

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
SIX HUNDRED NINETY FOURTH MEETING
Thursday, May 16, 2013
6:00 p.m.
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order and Pledge of Allegiance
- II. 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 693rd meeting held April 18, 2013
 - B. Approve Financial Statements for April 2013
End Consent Calendar
- III. Oral Communications
 - A. Presentation of Resolution of Appreciation to Division Chief Brad Ballenger
 - B. EDH Professional Firefighters
 - C. EDH Firefighters Association
 - D. 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.
- IV. Correspondence
- V. Attorney Items
- VI. Committee Reports
 - A. Administrative Committee (Directors Barber and Hidahl)
 - 1. Review and update construction progress of Station 84
 - 2. Review and discuss update to Board Policy Manual
 - B. Fire Committee (Directors Hidahl and Winn)
 - 1. Review and discuss Capital Improvement and/or Facilities Master Plan
 - C. Ad Hoc Committee Reports
 - 1. Report from the Regional Operations Committee (Directors Hartley and Barber) regarding contracts with Latrobe Fire Protection District
 - 2. Report from Ad Hoc Committee regarding the Commission for Collaborative Fire Departments (formerly League of Fire Districts) (Directors Durante and Hartley)
- VII. Operations Report
 - A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
 - C. Review and approve Resolution 2013-03 adopting the Accreditation Model (Presentation by Captains Russ Hasemeier and Dave Merino)
 - D. Review and approve surplus of 13 Panasonic Toughbook Mobile Data Computers
- VIII. Fiscal Items
- IX. New Business
- X. Old Business

XI. Oral Communications

- A. Directors
- B. Staff

XII. Adjournment

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

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This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

SIX HUNDRED NINETY THIRD MEETING OF THE BOARD OF DIRECTORS

Thursday, April 18, 2013

6:00 p.m.

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Durante called the meeting to order at 6:00 p.m. and Chief Roberts led the Pledge of Allegiance. Directors in attendance: Directors Barber, Durante, Hartley, Hidahl and Winn. (Director Barber attended via teleconference with Director Winn arriving later in meeting.) Staff in Attendance: Chief Roberts and Chief Financial Officer Bair. Counsel Cook was also in attendance.

With Board concurrence, President Durante requested that Agenda Item VI, Committee Reports, be moved on the agenda.

VI. COMMITTEE REPORTS (Taken out of Sequence)

A. Administrative Committee (Directors Barber and Hidahl)

- 1. Review and update on progress of construction at Station 84** - Director Hidahl stated that there has been good progress on the project.
- 2. Review proposed Station 84 demolition and construction project and provide staff direction** - Chief Roberts requested that the Board give formal direction and approval to proceed with the Station 84 demolition and construction project. Counsel Cook outlined the costs of the project stating an approximated total cost of four million dollars per the staff report given to the Board.

Director Barber made a motion to approve Staff recommendation to proceed with plans to move Station 84 temporarily into the shopping center located south of Station 84, demolish old Station 84, and rebuild a new Station 84. The motion was seconded by Director Hidahl and unanimously carried.

- 3. Review and approve lease with D.C. Management, LLC for the temporary Station 84 site** - Counsel Cook reviewed the tenant improvements and terms of the lease and asked for Board approval of the lease for the temporary facility at a monthly cost of \$8,686.98 and a total cost of \$208,487.52 over a 24 month lease term as recommended by Staff.

Director Barber made a motion to approve the lease terms with D.C. Management and proceed with the finalization of the lease for the temporary Station 84 site per Staff's recommendation, seconded by Director Hidahl, and unanimously carried.

President Durante asked Chief Roberts to send a letter to Mr. Bob Leach of the property management company for the temporary facility to advise him that the District will proceed with the lease and to order the building to house the engines.

- VI. **B. Fire Committee** (Directors Hidahl and Winn) - (Taken Out of Sequence)
- 1. Review and discuss Capital Improvement and/or Facilities Master Plan** - Director Hidahl reported that the Committee had met with Staff and Counsel Cook. It has been concluded that it would be in the best interest to proceed with plans to have a study completed and move forward with an RFP for these services.
- VI. **A. Administrative Committee** (Directors Barber and Hidahl)
- 4. Review and discuss update to Board Policy Manual** - Director Hidahl reported that a Committee meeting will be held with Staff and recommendations for updates to the Board Policy Manual will be brought back to the Board for approval.

Director Hidahl departed the meeting at 6:20 p.m.

- VI. **C. Ad Hoc Committee Reports**
- 1. Report from the Regional Operations Committee regarding contract with Latrobe Fire Protection District** (Directors Hartley and Barber) - Director Hartley gave an update stating that the last meeting was well attended, however, was not productive. Chief Roberts added that meetings with representation from both Boards and Chiefs will need to take place in order to move forward.
 - 2. Report from Ad Hoc Committee regarding the Commission for Collaborative Fire Departments (CCFD), formerly the League of Fire Districts** (Directors Durante and Hartley) - Director Hartley gave an update stating that the CCFD has asked the districts to forward their Board agendas to the CCFD. He complimented Chief Roberts on the excellent presentation he gave to the Board of Supervisors. Chief Roberts reported that the Board voted 5-0 in favor of their plan to help the smaller fire districts. The committee has been asked to provide another report in 8 weeks with further recommendations to address the financial shortfalls.

II. CONSENT CALENDAR

- A. Approve minutes of the 692nd meeting held February 21, 2013**
- B. Approve Financial Statements for February and March 2013**

Director Hartley made a motion to approve the Consent Calendar, seconded By Director Winn and unanimously carried.

III. ORAL COMMUNICATIONS

A. EDH Professional Firefighters – None

B. EDH Firefighters Association – Dion Nugent, Volunteer Firefighter, updated the Board stating that the Association recently sponsored two youth sports teams, established a formal Class A uniform process, granted retired Chief Brad Ballenger Life Member status, and awarded educational scholarships to graduating high school students pursuing college degrees.

IV. CORRESPONDENCE

Chief Roberts presented a letter dated April 16, 2013 from Diamond Springs-El Dorado Fire Protection District that expressed interest in opening discussions to explore restructuring or consolidating of Diamond Springs-El Dorado Fire Protection District with Rescue and El Dorado Hills Fire Departments.

President Durante asked that the Regional Operations Committee meet with Diamond Springs-El Dorado Fire Protection District for discussion.

V. ATTORNEY ITEMS – None

VII. OPERATIONS REPORT

A. Operation Report - Received and filed.

B. Review and update regarding Joint Powers Authority - Director Hartley gave an update of the most recent meeting stating that a Request for Information from member agencies relative to providing ambulance service is being proposed. Chief Roberts stated that the El Dorado Hills Fire Department is preparing a proposal to assume the entire operation of the ambulance service.

C. Review and approve 2013-14 Preliminary Budget for the JPA - Chief Roberts reviewed the budget and recommended that the Board approve the budget with a million dollar cap for Class 30 and a \$20,000 cap for Class 40 for a total budget of \$10,593,505.

Director Hartley made a motion to approve 2013-14 Preliminary Budget for the JPA, seconded by Director Winn and unanimously carried.

D. Receive and file 2012 Annual Report for the El Dorado Hills Fire Department - Chief Roberts presented the 2012 Annual Report complimenting Staff and CFO Bair on their work in producing the report. The report was received and filed.

- E. Review and approve 2012-2017 Strategic Plan with its associated Mission Statement and Vision Statement** - Chief Roberts requested that the Board officially adopt the Strategic Plan with its associated Mission and Vision Statements.

Director Winn made a motion to approve the 2012-2017 Strategic Plan with its associated Mission and Vision Statements, seconded by Director Barber and unanimously carried.

- VIII. FISCAL ITEMS** – CFO Bair reported that a mid-year budget review was completed with the Fire Committee and the budget was on track.

IX. NEW BUSINESS

- A. Review and approve Resolution 2013-02 for Vacant Lot to be abated** - Chief Lilienthal presented the resolution which gives the Board of Directors authorization to exercise its statutory authority to abate weeds on properties on which said weeds constitute a public nuisance. He also stated that administrative time to administer this program is being tracked more closely.

Director Hartley made a motion to approve Resolution 2013-02 identifying the Vacant Lots to be abated, seconded by Director Barber and unanimously carried. (Roll Call: Ayes: all; Noes: None; Absent: Director Hidahl.)

X. OLD BUSINESS

- A. SRA Fee Update** - Chief Roberts reported that all bills to remove, appeal or change the SRA Fee have been rejected. An insurance surcharge of 4.5 percent for all of California is being discussed that will cover wildland fire, earthquakes, floods, and other disasters.

Chris Landry, Firefighter/Paramedic and Veteran, addressed a request from resident, Mr. Bill Sturch, who had asked the Board to consider a program to assist returning Veterans in obtaining employment in the Fire Service. Firefighter Landry spoke of plans to officially adopt a Veterans Preference Program that gives Veterans extra points on their application for having served. He also has made contact with local colleges to inform them that Veterans of the Fire Technology and EMS programs can receive mentorship and guidance from Department personnel to help guide them toward their goals and stated that 18 percent of Department personnel are Veterans.

XI. ORAL COMMUNICATIONS

Director Winn expressed her personal appreciation for the excellent medical aid response by the Department.

XII. ADJOURNMENT

Director Hartley made a motion to adjourn the meeting in remembrance of the victims of the Boston Marathon tragedy as well as the Firefighters and other victims of the recent explosion in Texas. The motion was seconded by Director Winn and unanimously carried.

The meeting adjourned at 7:10 p.m.

Approved:

Connie Bair, Board Secretary

Gregory Durante, President

El Dorado Hills Fire Department Revenue and Expense Summary April 2013

	Final Budget Fiscal Year 2012-2013	Actual Revenue Collected April 2013	Actual Revenue Collected YTD April 30 2013	Unrealized Revenues More Revenue than Expected	% of Revenue Collected
Revenue					
3240 - Tax Revenue					
3260 - Secured Tax Revenue	11,499,342		11,042,851.03	456,490.97	96.03%
3270 - Unsecured Tax Revenue	255,468		239,421.58	16,046.42	93.72%
3280 - Homeowners Tax Revenue	134,072		114,376.00	19,696.00	85.31%
3320 - Supplemental Tax Revenue	15,000		(2,450.95)	17,450.95	-16.34%
3330 - Sacramento County Revenue	10,000		4,345.27	5,654.73	43.45%
Total 3240 - Tax Revenue	11,913,882	* See Note	11,398,542.93	515,339.07	95.67%
3510 - Misc. Operating Revenue					
3511 - Contributions/Prev Fees	20,000	1,424.55	20,403.38	(403.38)	102.02%
3512 - JPA Revenue	1,078,454	0.00	491,138.13	587,315.87	45.54%
3513 - Rental Income (Cell site)	20,000	1,871.81	18,216.22	1,783.78	91.08%
3514 - Grant Revenue	0	0.00		0.00	0.00%
3515 - OES/Mutual Aid Reimbursement	250,000	0.00	150,121.75	99,878.25	60.05%
3520 - Interest Earned	100,000	13,358.53	44,172.21	55,827.79	44.17%
3510 - Misc. Operating Revenue - Other	195,000	2,021.00	65,333.36	129,666.64	33.50%
Total 3510 - Misc. Operating Revenue	1,663,454	18,675.89	789,385.05	874,068.95	47.46%
3550 - Development Fee					
3560 - Development Fee Revenue	300,000		748,639.79	(448,639.79)	249.55%
3561 - Development Fee Interest	0		880.15	(880.15)	100.00%
Total 3550 - Development Fee	300,000	* See Note	749,519.94	(449,519.94)	249.84%
Total Revenue	13,877,336		12,937,447.92	939,888.08	
- Transfers (Board Authorized)					
Transfer from Capital Reserve Fund	1,522,109		0.00	1,522,109.00	0.00%
Transfer from General Reserve Fund	659,573		659,573.00	0.00	100.00%
Total Transfers	2,181,682		659,573.00	1,522,109.00	30.23%
Total Revenue and Transfers	16,059,018	18,675.89	13,597,020.92	2,461,997.08	84.67%

Notes: Tax Revenue for current month is not available.

Tax Revenue collected/received in January and April. (Property Tax Admin Fee of \$308,533 taken from Secured Property Tax.)

**El Dorado Hills Fire Department
Revenue and Expense Summary
April 2013**

	Final Budget Fiscal Year 2012-2013	Actual Expended April 2013	Actual Expended YTD April 30 2013	Remaining Balance Available	% of Budget Expended
Expense					
6000 · Salaries & Wages					
6001 · Salaries & Wages, Fire	5,053,313	380,940.20	4,067,061.91	986,251.09	80.48%
6011 · Education Pay	384,500	29,342.28	313,224.75	71,275.25	81.46%
6016 · Salaries & Wages, Clerical/Misc	405,668	26,389.32	310,747.67	94,920.33	76.60%
6017 · Volunteer Pay	75,000	0.00	18,935.00	56,065.00	25.25%
6018 · Director Pay	14,800	800.00	8,200.00	6,600.00	55.41%
6019 · Overtime					
6019.1 · Overtime, Operational	1,065,000	118,782.75	952,174.18	112,825.82	89.41%
6019.2 · Overtime, Outside Aid	250,000	0.00	169,209.39	80,790.61	67.68%
6019.3 · Overtime, JPA	120,000	424.00	75,214.50	44,785.50	62.68%
Total 6019 · Overtime	1,435,000	119,206.75	1,196,598.07	238,401.93	83.39%
6020 · P.E.R.S. Retirement					
6031 · Life Insurance	5,458	418.00	4,202.80	1,255.20	77.00%
6032 · P.E.R.S. Health Benefits	1,008,947	84,068.75	811,392.38	197,554.62	80.42%
6033 · Disability Insurance	12,168	975.00	9,750.00	2,418.00	80.13%
6034 · Health Cost of Retirees	787,900	28,837.79	750,326.02	37,573.98	95.23%
6040 · Dental/Vision Expense	139,960	14,204.00	106,622.00	33,338.00	76.18%
6050 · Unemployment Insurance	16,933	14.42	14,703.68	2,229.32	86.83%
6060 · Vacation & Sick Expense Reserve	125,000	0.00	128,403.20	(3,403.20)	102.72%
6070 · Medicare	107,538	7,613.89	84,654.97	22,883.03	78.72%
Total 6000 · Salaries & Wages	11,625,291	841,192.64	9,425,515.54	2,199,775.46	81.08%
6100 · Clothing & Personal Supplies					
6100 · Clothing & Personal Supplies	88,400	188.00	33,706.89	54,693.11	38.13%
6110 · Communications					
6111 · Business Phones	61,200	3,986.14	35,088.27	26,111.73	57.33%
6112 · Dispatch Services	16,200	0.00	10,267.17	5,932.83	63.38%
Total 6110 · Communications	77,400	3,986.14	45,355.44	32,044.56	58.60%

**El Dorado Hills Fire Department
Revenue and Expense Summary
April 2013**

	Final Budget Fiscal Year 2012-2013	Actual Expended April 2013	Actual Expended YTD April 30 2013	Remaining Balance Available	% of Budget Expended
6120 · Housekeeping	24,360	598.43	11,119.98	13,240.02	45.65%
6130 · Insurance					
6131 · General Insurance (Annual)	51,000	1,416.00	47,748.00	3,252.00	93.62%
6132 · Workers Compensation	414,829	41,617.75	378,775.28	36,053.72	91.31%
Total 6130 · Insurance	<u>465,829</u>	<u>43,033.75</u>	<u>426,523.28</u>	<u>39,305.72</u>	<u>91.56%</u>
6140 · Maintenance of Equipment					
6141 · Tires	14,000	0.00	7,670.79	6,329.21	54.79%
6142 · Parts & Supplies	10,000	640.55	5,831.52	4,168.48	58.32%
6143 · Outside Work	100,500	15,592.09	82,464.34	18,035.66	82.05%
6144 · Equipment Maintenance	123,230	2,728.71	27,479.27	95,750.73	22.30%
6145 · Radio Maintenance	5,000	673.53	2,809.32	2,190.68	56.19%
Total 6140 · Maintenance of Equipment	<u>252,730</u>	<u>19,634.88</u>	<u>126,255.24</u>	<u>126,474.76</u>	<u>49.96%</u>
6150 · Maintenance, Structures & Ground	35,800	5,406.32	36,827.71	(1,027.71)	102.87%
6160 · Medical Supplies					
6161 · Medical Supplies	1,000	0.00	953.60	46.40	95.36%
Total 6160 · Medical Supplies	<u>1,000</u>	<u>0.00</u>	<u>953.60</u>	<u>46.40</u>	<u>95.36%</u>
6170 · Dues and Subscriptions	7,255	75.00	6,026.46	1,228.54	83.07%
6180 · Miscellaneous					
6181 · Miscellaneous	6,000	502.11	2,697.91	3,302.09	44.97%
6182 · Honor Guard	3,000	0.00	1,492.61	1,507.39	49.75%
6183 · Explorer Program	1,000	782.60	1,698.22	(698.22)	169.82%
6183 · Pipes and Drums	3,000	0.00	2,903.01	96.99	96.77%
Total 6180 · Miscellaneous	<u>13,000</u>	<u>1,284.71</u>	<u>8,791.75</u>	<u>4,208.25</u>	<u>67.63%</u>
6190 · Office Supplies	21,800	1,409.80	13,141.48	8,658.52	60.28%

**El Dorado Hills Fire Department
Revenue and Expense Summary
April 2013**

	Final Budget Fiscal Year 2012-2013	Actual Expended April 2013	Actual Expended YTD April 30 2013	Remaining Balance Available	% of Budget Expended
6200 · Professional Services					
6201 · Audit	10,500	0.00	9,750.00	750.00	92.86%
6202 · Legal	120,000	868.40	79,069.16	40,930.84	65.89%
6203 · Notices	3,500	0.00	496.95	3,003.05	14.20%
6204 · Misc.	256,500	13,001.11	177,585.80	78,914.20	69.23%
6205 · Elections/Tax Administration	20,000	0.00	13,850.89	6,149.11	69.25%
Total 6200 · Professional Services	410,500	13,869.51	280,752.80	129,747.20	68.39%
6220 · Rents and Leases - Buildings	22,500	0.00	0.00	22,500.00	0.00%
6230 · Small Tools and Supplies	41,200	1,913.79	22,558.90	18,641.10	54.76%
6240 · Special Expenses					
6241 · Training	57,750	7,447.01	30,417.36	27,332.64	52.67%
6242 · Fire Prevention	16,300	(266.66)	13,271.60	3,028.40	81.42%
6243 · Licenses	1,000	0.00	158.00	842.00	15.80%
6244 · Directors' Training & Travel	3,000	0.00	0.00	3,000.00	0.00%
Total 6240 · Special Expenses	78,050	7,180.35	43,846.96	34,203.04	56.18%
6250 · Transportation and Travel					
6251 · Fuel and Oil	75,000	7,228.87	50,846.51	24,153.49	67.80%
6252 · Travel	18,000	1,890.57	8,373.71	9,626.29	46.52%
6253 · Meals & Refreshments	22,000	823.13	8,605.87	13,394.13	39.12%
Total 6250 · Transportation and Travel	115,000	9,942.57	67,826.09	47,173.91	58.98%
6260 · Utilities					
6261 · Electricity	60,000	3,218.77	40,013.49	19,986.51	66.69%
6262 · Natural Gas/Propane	27,000	950.71	13,339.89	13,660.11	49.41%
6263 · Water/Sewer	11,000	1,915.12	10,555.06	444.94	95.96%
Total 6260 · Utilities	98,000	6,084.60	63,908.44	34,091.56	65.21%
6720 · Fixed Assets	2,021,330	0.00	1,191,152.51	830,177.49	58.93%
6560 · Payroll Expense - PERS Side Fund	659,573	0.00	659,573.00	0.00	100.00%
6999 · Contingencies	0	0.00	0.00	0.00	0.00%
Total Budget and Expenses	16,059,018	955,800.49	12,463,836.07	3,595,181.93	77.61%
Net Revenue/Expenses Over/Short +/-	0		1,133,184.85		

Revenue and Expenditures should be 83.3%
Date prepared: 5/13/2013

El Dorado Hills Fire Department

5/13/2013 11:56 AM

Register: 1000 · Bank of America

From 04/01/2013 through 04/30/2013

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/01/2013	EFT	ADP (FSA)	2032 · FSA-Medical C...		432.58			255,893.86
04/02/2013		Transfer from LAIF	1074 · Local Agency I...	Confirm #1392...			500,000.00	755,893.86
04/03/2013	EFT	P.E.R.S. Health	-split-	Health Benefits...	112,906.54			642,987.32
04/04/2013	EFT	ADP (FSA)	2031 · FSA-Dependent...		340.05			642,647.27
04/04/2013	EFT	ADP (FSA)	-split-		21.10			642,626.17
04/04/2013	16136	Greg F. Durante (Di...	-split-		200.00			642,426.17
04/04/2013	16137	Charles J. Hartley	-split-	Director Pay	400.00			642,026.17
04/04/2013	16138	John Hidahl	-split-		200.00			641,826.17
04/04/2013	16139	California State Disb...	-split-	For 4-4-13 Pay...	666.92			641,159.25
04/04/2013	16140	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,030.60			639,128.65
04/04/2013	16141	El Dorado Hills Firef...	2029 · Other Payable		305.00			638,823.65
04/04/2013	16142	Carol Caughey	6000 · Salaries & Wag...		167.00			638,656.65
04/04/2013	16143	Stewart DiMuccio	6000 · Salaries & Wag...		585.00			638,071.65
04/04/2013	16144	Dale Jankowski	6000 · Salaries & Wag...	Dental	627.00			637,444.65
04/04/2013	16145	Dwight Piper	6000 · Salaries & Wag...		150.00			637,294.65
04/04/2013	16146	Dennis Planje	6000 · Salaries & Wag...		150.00			637,144.65
04/04/2013	16147	Frederick Russell	6000 · Salaries & Wag...		150.00			636,994.65
04/04/2013	16148	Angelica Silveira	6000 · Salaries & Wag...		150.00			636,844.65
04/04/2013	16149	CA Assoc. of Profess...	6000 · Salaries & Wag...		975.00			635,869.65
04/04/2013	16150	Managed Health Net...	6200 · Professional Ser...		751.40			635,118.25
04/04/2013	16151	Standard Insurance Co.	6000 · Salaries & Wag...	Life Insurance	418.00			634,700.25
04/04/2013	16152	Absolute Secured Sh...	6190 · Office Supplies		35.00			634,665.25
04/04/2013	16153	Aflac	-split-		125.08			634,540.17
04/04/2013	16154	APPTIX Inc.	6200 · Professional Ser...		1,058.30			633,481.87
04/04/2013	16155	AT&T (CALNET 2)	-split-		632.28			632,849.59
04/04/2013	16156	Atwood Insurance	6130 · Insurance:6131 ...		1,416.00			631,433.59
04/04/2013	16157	Burkett's	-split-		439.89			630,993.70
04/04/2013	16158	Carbon Copy, Inc	-split-		54.45			630,939.25
04/04/2013	16159	Doug Veerkamp	6140 · Maintenance of ...		463.97			630,475.28
04/04/2013	16160	El Dorado Disposal S...	-split-	Garbage	598.43			629,876.85
04/04/2013	16161	InterState Oil Compa...	-split-		6,790.40			623,086.45
04/04/2013	16162	P. G. & E.	-split-	Sta 84, 85, 86, 87	4,169.48			618,916.97
04/04/2013	16163	Project Leadership A...	-split-		5,465.00			613,451.97
04/04/2013	16164	Reibes Auto Parts	-split-		53.36			613,398.61
04/04/2013	16165	City of Sacramento	6240 · Special Expense...		6,400.00			606,998.61
04/04/2013	16166	State Compensation ...	6130 · Insurance:6132 ...	Workers Comp	41,617.75			565,380.86
04/04/2013	16167	Stockton Fire Dept.	6240 · Special Expense...		860.00			564,520.86
04/04/2013	16168	West Coast Frame/C...	-split-		11,973.38			552,547.48
04/04/2013	16169	Websoft Developers, ...	6200 · Professional Ser...		74.85			552,472.63
04/04/2013	16170	Ultimate Detail and ...	6140 · Maintenance of ...		1,837.13			550,635.50

El Dorado Hills Fire Department

5/13/2013 11:56 AM

Register: 1000 · Bank of America
 From 04/01/2013 through 04/30/2013
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/04/2013	PR13-4-1	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	66,122.74			484,512.76
04/04/2013	PR13-4-1	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	201,555.87			282,956.89
04/05/2013	EFT	P.E.R.S. ING	-split-	PR13-4-1 Conf...	7,626.15			275,330.74
04/05/2013	EFT	Nationwide Retireme...	2023 · Accrued Retire...		10,895.14			264,435.60
04/05/2013	EFT	P.E.R.S. Retirement	-split-	PR-12-13-4-...	80,029.03			184,406.57
04/05/2013	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	PR-13-4-1 Con...	3,569.16			180,837.41
04/08/2013	EFT	U.S. Bank	-split-		10,123.87			170,713.54
04/10/2013	EFT	ADP (FSA)	-split-		275.00			170,438.54
04/12/2013	EFT	ADP	6200 · Professional Ser...		242.45			170,196.09
04/15/2013	EFT	Bank Charges	6190 · Office Supplies	Bank Charges	118.63			170,077.46
04/17/2013	EFT	Transfer from LAIF	1074 · Local Agency I...	Confirm #1395...			500,000.00	670,077.46
04/18/2013	EFT	Business Card	6190 · Office Supplies	Auth Rep	18.25			670,059.21
04/18/2013	EFT	P.E.R.S. Retirement	-split-	PR-12-13-4-...	78,291.19			591,768.02
04/18/2013	EFT	P.E.R.S. Retirement (...)	6000 · Salaries & Wag...	PR-13-4-2 Con...	3,569.16			588,198.86
04/18/2013	EFT	P.E.R.S. ING	-split-	PR13-4-2 Conf...	8,276.15			579,922.71
04/18/2013	16171	California State Disb...	-split-	For 4-18-13 Pa...	666.92			579,255.79
04/18/2013	16172	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,030.60			577,225.19
04/18/2013	16173	Chase Bank	2029 · Other Payable	Pipes & Drums	425.00			576,800.19
04/18/2013	16174	State Board of Equali...	6250 · Transportation a...		405.70			576,394.49
04/18/2013	16175	Advantage Gear, Inc.	6180 · Miscellaneous:6...		782.60			575,611.89
04/18/2013	16176	Air Exchange	-split-		92.66			575,519.23
04/18/2013	16177	Aramark	6100 · Clothing & Pers...	Rags	88.00			575,431.23
04/18/2013	16178	A T & T Wireless	6110 · Communication...	Cell Phones	302.13			575,129.10
04/18/2013	16179	Best Best & Krieger	6200 · Professional Ser...		868.40			574,260.70
04/18/2013	16180	Phillip Wesson	6100 · Clothing & Pers...		100.00			574,160.70
04/18/2013	16181	Bugman Pest Control	-split-		285.00			573,875.70
04/18/2013	16182	California Diesel & ...	-split-		2,650.00			571,225.70
04/18/2013	16183	Comcast	6110 · Communication...		122.43			571,103.27
04/18/2013	16184	Doug Veerkamp	-split-		1,621.78			569,481.49
04/18/2013	16185	El Dorado Press	-split-		442.35			569,039.14
04/18/2013	16186	El Dorado Hills Rota...	6170 · Dues and Subsc...		75.00			568,964.14
04/18/2013	16187	El Dorado Irrigation ...	-split-	Water/Sewer	1,915.12			567,049.02
04/18/2013	16188	FireCom	6140 · Maintenance of ...		311.75			566,737.27
04/18/2013	16189	FORTIS Telecom	6110 · Communication...		761.95			565,975.32
04/18/2013	16190	Marshall Medical Ce...	-split-		2,868.00			563,107.32
04/18/2013	16191	Motorola Solutions Inc	-split-		793.14			562,314.18
04/18/2013	16192	National Garage Doo...	6150 · Maintenance,Str...		616.25			561,697.93
04/18/2013	16193	Placerville Rad. Med...	6200 · Professional Ser...		70.00			561,627.93
04/18/2013	16194	Silverado Avionics	6230 · Small Tools and...		1,321.27			560,306.66
04/18/2013	16195	State Fire Training	6240 · Special Expense...		65.00			560,241.66

El Dorado Hills Fire Department

5/13/2013 11:56 AM

Register: 1000 · Bank of America
 From 04/01/2013 through 04/30/2013
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/18/2013	16196	Verizon Wireless	-split-		2,167.35			558,074.31
04/18/2013	PR13-4-2	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	55,839.00			502,235.31
04/18/2013	PR13-4-2	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	188,327.61			313,907.70
04/19/2013	EFT	Nationwide Retireme...	2023 · Accrued Retire...		10,895.14			303,012.56
04/19/2013	16197	A-CHECK	6200 · Professional Ser...		72.00			302,940.56
04/19/2013	16198	DNL Electric, Inc.	6150 · Maintenance,Str...		1,711.94			301,228.62
04/23/2013		Transfer from County	1071 · General Fund B...	Deposit			2,700,000.00	3,001,228.62
04/23/2013		Transfer to LAIF	1074 · Local Agency I...	Confirm #1396...	2,400,000.00			601,228.62
04/24/2013		Deposit	-split-	Deposit			1,424.55	602,653.17
04/24/2013		Deposit	-split-	Deposit			4,608.79	607,261.96
04/30/2013	16199	El Dorado County A...	2015 · Weed Abateme...		15.00			607,246.96



EL DORADO HILLS FIRE DEPARTMENT

MONTHLY ACTIVITY REPORT

March 2013



*"Your Safety,
Our Commitment"*

ALARM STATISTICS

232	Calls for the Month 2013
190	Calls for the Month 2012
833	Total "2013 Year to Date"
711	Total "2012 Year to Date"
95.90%	Medic Unit Response, 10 Minute (before exception reports)
97.44%	Medic Unit Response, 11 Minutes

*57 consecutive months in compliance.



EL DORADO HILLS FIRE DEPARTMENT



*"Your Safety,
Our Commitment"*

Monthly Response Time Statistics

<u>Jan- 2013</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>	<u>Average</u>	<u>July-2012</u>	<u>6 min</u>	<u>7 min</u>	<u>8 min</u>	<u>Average</u>
Station 84	88%	92%	92%	05:36	Station 84	77%	77%	77%	05:40
Station 85	72%	88%	94%	05:46	Station 85	76%	92%	100%	05:04
Station 86	78%	89%	100%	06:11	Station 86	60%	80%	93%	06:53
Station 87	65%	94%	100%	05:35	Station 87	93%	100%	100%	05:10
<u>Feb-2013</u>					<u>Aug-2012</u>				
Station 84	100%	100%	100%	04:08	Station 84	86%	95%	95%	04:43
Station 85	95%	95%	100%	05:10	Station 85	94%	100%	100%	04:43
Station 86	75%	91%	100%	06:40	Station 86	80%	93%	93%	06:07
Station 87	76%	91%	91%	05:18	Station 87	73%	93%	100%	05:33
<u>Mar-2013</u>					<u>Sept-2012</u>				
Station 84	68%	77%	87%	06:05	Station 84	88%	92%	96%	04:34
Station 85	87%	93%	93%	04:50	Station 85	90%	97%	100%	04:27
Station 86	78%	100%	100%	06:05	Station 86	63%	100%	100%	06:45
Station 87	71%	88%	100%	05:38	Station 87	76%	100%	100%	05:35
<u>April-2013</u>					<u>Oct-2012</u>				
Station 84	73%	80%	87%	05:56	Station 84	81%	85%	96%	04:34
Station 85	92%	92%	96%	05:01	Station 85	96%	96%	100%	04:14
Station 86	93%	93%	100%	05:18	Station 86	45%	91%	91%	06:43
Station 87	86%	90%	93%	05:45	Station 87	85%	100%	100%	04:53
<u>May-2012</u>					<u>Nov-2012</u>				
Station 84	86%	93%	97%		Station 84	92%	96%	96%	04:48
Station 85	70%	85%	94%		Station 85	90%	95%	95%	05:05
Station 86	64%	86%	86%		Station 86	67%	100%	100%	05:57
Station 87	79%	93%	100%		Station 87	69%	81%	94%	05:64
<u>June-2012</u>					<u>Dec-2012</u>				
Station 84	77%	83%	94%		Station 84	87%	87%	90%	05:28
Station 85	66%	88%	94%		Station 85	87%	91%	96%	05:21
Station 86	63%	75%	88%		Station 86	58%	83%	92%	06:45
Station 87	85%	92%	92%		Station 87	66%	87%	87%	05:44

Note: The target of a 6 minute response time to 90% of code 3 emergency calls (a lights and sirens, 911 emergency) was adopted by past administrations and Board of Directors based on NFPA 1710 guidelines. The NFPA 1710 sets these guidelines based on statistics that both fires and critical medical emergencies have the best outcome if contact is made within this time frame. Fire stations were strategically located throughout the District with this target in mind. It is important to note that there are several factors that can affect the 6 minute response target such as having to put on safety gear, responding to calls during the night or not being in quarters at the time of the call.



EL DORADO HILLS FIRE DEPARTMENT



*"Your Safety,
Our Commitment"*

Latrobe Response by Month

<u>January-2013</u>	Total-2 1-Medical Aid 1-Vehicle Fire	<u>July-2012</u>	8
<u>February- 2013</u>	Total-3 3-Medical Aid	<u>August-2012</u>	3
<u>March- 2013</u>	Total-2 1-Medical Aid 1-Vehicle Accident	<u>September-2012</u>	2
<u>April- 2013</u>	Total-3 2-Medical Aid 1-Vehicle Accident	<u>October-2012</u>	3
<u>May- 2012</u>	4	<u>November-2012</u>	2
<u>June- 2012</u>	5	<u>December- 2012</u>	2

- Contract with Latrobe Fire Department to provide service to all code 3 emergency calls 24/7 started March, 2012

**EL DORADO HILLS COUNTY WATER DISTRICT
RESOLUTION 2013-03**

**A RESOLUTION ADOPTING THE
COMMISSION ON FIRE ACCREDITATION INTERNATIONAL (CFAI)
ACCREDITATION MODEL**

WHEREAS, the El Dorado County Water District Board hereby adopts the Commission on Fire Accreditation International (CFAI) Accreditation Model as a means for the El Dorado Hills Fire Department to achieve excellence through a continuous self assessment and accreditation process with the goal of attaining quality improvement and enhancement to the fire and emergency services provided to the El Dorado Hills community;

WHEREAS, the CFAI Accreditation Model provides a process to improve departmental effectiveness and efficiency while providing a forum for communication of management philosophies, facilitation of input, and the building of positive relationships;

WHEREAS, the CFAI Accreditation Model provides a detailed evaluation of Department operations and services delivered to the community by comparing them to the fire industry's best practices, identifies areas of strength and weakness, and focuses on a defined mission and objectives;

WHEREAS, the CFAI Accreditation Model provides a tool for developing documents such as strategic and operational plans, a risk assessment study, and written standards of response coverage policies;

WHEREAS, the attainment of the CFAI Accreditation designation provides international recognition that validates excellence in performance and fosters pride in the El Dorado Hills Fire Department, its members, community leaders and citizens;

WHEREAS, the El Dorado County Water District Board endorses the CFAI Accreditation Model as a continuous means of self assessment and supports an every five-year re-accreditation process in order to maintain accreditation designation;

NOW, THEREFORE, BE IT RESOLVED that the El Dorado Hills County Water District Board of Directors does hereby adopt the Commission of Fire Accreditation International (CFAI) Accreditation Model and encourages all members of the El Dorado Hills Fire Department to fully support the accreditation process with the common goal of raising the level of emergency and fire services for a safer community.

PASSED AND ADOPTED THIS 16th DAY OF MAY 2013.

AYES:
NOES:
ABSENT:

Gregory Durante, President

ATTEST:

Connie L. Bair, Board Secretary

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667
Phone: (530) 295-2707 • Fax: (530) 295-1208
lafco@edlafco.us • www.edlafco.us

M E M O

Date: April 30, 2013
To: Funding Agencies
CC: Andrew Morris, LAFCO Counsel
Terri Daly, El Dorado County Chief Administrative Office
Joe Harn, El Dorado County Auditor-Controller
From: José C. Henríquez, Executive Officer 
Subject: LAFCO Budget for Fiscal Year 2013-14

On April 24, 2013, the Commission approved the Proposed LAFCO Budget for Fiscal Year 2013-14, a copy of which is enclosed with this memo and sent to your agency in accordance with Government Code §56381(a). Under State Law, LAFCO is partially funded by three categories of agencies, the County, cities and special districts, with each category contributing a third.

This budget reflects the Commission's continued commitment to keep costs down, meet its State mandates, while providing enhanced services to the agencies and residents of El Dorado County. Please note that as part of this budget, the total agency contributions are slightly higher than in the current year. **While the Auditor-Controller will calculate your actual contribution,** your agency's contribution may be a little bit more than the current fiscal year.

LAFCO will hold a study session, public hearing and possible action on the Final Budget at its May 22, 2013 Regular Meeting.

Please contact me at 530-295-2707 if you have any questions or concerns.

Thank you.

Enclosure: Proposed LAFCO Budget, FY2013-14

S:\Staff Admin\Budget, Audit & Insurance\Budget\FY2013-2014\2013-14 Proposed Budget Notification Letter.doc

COMMISSIONERS

Public Member: Don Mette • Alternate Public Member: Niles J. Fleege
City Members: Brooke Laine, Carol A. Patton • Alternate City Member: Wendy Mattson
County Members: Ron Briggs, Ron "Mik" Mikulaco • Alternate County Member: Brian Veerkamp
Special District Members: Ken Humphreys, Vacant • Alternate Special District Member: Shiva Frentzen

STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Policy Analyst
Denise Tebaldi, Interim Commission Clerk • Andrew Morris, Commission Counsel

DRAFT BUDGET FY 2013-14

	<i>Fund (or line item)</i>	<i>DESCRIPTION</i>	<i>Final FY 2012-13 LAFCO Budget (Approved April 2012)</i>	<i>Line Item</i>	<i>Draft FY 2013-14 LAFCO Budget</i>
Revenues	4000	Fees	\$ 18,450	1	\$ 6,286
	4100	Fund Balance (Carry Forward from previous fiscal year)	\$ 143,000	2	\$ 151,324
	4120	Revenue - Agency Payments	\$ 318,396	3	\$ 335,110
	4700	Revenue Interest	\$ 708	4	\$ 400
	(5)	Sub-Total - Revenues	\$ 480,555	5	\$ 493,120
Employee Expense	5200	Employee Wage - Regular	\$ 212,947	6	\$ 221,555
	5230	Employee Wage - Overtime	\$ 1,625	7	\$ 1,758
	5310	Flex Benefits	\$ 6,000	8	\$ 6,000
	5311	Employee Assistance	\$ 471	9	\$ 471
	5320	Health Insurance (Less In Lieu)	\$ 69,458	10	\$ 68,567
	5340	Retirement - CALPERS	\$ 49,226	11	\$ 47,265
	5400	Payroll Tax - Medicare (1.45% of Base)	\$ 3,088	13	\$ 3,213
	5420	Payroll Tax - SUI/ETT	\$ 1,008	14	\$ 1,300
	5440	Disability Insurance (.53% of Base)	\$ 1,129	15	\$ 1,174
	6800	Accrued Leave	\$ 26,778	15	\$ 26,658
	5100	Sub-Total Employee Expenses	\$ 371,729	16	\$ 377,961
Operating Expense	5450	Workers Comp Insurance	\$ 1,200	17	\$ 1,000
	5460	General Liability Insurance	\$ 14,544	18	\$ 13,725
	6000	Information Services	\$ 8,237	19	\$ 8,030
	6010	County Clerk Fee	\$ 250	20	\$ 250
	6020	Accounting Services	\$ 4,974	21	\$ 4,974
	6030	Annual Audit	\$ 7,670	22	\$ 7,800
	6040	Cell & Telephone Services	\$ 3,720	23	\$ 3,720
	6050	Copies	\$ 471	24	\$ 390
	6060	GIS Maps	\$ 360	25	\$ 360
	6070	Lease Payment - Building	\$ 19,470	26	\$ 20,056
	6080	Legal Notices	\$ 510	27	\$ 510
	6090	Legal Services	\$ 16,000	28	\$ 20,000
	6100	Memberships	\$ 1,060	29	\$ 1,095
	6105	Memberships - CALAFCO	\$ 2,270	30	\$ 2,300
	6210	Office Expense	\$ 2,570	31	\$ 2,100
	6400	Postage	\$ 1,166	32	\$ 1,000
	6560	Direct Deposit	\$ 283	33	\$ 283
	6600	Publications	\$ 414	34	\$ 417
	6705	Rents/Lease - Equipment	\$ 2,510	35	\$ 2,510
	6750	Staff Development (incl. Commissioner Development)	\$ 6,351	36	\$ 9,160
	6770	Transportation	\$ 4,902	37	\$ 5,010
	(44)	Sub-Total Operating Expense	\$ 98,932	38	\$ 104,690
	6300	Operating Contingency (10% of operating expenses)	\$ 9,893	39	\$ 10,469
	(46)	BUDGET TOTAL	\$ 480,555	40	\$ 493,120

Surplus Mobile Data Computers

Summary:

The El Dorado Hills Fire Department placed in service Panasonic Toughbook Mobile Data Computers through the Assistance to Firefighters Grant Program over 5 years ago (these computers replaced the original mobile data computers that were nearly 10 years old). Since this purchase, we have started using tablet technology which is less expensive and more user friendly.

There are 13 Panasonic Toughbooks with associated hardware which have been taken off emergency apparatus and replaced with iPad technology.

Fiscal Impact:

The resale value is low on these older mobile data computers; however, they will be sold at the highest price possible.

Recommendation:

Staff recommends that the 13 Panasonic Toughbook Mobile Data Computers be placed in surplus status so that they can be sold at the highest price possible.



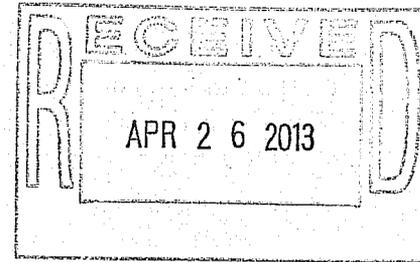
**EL DORADO COUNTY
FIRE PROTECTION DISTRICT**

P.O. Box 807 / 4040 Carson Road / Camino, CA 95709
(530) 644-9630 • Fax (530) 644-9636

cc: Captain Jon Zellhoefer
Engineer Mike Gygax
FF/ Paramedic Mike Lovinger
Chief Dave Roberts
Deputy Chief Jim O'Camb
Board of Directors
Personnel Files

April 23, 2013

Dave Roberts, Fire Chief
El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CA 95762



Chief Roberts,

Last Thursday evening, April 18, 2013, my family and I went out to dinner at the Purple Place in El Dorado Hills. I had come home from a fairly long day as I had a Board Meeting that evening so we decided to go out as a family and spend a quality evening together.

We arrived at the Purple Place, was seated at our table and all was well. About 15 minutes after we arrived I felt a little light headed and somewhat dizzy and then proceeded to have a syncope episode at the dinner table. When I awoke, I was lying on my wife's shoulder and they had already called 911. As you could imagine, my wife and daughter were extremely scared and concerned. EDH Engine 84 arrived very shortly after and began a primary and secondary survey.

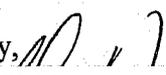
Being in the Fire Service for over 30 years and a paramedic for 20, this was the first time I have ever been a patient. The crew of Captain Jon Zellhoefer, Engineer Mike Gygax and Firefighter Mike Lovinger took very good care of me. The first set of vitals had my blood pressure at 40/p so they placed me on the floor of the restaurant and immediately started an IV, monitored my ECG and reassured my wife and daughter that I was in good hands. EDCFPD Medic 17 arrived to take over patient care and transport me to Mercy Folsom Hospital.

I did spend the next two days at Mercy while they proceeded to run several test of my brain and a full cardiac workup.

Fortunately, all tests came back negative and they cleared me to be discharged and return to normal activity.

Please pass along to the crew of Engine 84 my sincere thanks, both from me as the care and bedside manner were professional and caring, and from my wife and daughter who were reassured and cared for as much as I was.

Sincerely,


NAME REMOVED FOR PRIVACY

NOTE OF Appreciation
cc: Engineer/Paramedic Matt Belleci
Captain Moreno
Chiefs Lillienthal, O'Camb & Roberts
Personnel File
Board Packet



**LAKEHILLS FIRE SAFE COUNCIL
EL DORADO HILLS, CALIFORNIA**

April 29, 2013

Matt Belleci
El Dorado Hills Fire Department
1050 Wilson Boulevard
El Dorado Hills, CA 95762

Dear Matt:

Congratulations on being awarded Firefighter of the Year.

Thank you for the time and effort given as you spearheaded last year's training exercise in the Lakehills' area. While serving as practice for all agencies involved, it was also an extremely valuable exercise for residents; many had never been through nor contemplated the required actions in the event of a catastrophic event.

Of equal importance, the exercise was important to Lakehills and the surrounding area as it served as an impetus to form our current organization. These work efforts are the beginnings of a higher level of wildfire safety. We are certainly working to achieve that goal.

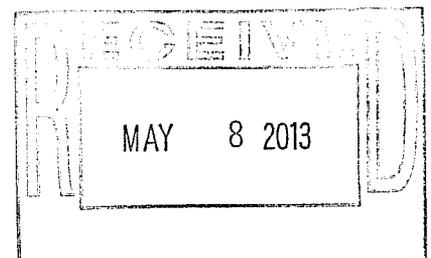
We are fortunate to have you part of our fire department and our community.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Willis".

Peggy Willis
Secretary
Lakehills Fire Safe Council

cc: Dave Roberts, EDH Fire Chief



Note of Appreciation

cc: FF/Paramedic Lisa Perillo
Captain Kasey Owens
Chiefs O'Camb & Roberts
Personnel File
Board Packet (named removed for privacy)

Lisa

Thank you very much for
the trading cards for the kids. They
really liked them. They play with
them every day. Thank you also
for helping me in the ambulance.

Sincerely,

Dear Fire Chief Dave Roberts,

Once again, the El Dorado Hills Sr. Council
sends their THANKS for all you and your
fire fighters do for our senior community.

Our Spring Fling was a huge success.
Last Friday at the CSD gym.

Yvonne Griffin

El Dorado Hills Senior Center
990 Lassen Lane
El Dorado Hills, CA 95762

