

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
EIGHT HUNDRED TWENTY-FIFTH MEETING
Thursday, February 18, 2021
5:30 p.m.
(1050 Wilson Blvd., El Dorado Hills, CA)

ATTENTION

As a result of the COVID-19 emergency and the Governor's Executive Orders N-29-20 and N-33-20, this meeting will occur solely via video and teleconference. There will not be a physical public access location.

Anyone who would like to participate in the meeting must use the Zoom video link or conference line below:

Zoom Video Conference link:

<https://us02web.zoom.us/j/84100877246?pwd=NzFFek5lMGpXMTdlua0hwMk1BTDRHUT09>

Meeting ID: 841 0087 7246
Passcode: 782325

Conference Dial in:
1-669-900-9128

Please submit your comments in writing to inquiries@edhfire.com and they will be entered into the public record. If you choose to attend the Zoom meeting and wish to make a comment on an item, please use the "raise a hand" button or press *9 if dialing in by phone. Public comments will be limited to 3 minutes.

Thank you for your understanding during these challenging times.

NOTE

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

- I. Call to Order
- II. Closed Session
 - A. Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiations; Items under Negotiation: Potential for acquisition of property, Price and Terms; Agency Negotiators Chief and Administrative Committee; Landowner Negotiator: Matthew Kannabe; Property Under Consideration: approximately 5 acres at Golden Foothill Parkway and Cypress Point Court APN117-082-05-100
- III. Pledge of Allegiance
- IV. Presentation
 - A. JPA update
- V. Consent Calendar (All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item.)

- A. Approve Minutes of the 823rd Board meeting held December 16, 2020
 - B. Approve Minutes of the 824th Board meeting held January 21, 2021
 - C. Approve Financial Statements and Check Register for January 2021
End Consent Calendar
- VI. Oral Communications
- A. EDH Professional Firefighters
 - B. EDH Firefighters Association
 - C. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.
- VII. Correspondence
- VIII. Attorney Items
- IX. Committee Reports
- A. Administrative Committee (Directors Durante and Hartley)
 - 1. Review and approve the 2021 Fire Chief Goals
 - 2. Review and approve the Client Engagement Agreement for the Strategic Planning facilitation and development
 - B. Finance Committee (Directors Bennett and Giraud)
 - C. Joint Powers Authority (Directors Giraud and White)
 - D. Communications (Ad-Hoc) (Directors Bennett and Durante)
 - E. Training Center (Ad-Hoc) (Directors Hartley and White)
- X. Fire Chief's Report
- XI. Operations Report
- A. Operations Report (Receive and File)
- XII. Community Risk Reduction Report
- A. CRRD Report (Receive and File)
- XIII. Fiscal Items
- XIV. New Business
- A. Review and approve updated Public Salary Schedule
 - B. Review and approve Fire Prevention Shared Services Agreement
- XV. Old Business
- A. Rescue Annexation Update
 - B. Training Facility Update
 - C. EDHCSD/EDHFD 2x2 update (Directors Hartley and White)
 - D. Review and approve sale of surplus Department fleet vehicle
- XVI. Oral Communications
- A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XVII. Adjournment

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

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

EIGHT HUNDRED TWENTY-THIRD MEETING OF THE BOARD OF DIRECTORS

Thursday, December 16, 2020

6:00 p.m.

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

I. CALL TO ORDER

President Hartley called the meeting to order 6:00 p.m. Directors in attendance: Bennett, Durante, Giraud, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

II. PLEDGE OF ALLEGIANCE

III. CONSENT CALENDAR

- A. Approve Minutes of the 822nd Board meeting held November 19, 2020
- B. Approve Financial Statements and Check Register

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

IV. ORAL COMMUNICATIONS

- A. EDH Professional Firefighters – None
- B. EDH Firefighters Association – None
- C. Public Comment – Richard Ross, resident, thanked Staff for making a Zoom meeting available to the public.

V. CORRESPONDENCE – None

VI. ATTORNEY ITEMS – None

VII. COMMITTEE REPORTS

- A. Administrative Committee (Directors Bennett and Hartley) – Director Hartley read the following statement:

The Fire Chief's Employment Agreement calls for an annual review to be performed at or near the end of each calendar year and for salary adjustments, if any, to be made at the start of each new year. Accordingly, the Administrative Committee, with the leadership of Director Bennet, commenced the Chief's evaluation process several months ago. The Board met in Closed session over several consecutive months to individually and collectively review the Chief's performance, measured that performance against established goals, reviewed the very unusual year we have been through and the numerous adjustments that were made and challenges that were met. We also reviewed the compensation packages of comparable agencies, including Folsom, Roseville, Sac Metro, City of Sacramento, and Cosumnes Fire, consistent with the comparable review

undertaken in connection with negotiation of the represented group's Memorandum of Understanding. The Committee had one-on-one meeting with the Chief to review the Board's evaluation and presented him with our recommended salary adjustment.

The Board is very satisfied and pleased with the Chief's performance. The Board has approved a 2.5% increase in Salary for the Chief, effective January 1, 2021. All other benefits will remain unchanged. This raise will place the Chief's compensation in the middle of the range for Chief compensation in the comparable agencies, it will maintain a 10% salary differential between the Chief and Deputy Chief, and it is consistent with the annual salary adjustment recently implemented for the members of the represented group (the District firefighters).

B. Finance Committee (Directors Giraudo and White) – See report under XI. Fiscal Items.

C. Joint Powers Authority (Directors Hartley and Giraudo) – Chief Johnson reported that leadership has identified opportunities for improvement and are working toward those. They are also working with the County to find solutions for future capital replacement purchases that are not in the budget.

VIII. FIRE CHIEF'S REPORT – Chief Johnson reported the following to the Board:

- Staff is preparing for a modified Santa Run.
- Scott Lindgren is retiring and starting a career as a Fire Chief in Nevada.
- The Fire Marshall recruitment went well, but staff did not find a suitable candidate and will be looking at other options.
- Chief is working on the District's relationship with the Chamber of Commerce to see how they can better partner with us.
- Chief is working on meeting with the new County Supervisors and looks forward to building that relationship.
- The collaboration with the Local 3604 has been great and he looks forward to working with the new leadership.

IX. OPERATIONS REPORT

A. Operations Report (Receive and file) – No report.

X. COMMUNITY RISK REDUCTION REPORT

A. CRRD Report (Receive and file) – Chief Phillips presented the CRRD Report and highlighted that vegetation management and residential and commercial inspections have kept the CRRD Division very busy.

XI. FISCAL ITEMS – Director of Finance Braddock stated that the Finance Committee met and discussed the COVID cost update and stated that there will likely need to be a budget amendment for the new engine and any other items can be updated at that time if needed.

XII. NEW BUSINESS

- A. **Discuss Draft Annexation Resolution** – Chief Johnson stated that staff would be working on drafting an annexation resolution to submit to LAFCO and would send to the Board to review prior to submission.
- B. **Review and approve Resolution 2020-20 approving the Side Letter Agreement #1 to the El Dorado Hills Professional Firefighters Memorandum of Understanding** – Director of HR Hall presented Resolution 2020-20 and summarized the changes included in Side Letter Agreement #1.

Director White asked that the Board be made aware of any MOU changes or agreements before the Union has voted on the changes.

Director Durante made a motion to Resolution 2020-20 approving the Side Letter Agreement #1 to the El Dorado Hills Professional Firefighters Memorandum of Understanding, seconded by Director White, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- C. **Discuss 2021 Fire Chief Goals** – Director Hartley asked that the Administrative Committee look at 2021 goals for the Fire Chief and bring recommendations back to the Board.

- D. **Election of Board President and Vice President for 2021** –

Director Hartley nominated Director White for President, seconded by Director Durante, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

Director Hartley nominated Director Bennett for Vice-President, seconded by Director Durante, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- E. **Reorganization of Committees for 2021** – Director White asked the Board members to email him with their preferred committee assignments.

- F. **Review and establish meeting dates for 2021** –

Director Durante made a motion to keep the meeting dates on the third Thursday of every month, seconded by Director Bennett, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

XIII. OLD BUSINESS

- A. **Rescue Annexation Update** – Chief Johnson stated that the annexation package is being assembled and negotiations would start after that.
- B. **Training Facility Update** – Chief Hall reported that Staff is waiting to get some cost updates and will bring it to the Board when the numbers are in.

Richard Ross, resident, stated his concerns about lack of documented justification for building a multi-million dollar facility. He noted that the consultant report did

not address the availability of mutual aid as backup support for when crews were in training activities.

- C. **EDHCSD/EDHFD 2x2 update (Directors Durante and White)** – No report.

XIV. ORAL COMMUNICATIONS

- A. **Directors** – Director Bennett thanked Staff for the modified version of the Santa Run. Director Girauda thanked the District for allowing him to serve on the Board. Director White shared an end of the year poem he wrote.
- B. **Staff** – Chief Johnson expressed that he values training and is glad to see the District pursuing a training center.
- C. **Schedule upcoming committee meetings** – None

XV. ADJOURNMENT

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

The meeting adjourned at 7:00 p.m.

Approved:

Charles J. Hartley, President

Jessica Braddock, Board Secretary

This is a summary of the meeting. Board Meetings are recorded, and anyone wanting to listen to the full meeting recording should contact the main office at 916-933-6623 or inquiries@edhfire.com.

EL DORADO HILLS COUNTY WATER DISTRICT

EIGHT HUNDRED TWENTY-FOURTH MEETING OF THE BOARD OF DIRECTORS

Thursday, January 21, 2021

5:30 p.m.

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

I. CALL TO ORDER

President Hartley called the meeting to order 5:34 p.m. Directors in attendance: Bennett, Durante, Giraud, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

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

II. Closed Session

A. Closed Session Pursuant to Government Code Sections 54956.9(d)(2) and 54956.9 (d)4; potential litigation; one matter

The meeting reconvened at 6:00 p.m. The Board took no action during closed session.

III. PLEDGE OF ALLEGIANCE

IV. CONSENT CALENDAR

A. Approve Minutes of the 823rd Board meeting held December 16, 2020

B. Approve Financial Statements and Check Register for December 2020

Director White directed Staff to revise the minutes from the 823rd meeting to reflect Richard Ross' concerns with the lack of justification for the training facility. He stated that he would send the agreed upon statement for the minutes to be approved at the February meeting.

Director Bennett made a motion to approve the Financial Statements and Check Register for December 2020, seconded by Director Durante and unanimously carried. (Roll call: Ayes: 5; Noes: 0)

V. ORAL COMMUNICATIONS

A. **EDH Professional Firefighters** – Brian Wilkey, president, stated that the crews have started their new shift bids and they are training and preparing to put their new Lucas devices on the apparatus. He also highlighted a successful call responding to a motorcycle crash where the crew worked with CHP and CalStar to life flight a patient.

B. **EDH Firefighters Association** – None

C. **Public Comment** – None

VI. CORRESPONDENCE – None

VII. ATTORNEY ITEMS – None

VIII. COMMITTEE REPORTS

Director White stated that the new committee assignments are as follows:

Administrative Committee: Directors Durante and Hartley

Finance Committee: Directors Bennett and Giraudo

Joint Powers Authority: Directors Giraudo and White

Communications Committee (Ad-Hoc): Directors Bennett and Durante

Training Facility Committee (Ad-Hoc): Directors Hartley and White

- A. Administrative Committee (Directors Durante and Hartley) – Director Durante** asked the for the Board to approve the Administrative committee to move forward with the strategic plan revision and the Board concurred.
- B. Finance Committee (Directors Bennett and Giraudo) – Director of Finance Braddock** stated that the Finance Committee did a mid-year budget review, and most categories are trending on target, but due to the timing of fixed asset purchases, there will likely be a need to amend the budget later in the fiscal year.
- C. Joint Powers Authority (Directors Hartley and Giraudo) – Chief Johnson** reported that the JPA budget is looking good and the executive Staff is doing a great job.

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

- The modified Santa Run was a success and he appreciated Staff’s efforts.
- CERT is having an event at the COVID-19 vaccination clinic.
- El Dorado County remains in the Purple Tier of the Covid-19 response.
- Chief Lilienthal did a great job putting together the vaccination clinic.
- The Captain’s promotional test is planned for February or March.
- He congratulated Battalion Chief Brady, Captain Ali, Captain Beckett, Captain Cowles, Captain Owens, Engineer Wesson, Engineer Gygax, Engineer Leblanc and Firefighter Stiern for 20-years of service.

X. OPERATIONS REPORT

- A. Operations Report (Receive and file) – Director White** asked if the decrease in transfers was due to Staff’s work to revise the County protocols on how they are handled. Chief Johnson responded that the new agreement has dramatically decreased the number of long-range transfers.

XI. COMMUNITY RISK REDUCTION REPORT

- A. CRRD Report (Receive and file) – Chief Phillips** presented the CRRD Report and highlighted that there was a significant increase in permit activity in December.

XII. FISCAL ITEMS – None

XIII. NEW BUSINESS

- A. Review and approve change to Positions Authorization Document (PAD) and Organizational Chart-** Chief Johnson stated that the revised Position

Authorization Document and Organizational Chart presented for Board approval includes the addition of a temporary Administrative Captain to assist with upcoming projects, and an additional Fire Prevention Specialist. He added the Fire Marshal position would not be filled at this time. He also stated that Staff is ready to move forward with hiring the temporary defensible space inspector to help with vegetation management as approved in the current fiscal year budget.

Director Bennett clarified that the Administrative Captain wages are presented in the staff report, but it could potentially be less if a different rank filled that role. Director Durante recommended evaluating the current project load on staff and re-prioritizing during the strategic plan process as opposed to hiring more staff. Chief Johnson stated that the projects are active operational issues that need to be addressed rather than items that would be looked at during the strategic planning process.

Director White expressed his concern that the position will become permanent and that the ratio of admin staff to line staff may get out of proportion. He also recommended that Staff look at the option to divide the workload between different people and compensate them in some way for the additional workload rather than an additional full-time person. Chief responded that the recommendation is to have one person managing the tasks.

Director Bennett made a motion to approve the change to Positions Authorization Document (PAD) and Organizational Chart adding a Fire Prevention Specialist and an Administrative Captain not to exceed the Captain wage scale with a 6-month critical review and moving forward with hiring the seasonal defensible space inspector, seconded by Director Giraud, and carried. (Roll Call: Ayes: 4; Noes: 1- Durante)

- B. Review and approve Public Salary Schedule effective 1/12/2021-** Director of Finance Braddock stated that the only change to note on the Public Salary Schedule is the Fire Chief salary increase effective 1/12/21.

Director Bennett made a motion to approve the Public Salary Schedule effective 1/12/2021, seconded by Director Hartley, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- C. Review and approve surplus of Department fleet vehicles-** Chief Hall presented a report recommending the surplus of 3 department vehicles that are no longer being utilized. He stated one of the vehicles would be sold to a local agency in need and the other two would be sent to public auction.

Director Durante made a motion to approve surplus of Department fleet vehicles, seconded by Director Hartley, and unanimously carried. (Roll Call: Ayes: 5; Noes: 0)

- D. Reorganization of Committees for 2021-** See Item VIII. Committee Reports

XIV. OLD BUSINESS

- A. **Rescue Annexation Update** – Chief Johnson stated that Staff is working on a plan for service and will be scheduling a meeting with El Dorado County to talk about funding.
- B. **Training Facility Update** – No report.
Richard Ross, resident, asked what kind of public outreach there has been in the Blackstone community with regards to the impact the Training Facility could have on that community. Chief Johnson stated that there has not been any recent outreach, but the project is well documented. Chief Lilienthal added that there was a well-attended public meeting a few years ago and any project with a special use permit would have been publicly vetted at the time of issuance.
- C. **EDHCSD/EDHFD 2x2 update (Directors Durante and White)** – Chief Hartley stated that the group selected a consultant to conduct the preliminary fiscal analysis of the potential El Dorado Hills incorporation, and it will be on the agenda for the next CSD Board meeting.

XV. ORAL COMMUNICATIONS

- A. **Directors** – Directors Girauo and Hartley thanked Staff for their participation in the vaccination clinic. Director White thanked Director of Finance Braddock for the reminder to complete the ethics training, and he reminded the Directors to complete the form 700. He also congratulated the employees that completed 20-years of service.
- B. **Staff** – Chief Johnson encouraged everyone to continue to wear masks and stay safe.
- C. **Schedule upcoming committee meetings** – None

XVI. ADJOURNMENT

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

The meeting adjourned at 7:34 p.m.

Approved:

Tim White, President

Jessica Braddock, Board Secretary

This is a summary of the meeting. Board Meetings are recorded, and anyone wanting to listen to the full meeting recording should contact the main office at 916-933-6623 or inquiries@edhfire.com.

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2021



	FINAL Full Year Budget FY20/21	Actual January 2021	Actual YTD January 31, 2021	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	19,490,891	622,246	10,646,249	(8,844,642)		} Property Tax Revenue on target to budget
3270 · Unsecured Tax Revenue	353,986	4,439	338,991	(14,996)		
3280 · Homeowners Tax Revenue	157,520	54,703	78,148	(79,373)		
3320 · Supplemental Tax Revenue	370,000	59,032	218,502	(151,498)		
3330 · Sacramento County Revenue	31,170	16,934	16,934	(14,235)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,900	1,737	20,802	(16,098)		
3335.3 · Latrobe Base Transfer	82,000		-	(82,000)		
3340 · Property Tax Administration Fee	(433,893)	-	(435,000)	(1,107)		
Total 3240 · Tax Revenue	20,088,575	759,093	10,884,627	(9,203,948)	54%	
3505 · Misc. Revenue, Vacant Lot	-	1,152	(17,228)	(17,228)	N/A	Weed abatement costs incurred not yet collected through property tax liens Fire Prevention revenue trending lower than budget
3506 · Misc. Revenue, Fire Prev. Fees	200,000	24,423	87,792	(112,208)	44%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	95,833	670,833	(479,167)	58%	CARES Act Grant funds received in Oct-20; Additional CARES Act Grant funds received from JPA in Jan-21
3513 · Rental Income (Cell site)	54,180	4,515	31,605	(22,575)	58%	
3514.1 · Operating Grants Revenue	175,896	27,285	203,181	27,285	116%	AFG Grant Funds received in Nov-20
3514.2 · Capital Grants Revenue	66,764	-	66,764	-	100%	
3515 · OES/Mutual Aid Reimbursement	432,000	36,726	1,528,377	1,096,377	354%	Severe fire season
3520 · Interest Earned	300,000	19,179	50,216	(249,784)	17%	Interest rates significantly lower than budget (yield has declined from 1.967 in Jan-20 to 0.458 in Jan-21)
3510 · Misc. Operating Revenue - Other	95,000	2,599	32,991	(62,009)	35%	Timing of collection (Rescue Shared Services revenue)
Total 3510 · Misc. Operating Revenue	2,273,840	186,137	2,583,968	310,128	114%	
Total Operating Revenue	\$ 22,562,414	\$ 970,805	\$ 13,539,159	\$ (9,023,255)	60%	
3550 · Development Fee						
3560 · Development Fee Revenue	1,400,000	111,589	720,128	(679,872)	51%	Development fee revenue trending slightly lower than budget
3561 · Development Fee Interest	-	3,545	7,867	7,867	100%	
Total 3550 · Development Fee	1,400,000	115,134	727,996	(672,004)	52%	
3568 · Proceeds from Insurance	-	-	-	-	0%	
3570 · Proceeds from Sale of Assets	-	-	3,285	3,285	100%	
Total Revenue	\$ 23,962,414	\$ 1,085,939	\$ 14,270,439	\$ (9,691,975)	60%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2021



	FINAL Full Year Budget FY20/21	Actual January 2021	Actual YTD January 31, 2021	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,943,601	533,333	4,269,167	2,674,433	61%	
6011 · Education/Longevity Pay	506,548	39,298	289,633	216,915	57%	
6016 · Salaries & Wages, Admin/Prev	927,463	69,663	565,942	361,521	61%	
6017 · Intern/Volunteer Stipends	3,000	260	1,105	1,895	37%	
6018 · Director Pay	16,000	700	6,000	10,000	38%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,843,249	87,978	771,219	1,072,029	42%	
6019.2 · Overtime, Outside Aid	360,000	-	1,256,886	(896,886)	349%	
6019.3 · Overtime, JPA	150,000	10,302	211,191	(61,191)	141%	
Total 6019 · Overtime	2,353,249	98,280	2,239,296	113,953	95%	Higher OT due to severe fire season (strike team OT) and COVID Emergency Responder Leave
6020 · P.E.R.S. Retirement	3,074,979	236,975	2,377,076	697,903	77%	Annual required lump sum payments made in Jul-20
6030 · Workers Compensation	621,404	-	286,383	335,021	46%	Timing of payments
6031 · Life Insurance	6,671	403	3,633	3,038	54%	
6032 · P.E.R.S. Health Benefits	1,798,141	141,785	1,163,337	634,805	65%	Feb premium paid in Jan
6033 · Disability Insurance	21,122	1,711	11,977	9,145	57%	
6034 · Health Cost of Retirees	1,063,825	62,716	809,245	254,580	76%	Lump sum payment of \$300k made in Sept; Feb premium paid in Jan
6040 · Dental/Vision Expense	222,360	13,005	105,893	116,467	48%	Timing of employee HRA use
6050 · Unemployment Insurance	15,120	10,932	11,058	4,062	73%	
6070 · Medicare	156,195	11,118	107,438	48,757	69%	
Total 6000 · Salaries & Wages	17,729,678	1,220,179	12,247,183	5,482,495	69%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	52,200	24,100	47,626	4,574	91%	Uniform allowance paid in Jul-20 and Jan-21
6102 · Other Clothing & Personal Supplies	120,225	652	7,686	112,538	6%	Timing of purchases
Total 6100 · Clothing & Personal Supplies	172,425	24,752	55,312	117,113	32%	
6110 · Network/Communications						
6111 · Telecommunications	37,750	3,028	24,322	13,427	64%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2021



	FINAL Full Year Budget FY20/21	Actual January 2021	Actual YTD January 31, 2021	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
6112 · Dispatch Services	60,000	14,006	23,929	36,071	40%	Timing of dispatch invoices
6113 · Network/Connectivity	58,262	9,182	27,358	30,904	47%	Timing of internet upgrade
Total 6110 · Communications	156,011	26,216	75,609	80,403	48%	
6120 · Housekeeping	54,311	4,345	31,033	23,278	57%	
6130 · Insurance						
6131 · General Insurance	66,000	255	65,761	239	100%	Insurance Premium paid through 10/31/20
Total 6130 · Insurance	66,000	255	65,761	239	100%	
6140 · Maintenance of Equipment						
6141 · Tires	25,000	5,003	24,032	968	96%	
6142 · Parts & Supplies	35,000	2,993	24,889	10,111	71%	
6143 · Outside Work	160,000	6,138	73,633	86,367	46%	
6144 · Equipment Maintenance	42,960	1,075	9,654	33,306	22%	
6145 · Radio Maintenance	16,680	782	6,830	9,850	41%	
Total 6140 · Maintenance of Equipment	279,640	15,992	139,039	140,601	50%	Overall, maintenance on target to budget
6150 · Maintenance, Structures & Ground	171,867	7,671	69,657	102,209	41%	Timing of station maintenance projects
6160 · Medical Supplies						
6161 · Medical Supplies	80,931	4,682	56,779	24,152	70%	COVID-19 Supplies (partially reimbursed by grants)
Total 6160 · Medical Supplies	80,931	4,682	56,779	24,152	70%	
6170 · Dues and Subscriptions	14,044	1,364	12,290	1,754	88%	Prepaid Business Park Homeowners, CA Fire Chiefs' Assn., Survey Monkey, and other prepayment of annual subscriptions
6180 · Miscellaneous						
6181 · Miscellaneous	12,000	726	3,770	8,230	31%	
6182 · Honor Guard	2,600	11,700	6,678	(4,078)	257%	Honor Guard Camp Reimbursement to agencies
6183 · Explorer Program	4,087	-	70	4,017	2%	
6184 · Pipes and Drums	3,000	-	410	2,590	14%	
Total 6180 · Miscellaneous	21,687	12,426	10,928	10,759	50%	
6190 · Office Supplies	29,443	3,001	13,545	15,898	46%	
6200 · Professional Services						
6201 · Audit	15,900	-	14,550	1,350	92%	Audit completed in Nov-20
6202 · Legal/Human Resources	242,118	15,238	103,291	138,827	43%	Timing of testing consultants

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2021



	FINAL Full Year Budget FY20/21	Actual January 2021	Actual YTD January 31, 2021	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
6203 · Notices	2,500	-	198	2,302	8%	
6204 · Other Professional Services	111,144	6,715	67,051	44,093	60%	
6205 · Elections/Tax Administration	25,000	35,761	35,761	(10,761)	143%	Elections 2020 higher than budget
6206 · Public Relations	6,400	-	3,105	3,295	49%	
Total 6200 · Professional Services	403,062	57,714	223,955	179,106	56%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	178,640	14,965	66,074	112,566	37%	Timing of budgeted Firehouse replacement software
6212 · IT Support/Implementation	205,076	9,124	53,637	151,439	26%	Timing of IT billing/projects
6213 · IT Equipment	25,398	12,446	21,256	4,142	84%	Switth replacement project, battery tower and firewall project completed
Total 6210 · Information Technology	409,114	36,535	140,968	268,147	34%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	55,299	-	26,824	28,475	49%	
6222 · Solar Lease	69,108	3,678	24,512	44,596	35%	Solar lease credits recognized Jul-20 thru Jan-21
Total 6220 · Rents and Leases	124,407	3,678	51,336	73,071	41%	
6230 · Small Tools and Supplies	75,275	5,781	45,006	30,269	60%	
6240 · Special Expenses						
6241 · Training	143,821	23,722	37,237	106,584	26%	Training restricted due to COVID-19
6242 · Fire Prevention	81,300	5,089	23,418	57,882	29%	Timing of weed abatement season
Total 6240 · Special Expenses	225,121	28,811	60,655	164,466	27%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	80,000	6,179	40,073	39,927	50%	
6252 · Travel	35,000	44	9,230	25,770	26%	Travel/Meals budgeted for training restricted due to COVID-19
6253 · Meals & Refreshments	19,000	646	5,516	13,484	29%	
Total 6250 · Transportation and Travel	134,000	6,869	54,818	79,182	41%	
6260 · Utilities						
6261 · Electricity	18,400	696	5,697	12,703	31%	Timing of annual true-ups
6262 · Natural Gas/Propane	22,200	3,486	7,652	14,548	34%	
6263 · Water/Sewer	16,200	-	9,587	6,613	59%	
Total 6260 · Utilities	56,800	4,182	22,935	33,865	40%	
Total Operating Expenditures	\$ 20,203,816	\$ 1,464,455	\$ 13,376,809	\$ 6,827,006	66%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending January 31, 2021



	FINAL Full Year Budget FY20/21	Actual January 2021	Actual YTD January 31, 2021	Variance YTD Actual to Full Year Budget	(Target 58%) YTD Actual % of Full Year Budget	Notes/Comments
Operating Revenue - Operating Expenditures	\$ 2,358,598	\$ (493,650)	\$ 162,350	\$ 2,196,249		
6560 · Pension UAL Lump Sum Payment	1,000,000	-	-	1,000,000	0%	Timing of transfer to PARS
6570 · OPEB UAL Lump Sum Payment	11,870	-	-	11,870	0%	
6720 · Fixed Assets	2,000,805	34,208	224,300	1,776,505	11%	Timing of capital expenditures
Total Expenditures	\$ 23,216,491	\$ 1,498,663	\$ 13,601,109	\$ 9,615,381	59%	
Total Revenue - Total Expense	\$ 745,923	\$ (412,724)	\$ 669,330	\$ (76,593)		
Less: Development Fee Revenue	(1,400,000)		(727,996)			
Add: Development Fee Qualified Expenditures	1,047,250		13,987			
Total Revenue - Total Expense Net of Dev Fees	\$ 393,173		\$ (44,679)			

El Dorado Hills Fire Department

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 From 01/01/2021 through 01/31/2021
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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/01/2021		Deposit	6040 · Dental/Vision R...	VOID 23712		X	50.00	369,997.18
01/01/2021	EFT	De Lage Landen Fina...	6190 · Office Supplies	Account # 988...	230.59	X		369,766.59
01/01/2021	EFT	Technology Credit C...	-split-	Dec-20	3,678.19	X		366,088.40
01/01/2021	EFT	VSP Vision Care	6043 · Vision Insurance	Jan-21	452.03	X		365,636.37
01/04/2021	EFT	P.E.R.S. Retirement	-split-	PR20-12-3	98,130.68	X		267,505.69
01/04/2021	EFT	P.E.R.S. Retirement (...)	6020 · PERS Retireme...	2021 Replacem...	2,475.12	X		265,030.57
01/04/2021	EFT	P. G. & E.	-split-	Dec-20	35.02	X		264,995.55
01/05/2021		Deposit	1114 · Due from other ...	Deposit		X	28,053.45	293,049.00
01/05/2021	EFT	Employment Develo...	-split-	Account ID# 7...	1,670.89	X		291,378.11
01/05/2021	EFT	P.E.R.S. ING	-split-	PR20-12-3	336.23	X		291,041.88
01/05/2021	EFT	Sterling Administrati...	-split-		315.00	X		290,726.88
01/05/2021	EFT	Sterling Administrati...	-split-		823.06	X		289,903.82
01/05/2021	23761	7th Dimension LLC	6212 · IT Support/Impl...	Invoice # 183253	8,869.78	X		281,034.04
01/05/2021	23762	A-CHECK	6202 · Legal/Human R...	Inv # 59-06337...	37.50	X		280,996.54
01/05/2021	23763	Aflac	2100 · Payroll Liabilities	Inv # 770903	432.10	X		280,564.44
01/05/2021	23764	Aramark	6120 · Housekeeping	Acct. # 792270...	41.20	X		280,523.24
01/05/2021	23765	AT&T	-split-	Dec-20	308.19	X		280,215.05
01/05/2021	23766	CA Assoc. of Profess...	-split-	January 2021	1,711.00	X		278,504.05
01/05/2021	23767	Capital Building Mai...	-split-	Invoice # 1248...	1,245.82	X		277,258.23
01/05/2021	23768	Cascade Fire Equipm...	6231 · Hose	Invoice # 112639	3,514.25	X		273,743.98
01/05/2021	23769	Chima's Towing	6143 · Outside Work	Invoice # 15858	125.00	X		273,618.98
01/05/2021	23770	City Of Reedley Fire ...	6182 · Honor Guard	Refund Honor ...	1,800.00	X		271,818.98
01/05/2021	23771	City of Sacramento P...	6182 · Honor Guard	Refund Honor ...	1,350.00			270,468.98
01/05/2021	23772	El Dorado County - ...	6182 · Honor Guard		2,700.00	X		267,768.98
01/05/2021	23773	El Dorado County Pr...	6182 · Honor Guard	Refund Honor ...	1,350.00			266,418.98
01/05/2021	23774	Home Depot	-split-	Supplies	436.37			265,982.61
01/05/2021	23775	Hunter Gold	6017 · Intern/Voluntee...		260.00	X		265,722.61
01/05/2021	23776	InterState Oil Compa...	-split-		2,583.47	X		263,139.14
01/05/2021	23777	Interwest Consulting ...	-split-	Invoice # 65088	2,337.50	X		260,801.64
01/05/2021	23778	Atwood Insurance	-split-	Invoice #13591	255.00	X		260,546.64
01/05/2021	23779	Liebert Cassidy Whit...	-split-		1,573.00	X		258,973.64
01/05/2021	23780	Life Assist	-split-		2,934.02	X		256,039.62
01/05/2021	23781	Martha Lynn Mangu...	-split-	Invoice # 0251	3,750.00	X		252,289.62
01/05/2021	23782	Local 1230	6182 · Honor Guard	Refund Honor ...	900.00	X		251,389.62
01/05/2021	23783	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	654.59	X		250,735.03
01/05/2021	23784	Nick Sharples Produ...	6242 · Fire Prevention	Invoice # 1602	400.00	X		250,335.03
01/05/2021	23785	Public Safety Innovat...	6143 · Outside Work	Invoice # 1133	153.00	X		250,182.03
01/05/2021	23786	Nevada County Prof ...	6182 · Honor Guard	Refund Honor ...	450.00			249,732.03
01/05/2021	23787	Sacramento Area Fir...	6182 · Honor Guard	Refund Honor ...	1,350.00	X		248,382.03
01/05/2021	23788	Signal Perfection Ltd	-split-		12,605.43	X		235,776.60

El Dorado Hills Fire Department

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01/05/2021	23789	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 35...	402.80	X		235,373.80
01/05/2021	23790	Triangle Well Drilling	6150 · Maintenance,Str...	Invoice # 14329	165.00			235,208.80
01/05/2021	23791	Ultimate Fire System...	-split-		1,200.00	X		234,008.80
01/05/2021	23792	VideoConferenceGea...	-split-	Deposit	7,908.95	X		226,099.85
01/05/2021	23793	Bobbi Bennett	-split-	Dec-20	100.00	X		225,999.85
01/05/2021	23794	Greg F. Durante (Dir...	-split-	Dec-20	100.00	X		225,899.85
01/05/2021	23795	Charles J. Hartley	-split-	Dec-20	100.00	X		225,799.85
01/05/2021	23796	John Giraud	-split-	Dec-20	200.00	X		225,599.85
01/05/2021	23797	Timothy J. White	-split-	Dec-20	200.00			225,399.85
01/05/2021	23798	Chase Bank	2029 · Other Payable	Dec 2020	600.00	X		224,799.85
01/05/2021	23799	Wells Fargo Bank	2026 · EDH Associate...	Dec 2020	7,753.20	X		217,046.65
01/05/2021	23800	Lincoln Police Dept	6182 · Honor Guard	Refund Honor ...	450.00			216,596.65
01/05/2021	23801	Tracy Firefighters As...	6182 · Honor Guard	Refund Honor ...	1,350.00			215,246.65
01/05/2021	23802	Cascade Healthcare S...	-split-		6,600.00	X		208,646.65
01/06/2021		Deposit	-split-	Deposit		X	131,108.00	339,754.65
01/06/2021	EFT	Intuit Quickbooks	6190 · Office Supplies		259.51	X		339,495.14
01/06/2021	EFT	Sterling Administrati...	-split-		438.00	X		339,057.14
01/07/2021	EFT	P. G. & E.	-split-	Dec-20	9.86	X		339,047.28
01/08/2021	EFT	ADP	6204 · Other Professio...	Dec 2020	659.80	X		338,387.48
01/08/2021	EFT	ADP HCM	6204 · Other Professio...	Workforce No...	255.50	X		338,131.98
01/10/2021	EFT	Sterling Administrati...	6204 · Other Professio...		406.00	X		337,725.98
01/11/2021	EFT	P. G. & E.	-split-	Dec-20	1,729.63	X		335,996.35
01/12/2021		Deposit	-split-	Transfer from ...		X	10,118,130...	10,454,126...
01/12/2021		Sterling Administrati...	-split-	Deposit		X	179.98	10,454,306...
01/12/2021	EFT	Sterling Administrati...	-split-		10.00			10,454,296...
01/12/2021	EFT	Sterling Administrati...	-split-		2,981.50	X		10,451,314...
01/12/2021	EFT	Sterling Administrati...	-split-		14.23	X		10,451,300...
01/14/2021		Transfer from Paypal	3506 · Misc. Revenue, ...	Deposit		X	21,662.55	10,472,963...
01/14/2021		Transfer to LAIF	1074 · Local Agency I...	Confirm #1623...	9,300,000.00	X		1,172,963.15
01/14/2021	EFT	Nationwide Retireme...	-split-	PR21-1-1	23,639.38	X		1,149,323.77
01/14/2021	EFT	P.E.R.S. ING	-split-	PR21-1-1	2,661.23	X		1,146,662.54
01/14/2021	EFT	P.E.R.S. Retirement	-split-	PR21-1-1	107,624.80	X		1,039,037.74
01/14/2021	EFT	Sterling Administrati...	-split-		85.00	X		1,038,952.74
01/14/2021	EFT	Sterling Administrati...	-split-		258.00	X		1,038,694.74
01/14/2021	EFT	P. G. & E.	-split-	Dec-20	649.16	X		1,038,045.58
01/14/2021	23803	7th Dimension LLC	6212 · IT Support/Impl...	Invoice # 183308	160.88	X		1,037,884.70
01/14/2021	23804	Advanced IPM	6150 · Maintenance,Str...		80.00	X		1,037,804.70
01/14/2021	23805	Aramark	6120 · Housekeeping	Acct. # 792270...	41.20	X		1,037,763.50
01/14/2021	23806	Burton's Fire	6144 · Equipment Mai...	Inv # S 51389	456.43	X		1,037,307.07
01/14/2021	23807	C&H Motor Parts	6142 · Parts & Supplies	Invoice # 0001...	16.91	X		1,037,290.16

El Dorado Hills Fire Department

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01/14/2021	23808	Caltronics Business ...	6190 · Office Supplies	Invoice # 3166...	180.25	X		1,037,109.91
01/14/2021	23809	David Taussig and A...	6204 · Other Professio...	Invoice # 2011...	2,103.16	X		1,035,006.75
01/14/2021	23810	El Dorado County E...	6112 · Dispatch Services	Invoice # EDH...	14,006.47	X		1,021,000.28
01/14/2021	23811	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	1,158.53	X		1,019,841.75
01/14/2021	23812	Firefighters Burn Inst...	6170 · Dues and Subsc...	Invoice # 898	250.00	X		1,019,591.75
01/14/2021	23813	G & O Body Shop Inc.	6241 · Training	Inv # 0061319	4,600.00	X		1,014,991.75
01/14/2021	23814	The Home Depot Pro	-split-	Supplies	461.14	X		1,014,530.61
01/14/2021	23815	InterState Oil Compa...	-split-		310.01	X		1,014,220.60
01/14/2021	23816	Josh Couch	-split-		50.00	X		1,014,170.60
01/14/2021	23817	Kaiser Foundation H...	-split-	Account # 320...	4,607.00	X		1,009,563.60
01/14/2021	23818	KME Fire Apparatus	-split-	Invoice # ca 55...	872.88	X		1,008,690.72
01/14/2021	23819	Larry R. Fry	6034 · Health Cost of ...		207.90	X		1,008,482.82
01/14/2021	23820	Nick Sharples Produ...	6150 · Maintenance,Str...	Invoice # 1603	1,876.88	X		1,006,605.94
01/14/2021	23821	North State Tire Co., ...	-split-	Invoice # K108...	2,357.92	X		1,004,248.02
01/14/2021	23822	Ponderosa Auto Expr...	6143 · Outside Work		1,681.01	X		1,002,567.01
01/14/2021	23823	Signal Perfection Ltd	6720 · Fixed Assets		12,499.77	X		990,067.24
01/14/2021	23824	State Water Resource...	6720 · Fixed Assets	Invoice # SW-...	817.00			989,250.24
01/14/2021	23825	Sutphen Corporation	6142 · Parts & Supplies	Invoice # 4004...	586.46	X		988,663.78
01/14/2021	23826	Triangle Well Drilling	6150 · Maintenance,Str...	Invoice # 14348	2,881.92			985,781.86
01/14/2021	PR21-1-1		-split-	Total Payroll T...	74,362.45	X		911,419.41
01/14/2021	PR21-1-1		1000 · Bank of Americ...	Direct Deposit	247,604.45	X		663,814.96
01/14/2021	PR21-1-1		1000 · Bank of Americ...	Payroll Checks		X		663,814.96
01/15/2021			6204 · Other Professio...	Service Charge	271.71	X		663,543.25
01/15/2021	EFT	Sterling Administrati...	-split-		337.00	X		663,206.25
01/15/2021	EFT	Verizon Wireless	-split-	Dec-20	4,023.46	X		659,182.79
01/15/2021	EFT	Verizon Wireless	-split-	Dec-20	70.20	X		659,112.59
01/16/2021	EFT	Sterling Administrati...	-split-		16.50	X		659,096.09
01/18/2021	EFT	El Dorado Disposal ...	-split-	12/01/20-12/31...	1,030.13	X		658,065.96
01/20/2021	EFT	Sterling Administrati...	-split-		225.00	X		657,840.96
01/20/2021	EFT	Sterling Administrati...	-split-		274.98	X		657,565.98
01/21/2021	EFT	Sterling Administrati...	-split-		118.00	X		657,447.98
01/21/2021	EFT	Sterling Administrati...	-split-		1,557.00	X		655,890.98
01/22/2021	EFT	Sterling Administrati...	-split-		193.73	X		655,697.25
01/23/2021	EFT	Sterling Administrati...	-split-		16.50	X		655,680.75
01/24/2021	EFT	Verizon Wireless	-split-	Dec-20	420.11	X		655,260.64
01/25/2021	EFT	Allied Administrator...	6042 · Dental Insurance	February 2021	3,601.15	X		651,659.49
01/25/2021	EFT	P. G. & E.	-split-	Dec-20	600.14	X		651,059.35
01/26/2021		Transfer from LAIF	1074 · Local Agency I...	Confirm #1626...		X	200,000.00	851,059.35
01/26/2021	EFT	Sterling Administrati...	-split-		310.00	X		850,749.35
01/28/2021	EFT	P.E.R.S. ING	-split-	PR21-1-2	2,661.23	X		848,088.12

El Dorado Hills Fire Department

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01/28/2021	EFT	P.E.R.S. Retirement	-split-	PR21-1-2	103,955.61	X		744,132.51
01/28/2021	EFT	Sterling Administrati...	6204 · Other Professio...		50.00			744,082.51
01/28/2021	EFT	Sterling Administrati...	-split-		15.00	X		744,067.51
01/28/2021	EFT	Sterling Administrati...	-split-		225.00	X		743,842.51
01/28/2021	23827	7th Dimension LLC	-split-		10,964.45			732,878.06
01/28/2021	23828	Aflac	2100 · Payroll Liabilities	Inv # 181263	648.15			732,229.91
01/28/2021	23829	Aramark	-split-	Acct. # 792270...	82.40			732,147.51
01/28/2021	23830	AT&T	-split-	Jan-20	62.96			732,084.55
01/28/2021	23831	AT&T Mobility	6204 · Other Professio...		84.48			732,000.07
01/28/2021	23832	Big O Tires	-split-		2,906.01			729,094.06
01/28/2021	23833	El Dorado County R...	6205 · Elections/Tax A...	Invoice # 202095	35,760.50			693,333.56
01/28/2021	23834	Doug Veerkamp Gen...	6143 · Outside Work		3,578.52			689,755.04
01/28/2021	23835	ESRI	-split-	Invoice # 9396...	1,800.00			687,955.04
01/28/2021	23836	Hefner, Stark & Mar...	-split-		5,850.00			682,105.04
01/28/2021	23837	InterState Oil Compa...	-split-		3,285.81			678,819.23
01/28/2021	23838	Interstate Sales	6144 · Equipment Mai...	Invoice # 6810	542.80			678,276.43
01/28/2021	23839	Interwest Consulting ...	-split-	Invoice # 65704	2,351.25			675,925.18
01/28/2021	23840	KME Fire Apparatus	-split-	Invoice # ca 55...	139.48			675,785.70
01/28/2021	23841	Kronos	-split-		5,692.81			670,092.89
01/28/2021	23842	L.N. Curtis & Sons	-split-		76.10			670,016.79
01/28/2021	23843	Liebert Cassidy Whit...	-split-		2,739.25			667,277.54
01/28/2021	23844	Life Assist	-split-		1,500.05			665,777.49
01/28/2021	23845	Motorola Solutions Inc	6145 · Radio Maintena...	Customer Acct...	568.12			665,209.37
01/28/2021	23846	Nick Sharples Produ...	6204 · Other Professio...	Invoice # 1589	1,329.53			663,879.84
01/28/2021	23847	North Star Electric	6212 · IT Support/Impl...	Invoice # 493	93.30			663,786.54
01/28/2021	23848	Riebes Auto Parts	-split-		194.19			663,592.35
01/28/2021	23849	Rotary	-split-	Dec 2020/Jan 2...	560.00			663,032.35
01/28/2021	23850	Steve Maranville	-split-		958.00			662,074.35
01/28/2021	23851	Stryker Sales Corpor...	-split-		377.17			661,697.18
01/28/2021	23852	Tablet Command	-split-	Invoice # INV-...	7,050.00			654,647.18
01/28/2021	23853	Vickers Consulting S...	6204 · Other Professio...	Invoice # 025965	900.00			653,747.18
01/28/2021	23854	Zoll Medical Corpor...	6161 · Medical Supplies	Invoice # 3199...	247.75			653,499.43
01/28/2021	23855	Sentinel Fire Equipm...	6150 · Maintenance,Str...	Invoice # 87311	121.39			653,378.04
01/28/2021	PR21-1-2		-split-	Total Payroll T...	72,534.76	X		580,843.28
01/28/2021	PR21-1-2		1000 · Bank of Americ...	Direct Deposit	258,212.95	X		322,630.33
01/28/2021	PR21-1-2		1000 · Bank of Americ...	Payroll Checks				322,630.33
01/29/2021		Transfer from LAIF	1074 · Local Agency I...	Confirm #1626...		X	100,000.00	422,630.33
01/29/2021		Deposit	3330 · Sacramento Co...	Sac County Pro...		X	16,934.39	439,564.72
01/29/2021		Deposit	3513 · Rental Income (...)	Deposit		X	2,100.00	441,664.72
01/29/2021	EFT	P.E.R.S. Health	-split-	Feb 2021	202,701.25			238,963.47

2021 Rating Period Goals

The Board acknowledges the planned strategic planning session for the Board to identify goals for 2021-2023 had to be delayed due to COVID-19 restrictions. Although goals are identified here for 2021, these may be revised by the Board during the rating period. These goals are to be completed by the end of the rating period.

1. Identify avenues to continue to build effective working teams within the Department.
2. El Dorado County Ambulance JPA
Continue to work with the key stakeholders, including the Board of Directors, to develop fiscally sound and effective service recommendations. (Goal 7 of the 2016-2021 Strategic Plan)
3. Communication System
Provide the employee communication system ad hoc committee report, including but not limited to recommended option(s) to improve the Department's communication system and the associated start-up and projected on-going cost by the first quarter of 2021. (Goal 4 of the 2016-2021 Strategic Plan)
4. Rescue Annexation into EDHFD
 - a. In conjunction with the Board 2x2 ad hoc committee, meet with the county to discuss the potential annexation.
 - b. Coordinate at least one meeting with the Department's Board of Directors and Rescue Fire Protection District Board of Directors to discuss the potential annexation.
5. Training Center
 - a. Meet with internal stakeholders on the Training Center phases.
 - b. Provide to the Board of Directors a recommendation on constructing the Training Center, including but not limited to the proposed approach, the estimated fiscal impact of the proposed approach, and the funding source. This is to be provided to the Board by the first quarter of 2021.

MASTER COPY

16 March 2020

Strategic Planning Proposal



EL DORADO HILLS, CALIFORNIA

Prepared by:



FITCH & ASSOCIATES, LLC

2901 Williamsburg Terrace #G ▪ Platte City ▪ Missouri ▪ 64079

816.431.2600 ▪ www.fitchassoc.com

CONSULTANT PROPOSAL

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16 March 2020

El Dorado Hills Fire Department
c/o Deputy Chief Michael Lilienthal
1050 Wilson Boulevard
El Dorado Hills, CA 95762

Dear Deputy Chief Lilienthal:

Fitch & Associates (*FITCH*) is pleased to respond to your Request for Proposal for the facilitation and development of a Strategic Plan for the El Dorado Hills Fire Department, CA.

We have incorporated your specific needs into this submission and have organized the information requested for clarity. The *FITCH* team recognizes the importance of this project to the Board and the Department, and will objectively assist the Board and Department in the development of a strategic planning document that will prioritize efforts and guide the agency over the next three years.

Our firm is uniquely qualified to submit this response and perform the work required. Fitch & Associates has provided similar planning and analysis services for major cities and emergency service agencies throughout its 35-year history. Fitch & Associates has served over 1,000 clients in all 50 states and in 12 countries. Our team has wide ranging technical expertise, extensive CPSE/CFAI experience, and California specific experience.

We confirm receipts of your agency's Request for Proposal documents and hereby submit our proposal for consideration. This proposal and quote for services is valid for until May 26, 2020 (60-days from proposal due date). For any clarifications or questions through the review and evaluation process, please feel free to contact me at either 816-500-7481 or sknight@fitchassoc.com.

We appreciate the opportunity to submit this response and look forward to talking with you more about how we can provide you superior services and value.

Warm regards,

A handwritten signature in blue ink that reads "Steven Knight".

Steven Knight, PhD
Partner

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STRATEGIC PLANNING PROCESS EL DORADO HILLS FIRE DEPARTMENT, CALIFORNIA

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CONSULTANT'S QUALIFICATIONS

Organizational History

Fitch & Associates, LLC is a Limited Liability Company originally established as a corporation in 1984. The Firm is located in Platte City, Missouri, a suburb of Kansas City. As the founding partner, Dr. Jay Fitch is authorized to execute any agreement on behalf of the firm. Our physical mailing address and my contact information is:

Jay Fitch, PhD
Fitch & Associates, LLC
2901 Williamsburg Terrace
Suite G, Box 170
Platte City, Missouri 64079
Telephone: (816) 431-2600
Facsimile: (816) 431-2653
jfitch@emprize.net

Fitch & Associates Federal Employer Identification Number (EIN) is 43-1780744.

Throughout its 35-year history, *FITCH* has earned credibility by implementing innovative customized solutions in both the public safety and healthcare arenas. The Firm has consulted with nearly 1,000 communities in all 50 U.S. states and in 12 countries.

Projects have ranged from objective reviews, analysis and system design issues, communications system design, productivity, and enhancement studies to detailed operational, financial, and transition management services including standards of covers and consolidation studies.

The Firm specializes in Public Safety consulting and was founded by Joseph J. Fitch, PhD. in 1984. The principals have managed and developed some of the most innovative emergency service systems in the World.

In addition to its partners, *FITCH* has full-time Senior Associates, research, and support staff members. *FITCH* regularly utilizes more than half a dozen independent consultants that are content and technical experts. Many of our independent contractors have been affiliated with the Firm for a number of years.

These combined resources provide expertise on matters as diverse as organizational psychology, accounting, economics, healthcare administration, public information and education, marketing research, emergency medicine, fire service administration, law enforcement, safety management and "Just Culture" concepts.

Firm Experience & References

In addition to the intuitive strengths derived from leadership in the emergency services field and more than three decades of consulting, *FITCH* also offers specific expertise gained from multiple projects that required similar expertise to the one proposed. *FITCH* has evaluated numerous communities' needs and provided leadership in a variety of projects that involved collaboration by many different agencies for the common good. We have an ability to keep focused on the final result while keeping the planning process moving.

FITCH is uniquely qualified to conduct this review. *FITCH* specializes in public safety consulting and has direct experience with assignments similar to yours.

Below are several recent projects that demonstrate our experience working in public fire agencies.

City of Chico, CA

The City of Chico contracted with the firm to complete a Standards of Cover (SOC) and Strategic Plan. *FITCH* was retained to facilitate the establishment and adoption of risk-based deployment strategies. The review will identify and quantify risk and provide the operational and fiscal impacts to alternatives to the current service delivery model that best aligns risk, demand, and resource allocations. The project also included the development of a strategic plan that provide guidance on future agency activities in a time when the agency was facing tough financial constraints.

The contact for this project is Fire Chief William Hack (former fire chief for City of Chico). He can be reached at 530-897-3400 or william.hack@rocklin.ca.us.

The project demonstrates the firm's experience with Standards of Cover development and facilitated strategic planning efforts with a California agency.

North Port Fire Rescue District, FL

The North Port Fire Rescue District contracted with *FITCH* to facilitate a strategic planning process in April 2018. North Port was experiencing rapid economic growth but also a swiftly growing EMS call volume due to the larger than average senior citizen demographic migrating to the area. The strategic planning process helped the agency to prioritize their resource needs in time to maximize the value of their budget requests for the coming year. The agency is a direct report to the City of North Port but has a fire protection district overlay that added some complexity to the funding sources and stakeholder expectations.

The contact for this project is Fire Chief Scott Titus. Chief Titus can be reached at 941-240-8151 or stitus@cityofnorthport.com.

The relevance of the project demonstrates the value of strategic planning in prioritizing agency budget requests to avoid strategies that have a poor cost/benefit return to the external and internal stakeholders in a complex agency that has both municipal and fire district governance.

City of Orlando, FL

The City of Orlando contracted with the firm to complete a strategic business planning process. *FITCH* was retained to facilitate the establishment and adoption of risk-based deployment and staffing alternatives to include fire department-based patient transportation services for all incidents within the municipal area. The review identified and quantified risks and provided the operational and fiscal impacts to alternatives to the current service delivery model that best aligns risk, demand, and resource allocations.

FITCH was again retained for guidance and implementation of services during the transition period. This part of the project went live in early February 2019 and concluded in April 2019.

The contact for this project is Assistant Fire Chief Kevin Preston. He can be reached at 321-229-2088 or kevin.preston@cityoforlando.net.

The project demonstrates the firm's experience with fire-based dynamic deployment, alternative scheduling, workweek and costs projections, as well as strategic planning development and rapid implementation.

South Whidbey Fire EMS, WA

FITCH was contracted in October 2018 to facilitate a community-driven strategic planning process for the South Whidbey Fire EMS, a fire protection district serving six communities in and around the areas of south Whidbey Island, WA. The agency has unique challenges due to being located on an island with limited mutual aid capabilities, a seasonally changing risk profile due to the transient nature of inhabitants and tourists, and a revenue source that significantly below other comparable agencies in the area. The results of this process included a plan to transition the organization from a predominantly volunteer to a predominantly career/full-time agency with minimal cost to the general fund budget. The strategic plan was also instrumental in helping the agency with a request to raise their annual levy for the District and was adopted by the agency in its entirety in January 2020.

The contact for South Whidbey Fire EMS is Fire Chief H.L. "Rusty" Palmer. He can be reached at 360-321-1533 or chief@swfe.org

The project demonstrates the firm's experience with the facilitation of a community-driven strategic planning process with a fire district facing unique seasonally adjusted risk and funding levels not matching community service-level expectations.

City of Cape Coral, FL

FITCH was contracted to complete a Standards of Cover process for the Cape Coral Fire Department in February 2019. *FITCH* facilitated the establishment and adoption of risk-based deployment strategies. The review identified and quantified risks and provided the operational and fiscal impacts to alternatives to the current service delivery model that best aligns risk, demand, and both human and capital resource allocations.

Subsequently, the City hired *FITCH* to facilitate and develop a strategic planning process. The strategic planning process was completed within two months and presented to city council in April 2019 due to the rapid turnaround time needed by the organization.

The contact for the City of Cape Coral is Fire Chief Ryan Lamb. He can be reached at 239-574-0501 or rlamb@capecoral.net.

The project demonstrates the firm's experience with the facilitation of a strategic planning process with a medium-sized fire agency and the client's desire to expand to additional projects quickly after experiencing the working relationship during the original SOC work.

City of Brooklyn Park, MN

FITCH was contracted to facilitate a community-driven strategic planning process for the Brooklyn Park Fire Department in April 2019. The results of this process included a plan to transition the organization from a predominantly volunteer to a predominantly career/full-time agency with minimal cost to the general fund budget.

The contact for the Brooklyn Park Fire Department is Fire Chief John Cunningham. He can be reached at 763-493-8026 or john.cunningham@brooklynpark.org.

The project demonstrates the firm's experience with the facilitation of a community-driven strategic planning process with measurable improvement of service levels supported by multiple stakeholder groups.

Santa Clara County Fire Department, CA

FITCH was contracted to facilitate a community-driven strategic planning process for the Santa Clara County Fire Department (a complex fire protection agency serving the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga) in September 2019. The strategic planning process included community leaders, elected leaders from throughout the contract cities, in addition to Labor representatives and administrative support staff.

The contact for the Santa Clara County Fire Department is Deputy Fire Chief Suwana Kerdkaew. She can be reached at 408-341-4430 or [suwana.kerdkaew@sccfd.org](mailto:suwanna.kerdkaew@sccfd.org).

The project demonstrates the firm's experience with the facilitation of a community-driven strategic planning process with a complex California fire agency that includes a fire district overlay.

Additional client references, case studies, and testimonials are available on the firm's website at www.fitchassoc.com.

Qualifications of the *FITCH* Team

FITCH's specific strengths for this project are centered in the ability to objectively conduct research, manage multiple project priorities and blend both expert and local resources while building support for the outcome(s). Our key strengths include talented and experienced consultants who are leaders in their field, time-tested methods, quality teamwork, timeliness, and the ability to provide tangible results.

Talent – Each project is managed by a *FITCH* partner who is responsible for bringing together the specific resources necessary to meet the client's needs. Staffing for this project involves three primary team members. Team members have been selected for their specific areas of expertise that match the requirements of this project. Team members are all subject matter experts who are leaders in their field. Some are well-known speakers providing leading-edge and industry best practices presentations at fire/EMS conferences and workshops throughout the U.S. Many have articles published in fire/EMS related publications and periodicals. All are passionate about helping the client.

Time-Tested Methodologies – *FITCH's* experience and that of the individual consultants involved represents an unparalleled base for the tasks at hand. We have worked with more than 1,000 clients including local, state and federal government agencies; municipal and volunteer fire departments; ambulance services and hospitals.

Teamwork – Throughout its history, *FITCH* has stayed true to its core values by accomplishing projects using a collaborative approach. This approach offers high levels of involvement for system participants without compromising the independent or objective nature of the project.

Timeliness – *FITCH* is known for producing its work on or before the scheduled completion date and within budget. Timeliness also involves consultant access and response times. Both are as important in consulting, as they are in emergency services.

Tangibles – Tangible results in consulting mean developing solutions addressing the client's needs and providing recommendations that are implemented. *FITCH* is well known for developing innovative solutions to complex issues. Our recommendations and tangible work products have been implemented with greater frequency than those of any other national public-safety consulting firm.

Members of the *FITCH* project team are highly qualified academically with some serving as faculty members at leading educational institutions. Most importantly, *FITCH* has real-world experience

managing large urban and rural services across the nation and a track record of content-specific consulting. Each of the firm's partners, the project lead and the consultants proposed for this project have extensive emergency services management experience of 30 years or more. The commitment of top-level resources underscores the importance *FITCH* places on this project team.

We propose a team of experts in municipal/special district leadership, fire protection, and emergency medical services to assess performance and explore options for your agency to operate within funding limitations while preparing for the agencies' future service delivery in an operationally effective, efficient, and sustainable manner that is aligned with the specific community risks and expectations for service.

FITCH is uniquely suited for this project. We have reviewed emergency service systems and developed staffing and deployment plans for over 35 years. We have taught multiple approaches for fire and EMS deployment models for more than a decade as part of the Communications Center Manager's (CCM) program and the Ambulance Service Managers program (ASM) we conduct under the auspices of the International Academies of Emergency Dispatch (IAED) and the American Ambulance Association, respectively. We have served as a resource for detailed reports on emergency services and are a Strategic Partner of the International City and County Management Association (ICMA).

The following biographical profiles highlight the expert qualifications this team brings to this Project.

Project Team Members

Chief Steven Knight (Ret.), PhD, Partner – Project Lead. Dr. Knight has nearly 30 years of experience and retired as the Assistant Fire/EMS Chief for the City of St. Petersburg, Florida (pop. 260,000, 14 stations, 350 FFs). He has served as a subject matter expert for both the National Fire Academy and the Center for Public Safety Excellence (CPSE). He has also served as a team leader and peer assessor for the Commission on Fire Accreditation International (CFAI) and has held multiple faculty appointments in Fire Science and EMS. Dr. Knight previously served with the International City and County Management Association (ICMA), as the Senior Manager for Fire and EMS.

Dr. Knight holds a PhD from the University of South Florida in curriculum and instruction and a minor in research and measurement, a master's degree in public administration from Troy University and a bachelor's in Fire & Safety Engineering from the University of Cincinnati. Chief Knight is also a graduate of and prior approved faculty for the Executive Fire Officer Program (EFO) through the U.S. Fire Administration, Federal Emergency Management Agency. Knight is an accredited Chief Fire Officer (CFO) through the Center for Professional Credentialing. Knight also served as an adjunct professor at St. Petersburg College and the State College of Florida in their Fire Science and Public Safety Administration Programs, is the former program director for Emergency Medical Services at the Manatee Technical Institute, and is an affiliate faculty with the University of Central Florida's College of Medicine.

Chief Micheal Despain, MA, EFO, CFO, MIFireE. - Senior Consultant. Micheal Despain has over 35 years of experience in the fire service and currently serves as the Fire Chief for the City of Lincoln, NE (2nd largest city in Nebraska, State Capital, pop. 300,000, 16 stations, 325 employees, and host agency for FEMA US&R NE Task Force 1). Previously, Chief Despain has worked for a number of fire agencies throughout California, including the City of Fresno (5th largest city in California, pop. served 600,000, 24 stations, 400 employees, serving three special districts) and City of Clovis (pop. served 120,000, 5 stations, 78 employees) and is experienced in the various service models including cities, counties, special fire districts, contracts for service, consolidated agencies, career, volunteer and combination agencies, as well as state and federal models. Chief Despain's professional experience includes 13 years as a Peer Assessor and technical advisor for the Center for Public Safety Excellence (CPSE) and 17 years as chief fire officer. He is a former board member for the California Fire Chiefs Association and the League of California Cities.

Chief Despain earned a Bachelor of Arts degree from Fresno Pacific University, a Master of Arts degree from National University, and is a graduate of the Executive Fire Officer program through the U.S. Fire Administration's National Fire Academy in Emmitsburg, Maryland. Chief Despain authored and co-authored numerous professional publications and articles, most notably; the *Fire and Emergency Services Self-Assessment Manual 9th Edition* and the *Community Risk Assessment: Standards of Cover 6th Edition* on behalf of CPSE. Also, he is currently a representative of a joint project between subject matter experts from CPSE and representatives from ICMA in the development of a *White Paper* on the future challenges and opportunities for the national fire services based on survey feedback from over 1,900 first responders, labor representatives, government administrators and political leaders (first draft to be released in Fall 2020). In March 2019, Chief Despain's agency was awarded the Randy R. Bruegman Agency Innovation award by CPSE for his development of the same strategic planning process currently used by FITCH and proposed for this project.

Chief Eric Nickel, CFO, CFC, EFO – Senior Consultant - Fire. Chief Eric Nickel has 30 years of service and experience as a professional firefighter and is currently the Fire Chief for the City of Santa Barbara, CA. Originally educated to be a banker, he graduated from California State University, Long Beach with a degree in Business Administration, Finance. A fateful summer fighting forest fires radically changed his career path. He has worked for five fire departments, large and small, in Southern and Northern California. Prior, Chief Nickel served as the Fire Chief for the Palo Alto Fire Department beginning in 2012.

Eric is a graduate of the National Fire Academy's Executive Fire Officer Program and is professionally credentialed as a Chief Fire Officer through the Commission on Professional Credentialing. He is also a certified Fire Chief through the State of California State Board of Fire Services. He is one of three active California Fire Chiefs to hold all three professional certifications.

Eric has focused his professional research on fire agency community engagement and public relations programs, using social media as a community link and creating predictive analytic technology solutions

to forecast risk reduction opportunities and predict calls for service. Eric seeks to use innovative solutions to make life safer and to create an all-risk emergency services department ready to meet the future challenges and community needs.

Chief John Binaski, MA – Senior Consultant. John Binaski has over 28 years of experience in the fire service and currently serves as the Fire Chief for the City of Clovis (CA). The Clovis Fire Department has been an accredited agency by the Commission of Fire Accreditation International since 2003. Chief Binaski’s professional experience includes 6 years as a Peer Assessor for the Center for Public Safety Excellence (CPSE/CFAI), 5 years as a member of a Type I Incident Command Team, is a certified Fire Chief with the California State Board of Fire Services and has been accredited multiple times as a Chief Fire Officer (CFO) through the Center for Professional Credentialing. Chief Binaski also served as an adjunct professor and Fire Technology Coordinator for the College of the Sequoias.

Chief Binaski earned a Bachelor of Arts degree from Cogswell Polytechnic College, a Master of Arts degree from Long Beach State University, and is a graduate of the Executive Fire Officer (EFO) program through the U.S. Fire Administration’s National Fire Academy in Emmitsburg, Maryland. Chief Binaski has served or serves on a number of boards and committees including the League of California Cities, the Fresno County Emergency Medical Care Committee, California State Training and Advisory Committee, International City County Management Association (ICMA), and the Central Valley Fire Chiefs Association.

NOTE: Our proposed consultants are very familiar with the unique governance of the El Dorado Hills Fire Department, its special water/fire district relationship and its risks due to their years of experience in the California fire service and more specifically their professional working relationships with fire agencies and organizations (Cal-OES Region 4, CalChiefs, League of California Cities – Fire Chiefs Dept., Fire District Association of California) in that region.

Utilization of Sub-Consultants

FITCH does not utilize any sub-consultants. All of our consultants work exclusively for the firm.

PROPOSED METHODOLOGY

Methodology depends greatly on the needs of the client. For some agencies, they may not have the resources or capacity to conduct a strategic planning process yet need a finished product quickly and plan on contracting out such services again and again in the future. *FITCH* can certainly provide this level of service quickly and efficiently at intervals that best meet the client’s timelines. For other agencies, they have the resources and capacity but are not experienced in strategic planning. These agencies might be more interested in a process they are able to replicate internally during future planning cycles. *FITCH* can certainly deliver this level of service, including providing templates for efficient replication.

With *FITCH*, it is our experience that the most successful strategic planning processes typically include a high level of involvement from a cross-section of key leaders, both formal and informal, from within the organization, such as the fire chief, command staff, line personnel, labor group leadership, and administrative support staff. While their participation is not required at each and every step, their buy-in along the way provides the highest chances of a successful project for all stakeholders in the end and will provide the most value for years after the plan development.

With the agency's support, the final product will be designed to meet the needs of the client in the following ways:

- The strategic plan should be accepted and supported from a broad base of stakeholders, most importantly the community, the employees and elected officials, due to the process methodology.
- The strategic plan can be specially designed to meet the requirements for accreditation through the Commission on Fire Accreditation International (CFAI) if the agency decides to become a candidate.
- The agency will have a group of community advocates that can be of assistance for future outreach/feedback needs after the conclusion of the process (value months and years beyond the project conclusion).

Project Initiation and Development of the Work Plan

The first step in the process is to conduct a kick-off meeting to finalize the work plan and timeline and is paramount to a successful study and the ability of *FITCH* to maximize the effectiveness of its work teams. At the kick-off meeting an overview to the approach of the project will be provided. Any final logistical issues will be resolved during this phase. It is in this phase that key representatives will review and prioritize items outlined in the RFP and provide an opportunity to refine any specific objectives related to each service area or objective.

Specifically, the following elements will be confirmed:

- Primary tasks to be performed
- Person(s) responsible for each task
- Timetable for each objective to be completed
- Method of evaluating results
- Resource identification
- Identify obstacles or problem areas associated with the accomplishment of each task

Resources and Obligations of Client/Agency Staff

As proposed, the *FITCH* team would request that the staff assist with the following items:

- Identifying and scheduling internal and external stakeholders (numbers TBD)
- Providing email addresses for, or hosting, an electronic survey for personnel (if desired)
- Review and provide feedback on survey development

- Provide meeting facilities for internal and external stakeholder groups
- Consider hosting lunch/dinner/light refreshments for up to (4) internal and external stakeholder meetings depending on the preferred meeting times and duration (TBD)
- Coordination of “ride along”, facility tours and/or “hands on” orientation events for external stakeholders (if desired)
- Provide supplies such as easels, markers, and table placement name tags
- Provide audio/visual capability to present using PowerPoint
- Provide copies for participants as well as display sized documents (poster size)
- Review and provide feedback of draft work products
- Provide final approval of strategic plan

Facilitated External Stakeholder Workshop(s)

Facilitated external stakeholder workshops are designed to provide a brief overview of the agency’s services and have the participants provide prioritized feedback on the current services delivered by the agency as well as desired services moving forward. In addition, open-ended questions will be provided for participants to provide candid feedback for the agency on strengths and challenges. As desired, the intended audiences will be defined in collaboration with the agency’s leadership.

Within the scope and pricing of this proposal, the FITCH team will work with the Client to determine the greatest value on stakeholder input methods. For example, representative form of governance structure, online survey, community meetings, or specific public representation in the planning meetings. Each agency and community is unique so the FITCH team will review all the options available with the client prior to implementation.

Facilitated Internal Stakeholder Workshop(s)

The facilitated planning process will include representation from every identified stakeholder group. During this proposed two-day process (at minimum), FITCH will guide the participants through the development or refinement of the mission, vision, and values statements, a SWOT/SWOC Analysis, and the development of goals, objectives, tasks and implementation timelines while answering the five guiding questions presented as Figure 1. Finally, recommendations for specific performance measurement tools and strategies for successfully managing the plan will be provided.

Figure 1: Project Approach



Preparation, Review, and Finalization of Strategic Plan

The work products from the strategic planning workshops, and any subsequent updates, will be collated into a “draft stakeholder findings” report which will be used in the development of a strategic planning document. The draft will be shared with the agency’s strategic planning team to ensure the *FITCH* team captured both the accuracy and intent from the workshops. Once approved, the strategic plan will be completed and disseminated in final form.

The draft stakeholder findings report will include references to, but not limited to;

- The validity of the agency’s current Mission, Vision and Core Values statements.
- How agency compares to agencies of similar size, services provided and community risk.
- The cost/benefits of benchmarking to the Insurance Services Office – Fire Protection Class system, accreditation through the Commission on Fire Accreditation International (CFAI), Cardiac Arrest Registry for Enhanced Survival (CARES), or any other 3rd party assessment process that resonates with the agency.
- Evaluation of current baseline performance in comparison to community’s desired benchmark outcome performance.
- Provide feedback and recommendations on alternative funding or costs avoidance opportunities.
- Summary of Outcomes desired by the internal and external stakeholder groups.

The strategic plan final report will include specifics related to but not limited to;

- Confirming the agency’s Mission, Vision and Core Values.
- Recommendation of strategic initiatives, goals and objectives, in priority order, for three to five years depending on agency preference.
- Summary of agency history, strategic planning process and analytics necessary to meet CFAI standards for consideration for accreditation.

WORK PLAN AND TIMETABLE

The process identified in the previous sections will yield the desired results for this project.

The proposed scope of work demonstrates that the consultant understands the desired outcomes and has proposed objectives and tasks to achieve that outcome. A table for each of the proposed objectives and time frames is included to describe the project more clearly.

Figure 2: Proposed Timeline

	Month 1	Month 2	Month 3	Month 4	Month 5
Kick-Off Meeting, Refine Work Plan and Scope	On-site or Web				
External Stakeholder Workshop - Invitations	On-site				
Internal Stakeholder Workshop - Invitations	On-site				
External Stakeholder Workshops		1 to 2 days min			
Internal Stakeholder Workshops		2 days min			
Development of Draft Strategic Plan Report			30 to 45 days		
Review of Draft Strategic Plan Report				Time Is Agency Specific	
Development and Delivery of Final Plan					2 weeks after Agency approval
Formal Presentation					Within 30 days of approval if desired
Proposed On-site or Web Conference Visits	On-site	On-site	Web	Web	Either

As designed, the initial strategic planning process is designed to be completed within 30 to 60 days of the project kick-off but can be adjusted based on agency preference. Workshops can be scheduled over two or more days, back to back, to save travel expenses based on agency preference.

The project team has sufficient capacity to complete this project both on time and as proposed.

SERVICE ENHANCEMENTS

It has been our experience that most strategic planning processes will encompass a 5-year time horizon with the understanding that the plan would be refreshed approximately every 3 years. The proposed process by *FITCH* can provide this enhanced assessment during the process at no extra charge if the agency desires.

COST PROPOSAL

As proposed, this project will be a fixed cost, not to exceed, price of \$12,500. This proposal encompasses the facilitation and development of a strategic plan and includes a (1) day on-site preplanning meeting, up to (3) days of on-site internal/external stakeholder workshop(s), and an on-site final presentation (if desired).

Figure 3: Proposed Fees and Expenses

Project Activity	Costs
All Inclusive Project Total	\$12,500

If any additional or specifically tailored activities are requested, *FITCH* would bill all additional services at a blended service rate of \$275/hour inclusive of travel and expenses. It is understood that no additional services would be completed or billed without the express consent and direction of the client.

PROPOSED ENGAGEMENT AGREEMENT

ENGAGEMENT AGREEMENT

This constitutes an agreement to retain *Fitch & Associates, LLC*, 2901 Williamsburg Terrace, Suite G., Platte City, MO 64079-0170 (the "Firm") to provide consulting services for *the El Dorado Hills Fire Department, 1050 Wilson Boulevard, El Dorado Hills, CA. 95762* (the "Client"). The scope of the work to be performed by the Firm is outlined in the attached proposal dated 16 March 2020 (excluding the additional proposed services).

It is understood that project work will include access to proprietary documents and information. Both parties acknowledge that the Firm represents other medical transportation and related organizations. Fitch & Associates, LLC agrees that confidential information about the Client or its related entities will not be released, except as required by law, without the prior approval of the Client, firm agrees to execute a Business Associate Agreement as required under federal guidelines in accordance with what is commonly referred to as "HIPAA." The Client agrees that it shall not release any of the Firm's materials provided, or utilized during the process, without written permission.

Professional fees to accomplish the engagement shall be \$12,500. These fees shall be paid as follows:

Fifty percent (\$6,250) is due upon the execution of this agreement.

Fifty percent (\$6,250) is due upon receipt of the Draft Strategic Plan.

Usual and customary travel and related expenses including telephone, printing, and postage are included in the professional fees. If the Client requests additional services, or a broader scope of work, the parties agree to amend the original contract for an additional fixed cost agreement or provide customized services at an hourly rate of \$275.

Personnel utilized to complete this agreement will be the principles and employees of Fitch & Associates, LLC or its related entities. The Client will be contacted, in advance if possible, should a change of personnel be necessary. The Client agrees not to employ, or offer employment to any of the Firm's personnel, for a period of two years following the conclusion of this agreement without the written permission of the Firm.

In the event the Client determines not to proceed with this agreement during its term, the Firm may retain all sums paid by the Client for any expenses incurred and for work actually performed, but unpaid by the Client, at an hourly rate of \$275. The firm will submit an itemized bill for services rendered through the date of termination, both paid and unpaid, and upon full payment, other obligations of either party to this agreement shall terminate.

The parties agree to mutually hold the other party harmless for any losses and expenses resulting from any and all third-party claims or litigation arising out of the performance of this agreement, unless the alleged cause for said claim is the negligent, intentional, or willful act of the other party.

Schedules outlined in documents are approximate and may be modified by agreement of the parties. The Firm will not be held liable for schedule compliance should the Client request or require schedule adjustments.

If for any reason any portion of this agreement between the parties is in dispute, both parties will make best efforts to resolve the dispute without resorting to litigation. Should litigation be required to resolve any dispute between the parties, the party not prevailing in the dispute will pay reasonable Attorney's fees as part of any settlement.

This agreement constitutes the complete understanding of the parties and modifications shall be made in writing and acceptable to both parties.

for:
EL DORADO HILLS FIRE DEPARTMENT

for:
FITCH & ASSOCIATES, LLC



Date

16 March 2020
Date

Printed Name



www.fitchassoc.com



ENGAGEMENT AGREEMENT

This constitutes an agreement to retain *Fitch & Associates, LLC*, 2901 Williamsburg Terrace, Suite G., Platte City, MO 64079-0170 (the "Firm") to provide consulting services for the *El Dorado Hills Fire Department, 1050 Wilson Boulevard, El Dorado Hills, CA. 95762* (the "Client"). The scope of the work to be performed by the Firm is outlined in the attached proposal dated 16 March 2020 (excluding the additional proposed services).

It is understood that project work will include access to proprietary documents and information. Both parties acknowledge that the Firm represents other medical transportation and related organizations. Fitch & Associates, LLC agrees that confidential information about the Client or its related entities will not be released, except as required by law, without the prior approval of the Client, firm agrees to execute a Business Associate Agreement as required under federal guidelines in accordance with what is commonly referred to as "HIPAA." The Client agrees that it shall not release any of the Firm's materials provided, or utilized during the process, without written permission.

Professional fees to accomplish the engagement shall be \$12,500. These fees shall be paid as follows:

Fifty percent (\$6,250) is due upon the execution of this agreement.

Fifty percent (\$6,250) is due upon receipt of the Draft Strategic Plan.

Usual and customary travel and related expenses including telephone, printing, and postage are included in the professional fees. If the Client requests additional services, or a broader scope of work, the parties agree to amend the original contract for an additional fixed cost agreement or provide customized services at an hourly rate of \$275.

Personnel utilized to complete this agreement will be the principles and employees of Fitch & Associates, LLC or its related entities. The Client will be contacted, in advance if possible, should a change of personnel be necessary. The Client agrees not to employ, or offer employment to any of the Firm's personnel, for a period of two years following the conclusion of this agreement without the written permission of the Firm.

In the event the Client determines not to proceed with this agreement during its term, the Firm may retain all sums paid by the Client for any expenses incurred and for work actually performed, but unpaid by the Client, at an hourly rate of \$275. The firm will submit an itemized bill for services rendered through the date of termination, both paid and unpaid, and upon full payment, other obligations of either party to this agreement shall terminate.

The parties agree to mutually hold the other party harmless for any losses and expenses resulting from any and all third-party claims or litigation arising out of the performance of this agreement, unless the alleged cause for said claim is the negligent, intentional, or willful act of the other party.

Schedules outlined in documents are approximate and may be modified by agreement of the parties. The Firm will not be held liable for schedule compliance should the Client request or require schedule adjustments.

If for any reason any portion of this agreement between the parties is in dispute, both parties will make best efforts to resolve the dispute without resorting to litigation. Should litigation be required to resolve any dispute between the parties, the party not prevailing in the dispute will pay reasonable Attorney's fees as part of any settlement.

This agreement constitutes the complete understanding of the parties and modifications shall be made in writing and acceptable to both parties.

for:
EL DORADO HILLS FIRE DEPARTMENT

for:
FITCH & ASSOCIATES, LLC



Date

9 February 2021
Date

Printed Name

EL DORADO HILLS FIRE DEPARTMENT
“YOUR SAFETY ... OUR COMMITMENT”



MONTHLY OPERATIONS REPORT
JANUARY 2021

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

Response (Per District) - 2021 vs. 2020

Response District	# of Responses <u>JAN. 2021</u>	# of Responses <u>Y.T.D. 2021</u>	# of Responses <u>JAN. 2020</u>	# of Responses <u>Y.T.D. 2020</u>
84	64	64	65	65
85	87	87	85	85
86	40	40	40	40
87	110	110	98	98
91	6	6	6	6
92	2	2	0	0
Mutual Aid	53	53	58	58
Transfer	15	15	16	16
TOTALS	377	377	368	368

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

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

Response (Per Unit) – 2021 vs. 2020

Unit Number	# of Responses <u>JAN. 2021</u>	# of Responses <u>Y.T.D. 2021</u>	# of Responses <u>JAN. 2020</u>	# of Responses <u>Y.T.D. 2020</u>	# of Responses <u>TOTAL 2020</u>
E-84	79	79	76	76	964
T-85/E-85	112	112	106	106	1,172
E-86	48	48	52	52	710
E-87	110	110	105	105	1,249
E-91	24	24	10	10	253
M-85	216	216	216	216	2,433
B-85	28	28	43	43	511

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

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

Emergency Response Summary – Medic Units Response Time - El Dorado January 2021

URBAN RESPONSE,

11-minutes, 90% of time

Response Time Between 00:00:00 - 00:00:59	1.20%
Response Time Between 00:01:00 - 00:01:59	2.81%
Response Time Between 00:02:00 - 00:02:59	7.23%
Response Time Between 00:03:00 - 00:03:59	18.07%
Response Time Between 00:04:00 - 00:04:59	32.13%
Response Time Between 00:05:00 - 00:05:59	49.40%
Response Time Between 00:06:00 - 00:06:59	61.04%
Response Time Between 00:07:00 - 00:07:59	74.30%
Response Time Between 00:08:00 - 00:08:59	83.94%
Response Time Between 00:09:00 - 00:09:59	88.35%
Response Time Between 00:10:00 - 00:10:59	93.57%

Response (By Type of Call) – January 2021

RESPONSE DISTRICT	FALSE ALARMS	FIRE CALLS	GOOD INTENT CALLS	HAZEROUS CONDITION	EMS, RESCUE CALLS	PUBLIC SERVICE CALLS	EXPLOSIONS	SEVERE WEATHER CALLS	SPECIAL, OTHER CALLS
84	5	1	1	1	49	7	0	0	0
85	3	1	4	1	60	18	0	0	0
86	5	0	2	0	29	4	0	0	0
87	4	0	9	0	79	17	0	0	1
91	0	2	0	0	3	1	0	0	0
92	0	0	0	0	2	0	0	0	0
A/M	0	1	18	0	38	11	0	0	0
TOTAL	17	5	34	2	260	58	0	0	1

(Totals exclude transfers by M85)

Response (Incident Type) – January 2021

Incident Type	Incident Description	Number of Incidents
112	Fires in structure other than in a building	1
131	Passenger vehicle fire	1
151	Outside rubbish, trash or waste fire	1
162	Outside equipment fire	2
300	Rescue, EMS incident, other	1
321	EMS call, excluding vehicle accident with injury	6
321C	EMS call, Cardiac	34
321G	EMS call, General Medical	129
321N	EMS call, Cancelled at Scene No Pt. Contact	3
321R	EMS call, Respiratory	17
321T	EMS call, Trauma, excluding vehicle accident with injury	45
321X	EMS call, Transfer	12
322	Motor vehicle accident with injuries	5
323	Motor vehicle/pedestrian accident (MV Ped)	1
324	Motor Vehicle Accident with no injuries	7
412	Gas leak (natural gas or LPG)	2
510	Person in distress, Other	6
511	Lock-out	2
531	Smoke or odor removal	3
542	Animal rescue	2
550	Public service assistance, Other	6
553	Public service	4
554	Assist invalid	28
571E	ENGINE/TRUCK Cover assignment, standby, moveup	7
611A	Dispatched & canceled enroute Fire Alarm	1
611F	Dispatched & canceled enroute to Fire	1
611M	Dispatched & canceled enroute Medical	18
611S	Dispatched & canceled enroute Special Duty	1
611T	Dispatched & canceled enroute Traffic Collision	4
622	No Incident found on arrival at dispatch address	7
651	Smoke scare, odor of smoke	1
652	Steam, vapor, fog or dust thought to be smoke	1

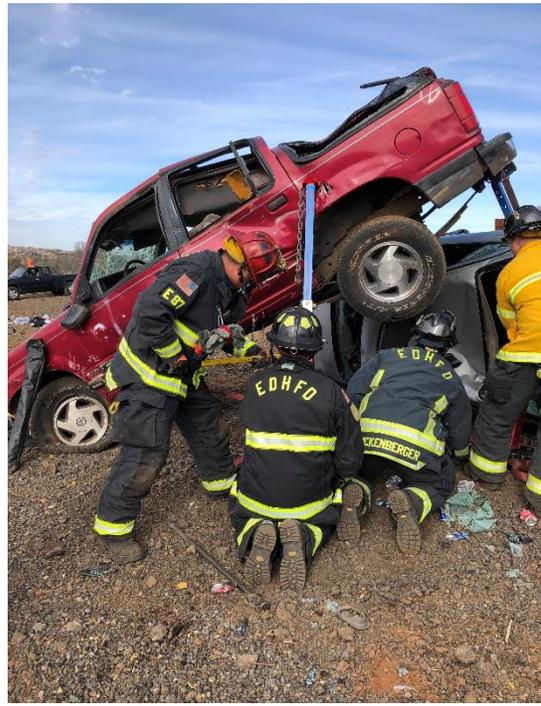
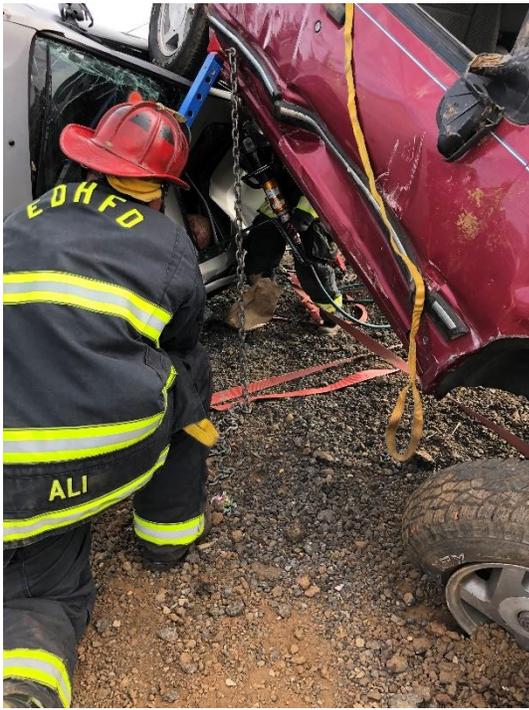
700	False alarm or false call, Other	4
733	Smoke detector activation due to malfunction	2
735	Alarm system sounded due to malfunction	1
736	CO detector activation due to malfunction	1
741	Sprinkler activation, no fire - unintentional	1
743	Smoke detector activation, no fire - unintentional	6
745	Alarm system activation, no fire - unintentional	2
900	Special type of incident, Other	1

Training Division Update

The month of January brought multiple different topics for personnel to train on. The monthly training overview was on residential structural firefighting. This included a review of standard operating guidelines, as well as hose pulls through “First-in” training scenarios.

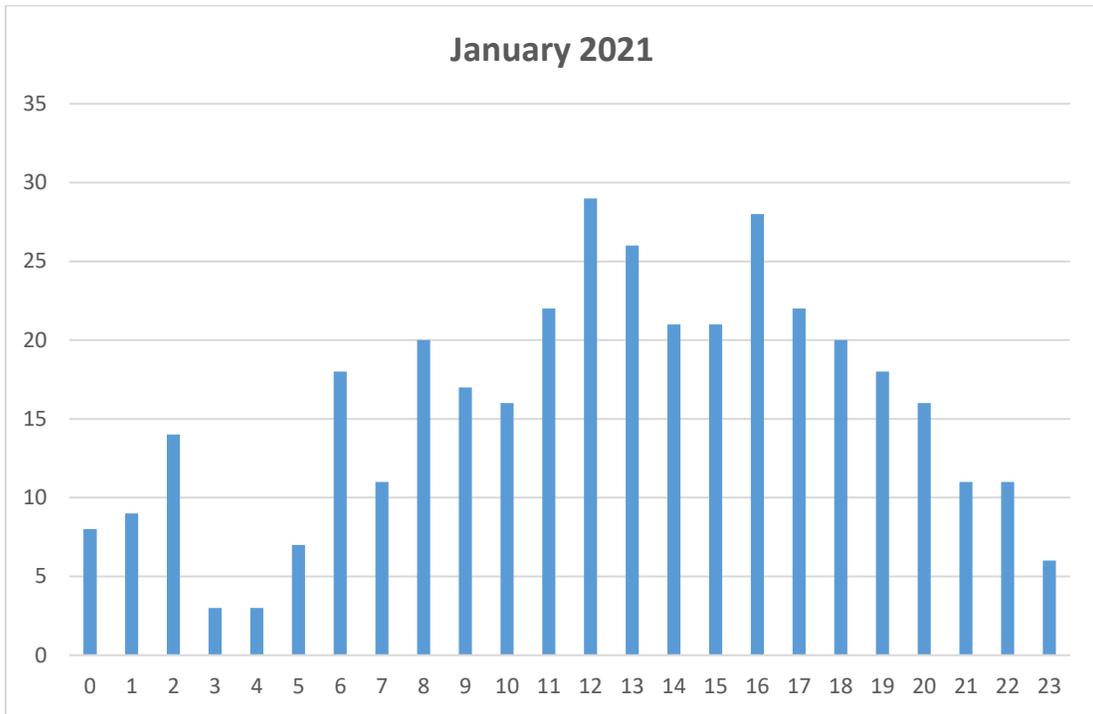
Personnel also completed EMS training on the following topics; chest pain/ACS protocols, the completion of CPR renewal, and updated training on the LUCAS CPR device that will be placed on all EDH Fire Department apparatus. A special thank you to Captain Cowles and Firefighter Netherton for their time and dedication to get department personnel renewed in CPR, thank you.

The month of January brought the final aspect of the multi-company auto extrication training that was started in November. In November, personnel participated in the ground school of auto extrication. In the initial training, personnel were trained on the various types of equipment and their respective functionality during extrication, different ways to extricate victims from vehicles, as well as practical application. January’s training built on this foundation where personnel participated in real time scenarios dealing with multiple victims and vehicles in a variety of configurations. Thank you to all who had assisted in this very valuable training. Special thanks to Engineer Thrace Ramsey and Firefighter Kyle Nielsen for their commitment to department personnel, as well as to Chief John Johnston for his involvement in completing the “Machine/Equipment” operator training verification for both Engineer Ramsey and Firefighter Nielsen. Thank you.

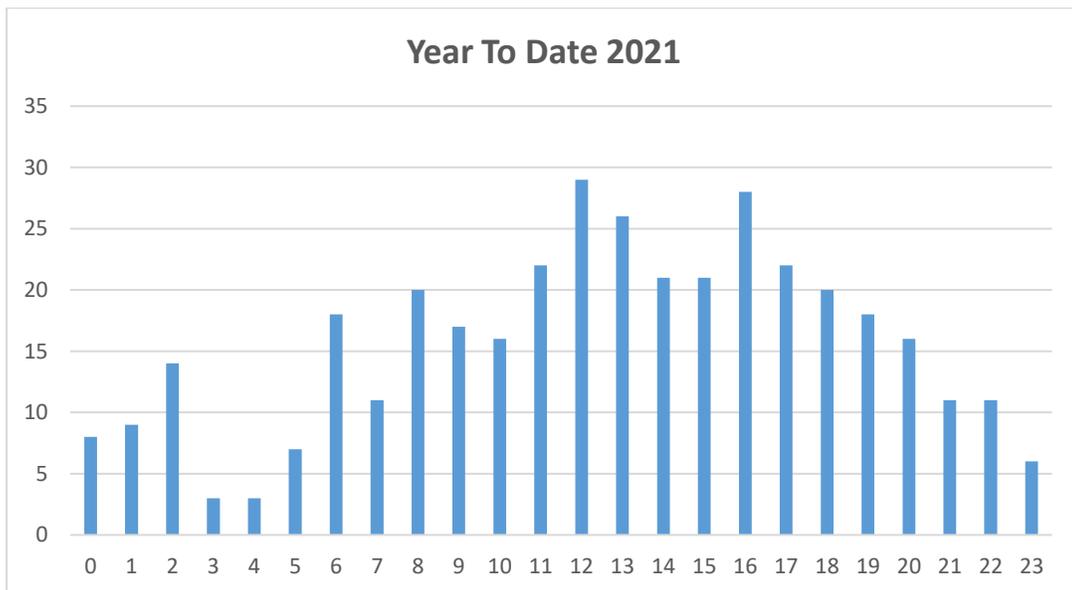


EDH FD Personnel work on skills learned during auto extrication training.

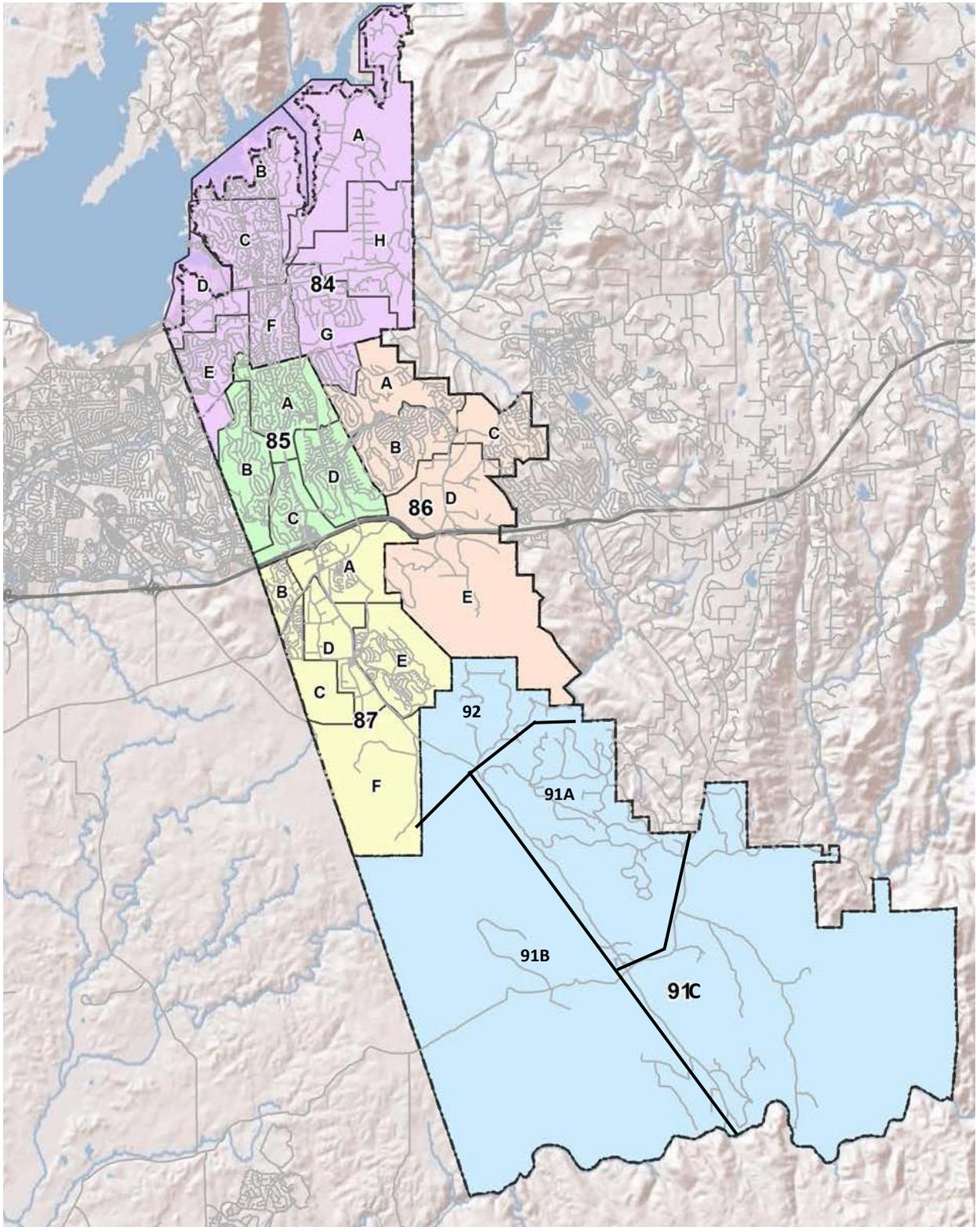
Incidents by Hour of the Day



Hour of Day



Hour of Day



EL DORADO HILLS FIRE DEPARTMENT

“YOUR SAFETY ... OUR COMMITMENT”



Community Risk Reduction Division

February, 2021 Report

OVERVIEW

The El Dorado Hills Fire Department, Community Risk Reduction Division (CRRD) continues to see significant residential development and vegetation management program activity throughout the reporting period. Major construction activity occurred in the Saratoga Estates, Serrano, Carson Creek, Bell Ranch and Sienna Ridge areas of the District. The Town Center Apartment construction project continues to require significant staff commitment to review plans and complete construction inspections. Phase 1 of this project is anticipated to be completed in March, 2021, with Phase 2 being completed in the Summer of 2021.

CRRD completed 0 defensible space inspection throughout the District. CRRD also investigated 1 Defensible Space citizen complaints on behalf of the County of El Dorado as part of their Vegetation Management program. We continue to support the local business community, upon request, in response to COVID-19 business related changes to ensure that they do not conflict with fire safety regulations of the District.

CRRD staff and 4 CERT members assisted with one Community COVID-19 Vaccination Clinic event at Station 86 in the month of January.

MAJOR ACCOMPLISHMENTS

CRRD staff completed the following activities during the last 30 days:

- Completed 57 site, building and fire protection plan reviews and 90 construction inspections.
- Completed 1 fire and life safety inspections of residential and commercial occupancies.
- Assisted El Dorado County Fire Prevention Officers Association on a number of Fire Protection Standards updates and agreements.

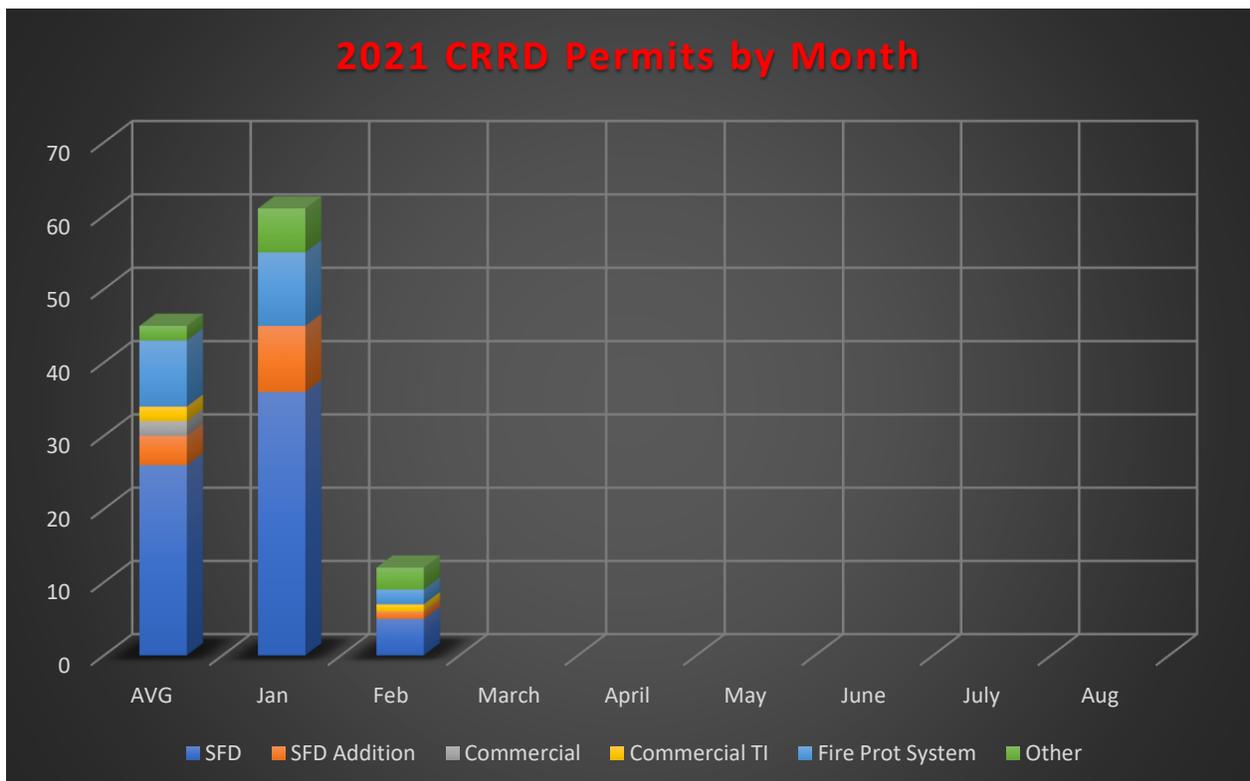


Table 1: 2021 CRRD Permit Activity by Month

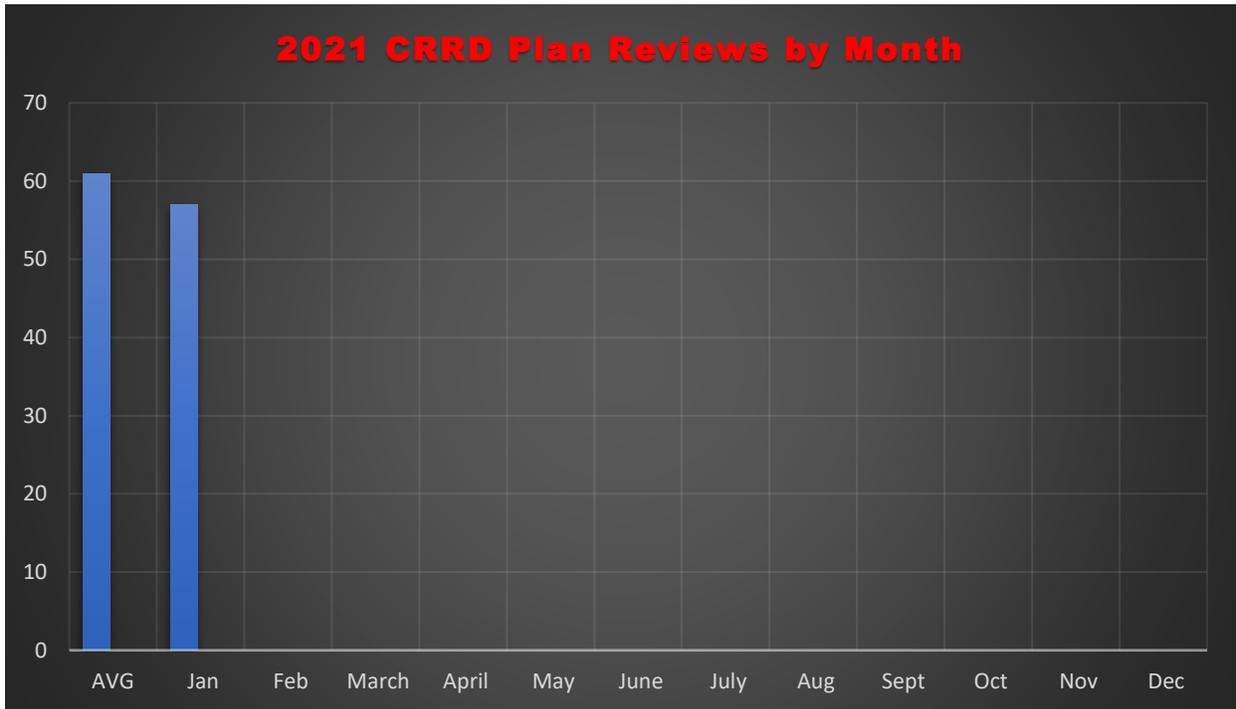


Table 2: CRRD Plans Reviewed by Month Report

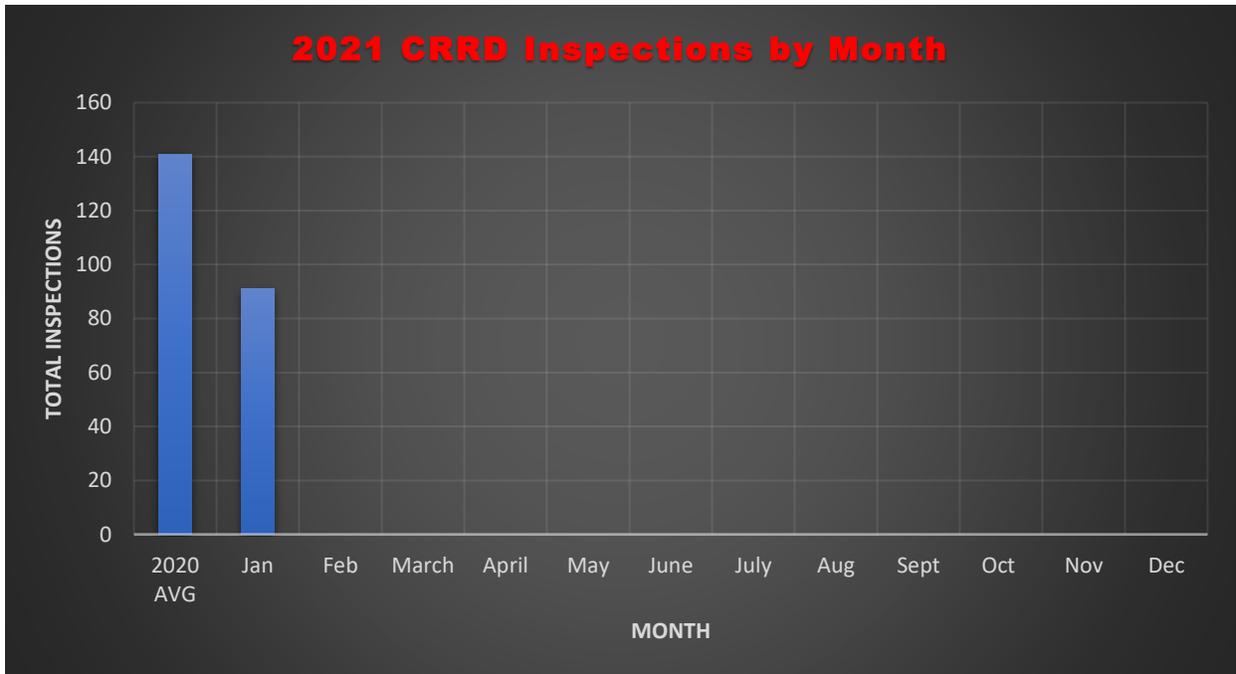


Table 3: CRRD Inspections by Month Report

End of Report

El Dorado Hills Fire Department
Public Salary Schedule
2/20/2021



CLASSIFICATION	STEPS								
	1	2	3	4	5	6	7	8	
ACCOUNTING SPECIALIST/ BOARD CLERK	Hourly	\$ 30.20	\$ 31.71	\$ 33.28	\$ 34.96	\$ 36.70			
	Monthly	\$ 5,234	\$ 5,496	\$ 5,768	\$ 6,060	\$ 6,361			
ADMIN. ASST. I	Hourly	\$ 24.04	\$ 25.25	\$ 26.50	\$ 27.83	\$ 29.22			
	Monthly	\$ 4,167	\$ 4,376	\$ 4,593	\$ 4,824	\$ 5,065			
ADMIN. ASST. II	Hourly	\$ 28.76	\$ 30.20	\$ 31.69	\$ 33.29	\$ 34.95			
	Monthly	\$ 4,985	\$ 5,234	\$ 5,494	\$ 5,771	\$ 6,058			
BATTALION CHIEF (LINE)	Hourly	\$ 44.38	\$ 46.38	\$ 48.49	\$ 50.69	\$ 53.01			
	Monthly	\$ 10,769	\$ 11,255	\$ 11,766	\$ 12,302	\$ 12,864			
CAPTAIN	Hourly	\$ 34.92	\$ 36.67	\$ 38.50	\$ 40.42	\$ 42.45			
	Monthly	\$ 8,473	\$ 8,897	\$ 9,343	\$ 9,809	\$ 10,300			
CAPTAIN/ PARAMEDIC	Hourly	\$ 36.31	\$ 38.13	\$ 40.03	\$ 42.03	\$ 44.13			
	Monthly	\$ 8,811	\$ 9,252	\$ 9,714	\$ 10,200	\$ 10,710			
COMMUNITY RISK REDUCTION TECHNICIAN	Hourly	\$ 24.04	\$ 25.25	\$ 26.50	\$ 27.83	\$ 29.22			
	Monthly	\$ 4,167	\$ 4,376	\$ 4,593	\$ 4,824	\$ 5,065			
DEFENSIBLE SPACE INSPECTOR (TEMP/LIMITED TERM)	Hourly	\$ 20.00							
	Monthly	N/A							
DEPUTY CHIEF	Hourly	\$ 80.97	\$ 84.72	\$ 88.65	\$ 92.78	\$ 97.12			
	Monthly	\$ 14,035	\$ 14,685	\$ 15,367	\$ 16,082	\$ 16,834			
DIRECTOR OF FINANCE	Hourly	\$ 70.18	\$ 73.38	\$ 76.75	\$ 80.28	\$ 83.25			
	Monthly	\$ 12,164	\$ 12,720	\$ 13,303	\$ 13,916	\$ 14,430			
DIRECTOR OF HUMAN RESOURCES	Hourly	\$ 70.18	\$ 73.38	\$ 76.75	\$ 80.28	\$ 83.25			
	Monthly	\$ 12,164	\$ 12,720	\$ 13,303	\$ 13,916	\$ 14,430			
ENGINEER	Hourly	\$ 30.44	\$ 31.97	\$ 33.56	\$ 35.25	\$ 37.01			
	Monthly	\$ 7,387	\$ 7,757	\$ 8,146	\$ 8,553	\$ 8,980			
ENGINEER/ PARAMEDIC	Hourly	\$ 31.98	\$ 33.59	\$ 35.26	\$ 37.02	\$ 38.88			
	Monthly	\$ 7,760	\$ 8,149	\$ 8,556	\$ 8,984	\$ 9,433			
FIRE CHIEF	Hourly	N/A							
	Monthly	\$ 18,979							
FIREFIGHTER/ PARAMEDIC	Hourly	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39	\$ 31.91	\$ 33.51	\$ 35.18
	Monthly	\$ 6,066	\$ 6,370	\$ 6,689	\$ 7,024	\$ 7,374	\$ 7,743	\$ 8,130	\$ 8,537
FIRE MARSHAL/ DIVISION CHIEF	Hourly	\$ 56.23	\$ 58.74	\$ 61.37	\$ 64.14	\$ 67.04			
	Monthly	\$ 9,746	\$ 10,181	\$ 10,636	\$ 11,117	\$ 11,620			
FIRE PREVENTION INSPECTOR I	Hourly	\$ 32.12	\$ 33.73	\$ 35.42	\$ 37.19	\$ 39.05			
	Monthly	\$ 5,568	\$ 5,847	\$ 6,139	\$ 6,446	\$ 6,768			
FIRE PREVENTION INSPECTOR II	Hourly	\$ 37.81	\$ 39.70	\$ 41.68	\$ 43.77	\$ 45.96			
	Monthly	\$ 6,553	\$ 6,881	\$ 7,224	\$ 7,586	\$ 7,966			
FIRE PREVENTION SPECIALIST	Hourly	\$ 43.66	\$ 45.84	\$ 48.14	\$ 50.54	\$ 53.07			
	Monthly	\$ 7,568	\$ 7,946	\$ 8,344	\$ 8,760	\$ 9,198			
OPS. SUPPORT SPECIALIST	Hourly	\$ 21.71	\$ 22.80	\$ 23.94	\$ 25.13	\$ 26.38			
	Monthly	\$ 3,763	\$ 3,952	\$ 4,149	\$ 4,356	\$ 4,573			



Maurice Johnson
Fire Chief

El Dorado Hills Fire Department

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

DATE: February 10, 2021
TO: Board of Directors
FROM: Maurice Johnson, Fire Chief
SUBJECT: Agreement for Shared Administrative Services- Fire Prevention

The current service demand within the Community Risk Reduction Division (CRRD) has increased significantly and remained steady throughout 2020 and into 2021. This impact has resulted in some plan review turn around times to reach up to eight (8) weeks. It is the goal of CRRD to conduct initial review of any plan submitted within 15 days.

The Department currently contracts with a third party consultant to conduct plan review and some inspections when Department staff is not able to complete the requested task within a reasonable amount of time. The Department has experienced times where plans sent to a third party consultant needed additional review to ensure quality and accuracy which has had an additional impact on the Division. Additionally, the rates charged by third party consultants are often significantly higher than what the Department charges for the service internally. In the near future, the Department intends to engage in an RFP process for these services seeking a Multiple Award Schedule that would allow the Department to utilize the services of several companies on an as needed basis.

As we continue to employ best practices to reduce plan review turn around time and project inspection scheduling, the Department is seeking to enter into a Fire Prevention Shared Services Agreement with the Diamond Springs-El Dorado Fire Protection District covering the above mentioned services. Both Departments employ similar Fire Prevention Staff with a high level of training and focus on customer service. This agreement would allow for the Departments to utilize staff in either agency to conduct Fire Prevention related tasks as identified in Appendix A1 and A2 of the Shared Services Agreement. No other services outside of this agreement will be provided.

Fiscal Impact

This agreement is an exchange of like services within the Fire Prevention/Community Risk Reduction Divisions of both Departments. The reduced reliance on third party consultants may result in reduced overall cost of providing these services.

Recommendation

Staff recommends the that Department enters into this Fire Prevention Shared Services Agreement.

Submitted by:



Maurice Johnson
Fire Chief

AGREEMENT FOR SHARED SERVICES-FIRE PREVENTION

This Agreement for Shared Administrative Services (“Agreement”) is made and entered this _____ (the “Effective Date”), by and between the Diamond Springs-El Dorado Fire Protection District (“DSEDFPD”) and the El Dorado Hills County Water District (“EDHCWD”) dba El Dorado Hills Fire Department (“EDHFD”) (hereinafter collectively referred to as “Parties,” or individually as a “Party”), both of which are public agencies organized and existing under and by virtue of the laws of the State of California.

RECITALS

WHEREAS, DSEDFPD is charged with providing all aspects of fire services delivery within its jurisdictional boundaries, including by way of illustration and not by limitation, fire suppression, emergency medical services, fire prevention, and emergency/disaster management as provided for in the California Health and Safety Code § 13862 and Government Code, § 8550 et seq (“DSEDFPD Duties”).

WHEREAS, EDHFD is charged with providing all aspects of fire services delivery within its jurisdictional boundaries, including by way of illustration and not by limitation, fire suppression, emergency medical services, fire prevention, and emergency/disaster management as provided for in the California Health and Safety Code § 13862 and Government Code, § 8550 et seq (“EDHFD Duties”).

WHEREAS, the Parties wish to share administrative services, such that the DSEDFPD will assist EDHFD in carrying out the EDHFD Duties as set forth in this Agreement and EDHFD will assist DSEDFPD in carrying out the DSEDFPD Duties as set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises set forth in this Agreement, the PARTIES agree as follows:

I. EFFECTIVE DATE AND TERM

This Agreement shall take effect on the Effective Date set forth above, and the term of this Agreement shall conclude on _____.

II. TERMINATION OF AGREEMENT

Each Party shall have the right to terminate this Agreement by giving 30 days written notice in writing to the other Party at any time. If the Agreement is terminated by either Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress.

III. SHARED SERVICES.

DSEDFPD shall provide EDHFD with the services identified in Exhibit A-1 (“DSEDFPD Services”), and EDHFD shall provide DSEDFPD with the services identified in Exhibit A-2 (“EDHFD Services”) (collectively, the “Shared Services”). In providing DSEDFPD

Services, DSEDFPD shall comply with all lawful instructions of EDHFD, and in providing EDHFD Services, EDHFD shall comply with all lawful instructions of DSEDFPD.

III. EXCLUDED SERVICES.

All DSEDFPD Duties not described as EDHFD Services are excluded from this Agreement and shall remain the sole responsibility of DSEDFPD. All EDHFD Duties not described as DSEDFPD Services are excluded from this Agreement and shall remain the sole responsibility of EDHFD.

IV. COMPENSATION.

The consideration supporting this Agreement is DSEDFPD's commitment to provide EDHFD with the DSEDFPD Services and EDHFD's commitment to provide DSEDFPD with the EDHFD Services.

V. INDEPENDENT CONTRACTOR

DSEDFPD, in the performance of this Agreement, is and shall act as an independent contractor. DSEDFPD understands and agrees that DSEDFPD and all of DSEDFPD's employees shall not be considered officers, employees, agents, partner, or joint venture of EDHFD, and are not entitled to benefits of any kind or nature normally provided employees of EDHFD and/or to which EDHFD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. DSEDFPD shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to DSEDFPD's employees.

EDHFD, in the performance of this Agreement, is and shall act as an independent contractor. EDHFD understands and agrees that EDHFD and all of EDHFD's employees shall not be considered officers, employees, agents, partner, or joint venture of DSEDFPD, and are not entitled to benefits of any kind or nature normally provided employees of DSEDFPD and/or to which DSEDFPD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. EDHFD shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to EDHFD's employees.

No Partnership or Joint Venture. Nothing herein contained shall constitute a partnership, joint venture, or other similar relationship between the Parties hereto or constitute any party the agent of the other. No Party shall hold itself out contrary to the terms of this Section. This Agreement is not for the benefit of any third party and shall not be deemed to give any right or remedy to any such party whether referred to herein or not.

VI. INDEMNIFICATION

To the furthest extent permitted by California law, DSEDFPD shall indemnify, defend, and hold free and harmless EDHFD and EDHFD's employees, officers, and board members (the "Indemnified Parties" from any actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, reasonable attorney's and consultants' fees and causes of action to property or persons, including personal injury and/or death (each, a "Claim") to the extent that the Claim (1) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), or willful misconduct of DSEDFPD, its directors, officials, officers, employees, volunteers, contractors, subcontractors, consultants, or subconsultants; or arises out of, pertains to, or relates to the DSEDFPD's breach of this Agreement. EDHFD may accept or reject legal counsel DSEDFPD proposes to defend the Indemnified Parties with, in its sole and absolute discretion, and may thereafter appoint, legal counsel to defend the Indemnified Parties at DSEDFPD's expense against a Claim.

To the furthest extent permitted by California law, EDHFD shall indemnify, defend, and hold free and harmless DSEDFPD's and DSEDFPD's employees, officers, and board members (the "Indemnified Parties" from any actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, reasonable attorney's and consultants' fees and causes of action to property or persons, including personal injury and/or death (each, a "Claim") to the extent that the Claim (1) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), or willful misconduct of EDHFD, its directors, officials, officers, employees, volunteers, contractors, subcontractors, consultants, or subconsultants; or arises out of, pertains to, or relates to the EDHFD's breach of this Agreement. DSEDFPD may accept or reject legal counsel EDHFD proposes to defend the Indemnified Parties with, in its sole and absolute discretion, and may thereafter appoint, legal counsel to defend the Indemnified Parties at EDHFD's expense against a Claim.

VII. COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS. As an express covenant of this Agreement, DSEDFPD shall comply with applicable law in performing DSEDFPD Services. As an express covenant of this Agreement, EDHFD shall comply with applicable law in performing EDHFD Services.

All appeals of orders, decisions or determinations made by an employee of DSEDFPD on behalf of EDHFD shall be made to the Fire Chief of EDHFD or their designee. All appeals of orders, decisions or determinations made by an employee of EDHFD on behalf of DSEDFPD shall be made to the Fire Chief of DSEDFPD or their designee.

VIII. INSURANCE. Each Party shall furnish and keep in full force and effect during all times of the Agreement the following insurance:

- A. Workers Compensation Insurance as required under California law, covering all employees exercising duties pursuant to the Agreement, and Employer's Liability coverage with limits of not less than \$1,000,000 per accident or disease.
- B. Comprehensive Liability insurance to include general liability, medical malpractice, automobile liability, and public officials and professional liability for bodily injury, personal injury, property damage, wrongful acts and/or errors and omissions arising out of their respective employees' duties pursuant to this Agreement, including officers, agents, representatives, subcontractors, or volunteers. These policies shall provide coverage per one of the following Options [either Option B(i) or B(ii)], in the following minimum amounts:

Option B(i)

- 1. Commercial General Liability Limits
 - a. Limits of not less than \$2,500,000 each occurrence
 - b. \$5,000,000 aggregate
 - c. Personal Injury
 - 1) Limits of not less than \$2,500,000 each occurrence
 - 2) \$5,000,000 aggregate
- 2. Automobile Liability Limits
 - a. Bodily Injury
 - 1) Limits of not less than \$1,000,000 per person
 - 2) \$2,000,000 per accident
 - 3) Coverage to include owned, non-owned and hired autos
 - b. Property Damage
 - 1) Limits of not less than \$1,000,000 per occurrence
- 3. Public Officials Liability and/or Errors and Omissions
 - a. To include coverage for the wrongful acts, errors and omissions of elected and appointed officials, employees and volunteers.
 - 1). Limits of not less than \$1,000,000 per claim
 - 2). \$2,000,000 aggregate
- 4. Medical Malpractice Coverage
 - a. Limits of not less than \$1,000,000 per claim or occurrence
 - b. \$2,000,000 aggregate.
- 5. Umbrella or Excess Insurance
 - a. Limits not less than \$2,000,000 per claim or occurrence
 - b. Such policy or policies shall include as insured the additional insured PARTY under the underlying policy(ies)
 - c. Coverage shall be at least as broad as specified for underlying coverages, and the full limits of the umbrella or excess coverage shall be available to the additional insured PARTY

Option B(ii)

1. Commercial General Liability Limits
 - a. Limits of not less than \$1,000,000 each occurrence
 - b. \$2,000,000 aggregate
 - c. Personal Injury
 - 1) Limits of not less than \$1,000,000 each occurrence
 - 2) \$2,000,000 aggregate
 2. Automobile Liability Limits
 - a. Bodily Injury
 - 1) Limits of not less than \$500,000 per person
 - 2) \$1,000,000 per accident
 - 3) Coverage to include owned, non-owned and hired autos
 - b. Property Damage
 - 1) Limits of not less than \$100,000 per occurrence
 3. Public Officials Liability and/or Errors and Omissions
 - a. To include coverage for the wrongful acts, errors and omissions of elected and appointed officials, employees and volunteers.
 - b. Limits of not less than \$1,000,000 per claim
 - c. \$2,000,000 aggregate
 4. Medical Malpractice Coverage
 - a. Limits of not less than \$1,000,000 per claim or occurrence
 - b. \$2,000,000 aggregate
 5. Umbrella or Excess Insurance
 - a. Limits not less than \$9,000,000 per claim or occurrence
 - b. Such policy or policies shall include as insured the additional insured PARTY under the underlying policy(ies)
 - c. Coverage shall be at least as broad as specified for underlying coverages, and the full limits of the umbrella or excess coverage shall be available to the additional insured PARTY
- C. Parties shall submit a certificate evidencing such coverage in a form satisfactory to each Party's Counsel prior to this Agreement being in force.
- D. Each Party acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum amount of coverage and limits required. The insurance requirements under this Agreement shall be the greater of (1) the full insurance coverage and limits carried by each Party, or (2) the minimum insurance requirements set forth herein. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein, and no representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the respective obligations of each Party.
- E. Each Party shall name the other, its officers, employees, and agents as additional insured's on its liability policies; provided that neither Party shall be required to

name the other as an additional insured on its professional liability (errors and omissions policy).

- F. Parties shall provide thirty (30) days written notice to the other prior to cancellation or modification of any insurance required by this Agreement. Parties shall furnish a certificate for the period covered by this Agreement. Any insurance written on a claims-made basis is subject to the approval of each Party's Board of Directors. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve each Party of liability in excess of such coverage, nor shall it preclude each Party from taking such other actions as are available to it under any other provisions of this Agreement or law. Any deductibles or self-insured retentions must be declared on the certificate of insurance and approved by each Party in writing.

IX. STANDARD OF CARE. In performing DSEDFPD Services, DSEDFPD shall exercise reasonable care consistent with generally and currently accepted principles and practices of his/her profession for services to fire protection districts, and in performing EDHFD Services, EDHFD shall exercise reasonable care consistent with generally and currently accepted principles and practices of his/her profession for services to fire protection districts.

X. NOTICES. Any required notice may be given either by personal service or by deposit (postage prepaid) in the U.S. Mail addressed as follows:

- A. Diamond Springs-El Dorado Protection District
501 Pleasant Valley Road
Diamond Springs, CA 95619
Attn: Fire Chief

- B. El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CA 95762
Attn: Fire Chief

XI. ENTIRE AGREEMENT; AMENDMENT. Parties agree that this Agreement constitutes the sole and only Agreement between them representing administrative services and correctly sets forth their obligations and duties with respect to each other. This Agreement may only be amended by a writing signed by both Parties.

XII. WAIVER. No provision of this Agreement shall be considered waived by either Party unless such waiver is set forth in writing.

XIII. SEVERABILITY. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall

continue in full force and effect, unless to do so would frustrate the intent and purpose of this Agreement.

XIV. COUNTERPARTS. This Agreement may be executed in identical counterparts, each of which shall constitute a duplicate original. Each Party shall provide a true and correct copy of this Agreement to the other Party.

XV. EXECUTION. By executing this Agreement, DSEDFPD and EDHFD acknowledge that they have carefully read and agree to be bound by all the terms and conditions contained in the Agreement.

XVI. FORCE MAJEURE. No Party shall be liable to any other Party for any loss or damage of any kind or for any default or delay in the performance of its obligations under this Agreement (except for payment obligations) if and to the extent that the same is caused, directly or indirectly, by fire, flood, earthquake, elements of nature, epidemics, pandemics, quarantines, acts of God, acts of war, terrorism, civil unrest or political, religious, civil or economic strife, or any other cause beyond a Party’s reasonable control.

XVII. VENUE/GOVERNING LAWS. This Agreement shall be governed by the laws of the State of California and venue shall be in the County and/or federal judicial district in which District’s principal administrative office is located.

IN WITNESS HEREOF, the Parties have executed this Agreement in the County of El Dorado, State of California as of the Effective Date first set forth above.

Diamond Springs-El Dorado Fire Protection
District

El Dorado Hills Fire Department

By: _____
Bryan Ransdell
Fire Chief

By: _____
Maurice Johnson
Fire Chief

ATTEST:

ATTEST:

By: _____
Patrick Williams
DSEDFPD Board Director

By: _____
Tim White
EDHCWD Board President

**EXHIBIT A-1
DESCRIPTION OF SERVICES**

DSEDFPD SERVICES

The Following services may be provided by DSEDFPD to EDHFD.

1. Plan Review programs including any type of plan review(s), inspections, program management, administrative support, etc.
2. Business Inspection programs including any type of inspection(s), program management, administrative support, etc.
3. Vegetation Management programs including any type of inspection(s), program management, administrative support, etc.
4. Special and Temporary Use Permit programs including any type of plan review(s), program management, administrative support, etc.
5. Attendance and representation at Community Risk Reduction/Fire Prevention meeting(s)
6. Fire Investigation program support including assistance with fire investigations, trainings, etc.
7. Public Education programs including any type of public education activities, program management, administrative support, etc.

**EXHIBIT A-2
DESCRIPTION OF SERVICES**

EDHFD SERVICES

The Following services may be provided by EDHFD to DSEDFPD.

1. Plan Review programs including any type of plan review(s), inspections, program management, administrative support, etc.
2. Business Inspection programs including any type of inspection(s), program management, administrative support, etc.
3. Vegetation Management programs including any type of inspection(s), program management, administrative support, etc.
4. Special and Temporary Use Permit programs including any type of plan review(s), program management, administrative support, etc.
5. Attendance and representation at Community Risk Reduction/Fire Prevention meeting(s)
6. Fire Investigation program support including assistance with fire investigations, trainings, etc.
7. Public Education programs including any type of public education activities, program management, administrative support, etc.



El Dorado Hills Fire Department

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

Maurice Johnson
Fire Chief

DATE: February 18, 2021
TO: Board of Directors
AGENDA ITEM: Item XIV-D
SUBJECT: Request for Approval to Sale Surplus Fleet Vehicle

TOPIC

Staff seeks Board approval for authorization to sell one of the two remaining surplus fleet vehicles.

SUMMARY

Due to the age, maintenance cost, and limited use of these vehicles, staff seeks to remove them from the Department's fleet. This will be completed by sale to local agency and/or at auction to the highest bidder.

DISCUSSION

The Department has several vehicles that are identified as fleet vehicles. These vehicles include Administrative, Chief Officers, Community Risk Reduction Division, Training, and support vehicles. The Department has a vehicle replacement plan that identifies when a vehicle has met its useful service life. Periodically, Staff assesses each vehicle for its need, age, and mileage to determine whether to keep it in the fleet. At the January 21, 2021, regular board meeting, the Board of Directors voted to surplus the following vehicles:

8542	VIN# 1FDWW36FOX	E41559	Mileage - 77,236
8544	VIN# 1FMPU16LX3	LC57269	Mileage - 107,503
8549	VIN# 1FMPU16L83	LC57268	Mileage - 148,778

Vehicle 8549 was approved for sale to a local agency at a price of \$500, and the two remaining vehicles were approved to go to public auction.

Since this meeting, another local agency, Garden Valley Fire Protection District, has inquired about purchasing one of the two remaining vehicles (8544) before it is sent to auction. This department is working with limited resources and does not have the ability to purchase a new vehicle to meet its specific needs.

Vehicle 8542 is still slated to go to public auction.

FISCAL IMPACT

The estimated proceeds from selling vehicle 8544 at public auction would likely be higher than the proceeds from selling it to this local agency.

RECOMMENDATION

Staff respectfully recommends the Board approve the sale of Vehicle 8544 to a local department that was initially approved to be sold at auction to the highest bidder.

Submitted by:



Dustin Hall
Deputy Chief – Operations

Approved by:



Maurice Johnson
Fire Chief