoff

@ 990 Bartlett Court fire

Thank you Chief Roberts  
for all the assistance  
at the Xmas party by  
you fire fighters.  
We couldn't do these  
parties without your  
support.

El Dorado Hills  
Senior Council



Hi El Dado Hills.

Charles Cator is in  
the middle of this picture.  
You guys saved his life  
after a bike accident on  
July 30, 2014. He had a  
TBI and we spent 5 weeks in  
California while he recovered.  
He's doing fantastic. He has  
lots of questions about what  
happened to him. Don't know  
if you have any reports that  
can shed some light on  
what actually happened. I  
didn't worry about it at the time,  
I was just worrying about  
his life. <sup>Thank you</sup>  
John Barry & Charles Cator