

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
SEVEN HUNDRED THIRTY EIGHTH MEETING
Thursday, March 17, 2016
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 736th Special Board meeting held February 18, 2016
 - B. Approve Financial Statements for February 2016
 - C. Ratify sixteenth payment to SW Allen Construction Inc. for Station 84 in the amount of \$10,804
 - D. Ratify eleventh payment adjustment to SW Allen Construction Inc. for Station 84 in the amount of \$4,219

End Consent Calendar

- III. Oral Communications
 - A. EDH Professional Firefighters
 - B. EDH Firefighters Association
 - C. EDH Volunteer Firefighters
 - D. Latrobe Advisory Committee
 - E. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.
- IV. Correspondence
 - A. Camino Emergency Command Center 2015 Annual Report
 - B. California Employers' Retiree Benefit Trust Annual Update
- V. Attorney Items
 - A. Closed Session pursuant to Government Code Section 54956.9(d)(2); Pending Litigation; One Matter
- VI. Committee Reports
 - A. Administrative Committee (Directors Durante and Hidahl)
 - 1. Review and update construction progress of Station 84
 - 2. Update on progress of Community Risk Assessment, Standards of Cover, and Facilities Master Plan
 - 3. Review Board Policy Manual and collect input
 - 4. Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiators are Directors Hidahl and Winn
 - 5. Closed Session pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Title: Fire Chief David Roberts

- B. Fire Committee (Directors Hus and Winn)
 - 1. Review and approve revised reserve policy
 - 2. Discuss and approve delay of \$1.2 million transfer to CalPERS from reserves
- C. Ad Hoc Committee Reports
 - 1. Strategic Planning Committee (Directors Hartley and Hidahl)
 - 2. Solar Committee (Directors Hus and Hidahl)
 - 3. Communications Committee (Directors Durante and Winn)
 - 4. Volunteer Stakeholders Committee (Directors Hidahl and Durante)
 - 5. Training Facility Committee (Directors Hartley and Durante)
 - 6. CSD/Fire Collaboration Committee (Directors Hidahl and Durante)
- VII. Operations Report
 - A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
- VIII. Fiscal Items
- IX. New Business
 - A. Review and award contract for Traffic Engineering Consultant
- X. Old Business
- XI. Oral Communications
 - B. Directors
 - C. Staff
- XII. Adjournment

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

*Director Barbara Winn will be attending via teleconference from
177 E Colorado Blvd, 9th Floor
Pasadena, CA 91105*

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED THIRTY SIXTH MEETING OF THE BOARD OF DIRECTORS

Thursday, February 18, 2016

6:00 p.m.

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. CONSENT CALENDAR

- A. Approve minutes of the 735th meeting held January 21, 2016
- B. Approve Financial Statements for January 2016

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

III. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters** – Mike Mackenzie, Union President, stated that he is looking forward to the February dinner and he is available for questions from the Board during open or closed session.
- B. **EDH Firefighters Association** – No report
- C. **EDH Volunteer Firefighters** – No report
- D. **Latrobe Advisory Committee** – No report
- E. **Public Comment** – None

IV. CORRESPONDENCE – None

President Hidahl requested that **Closed Session Item V-A, Closed Session Item VI-A.3 and Closed Session Item VI-A.4** be moved on the agenda after **Item X. Old Business** and the Board concurred.

V. ATTORNEY ITEMS

- A. Closed Session pursuant to Government Code Section 54956.9(d)(2); Pending Litigation; One Matter

Counsel Cook responded to questions from the last meeting reporting that augmenting police activity is not one of the latent powers of the district and that vaping is not covered in the non-tobacco use policy.

VI. COMMITTEE REPORTS

- A. **Administrative Committee (Directors Hidahl and Winn)**
 - 1. **Review and update construction progress of Station 84** – Director Hidahl reported that the committee reviewed the current punch list and

- approved open change orders.
2. **Review and discuss contract for Community Risk Assessment, Standards of Cover, and Facilities Master Plan** – Chief Roberts reported that the initial meetings with Staff and the Board went well and Staff has finished the upload of required documentation for Citygate.
 3. **Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiators are Directors Hidahl and Winn**
 4. **Closed Session pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Title: Fire Chief David Roberts**
- B. Fire Committee (Directors Hus and Winn)** – Director Hus reported that the budget seems to be on track and they plan to meet prior to the next Board meeting to further discuss the Reserve Policy, Unfunded Liability, and Investment Policy so that the committee can present a recommendation to the Board.
- C. Ad Hoc Committee Reports**
1. **Strategic Planning Committee (Directors Hartley and Hidahl)**
 - a. **Review and approve updated Strategic Plan 2016-2021** – Chief Roberts stated that the update Strategic Plan was presented at the January meeting and he recommended that the Board adopt the document. Director Hus asked if accreditation is still a priority for the Department. Chief Roberts responded that after the Community Risk Assessment and Standards of cover is complete, the accreditation would be the next step to make sure that the Department is maintaining industry best practices long term.

Director Winn made a motion to adopt the updated Strategic Plan 2016-2021, seconded by Director Hartley, and unanimously carried.
 2. **Solar Committee (Directors Hus and Hidahl)** – Director Hus reported that the permit process is underway and the Department needs to provide a letter approving the work.
 3. **Communications Committee (Directors Durante and Winn)** – Chief Roberts said the discussion about El Dorado Hills Fire Department joining the JPA is on the agenda for Sacramento Regional Emergency Dispatch Center's next meeting.
 4. **Volunteer Stakeholders Committee (Directors Hidahl and Durante)** – Director Durante reported that morale for the volunteer program is on the rise and participation is good. He stated that the shift toward more of a reserve program has made the program more successful. Director Hidahl added that the I Am Responding software has been essential to keeping the volunteers informed and involved in responding to calls.

5. **Training Facility Committee (Directors Hartley and Durante)** – No report.
6. **CSD/Fire Collaboration Committee (Directors Hidahl and Durante)** – No report.

VII. OPERATIONS REPORT

- A. **Operation Report (Received and filed)** – Director Hus asked if there was a reason for the increase in mutual aid calls from January to February. Chief Lilienthal responded that Folsom's truck was out of service, there was an increase in the number of structure fires in surrounding areas, and there was a change in policy about what qualifies as mutual aid.
- B. **Review and update regarding Joint Powers Authority** – Chief Roberts stated that the Department has been pushing for a workshop for EMS, Fire, and County Health with the Board of Supervisors and one has been tentatively scheduled for March 29.

VIII. FISCAL ITEMS

- A. **Discuss Zones of Benefit in the Latrobe service areas** – Chief Roberts said that the Department has been looking into creating a Zone of Benefit for the Latrobe parcels, but has found that it will be more cost effective to continue to manually input them.
- B. **Review and approve 2016-17 Budget for El Dorado County JPA** – Chief Roberts explained that El Dorado Hills and County Fire are the only Departments staying under one million dollars and he anticipates that the topic will come up at the workshop with the Supervisors.

President Hidahl made a motion to adopt the 2016-17 Budget for El Dorado County JPA subject to verification that the estimated revenue exceeds the budget, seconded by Director Winn, and carried. (Ayes: 4; Noes: 1- Hus.)

- C. **Update on Final Retiree Health Liability Valuation Report** – Director of Finance Braddock reported that the Department received the final OPEB Valuation Report and there were no changes from the draft.

IX. NEW BUSINESS

- A. **Reorganization of Board and Committees** – President Hidahl asked that Director Durante join him on the Admin Committee and stated that he would replace Director Hus as the second JPA Representative. The Board concurred that all other assignments will stay the same with the assignments as follows:

Standing Committees:

Administrative Committee
Fire Committee
JPA Representatives

John Hidahl
Barbara Winn
Jim Hartley

Greg Durante
Douglas Hus
John Hidahl

Ad Hoc Committees:

Strategic Planning Committee	John Hidahl	Jim Hartley
Communications Committee	Greg Durante	Barbara Winn
Solar Committee	Douglas Hus	John Hidahl
Volunteer Stakeholders Committee	John Hidahl	Greg Durante
Training Facility Committee	Jim Hartley	Greg Durante
CSD/Fire Collaboration Committee	Greg Durante	John Hidahl

- B. Discuss proposed Verizon Cell Tower at Station 85 and assign to Committee**
– Chief Roberts explained that Verizon is now ready to proceed with the discussion about the proposed cell tower and suggested that it be assigned to a committee. President Hidahl assigned the topic to the Admin Committee.
- C. Review and approve purchase of a Staff Utility Vehicle from Folsom Lake Chevy in the amount of \$80,000** – Chief Roberts directed attention to the Staff Report included in the Board Packet recommending purchase of a Staff Utility Vehicle.

Director Durante made a motion approve purchase of a Staff Utility Vehicle from Folsom Lake Chevy in the amount of \$80,000, seconded by Director Hartley, and unanimously carried.

- X. OLD BUSINESS** – President Hidahl asked that any discussion about property acquisition or public dedication of property be brought to the Board prior to Staff responding. Director Hus asked that the Admin Committee discuss the proposed Bylaws and Board Policy manual revisions. Director Durante complimented Chief Lilienthal on the execution of the training burn and expressed how beneficial it was to the firefighters, volunteers, and public involved.

The Board adjourned to discuss Closed Session Item V-A, Closed Session Item VI-A.3 and Closed Session Item VI-A.4 at 7:02 p.m.

The meeting reconvened at 7:58 p.m. The Board took no action during closed session and all items were referred back to committee.

XI. ORAL COMMUNICATIONS

- A. Directors** – Director Hidahl thanked the volunteers and Staff that participated in the senior Valentines Event at the CSD.
- B. Staff** – Chief Roberts expressed his appreciation to the Directors that participated in the training burn and reminded them about the upcoming February Dinner and Station 84 Open House.

XII. ADJOURNMENT

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

The meeting adjourned at 8:01 p.m.

Approved:

Jessica Braddock, Board Secretary

John Hidahl, President

DRAFT

El Dorado Hills Fire Department
Revenue and Expense Summary
For the Period Ending February 29, 2016



	Full Year Budget FY15/16	Actual February 2016	Actual YTD February 29, 2016	Variance YTD Actual to Full Year Budget	(Target 66.7%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	14,285,616	238,900	7,998,626	(6,286,990)		
3270 · Unsecured Tax Revenue		666	270,194	270,194		
3280 · Homeowners Tax Revenue		-	72,159	72,159		
3320 · Supplemental Tax Revenue	135,000	11,431	81,804	(53,196)		
3330 · Sacramento County Revenue		14,839	15,068	15,068		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax		-	(712)	(712)		
3335.3 · Latrobe Base Transfer	256,651	-	256,651	-		
3340 · Property Tax Administration Fee		-	(316,739)	(316,739)		
Total 3240 · Tax Revenue	14,677,267	265,835	8,377,050	(6,300,217)	57%	
3506 · Misc. Revenue, Fire Prev. Fees	-	3,056	57,232	57,232	100%	
3510 · Misc. Operating Revenue						
3511 · Contributions	25,000	-	8,100	(16,900)	32%	Grant Received
3512 · JPA Revenue	804,000	207,132	663,628	(140,372)	83%	Offset by higher JPA expenses below
3513 · Rental Income (Cell site)	24,000	1,798	13,828	(10,172)	58%	
3515 · OES/Mutual Aid Reimbursement	400,000	-	817,441	417,441	204%	Extreme fire season. Partially offset by OES OT below.
3520 · Interest Earned	40,000	314	24,050	(15,950)	60%	
3510 · Misc. Operating Revenue - Other	86,000	671	17,464	(68,536)	20%	No annexation fees collected to date
Total 3510 · Misc. Operating Revenue	1,379,000	209,915	1,544,511	165,511	112%	
3550 · Development Fee						
3560 · Development Fee Revenue	1,075,000	-	1,115,102	40,102	104%	
3561 · Development Fee Interest	-	749	5,627	5,627	100%	
Total 3550 · Development Fee	1,075,000	749	1,120,729	45,729	104%	
3570 · Loss/Gain on Sale of Assets	-	-	27,430	27,430	100%	Auction of vehicles in August 2015
Total Revenue	\$ 17,131,267	\$ 479,555	\$ 11,126,953	\$ (6,004,314)	65%	

El Dorado Hills Fire Department
Revenue and Expense Summary
For the Period Ending February 29, 2016



	Full Year Budget FY15/16	Actual February 2016	Actual YTD February 29, 2016	Variance YTD Actual to Full Year Budget	(Target 66.7%) YTD Actual % of Full Year Budget	Notes/Comments
Expense						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	5,727,313	412,578	3,492,581	2,234,732	61%	
6011 · Education Pay	404,100	30,537	247,268	156,832	61%	
6016 · Salaries & Wages, Clerical/Misc	600,851	40,281	343,675	257,176	57%	
6017 · Volunteer Pay	115,000	715	65,915	49,085	57%	
6018 · Director Pay	16,000	1,000	11,100	4,900	69%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,450,000	134,820	758,942	691,058	52%	
6019.2 · Overtime, Outside Aid	400,000	-	663,124	(263,124)	166%	Extreme fire season. Offset by OES Revenue above
6019.3 · Overtime, JPA	100,000	2,065	72,003	27,997	72%	Offset by JPA Revenue above
Total 6019 · Overtime	1,950,000	136,885	1,494,069	455,931	77%	
6020 · P.E.R.S. Retirement	2,270,041	129,085	1,551,040	719,001	68%	Includes lump sum unfunded liability payment in July (\$482k)
6031 · Life Insurance	6,895	-	3,618	3,277	52%	
6032 · P.E.R.S. Health Benefits	1,343,892	131,470	975,069	368,823	73%	Increase in headcount
6033 · Disability Insurance	14,040	1,446	8,680	5,360	62%	
6034 · Health Cost of Retirees	746,000	46,121	675,995	70,005	91%	Includes annual OPEB lump sum payment in July (\$300k)
6040 · Dental/Vision Expense	169,200	6,356	82,906	86,294	49%	
6050 · Unemployment Insurance	18,248	1,336	15,509	2,739	85%	
6060 · Vacation & Sick Expense Reserve	100,000	21,232	42,249	57,751	42%	
6070 · Medicare	130,893	9,101	81,546	49,347	62%	
Total 6000 · Salaries & Wages	13,612,473	968,144	9,091,220	4,521,253	67%	
6100 · Clothing & Personal Supplies	77,900	1,932	66,299	11,601	85%	All uniform allowance paid for fiscal year (Jul & Jan)
6110 · Communications						
6111 · Business Phones	69,740	5,338	44,739	25,001	64%	
6112 · Dispatch Services	108,700	-	10,448	98,252	10%	Vendor behind on billing. Q1 payment made in January 2016
Total 6110 · Communications	178,440	5,338	55,186	123,254	31%	

El Dorado Hills Fire Department
Revenue and Expense Summary
For the Period Ending February 29, 2016



	Full Year Budget FY15/16	Actual February 2016	Actual YTD February 29, 2016	Variance YTD Actual to Full Year Budget	(Target 66.7%) YTD Actual % of Full Year Budget	Notes/Comments
6120 · Housekeeping	23,300	2,750	24,845	(1,545)	107%	More housekeeping supplies needed than anticipated in budget
6130 · Insurance						
6131 · General Insurance	62,000	-	50,115	11,885	81%	Paid full year premium in October 2015. Favorable to budget
6132 · Workers Compensation	759,282	-	483,103	276,179	64%	
Total 6130 · Insurance	821,282	-	533,218	288,064	65%	
6140 · Maintenance of Equipment						
6141 · Tires	25,000	8,452	17,214	7,786	69%	Classification. Equipment Maintenance category as a whole is within budget expectations
6142 · Parts & Supplies	10,000	28,668	40,625	(30,625)	406%	
6143 · Outside Work	110,500	4,415	21,267	89,233	19%	
6144 · Equipment Maintenance	142,950	3,139	81,726	61,224	57%	
6145 · Radio Maintenance	5,700	188	5,066	634	89%	
Total 6140 · Maintenance of Equipment	294,150	44,862	165,898	128,252	56%	
6150 · Maintenance, Structures & Ground	99,310	838	35,267	64,043	36%	
6160 · Medical Supplies						
6161 · Medical Supplies	3,900	146	8,754	(4,854)	224%	Defibrillators funded with grant received
Total 6160 · Medical Supplies	3,900	146	8,754	(4,854)	224%	
6170 · Dues and Subscriptions	9,110	154	6,376	2,734	70%	Annual Business Park Homeowner fees paid in July 2015
6180 · Miscellaneous						
6181 · Miscellaneous	4,000	304	1,297	2,703	32%	
6182 · Honor Guard	4,000	-	-	4,000	0%	
6183 · Explorer Program	1,500	118	1,067	433	71%	
6184 · Pipes and Drums	3,000	-	-	3,000	0%	
Total 6180 · Miscellaneous	12,500	421	2,363	10,137	19%	
6190 · Office Supplies	20,850	2,282	14,839	6,011	71%	
6200 · Professional Services						
6201 · Audit	10,500	-	10,000	500	95%	Audit completed and paid in full in December 2015
6202 · Legal	120,000	8,022	45,785	74,215	38%	
6203 · Notices	3,500	-	855	2,645	24%	

El Dorado Hills Fire Department
Revenue and Expense Summary
For the Period Ending February 29, 2016



	Full Year Budget FY15/16	Actual February 2016	Actual YTD February 29, 2016	Variance YTD Actual to Full Year Budget	(Target 66.7%) YTD Actual % of Full Year Budget	Notes/Comments
6204 · Misc.	374,650	35,555	231,790	142,860	62%	
6205 · Elections/Tax Administration	1,000	-	-	1,000	0%	
Total 6200 · Professional Services	509,650	43,577	288,429	221,221	57%	
6220 · Rents and Leases - Bldgs/Imprv	25,928	-	23,724	2,204	92%	No additional rent expense anticipated this fiscal year
6230 · Small Tools and Supplies	57,300	1,485	29,943	27,357	52%	
6240 · Special Expenses						
6241 · Training	90,500	5,294	46,138	44,362	51%	Fire prevention costs higher than anticipated in budget.
6242 · Fire Prevention	13,250	949	14,747	(1,497)	111%	
6243 · Licenses	1,000	-	-	1,000	0%	
6244 · Directors' Training & Travel	3,000	-	-	3,000	0%	
Total 6240 · Special Expenses	107,750	6,243	60,885	46,865	57%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	80,000	1,204	31,825	48,175	40%	
6252 · Travel	20,000	80	9,181	10,819	46%	
6253 · Meals & Refreshments	20,000	601	13,269	6,731	66%	
Total 6250 · Transportation and Travel	120,000	1,885	54,274	65,726	45%	
6260 · Utilities						
6261 · Electricity	65,000	4,416	47,960	17,040	74%	
6262 · Natural Gas/Propane	25,000	3,153	8,099	16,901	32%	
6263 · Water/Sewer	14,000	1,959	8,225	5,775	59%	
Total 6260 · Utilities	104,000	9,528	64,283	39,717	62%	
6560 · Payroll Exps- PERS Prepayment	1,200,000	-	-	1,200,000	0%	
6720 · Fixed Assets	3,410,300	35,890	1,738,516	1,671,784	51%	
6999 · Uncategorized Expenses	-	-	-	-	0%	
Total Expense	\$ 20,688,143	\$ 1,125,474	\$ 12,264,320	\$ 8,423,823	59%	Overall expenses are on target to be within budget for the year.
Net Revenue-Expense	\$ (3,556,876)	\$ (645,919)	\$ (1,137,367)	\$ 2,419,509		

El Dorado Hills Fire Department

3/11/2016 10:02 AM

Register: 1000 · Bank of America

From 02/01/2016 through 02/29/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2016		Transfer from LAIF	1074 · Local Agency I...	Confirm #1492...		X	600,000.00	607,682.46
02/02/2016		Deposit	-split-	Deposit		X	58,465.07	666,147.53
02/02/2016		Deposit	-split-	Deposit		X	1,298.58	667,446.11
02/03/2016	18989	James O'Camb	6000 · Salaries & Wag...		235.00	X		667,211.11
02/03/2016	18990	Dwight Piper	6000 · Salaries & Wag...		150.00	X		667,061.11
02/03/2016	18991	John Niehues	6000 · Salaries & Wag...		150.00	X		666,911.11
02/03/2016	18992	David Kennedy	6000 · Salaries & Wag...		100.00			666,811.11
02/03/2016	18993	Carol Caughey	6000 · Salaries & Wag...		150.00	X		666,661.11
02/03/2016	18994	Connie Bair	6000 · Salaries & Wag...		150.00	X		666,511.11
02/03/2016	18995	Frederick Russell	6000 · Salaries & Wag...		150.00	X		666,361.11
02/03/2016	18996	Void	6000 · Salaries & Wag...			X		666,361.11
02/03/2016	18997	Angelica Silveira	6000 · Salaries & Wag...		150.00	X		666,211.11
02/03/2016	18998	Absolute Secured Sh...	-split-		35.00	X		666,176.11
02/03/2016	18999	Advantage Gear, Inc.	6180 · Miscellaneous:6...		117.53	X		666,058.58
02/03/2016	19000	Aflac	2029 · Other Payable		142.24	X		665,916.34
02/03/2016	19001	All Star Printing	6190 · Office Supplies		929.88	X		664,986.46
02/03/2016	19002	Appliance Company	6150 · Maintenance,Str...		79.00	X		664,907.46
02/03/2016	19003	Aramark	6100 · Clothing & Pers...	Rags	74.66	X		664,832.80
02/03/2016	19004	AT&T (CALNET 2)	-split-		131.90	X		664,700.90
02/03/2016	19005	Burkett's	-split-		444.36	X		664,256.54
02/03/2016	19006	CA Assoc. of Profess...	6000 · Salaries & Wag...		1,445.50	X		662,811.04
02/03/2016	19007	Citygate Associates, ...	-split-		7,786.00	X		655,025.04
02/03/2016	19008	Cooperative Personn...	-split-		3,456.00	X		651,569.04
02/03/2016	19009	DIRECTV	-split-		72.97	X		651,496.07
02/03/2016	19010	Doug Veerkamp	-split-		2,153.90	X		649,342.17
02/03/2016	19011	East Bay Tire Co.	-split-		8,451.76	X		640,890.41
02/03/2016	19012	El Dorado Disposal S...	-split-	Garbage	714.63	X		640,175.78
02/03/2016	19013	El Dorado Irrigation ...	-split-	Water/Sewer	171.98	X		640,003.80
02/03/2016	19014	Firehouse	-split-		2,217.50	X		637,786.30
02/03/2016	19015	InterState Oil Compa...	-split-		439.48	X		637,346.82
02/03/2016	19016	L.N. Curtis & Sons	-split-		538.54	X		636,808.28
02/03/2016	19017	P. G. & E.	-split-		5,428.71	X		631,379.57
02/03/2016	19018	Solon Fire Control	-split-		1,426.52	X		629,953.05
02/03/2016	19019	Sutphen Corporation	6140 · Maintenance of ...		40.78	X		629,912.27
02/03/2016	19020	Total Compensation ...	-split-		3,300.00	X		626,612.27
02/03/2016	19021	Verizon Wireless	-split-		76.02	X		626,536.25
02/03/2016	19022	Bugman Pest Control	6150 · Maintenance,Str...		55.00	X		626,481.25
02/03/2016	19023	Carbon Copy, Inc	-split-		40.40	X		626,440.85
02/03/2016	19024	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	4,694.63	X		621,746.22
02/03/2016	19025	Greg F. Durante (Di...	6000 · Salaries & Wag...		100.00	X		621,646.22

El Dorado Hills Fire Department

3/11/2016 10:02 AM

Register: 1000 · Bank of America

From 02/01/2016 through 02/29/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/03/2016	19026	Charles J. Hartley	-split-	Director Pay	300.00	X		621,346.22
02/03/2016	19027	Douglas A. Hus	6000 · Salaries & Wag...		100.00	X		621,246.22
02/03/2016	19028	Barbara Winn	-split-		200.00	X		621,046.22
02/03/2016	19029	John Hidahl	-split-		300.00	X		620,746.22
02/03/2016	19030	Lehr Auto Electric, Inc	-split-		477.20	X		620,269.02
02/03/2016	19031	P. G. & E.	-split-		1,617.40	X		618,651.62
02/04/2016	EFT	Nationwide Retireme...	-split-		20,442.80	X		598,208.82
02/04/2016	EFT	P.E.R.S. Retirement	-split-		73,451.80	X		524,757.02
02/04/2016	EFT	P.E.R.S. ING	-split-	Conf # 100064...	3,539.84	X		521,217.18
02/04/2016	EFT	Nationwide Retireme...	-split-		20,192.80	X		501,024.38
02/04/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		5.00	X		501,019.38
02/04/2016	PR16-2-1		-split-	Total Payroll T...	66,359.60	X		434,659.78
02/04/2016	PR16-2-1		1000 · Bank of Americ...	Direct Deposit	211,859.58	X		222,800.20
02/04/2016	PR16-2-1		1000 · Bank of Americ...	Payroll Checks	9,262.34	X		213,537.86
02/08/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		320.00	X		213,217.86
02/08/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		435.41	X		212,782.45
02/09/2016		Deposit	-split-	Deposit		X	188,339.73	401,122.18
02/09/2016		Deposit	3506 · Misc. Revenue, ...	Deposit		X	85.00	401,207.18
02/09/2016	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Confirmed 095...	18,552.64	X		382,654.54
02/09/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		727.13	X		381,927.41
02/09/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		13.85	X		381,913.56
02/09/2016	19032	Matthew Colgan	2029 · Other Payable		156.69			381,756.87
02/09/2016	USBAN...	El Dorado County Tr...	6240 · Special Expense...	Reverse of GJE...		X	4,000.00	385,756.87
02/10/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		55.00	X		385,701.87
02/10/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		427.88	X		385,273.99
02/11/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		1,173.34	X		384,100.65
02/12/2016	EFT	ADP	6200 · Professional Ser...		353.41	X		383,747.24
02/12/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		95.17	X		383,652.07
02/13/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		140.00	X		383,512.07
02/15/2016			6200 · Professional Ser...	Service Charge	129.91	X		383,382.16
02/16/2016		Transfer from LAIF	1074 · Local Agency I...	Confirm #1493...		X	500,000.00	883,382.16
02/17/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		48.78	X		883,333.38
02/17/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		25.00	X		883,308.38
02/18/2016	EFT	P.E.R.S. Retirement	-split-		76,160.45	X		807,147.93
02/18/2016	EFT	P.E.R.S. Health	-split-	Health Benefits...	177,591.43	X		629,556.50
02/18/2016	EFT	P.E.R.S. ING	-split-	Conf # 100064...	3,539.84	X		626,016.66
02/18/2016	EFT	Nationwide Retireme...	-split-		20,442.80	X		605,573.86
02/18/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		44.00	X		605,529.86
02/18/2016	19033	A-CHECK	6200 · Professional Ser...		75.00	X		605,454.86
02/18/2016	19034	All Clean Commerci...	6120 · Housekeeping		688.00			604,766.86

El Dorado Hills Fire Department

3/11/2016 10:02 AM

Register: 1000 · Bank of America

From 02/01/2016 through 02/29/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/18/2016	19035	Apparatus Equipmen...	-split-		1,045.59	X		603,721.27
02/18/2016	19036	Aramark	6100 · Clothing & Pers...	Rags	74.66			603,646.61
02/18/2016	19037	Arnolds for Awards	-split-		1,580.05	X		602,066.56
02/18/2016	19038	AT&T (CALNET 2)	-split-		489.23	X		601,577.33
02/18/2016	19039	Austin Woo	-split-		205.00	X		601,372.33
02/18/2016	19040	Big O Tires	-split-		166.57	X		601,205.76
02/18/2016	19041	Bugman Pest Control	6150 · Maintenance,Str...		60.00	X		601,145.76
02/18/2016	19042	Burkett's	-split-		203.47	X		600,942.29
02/18/2016	19043	Carbon Copy, Inc	-split-		125.00	X		600,817.29
02/18/2016	19044	Comcast Business	6110 · Communication...		845.66	X		599,971.63
02/18/2016	19045	Doug Veerkamp	-split-		1,217.47	X		598,754.16
02/18/2016	19046	El Dorado Irrigation ...	-split-	Water/Sewer	1,787.51	X		596,966.65
02/18/2016	19047	Fred Russell (FDC)	-split-		1,978.59	X		594,988.06
02/18/2016	19048	FireCom	6140 · Maintenance of ...		188.13	X		594,799.93
02/18/2016	19049	Folsom Lake Ford	-split-		2,845.55	X		591,954.38
02/18/2016	19050	FYI Telecommunicat...	-split-		573.59	X		591,380.79
02/18/2016	19051	Hefner, Stark & Mar...	6200 · Professional Ser...	Account # 100...	8,021.58	X		583,359.21
02/18/2016	19052	InterState Oil Compa...	-split-		764.29	X		582,594.92
02/18/2016	19053	Kaiser Foundation H...	-split-		12,096.00	X		570,498.92
02/18/2016	19054	Lexipol, LLC	-split-		2,587.50			567,911.42
02/18/2016	19055	L.N. Curtis & Sons	-split-		33,542.89	X		534,368.53
02/18/2016	19056	Logan Murray	-split-		100.00	X		534,268.53
02/18/2016	19057	Nathan Tarry	-split-		205.00	X		534,063.53
02/18/2016	19058	National Garage Doo...	-split-		440.63	X		533,622.90
02/18/2016	19059	Norcal Janitorial Sup...	6120 · Housekeeping		126.42	X		533,496.48
02/18/2016	19060	Oracle America, Inc.	-split-		1,000.00	X		532,496.48
02/18/2016	19061	P. G. & E.	-split-		522.57	X		531,973.91
02/18/2016	19062	Rico's Window Cove...	-split-		4,259.67	X		527,714.24
02/18/2016	19063	Rotary	6170 · Dues and Subsc...		150.00			527,564.24
02/18/2016	19064	Shift Calendars Inc.	6190 · Office Supplies		40.71	X		527,523.53
02/18/2016	19065	Suds Car Wash, Inc.	-split-		44.97	X		527,478.56
02/18/2016	19066	S W Allen Constructi...	6720 · Fixed Assets		10,804.00	X		516,674.56
02/18/2016	19067	S W Allen Constructi...	6720 · Fixed Assets		4,219.00	X		512,455.56
02/18/2016	19068	Thomas Keating	6240 · Special Expense...		260.00	X		512,195.56
02/18/2016	19069	Trace Analytics, Inc.	6140 · Maintenance of ...		80.00	X		512,115.56
02/18/2016	19070	Tyler Avery	-split-		205.00	X		511,910.56
02/18/2016	19071	Verizon Wireless	-split-		3,003.28	X		508,907.28
02/18/2016	19072	Western Contract	-split-		3,220.26	X		505,687.02
02/18/2016	19073	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	4,892.43	X		500,794.59
02/18/2016	19074	Chase Bank	2029 · Other Payable	Pipes & Drums	450.00	X		500,344.59

El Dorado Hills Fire Department

3/11/2016 10:02 AM

Register: 1000 · Bank of America

From 02/01/2016 through 02/29/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/18/2016	19075	David Bolognini	6100 · Clothing & Pers...		32.07	X		500,312.52
02/18/2016	19076	Stephens Publishing ...	6240 · Special Expense...	Fire Hats for Pr...	528.00	X		499,784.52
02/18/2016	19077	Interwest Consulting ...	-split-		1,016.25	X		498,768.27
02/18/2016	19078	SignChef Inc.	6140 · Maintenance of ...		399.50	X		498,368.77
02/18/2016	PR16-2-2		-split-	Total Payroll T...	69,370.81	X		428,997.96
02/18/2016	PR16-2-2		1000 · Bank of Americ...	Direct Deposit	218,884.25	X		210,113.71
02/18/2016	PR16-2-2		1000 · Bank of Americ...	Payroll Checks	1,983.08	X		208,130.63
02/19/2016	EFT	ADP	6200 · Professional Ser...	Deposit		X	16.00	208,146.63
02/19/2016	EFT	ADP (FSA Service C...	6200 · Professional Ser...		92.17	X		208,054.46
02/19/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		711.68	X		207,342.78
02/22/2016		Deposit	-split-	Deposit		X	207,132.32	414,475.10
02/22/2016		Deposit	-split-	Deposit		X	926.00	415,401.10
02/22/2016	19079	Sean Bates	2029 · Other Payable		199.48	X		415,201.62
02/23/2016	EFT	ADP (FSA Dep)	2031 · FSA-Dependent...		769.24	X		414,432.38
02/24/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		54.00	X		414,378.38
02/25/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		1,038.34	X		413,340.04
02/26/2016	EFT	ADP	6200 · Professional Ser...		333.90	X		413,006.14
02/26/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		151.90	X		412,854.24
02/27/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		15.00			412,839.24
02/29/2016		Transfer from LAIF	1074 · Local Agency I...	Confirm #1494...		X	300,000.00	712,839.24
02/29/2016		U.S. Bank	3510 · Misc. Operating...	Deposit		X	670.65	713,509.89
02/29/2016	EFT	Bank of America	-split-	Authorized Re...	1,097.95	X		712,411.94
02/29/2016	EFT	ADP (FSA)	2032 · FSA-Medical C...		155.00			712,256.94

Payment for Station 84 Building Project

Summary:

The Building Committee approved the sixteenth payment and eleventh payment adjustment to S W Allen Construction, Inc. for Station 84 in the amounts of \$10,804 and \$4,219.

Fiscal Impact:

S W Allen Construction, Inc.
Payment 16 – \$10,804
Payment 16a - \$4,219

Recommendation:

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



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

Application For Payment

Detailed, Grouped by Each Number

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

Project # 14-08
Tel: Fax:

Application Date: 1/20/2016

Contract No: 01

Application No: 016

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

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

Via Architect: Calpo Hom & Dong
Architects
2120 20th St., Ste. One
Sacramento, CA 95818

Contract For:

Period Number: 16

Period To: 1/31/2016

Application For Payment Summary

1. Original Contract Value.....	4,923,715
2. Net Change by Change Orders.....	(42,373)
3. Contract Value To Date.....	4,881,342
4. Total Completed Stored To Date.....	4,881,342
5. Completed Work Retainage.....	36,610
6. Stored Material Retainage.....	0
7. Total Retainage.....	36,610
8. Total Earned Less Retainage.....	4,844,732
9. Less Previous Certificates For Payment.....	4,833,927
10. Current Payment Due.....	10,804
11. Balance To Finish, Including Retainage.....	36,610

Change Order Summary	Additions	Deductions
Total changes in previous months	49,237	100,996
Total approved this month	9,386	0
Totals	58,623	100,996
Net Changes by Change Order	(42,373)	

Contractor Signature:

By:

Date:

Amount Certified: \$10,804

Architect Signature:

By:

Date:

Owner Signature:

By:

Date:

Notary Signature:

By:

Date:

APPROVED

APPROVED BY:

DATE:

GL CODE:

6725

Just 2/9/16

SW Allen Construction
Payment/Contract Summary
As of 2/22/2016

Application #	Check Date	Check Amount	
001	9/8/2014	\$ 90,744.00	
002	10/7/2014	\$ 172,184.00	
003	11/19/2014	\$ 408,481.00	
004	12/3/2014	\$ 191,433.00	
005	1/8/2015	\$ 251,578.00	
006	2/4/2015	\$ 390,782.00	
007	3/10/2015	\$ 239,083.00	
008	4/8/2015	\$ 494,933.00	
009	5/11/2015	\$ 484,101.00	
010	6/9/2005	\$ 181,381.00	
011	7/17/2015	\$ 545,512.00	
012	8/5/2015	\$ 631,385.00	
013	9/10/2015	\$ 508,256.00	
014	12/23/2015	\$ 34,103.00	
015	12/23/2015	\$ 205,752.00	
016	2/18/2016	\$ 10,804.00	
			Payment to bring total paid to contract value
016A	2/18/2016	\$ 4,219.00	less retainage
		\$ 4,844,731.00	Paid to Date
		<u>\$ 4,881,342.00</u>	Contract Value to Date
		\$ 36,611.00	Difference (Retainage)
		\$ 1.00	



CAMINO

EMERGENCY COMMAND CENTER

2015 Annual Report



*El Dorado County
Fire Station 28*



2015 Cooperator Profiles

- El Dorado County Fire Protection District
- Jackson City Fire Department



CAMINO ECC ORGANIZATION

EL DORADO COUNTY JPA BOARD OF DIRECTORS

Chief Mike Hardy
Division Chief Mike Webb
Chief Robert Combs
Chief Bill Dekker
Chief Tom Keating
Deputy Chief Brian Estes
Chief Dave Roberts
Chief Mike Hazlett
Chief Jack Daniels
Chief Greg Schwab
Executive Director Hackett

AMADOR COUNTY BOARD OF SUPERVISORS

John Plasse
Richard Forster
Lynn A. Morgan
Louis Boitano
Brian Oneto

UNIT CHIEF Mike Kaslin
OPERATIONS CHIEF Brian Estes
ECC CHIEF David Wood

ECC STAFF FIRE CAPTAINS

Shane Gernandt, Jed Gaines, Kalan Richards, Marc Chadderton

COMMUNICATIONS OPERATORS

Diane Grove, Donna Atwood, Lanny Dawes, Leah VanMeter, Jamie Reyes, Cole Phillips,
Tammy Pulcifer, Ian Boren, Jennifer Hutchins, Connie Guerrero, Katie Accinelli

VISION STATEMENT

We, the employees of the Camino Emergency Command Center are committed to being leaders in providing professional command and control services to the public, cooperating agencies, and the State through teamwork and dedication while maintaining a safe and healthy working environment.

INTRODUCTION

The Camino Emergency Command Center (ECC) is an Interagency Command Center (CICC) where the United States Forest Service (USFS) is co-located with CAL FIRE. Through a cooperative agreement, CAL FIRE provides Fire and Emergency Medical Services (EMS) dispatching services for all fire service agencies within Amador County. We also provide Fire, Emergency Medical Dispatching (EMD), EMS, and Emergency dispatching services on the Western Slope of El Dorado County through the El Dorado County JPA agreement.

HISTORY

The Camino ECC has dispatched State Responsibility Area (SRA) fires in Amador and El Dorado County since 1975, when Amador and El Dorado Counties were joined as an Administrative Unit under the California Department of Forestry and Fire Protection (CAL FIRE). Under local agreements, CAL FIRE also provided individual dispatch services for Pioneer FPD, Rescue FPD, and all Amador County fire agencies. At that time, annual call volume was approximately 5,000 incidents per year. The Eldorado National Forest joined the ECC to become an Interagency Command Center in 1982.

In 1995, the El Dorado County Fire Chief's Association requested, through the El Dorado County Board of Supervisors, to transfer Fire, Medical and Emergency Medical Dispatch services from El Dorado County Sheriff's Office Central Dispatch to the California Department of Forestry and Fire Protection (CAL FIRE) and ultimately the Camino ECC.

In January 1997, the Camino ECC entered into a cooperative agreement with the El Dorado County Joint Powers Authority (JPA) for fire and medical dispatch services and brought 5 new Communications

Operators (Comm Ops) to the ECC. The ECC provides EMD instructions on medically related 911 calls for the western slope of El Dorado County, as contracted by the El Dorado County JPA - Service Area 7. This same contract also provides the system status management and dispatching for the El Dorado County fire agencies. Today, the ECC is staffed with 1 Battalion Chief, 4 Fire Captains and 11 Communications Operators. Currently, call volume in the Camino ECC exceeds 32,000 incidents per year. Incoming phone calls into the ECC exceed 100,000 annually.

OPERATIONS

The Camino ECC is a secondary Public Safety Answering Point (PSAP) and is managed by a CAL FIRE Battalion Chief who reports directly to the Amador El Dorado Unit Deputy Chief of Operations. The ECC is staffed daily with a minimum of 3 CAL FIRE Comm Ops and 1 Fire Captain (Duty Officer) during the hours of 0700 - 1900. Staffing from 1900 - 0700 is reduced to 2 Comm Ops and a Duty Officer. The Duty Officer acts on behalf of the Unit Duty Chief and ultimately the Unit Chief, as well as being a steward and point contact for all local government agencies represented in the cooperative agreements.



Northrup Grumman Altaris Computer Aided Dispatch (CAD) System

The Camino ECC, along with 20 other ECC's in the state, utilizes *Northrup Grumman's Altaris Computer Aided Dispatch (CAD)* system. CAL FIRE invested \$31 million into the initial development and implementation of *Altaris CAD*. Annually, CAL FIRE invests \$3 million in support of the *Altaris CAD* contract. Additionally, every 5 years, CAL FIRE funds a comprehensive hardware upgrade to each ECC. The CAD system interfaces with *AT&T's Enhanced 911 VESTA* system, *MODUCOM*, and the *PRO QA Emergency Medical Dispatch System*. The CAD also has the ability to provide Rip and Run printer services, Mobile Data Computers (MDC's), CAD to CAD functionality, CAD to specific outside software products like ePCR programs and incident alpha paging. Statewide, over 350,000 incidents are dispatched to state and local governments annually using *Northrup Grumman Altaris CAD*.

Emergency Medical Dispatching (EMD)

EMD is required as part of the JPA Cooperative Agreement. The Camino ECC uses *Priority Dispatch Pro QA EMD Software*. This computer based program is the primary platform with the *EMD Medical Card Set* used as a backup. EMD is a critical function of the cooperative agreement and all CAL FIRE personnel are trained, and recertify bi-annually in EMD. Additionally, all dispatchers take part in *Priority Dispatch Aqua CQI*. With an industry standard of 90% success expected, the Camino ECC averages 96% to 99% performance on EMD.

VHF Radio Infrastructure

The VHF radio system is part of a statewide radio system that locally is comprised of a three tier system using a primary dispatch channel, 2 Command Channels, and 11 Tactical Channels. This system is supported through a network of 23 repeater sites. The Camino ECC has additional state command channels available for complex incidents and is linked to a statewide microwave system connecting the ECC directly with Geographical Area Command Centers (GACC) in Riverside and Redding. The VHF System is very reliable, especially in areas with significant topographic features represented in both El Dorado and Amador Counties.

Resource Ordering and Status System (ROSS)

ROSS is a nationally recognized computer software program which

automates the resource ordering, status, and reporting process. It is utilized to send local, state and federal resources to emergencies regionally, statewide, or if needed, nationally. Anytime a resource is utilized on a wildland fire, it is statused as such in both CAD and ROSS. Any time a resource controlled by the Camino ECC is sent to incident described above, it is tracked and statused in ROSS by the ECC.

Records Management System

Crystal Reports, a Records Management System (RMS), extrapolates CAD information and generates incident reports and statistics. This information is available to all agencies through an Internet logon. Multiple reports can be pulled by all agencies. In addition, all radio transmission and phone lines are digitally recorded, archived, and accessible to fire or EMS agencies at their request.





ADDITIONAL ECC RESOURCES

Expanded Emergency Command Center

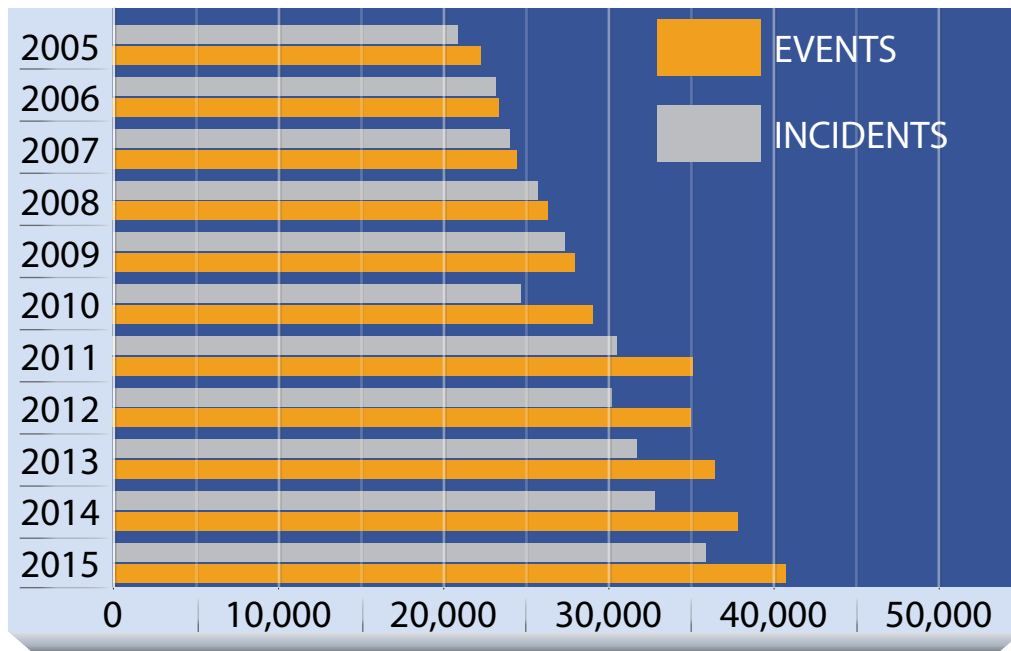
The Expanded ECC is a separate command center building that can be operated either by itself or in conjunction with the County Emergency Operations Center (EOC). The Expanded ECC is designed to be able to take complex incidents off of the Initial Attack (IA) command floor and assign separate command channels and personnel in support of a complex incident.

CAL FIRE Mobile Communications Center

The Camino ECC operates one of 6 modern CAL FIRE Mobile Communications Centers (MCC). These totally self contained apparatus are equipped with satellite, telephone, interoperable radio systems, CAD, and computer technology. They can be dispatched directly to the scene of the emergency. Both the Expanded ECC and MCC can also be utilized as a backup for the primary ECC in the case of a local disaster or failure.

CAMINO ECC EVENT AND INCIDENT TOTALS

The Graph below shows the annual Event & Incident Totals produced by the Camino ECC over the past 10 years. An **Event** is defined as any call into the ECC that requires action. Examples of an event are, but not limited to a medical or fire emergency, assists to the public and allied agencies, referrals and documentation of workload. An **Incident** is defined as an event that requires first responder response.



DISPATCHED INCIDENTS PER MONTH-2015

This graph shows the amount of incidents dispatched per month in 2015 by CAL FIRE for all contracts including Local Government Fire Agencies and JPA calls for service.

January.....	2659
February	2538
March	2814
April	2815
May	3049
June	3066
July.....	3439
August.....	3367
September	3191
October.....	2915
November	2876
December	2798



AGENCY JURISDICTION INCIDENT TOTALS-2015

The chart below outlines the incident totals in 2015 for each Fire Agency Jurisdiction that is dispatched by Camino ECC. The total incidents are based on where the call originates geographically. This chart does not show what agencies responded to the incident, only where the incident was located. The chart is in descending order based on call volume.

Agency	Staffed Stations	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other Cover
El Dorado County F.P.D. (EDC)	6	69	78	42	375	103	16	631	503	6,394	8,211	5,412
El Dorado Hills F.D. (EDH)	5	23	19	15	198	35	2	495	174	1,469	2,430	632
Cameron Park F.D. (CAM)	2	11	13	8	80	18	0	319	68	1,667	2,184	1,434
Diamond Springs F.P.D. (DSP)	1	16	26	8	112	31	0	207	129	1,534	2,063	563
Amador F.P.D. (AMC)	4	28	22	12	124	41	3	229	188	1,321	1,968	570
Jackson City F.D. (JKS)	1	15	4	4	43	27	0	218	61	1,127	1,499	54
Ione City F.D. (ION)	1	8	8	4	30	12	0	190	20	844	1116	112
Sutter Creek F.D. (SUT)	1	6	4	3	29	17	1	204	47	489	800	255
Pioneer F.P.D. (PIO)	2	6	26	5	48	8	2	39	51	301	486	45
Garden Valley F.P.D. (GRV)	1	6	11	4	32	13	2	57	34	322	481	83
Rescue F.P.D. (RES)	1	6	17	3	33	8	0	40	35	255	397	67
Georgetown F.D. (GEO)	1	8	5	3	20	6	1	30	39	252	364	69
Jackson Valley F.P.D. (JCK)	1	0	11	1	18	7	0	43	47	218	345	36
Lockwood F.P.D. (LFP)	1	1	3	0	15	3	0	29	2	95	148	23
Mosquito F.P.D. (MGT)	0	0	6	0	17	1	0	21	5	72	122	20



EL DORADO COUNTY ENGINE STATION ACTIVITY-2015

Station	Agency	Community	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
25	ECF	Placerville	76	52	14	167	32	4	226	236	2139	2946	95
49	DSP	Diamond Springs	66	53	15	139	27	3	132	236	1210	1881	46
89	CAM	South Cameron Park	55	34	9	90	12	0	222	108	1107	1637	26
17	ECF	Pollock Pines	37	30	11	71	26	4	112	150	796	1237	23
88	CAM	North Cameron Park	52	37	8	79	12	1	109	93	690	1081	123
28	ECF	Shingle Springs	64	55	10	88	9	1	54	121	668	1070	142
85	EDH	El Dorado Hills	40	14	13	140	10	3	120	146	485	971	63
21	ECF	Camino	53	38	9	81	15	2	72	176	444	890	484
84	EDH	North El Dorado Hills	32	11	7	83	18	3	124	80	401	759	59
87	EDH	South El Dorado Hills	23	9	7	68	11	1	136	74	368	697	45
51	GRV	Garden Valley	12	35	11	58	19	4	51	128	355	673	10
83	RES	Rescue	43	34	3	60	8	0	58	70	392	668	31
19	ECF	Pleasant Valley	35	40	9	43	8	2	51	119	335	642	36
86	EDH	East El Dorado Hills	38	22	10	53	3	1	115	56	303	601	159
38	PIO	Pioneer	17	37	8	39	8	2	32	66	326	535	45
61	GEO	Georgetown	13	22	4	39	6	2	22	64	273	445	2
72	ECF	Cool	11	10	6	28	6	9	45	76	252	443	13
31	PIO	Somerset	6	12	2	7	5	1	14	39	201	287	17
75	MQT	Mosquito	0	8	0	13	1	0	22	10	95	149	0
91	EDH	Latrobe	4	6	0	16	2	0	28	17	66	139	74

This chart outlines the total amount and type of incidents a Station responded to in 2015. This chart does not include the Medic Units, which are referenced on the next chart. The chart is in descending order based on call volume. The call types are broken down into categories explained below:

CALL TYPES DEFINED

Structure Fire - Residential, apartment and commercial occupancy fires

Vegetation Fire - Vegetation and lightning fires

Vehicle Fire- Passenger, recreational and Commercial vehicle Fires

Alarms/Misc. Fire - False alarms, ringing alarms, landscape, dumpster, and misc. fires

Hazard - Hazardous materials, electrical and gas hazards

Rescue - Water, building collapse, cliff, mine, cave or physical rescues

Public Assist - Lift assists, smoke detector checks, snake removals, allied agency and community assists

Traffic Collisions - Traffic collisions, vehicle over the side rescues and extrications

Med - Medical emergencies

Other/Cover - Cover assignments and administrative details



EL DORADO COUNTY MEDIC UNIT ACTIVITY-2015

This chart outlines the total amount and type of incidents a transporting paramedic ambulance (Medic Unit) responded to in 2015. The total 911 service calls do not include cover assignments. The chart is in descending order based on call volume. The call types are broken down into categories defined on the previous page.

Medic	Agency	Community	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Covers
25	ECF	Placerville	24	25	9	29	7	0	59	191	2503	2847	793
49	DSP	Diamond Springs	14	25	6	47	0	1	28	157	2060	2338	724
89	CAM	Cameron Park	18	15	7	23	5	1	48	144	2066	2327	886
28	ECF	Shingle Springs	23	24	7	24	3	0	30	135	1673	1919	1137
85	EDH	El Dorado Hills	17	13	5	11	2	4	26	165	1617	1860	1005
17	ECF	Pollock Pines	15	25	10	17	0	5	16	139	1213	1440	537
19	ECF	Pleasant Valley	14	17	6	6	0	3	16	106	963	1131	629
61	GEO	Georgetown	7	15	10	27	11	4	34	113	873	1094	456

AMADOR COUNTY FIRE STATION ACTIVITY-2015

This chart outlines the total amount and type of incidents a station responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on the first page. *These statistics account for both paid staffing, volunteer staffing, and combination staffing.*

Station	Agency	Community	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
132	JKS	Jackson	37	12	6	47	29	0	212	105	978	1426	13
141	SUT	Sutter Creek	39	12	4	36	21	1	212	102	549	976	83
114	AMC	Pine Grove	36	12	12	55	22	2	99	102	590	930	41
162	ION	Ione	48	23	5	38	13	0	177	70	478	852	27
111	AMC	Buckhorn	20	16	75	47	7	2	84	86	431	768	25
122	AMC	Plymouth	10	18	3	29	17	1	47	69	341	535	41
116	AMC	Jackson Rancheria	28	5	1	22	4	1	22	31	201	315	59
171	JCK	Jackson Valley	4	12	1	18	7	0	39	47	215	343	16
151	LFP	Lockwood	6	4	0	14	5	0	22	17	82	150	6

EL DORADO COUNTY CHIEF OFFICER ACTIVITY

The below chart outlines the total amount and type of incidents a coverage chief officer responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

Chief	Coverage Chiefs	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Medical	Total 9-1-1	Other/ Cover
ECF	D7702 D7703 D7704	72	78	35	172	78	8	8	457	45	953	6
EDH/ RES	B85 "A,B,C Shifts"	43	32	17	127	21	3	11	201	129	584	18
CAM	B2715 B2716	53	97	25	82	4	0	6	77	12	356	16
GEO	C7100	10	8	3	8	6	1	11	37	226	310	0
DSP	C8100 C8101 B8102	26	28	8	35	3	0	1	118	25	244	3
MQT	C7500	2	0	5	8	1	0	15	5	71	107	0
PIO	C8600	6	19	5	20	5	1	1	42	4	103	1
GRV	C7300 C7301 C7302	9	8	3	11	10	1	0	30	17	89	2

AMADOR COUNTY CHIEF OFFICER ACTIVITY

This chart outlines the total amount and type of incidents a coverage chief officer responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories that combine similar call types defined on the first page. *These statistics account for both paid staffing, volunteer staffing, and combination staffing.*

Chief	Coverage Chiefs	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Medical	Total 9-1-1	Other/ Cover
JKS	C6300 C6301	20	4	4	39	23	0	14	59	954	1117	0
ION	C6200	7	7	4	21	6	0	4	18	407	474	0
AMC	B10 B20 B30	31	20	11	108	39	3	3	182	52	449	1
JCK	C6100 C6101	0	13	1	15	7	0	0	46	214	296	0
LFP	C6150	3	4	0	16	3	0	1	2	121	150	0
SUT	C6400 C6401	10	3	2	27	15	1	0	45	16	119	0

CAL FIRE ENGINE STATION ACTIVITY

This chart outlines the total amount and type of incidents a Station responded to in 2015. For two Engine Company Stations, only one call is credited for two Engine responses. The chart is in descending order based on call volume. The call types are broken down into categories explained below:. See definitions of events on page 7.

Station	Agency	Community	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
43	CAL FIRE	El Dorado	89	173	42	287	16	4	89	136	611	1447	217
60	CAL FIRE	Sutter Hill	43	143	13	104	10	2	64	108	393	880	175
20	CAL FIRE	Camino	32	124	18	108	3	5	28	110	197	625	155
74 / 50	CAL FIRE	Garden Valley	44	113	13	80	9	2	24	56	169	510	157
80	CAL FIRE	Pine Grove	29	79	10	60	8	1	51	55	177	470	149
70	CAL FIRE	Pilot Hill	10	67	8	34	0	3	18	40	66	246	94
30	CAL FIRE	River Pines	7	68	7	31	4	1	5	24	88	235	100
10	CAL FIRE	Dew Drop	9	30	4	33	3	2	7	33	78	199	56
5	CAL FIRE	Lake Tahoe	15	38	1	45	6	6	4	29	45	189	88

CAL FIRE HAND CREW ACTIVITY

This chart outlines the total amount and type of incidents a CAL FIRE hand crew responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

Growlersburg Conservation Camp 33

Growlersburg Camp was established in 1968 and is located in Georgetown, California. Through a cooperative agreement with the California Department of Corrections and Rehabilitation, Growlersburg Camp provides 5 Type I Inmate Firefighting Handcrews for a year round emergency service mission. In addition to the Firefighting duties, Growlersburg Camp supports and staffs a full service lumber mill, custom cabinet shop, and one of 6 Mobile Kitchen Units staffed to support major incidents in California.

Crew	Agency	Crew Type	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
GRB4	CAL FIRE	1	1	76	1	3	0	0	1	0	1	83	37
GRB3	CAL FIRE	1	1	67	1	3	0	1	0	0	2	75	25
GBB1	CAL FIRE	1	0	61	1	8	0	1	1	1	1	74	15
GRB2	CAL FIRE	1	0	62	1	8	0	1	0	0	0	72	28
GRB5	CAL FIRE	1	0	61	1	7	0	0	1	1	0	71	33

Pine Grove Conservation Camp 12

Pine Grove Camp was established in 1945 and is located in Pine Grove, California. Through a cooperative agreement with the CDCR / Department of Juvenile Justice, Pine Grove Camp provides 4 Type I Juvenile Ward Firefighting Handcrews for a year round emergency service mission. Pine Grove Camp is the oldest continually operating Conservation Camp in the State of California.

Crew	Agency	Crew Type	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
PGV3	CAL FIRE	1	0	42	1	3	1	1	0	0	1	49	29
PGV2	CAL FIRE	1	0	41	0	3	1	1	0	1	1	48	33
PGV1	CAL FIRE	1	0	32	0	3	0	1	1	0	2	39	30
PGV4	CAL FIRE	1	0	20	0	4	0	0	1	0	0	25	42

CAL FIRE DOZER ACTIVITY

This chart outlines the total amount and type of incidents a CAL FIRE DOZER responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

DOZER	Agency	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/Cover
D2741	CAL FIRE	2	88	1	10	0	0	1	0	0	102	9
D2744	CAL FIRE	0	69	1	5	1	0	0	0	0	76	6

CAL FIRE BATTALION CHIEF OFFICER ACTIVITY

The below chart outlines the total amount and type of incidents a CAL FIRE Battalion chief responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

Chief	Location	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
B2709	ECC	19	42	8	28	0	1	3	32	5	138	5
B2711	El Dorado Co.	28	46	10	21	1	0	0	18	3	127	5
B2713	Amador Co.	18	29	15	35	1	2	1	17	3	121	2
B2712	El Dorado Co.	24	42	16	19	0	0	0	11	1	113	6
B2714	Amador Co.	21	35	6	21	1	0	0	3	2	89	1
B2707	Training	15	19	1	17	1	0	1	7	4	65	10
B2717	Administration	11	14	5	11	0	0	0	9	2	52	9
B2718	Lake Tahoe	5	15	3	6	0	0	0	0	1	30	3

CAL FIRE PREVENTION OFFICER ACTIVITY

The below chart outlines the total amount and type of incidents a CAL FIRE Prevention Officer responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on the first page with the addition of “LEO” type calls.

LEO	Agency	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	LAW	Total 9-1-1	Other/ Cover
B2720	CAL FIRE	4	51	0	16	0	0	0	3	2	14	90	2
P2721	CAL FIRE	10	55	0	15	1	0	5	0	3	34	123	1



U.S. FOREST SERVICE ENGINE STATION ACTIVITY

This chart outlines the total amount and type of incidents a Station responded to in 2015. For two Engine Company Stations, only one call is credited for two Engine responses. The chart is in descending order based on call volume. The call types are broken down into categories explained below: See definitions of events on page 7.

Eldorado National Forest

Station	Forest	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
Sierra Springs	ENF	1	31	2	10	0	0	2	5	2	53	1
Crystal	ENF	0	17	0	8	0	0	0	3	10	38	0
Quintette	ENF	0	14	1	13	0	0	1	1	1	31	1
Dew Drop	ENF	1	12	2	11	0	0	1	4	0	31	0
Grizzly	ENF	0	17	0	7	1	0	0	2	2	29	0
Georgetown	ENF	0	8	0	11	0	0	0	7	2	28	1
Kyburz	ENF	0	18	0	4	0	0	0	5	1	28	4
Lumberyard	ENF	0	10	0	10	0	0	3	1	2	26	0

Lake Tahoe Basin Management Unit

Station	Forest	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
Meyers	TMU	1	21	0	13	0	0	1	0	0	36	0
Estates	TMU	1	11	0	13	0	0	2	2	0	29	0
Meeks	TMU	0	10	1	12	0	0	0	1	1	25	0
Spooner	TMU	0	6	0	1	0	0	0	1	0	8	0

USFS & BLM HAND CREW ACTIVITY

This chart outlines the total amount and type of incidents a Forest Service or BLM hand crew responded to in 2015 while in unit. Off forest or district incidents are not included. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

Eldorado National Forest and Lake Tahoe Basin Management Unit

Crew	Forest	Crew Type	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
Crew 26	ENF	2	0	24	0	12		0	0	0	0	36	0
Eldorado IHC	ENF	1	0	23	0	6	0	0	0	0	0	29	1
Crew 25	ENF	2	0	17	0	5	0	2	0	0	0	24	0
Crew 23	ENF	2	0	13	0	5	0	0	0	0	0	18	0
Folsom Lake	BLM	2-1A	0	14	0	1	0	0	0	0	0	15	0
Sac Crew 2	CCC	2	0	7	0	0	0	0	0	0	0	7	0
Iron Mtn.	ENF	2-1A	0	6	0	1	0	0	0	0	0	7	0
CREW 516	ENF	2	0	1	0	2	0	0	0	0	0	3	0
Tallac IHC	TMU	1	0	14	0	7	0	0	0	0	0	21	0

FOREST SERVICE DOZER ACTIVITY

This chart outlines the total amount and type of incidents a FOREST SERVICE DOZER responded to in 2015. The call types are broken down into categories defined on page 7.

DOZER	Forest	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/ Cover
DOZER-3	ENF	0	16	0	8	0	0	0	0	0	24	0

FOREST SERVICE CHIEF OFFICER ACTIVITY

The below chart outlines the total amount and type of incidents a Forest Service Chief Officers responded to in 2015. The chart is in descending order based on call volume. The call types are broken down into categories defined on page 7.

Eldorado National Forest

Chief	Forest	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/Cover
BAT61	ENF	0	11	0	13	0	0	0	0	1	25	0
DIV6	ENF	0	8	0	16	0	0	0	1	0	25	0
BAT51	ENF	0	12	0	4	0	0	1	3	1	21	0
BAT31	ENF	0	11	1	5	0	0	0	0	0	17	0
DIV1	ENF	0	7	0	5	0	0	0	0	1	13	0
DIV5	ENF	0	8	0	3	0	0	0	1	0	12	0
BAT11	ENF	0	6	0	5	0	0	0	0	0	11	3
DIV3	ENF	0	6	0	3	0	0	0	0	0	9	0
BAT62	ENF	0	2	0	3	0	0	0	0	0	5	0
BAT32	ENF	0	2	0	3	0	0	0	0	0	5	0
BAT52	ENF	0	1	0	0	0	1	1	0	1	4	0
BAT12	ENF	0	2	0	2	0	0	0	0	0	4	0
DIV 8	ENF	0	0	0	1	0	0	0	0	0	1	0

Lake Tahoe Basin Management Unit

Chief	Forest	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Total 9-1-1	Other/Cover
BAT42	TMU	1	10	0	6	0	0	0	0	0	17	0

FOREST SERVICE LAW ENFORCEMENT OFFICER ACTIVITY

The below chart outlines the total amount and type of incidents a Forest Service Law Enforcement Officer or Forest Protection Officer (FPO) responded to in 2015. The call types are broken down into categories defined on page 7 with the addition of "LEO" type calls.

Eldorado National Forest

LEO	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Other/ Cover	LAW	Total
3E5	0	8	0	3	0	0	4	3	0	1	377	396
3E4	0	8	0	0	0	0	3	5	4	2	338	362
3E1	0	7	0	8	0	0	4	2	0	0	318	339
3E6	0	3	1	0	0	0	2	0	0	2	247	257
3E7	0	9	0	1	0	1	3	3	4	2	209	232
3C1	0	3	0	2	0	0	0	0	1	1	130	137
3E3	0	11	0	5	0	0	1	1	0	2	60	80
DAVID394	0	0	0	0	0	0	0	0	0	0	4	4
DAVID395	0	0	0	0	0	0	0	1	0	0	0	1

Lake Tahoe Basin Management Unit

LEO	Structure Fire	Vegetation Fire	Vehicle Fire	Alarms/ Misc. Fire	Hazard	Rescue	Public Assist	Traffic Collision	Med	Other/ Cover	LAW	Total
19E1	0	11	0	6	1	2	18	2	5	5	334	384
19E3	0	8	0	10	0	2	12	1	1	5	306	345
19E2	0	4	0	2	0	0	3	1	0	0	118	128
19C1	0	3	0	0	0	0	0	0	1	0	34	38

EL DORADO COUNTY FIRE PROTECTION DISTRICT



This year the El Dorado County Fire Protection District will celebrate its 25th year of cooperative fire service within the County of El Dorado, California. In March of 1991, the El Dorado County Fire Protection District was formed through a consolidation of many smaller fire districts including the Placerville Fire Department, Shingle Springs Fire District, Pleasant Valley Fire District, and the Pollock Pines-Camino Fire Department. The Coloma-Lotus Fire District joined the consolidation in 1992. The District ultimately established its current service area in 1993 when the Northside Fire Protection District joined the efforts of the previous five agencies.

Many of the preceding fire agencies came from legacies ranging from several decades to over a century of service. As a fire service pioneer in El Dorado County, the Placerville Fire Department traces its lineage to just after the California Gold Rush with the establishment of volunteer fire companies in the Placerville area. The first of these was the Neptune Hose Company Number One that was established on June 23, 1853. This company held the motto "We're Ready" and was later joined in service by the Hope Hook & Ladder Company in



Captain / Deputy Fire Marshal Brandon McKay with Percy

December of that same year. In April, July, and August of 1856, three separate fires largely destroyed the community including a fire on June 6, 1856 that swept through the newly established City of Placerville, burning the Neptune Hose Company Number One firehouse.

Like the fabled phoenix, Neptune Engine Company Number Two rose from the ashes of its namesake two years later, in a different location, in January of 1858. Meanwhile, the Mountaineer Engine Company Number One established on May 22, 1857, only to be replaced by the Confidence Engine Company Number One in June of that same year. The original Confidence Engine Company Number One firehouse still stands on Main Street. After outlasting its purpose as a firehouse the building served as the City Hall for 100 years. Other fire companies included Young America Engine Company Number Three (June 1, 1860), Eureka Hose Company Number Three (December 4, 1907), Excelsior Hose Company Number Four (December 4, 1907), and Placerville Hook & Ladder Company (December 4, 1907).

Today, the El Dorado County Fire Protection District embodies the spirit of its legacy through the core values of: Professionalism, Respect, Integrity, Dedication, and Excellence. The District provides fire and life safety response to 80,000 residents



Members of the Confidence Engine Company No. 1, Circa 1865

throughout the 281 square mile response area. This area includes the communities of Camino, Coloma, Cool, Gold Hill, Kyburz, Lotus, Oak Hill, Pacific House, Pilot Hill, Placerville, Pleasant Valley, Pollock Pines, Shingle Springs, Silver Fork, Strawberry and Texas Hill. The District provides response in the California State Parks locations of Marshall Gold Discovery State Historic Park, Folsom Lake State Recreation Area at Salmon Falls, and the Auburn State Recreation Area. El Dorado County Fire serves the Shingle Springs Band of Miwok Indians and the Red Hawk Casino. The District also responds into the El Dorado National Forest and the Desolation Wilderness Area.

The District accomplishes its mission of being “dedicated to provide professional and courteous service to our citizens and communities with Pride, Trust, and Integrity,” 24 hours a day utilizing six fire stations, a duty division chief, six staffed engine companies, and four El Dorado County JPA ambulances. The District operates nine additional stations and has various cooperative agreements with local, state, and federal agencies to occupy several of these stations. Under the direction of Fire Chief

Mike Hardy, the District employs 72 uniformed personnel and 3 administrative personnel. Beyond firefighting, rescue, and Emergency Medical Services, the District extends service through State and Federal mutual aid response, including the deployment of its members with FEMA USAR Task Force 7. The District’s fire prevention bureau participates in multi-jurisdictional responses and employs Percy, an accelerant canine, and her handler, Deputy Fire Marshal Brandon McKay, in fire investigation efforts. The District has a volunteer firefighter program and hosts Fire Explorer Post 1000. Career uniformed members of the District are members of the El Dorado County Professional Firefighters IAFF Local 3556, which sponsors the District’s Honor Guard.

No matter when an emergency occurs, the community can count on the members of the El Dorado County Fire Protection District to be vigilant, multi-disciplined, and prepared to surmount challenges presented to its members. Together, the members rely on the strength of the team to show that “We’re [Still] Ready” to provide excellence through service in the community.

Crews from Engine 17 and Medic 25 extinguish a vehicle fire on U.S. Highway 50 in Pollock Pines, CA



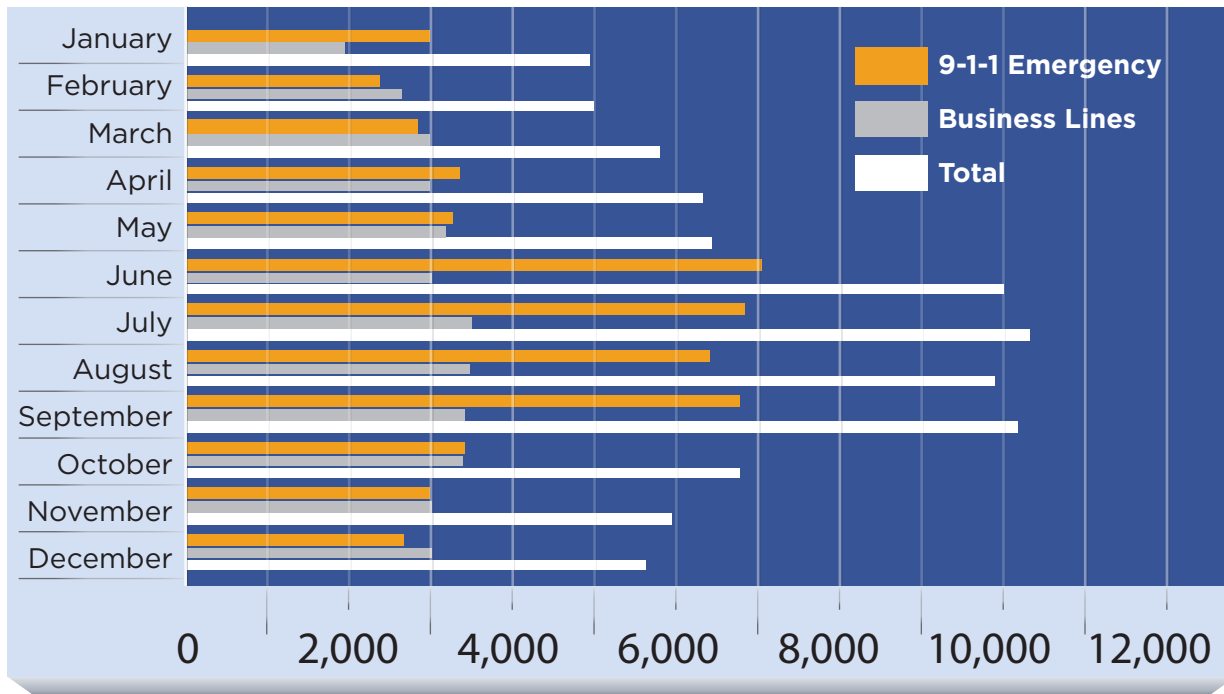
INCOMING CALLS AND INCIDENT DISPATCH PROCESSING

Call Taking Statistics

The following information establishes the total amount of calls in 2015 that the Camino Emergency Command Center (ECC) employees processed. There was a total call volume of 88,840. Of those calls, 37,120 originated as 9-1-1 calls.

The busiest time of the year for the ECC is normally May through September. This time of the year is considered fire season, which adds additional workload to the ECC employees including complex vegetation fires, regional mobilization, ROSS processing, aircraft flight following, and CalOES resource activity.

CAMINO EMERGENCY COMMAND CENTER TELEPHONE CALL VOLUME



9-1-1 Emergency calls 37,120 • Business line calls 51,720 • Total Calls 88,840



ALARM PROCESSING

Camino Emergency Command Center processed **35,892 (911 generated) calls in 2015**. The National Fire Protection Association (NFPA) establishes standards for Emergency Dispatch Communication Centers that are identified in both NFPA 1221 and NFPA 1710. These standards outline the criteria for each center to establish a performance objective to achieve these standards.

NFPA 1221 – 2013 Edition addresses the standards for the installation, maintenance, and use of Emergency Services Communications Systems.

NFPA 1710 – 2016 Edition addresses the provisions that cover functions and objectives of fire department emergency service delivery, response capabilities, and resources, including staffing levels, response times, and levels of service. General criteria for managing resources and systems, such as health and safety, incident management, training, communications, and pre-incident planning are also provided.

NFPA 1710, Section 4.1.2.3.1

The time elapsed from the time the 911 line begins to ring until answered

- NFPA requires calls be answered 95% of the time within 15 seconds
- NFPA requires call be answered 99% of the time within 40 seconds
- **Camino ECC answered calls 98.4% of the time within 10 seconds**
- **Camino ECC answered calls 99.7% of the time within 15 seconds**
- **Camino ECC answered calls 99.99% of the time within 40 seconds**

NFPA 1710, Section 4.1.2.3.3

The time from the point the 911 line is answered until the time a unit is dispatched. All incident types not covered by 4.1.2.3.3.1

- NFPA requires 90% of alarm processing be completed within 64 seconds
- NFPA requires 95% of alarm processing be completed within 106 seconds
- **Camino ECC processed alarms 92% of the time within 64 seconds**
- **Camino ECC processed alarms 97% of the time within 106 seconds**

NFPA 1710, Section 4.1.2.3.3.1

The time from the point the 911 line is answered until the time a unit is dispatched. Incidents types are defined as those that require emergency medical dispatching, incidents with violence involved, hazardous materials, rescue, language barrier or other communication issue.

- NFPA requires 90% of alarm processing be completed within 90 seconds
- NFPA requires 99% of alarm processing be completed within 120 seconds
- **Camino ECC processed alarms 99% of the time within 90 seconds**
- **Camino ECC processed alarms 99% of the time within 120 seconds**



EMD Dispatching Services

The Camino ECC utilizes *Priority Dispatch ProQA Emergency Medical Dispatch* when processing service requests for emergency medical assistance. All dispatchers are required to be certified in EMD in their first 3 months of training and recertify their EMD every two years. The EMD program consists of a primary computer software program backed up with *Priority Dispatch EMD Medical Card Set*. The software program is linked to CAD and directs the dispatcher to ask the caller a series of questions based on the nature of the medical emergency.

Pro QA EMD and the *EMD* card set are made up of thirty-three (33) protocols including specific Post-Dispatch and Pre-Arrival instructions. These protocols are geared toward the general public by addressing medical emergencies such as difficulty breathing, seizures, chest pain and traumatic injuries. These protocols include specific Post-Dispatch instructions based on the Chief Complaint and lead the dispatcher to detailed Pre-Arrival instructions as needed. In addition to the potentially lifesaving instructions given to the caller, *ProQA EMD* enables the dispatcher to determine the most appropriate medical response priority.

EMD Continuous Quality Improvement (CQI)

The Camino ECC maintains the *Priority Dispatch Aqua CQI program*. CQI is required as part of the cooperative agreement and provides a quality assurance process to evaluate EMD calls. All EMD dispatchers receive ongoing feedback on their performance based on guidelines established by the National Academies of Emergency Dispatch and Emergency Medical Services Oversight Authority (EMSOA).

In addition to ongoing feedback and required CQI, ECC dispatchers receive individual training and education throughout the year based on the overall findings of these reviews. In order to maintain EMD certification, all personnel are required to recertify every two years including the successful completion of a written examination, twenty four (24) hours of training, continuing education, and CPR re-certification.

EMD CQI Compliance

The compliance average is 90% for each individual CAL FIRE dispatcher. The Camino ECC has continuously exceeded the 90% compliance goal since the implementation of *Priority Dispatch ProQA* in 1997.

In 2015, Quality Assurance reviews were completed on 5% of the total call volume. This equated to 840 randomly generated Calls and included all childbirth, choking, and CPR calls for emergency medical assistance.

The following graphs show the EMD calls broken down into specific medical emergency types. The ECC is contracted for EMD medical emergencies in El Dorado County. Amador County has an EMD program for medical emergencies which is administered by the Amador Sheriff's Office (ASO). The Sheriff's Office will then transfer the call to our ECC to request the response of fire resources for all medical emergency incidents in Amador County.

EMD INCIDENTS 2015

Abdominal Pain	363	Seizures	347	Overdose/Poisoning	116
Allergies/Envenomations	92	Diabetic Problems	143	Pregnancy/Childbirth.	31
Animal Bites.	12	Drowning	5	Abnormal Behavior/Suicide Attempt. .36	
Assault/Sexual	13	Electrocution	1	Sick Person	1,789
Back Pain	108	Eye Injuries	8	Stab/GSW/Penetrating Trauma	11
Breathing Problems	1,123	Falls	1,463	Stroke	335
Burns/Explosions.	17	Headache	57	Traffic Accidents	36
Inhlation/Hazmat.	2	Heart Problems	220	Traumatic Injuries.	270
Cardiac Arrest.	223	Heat/Cold Exposure	18	Unconscious/Fainting	666
Chest Pain.	670	Hemorrhage/lacerations.	333	Unknown/Person Down	39
Choking	51	Entrapment Incidents	0	Transfers/Palliative Care	101

QUALITY ASSURANCE

The QA process includes a confidential evaluation of medical audio calls that can identify areas for improvement or recognize outstanding performance by an Emergency Medical Dispatcher. The Quality Assurance Coordinator performs monthly reviews on all EMD qualified employees and ensures the protocols of the El Dorado County EMSA are being met.

The chart below outlines the average EMD compliance score for Camino ECC employees for each month in 2015. The required passing review EMD compliance score is 90% or better.

2015 EMD QUALITY ASSURANCE COMPLIANCE

January	96%	July	99%
February.	99%	August.	99%
March	99%	September	99%
April	99%	October	98%
May.	100%	November	97%
June	99%	December	97%



JACKSON FIRE DEPARTMENT



The Jackson Fire Department, located in the foothills of Amador County, is a municipal fire department serving the citizens of Jackson and the surrounding areas since 1854. With a rich history and strong sense of community involvement, the Jackson Fire Department prides themselves on their dedication to those they serve.



From the year 1854 until 2010, the Jackson Fire Department was an all-volunteer department, providing services for fire, EMS, HAZMAT and rescue. In 2008, the citizens of Amador County passed a tax incentive labeled Measure M. This tax incentive was a ½ cent tax increase on taxable items sold within Amador County dedicated solely to the funding of fire personnel and the staffing of equipment. It was not until November of 2010 that the first, full-time professional firefighters were hired to protect the City. These new members were to ensure a quick response of apparatus to the scene of an emergency, and not to replace the dedicated volunteers for the past

156 years. These full-time members are merely to supplement the volunteer force. Currently, the department has 5 full-time positions (1 Fire Chief, 1 Captain and 3 Engineers) and 30 volunteer members.

With the strong support from the City of Jackson and the community, The Jackson Fire Department boasts an impressive fleet of fire apparatus. The staffing model for the Jackson Fire Department allows the on duty personnel to cross staff a type 1 pumper, type 3 pumper, as well a 105' aerial ladder. Additional responding members will staff another type 1 pumper, a type 6 mini-pumper, a 2,000 gallon water tender and 2 command vehicles.

As with the fire service in all of Amador and Eldorado counties, the call volume has been steadily increasing, with 2015 being the busiest year in the 161 year history of the department. In 2015, the Jackson Fire Department ran a total of 1,426 calls. The average response time for a code 3 call within the city limits of Jackson in 2015 was 6:22. Of the 1,426 calls ran this past year, 304, or 21%, of all calls were outside of the City of Jackson, requiring the Jackson Fire Department to provide automatic or mutual aid to another fire department.

2015 was a year of ups and downs for the department as well. On January 10, 2015, the department was left with a hole. Captain Franck Tremaine passed away at his home hours after responding to a vehicle accident. Captain Tremaine was an invaluable resource and a wealth of knowledge. With over 40 years in the fire service, teaching and mentoring firefighters from the early stages of their career, his love for the fire service was unwavering. Though he is gone, his memory and love for the job continues to live on within the department.



In addition to providing emergency services, the Firefighters of the Jackson Fire Department went above and beyond in providing a level of service that cannot be measured. From providing public

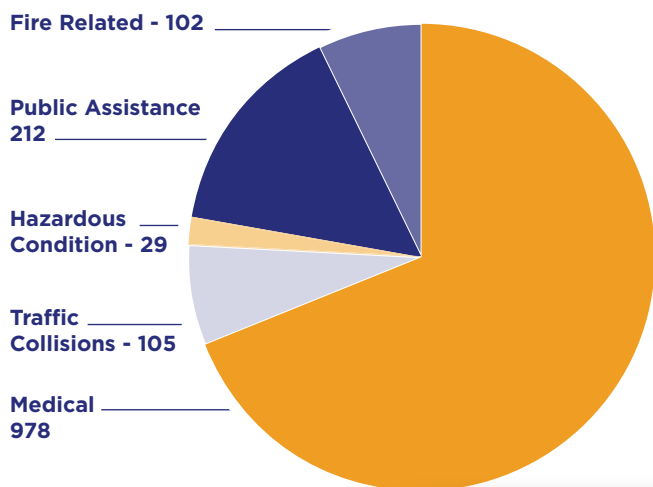




educational programs at the local schools, to raising funds for those in need, the Jackson Fire Department is committed to serve. For the fourth year now, JFD has sold t-shirts to raise funds for the Amador STARS, a local non-profit that provides services to people during their battle with cancer. To date, more than \$5,000 has been raised and donated, with over 400 shirts sold.

2015 was also a very active year for fires in Jackson and Amador County. Between the devastating Butte Fire and the fatal Water Fire in Downtown Jackson which burned 3 large occupancies, the members of the department were truly tested. But through all of the incidents, members continued to staff and respond, answering the call anytime they were needed.

No matter the call, the Jackson Fire Department will be prepared to answer it and continue to strive for perfection in 2016 and the many years to come.



The graph above represents the number of calls per incident type received in 2015.



2015 ACCOMPLISHMENTS

ECC Staffing

The Camino ECC has been successful in maintaining our staffing by aggressive recruitment in both the Communication Operator and Fire Captain positions. The ECC has hired and trained 3 new Communications Operators in 2015 as well as 2 new Fire Captain positions. These personnel go through an intense training period including a 5 week ECC academy, 1 week of EMD certification, and 24 weeks under the direct supervision of an ECC Field Training Officer before they are certified to work solo. This commitment to staffing has kept the ECC at an efficient and professional operational level and allowed a surge capacity during the busiest times of the year.

Technology Advancement

In addition to scheduled updates to the Northrup Grumman Altaris CAD program and VESTA 911 system upgrades, CAL FIRE has worked with our cooperators to engage in research towards technology advancement and frequency management. At the request of the El Dorado Hills FD, the ECC has participated in Radio CQI programs and Technology Research. In addition, at the request of El Dorado Hills, the ECC worked with local vendors and the State of California to bring rip and run printers to their fire stations and start the process for a hardwire dispatch line for station alerting to their fire department. With recent upgrades to the CAD, there were no additional costs to El Dorado Hills for the backbone infrastructure.

Radio Infrastructure

In addition to the continued work on a permanent site for AEU local and El Dorado Command Frequencies in the Lake Tahoe Basin, the ECC has worked with El Dorado County Communications to expand coverage in the Eastern part of both El Dorado and Amador Counties with new repeaters at Leek Springs





GOALS AND OBJECTIVES IN 2016

MDC / AVL Budget Change Proposal

The Governors preliminary budget proposal identifies \$7.6 Million to acquire, install and activate a statewide Automatic Vehicle Location / Mobile Data Computing system for all CAL FIRE vehicles. This system is projected to be designed on a triplicate redundant communications system using cellular, VHF radio, and satellite access. One of the goals of the program will be avenues for Local Government cooperators to be able to access and piggyback onto the system for interoperability. This was identified as a goal in last year's Annual Report

ECC Staffing Budget Change Proposal

The Governors preliminary budget proposal identifies \$17 million for 96 additional positions within the 21 CAL FIRE Emergency Command Centers statewide. This will equate to 2-3 additional positions within the Camino ECC to help bolster the increased workload now and into the future. Additionally, this BCP will help with CAD and mapping updates as well as RMS and GIS support. This was identified as a goal in last year's Annual Report.

Camino ECC Infrastructure Updates and Remodels

The ECC staff still has a top priority in creating an efficient and professional workplace infrastructure in order to serve all the cooperators as well as the State and Federal missions. This goal will require a significant fiscal commitment in order to accomplish. CAL FIRE will remain focused on objectives to remodel the Expanded ECC floor for supporting large, complex incidents as well as instituting efficiency models on the IA floor to maximize space and create a more sterile and secure environment for all 911 and EMD dispatching.

CONCLUSION

As we move into 2016, the Camino ECC continues to value all of the cooperative agreements with Local Government and will stand on the value of closest resource dispatching and system status management as a critical service to the public. As fiscal considerations impact individual agencies and growth in both counties present new challenges and opportunities, the Camino ECC will continue to stand with our partners and be open to new and progressive ideas understanding that when challenges are faced, a consolidated and allied approach is a critical objective. On behalf of the men and women of the Camino ECC, we would like to thank everyone for your professional and cooperative service in 2015.



PROUDLY SERVING



EL DORADO COUNTY
CAMERON PARK F.D.
DIAMOND SPRINGS F.P.D.
EL DORADO COUNTY F.P.D.
EL DORADO HILLS F.D.
GARDEN VALLEY F.P.D.
GEORGETOWN F.P.D.
MOSQUITO F.P.D.
PIONEER F.P.D.
RESCUE F.P.D.



AMADOR COUNTY
AMADOR F.P.D.
IONE F.D.
JACKSON CITY F.D.
JACKSON VALLEY F.P.D.
LOCKWOOD F.P.D.
MULE CREEK F.D.
SUTTER CREEK F.D.



CAMINO

EMERGENCY COMMAND CENTER

2015 Annual Report



Jackson City Fire Department
Historic Station 131

California Employers' Retiree Benefit Trust

El Dorado Hills County Water District
Annual Update
March 9, 2016



1

Annual Update for El Dorado Hills County Water District

Discussion overview

- Employer summaries
 - OPEB valuation
 - CERBT account
- Investment management
 - Asset allocation
 - Investment performance
- Looking ahead
 - ASOP & GASB
- Looking back
 - CERBT 2014-15



2

Employer summaries



3

Annual Update for El Dorado Hills County Water District

Valuation summary

Valuation dated July 1, 2015 – Geoffrey Kischuk, Total Compensation Systems

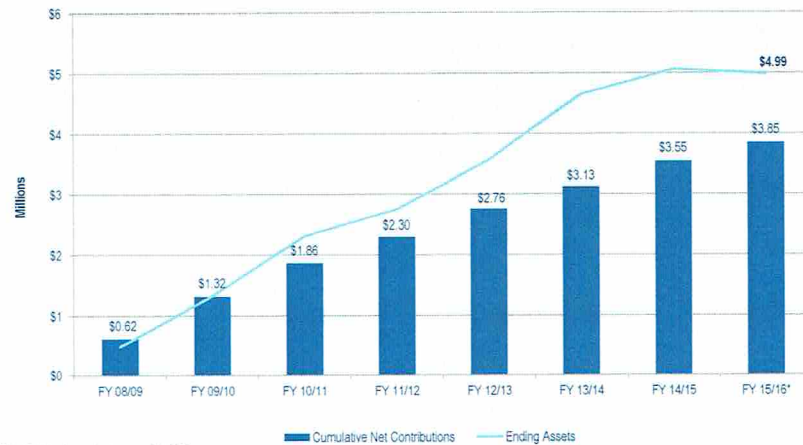
Actuarial Accrued Liability (AAL)*	\$10,798,030
Present Value of Benefits (PVB)*	\$14,114,291
Annual Required Contribution (ARC)**	\$751,614
Normal Cost**	\$341,593
Amortization of Unfunded Actuarial Accrued Liability**	\$410,021
Pay-as-you-go**	\$468,925
Implicit Rate Subsidy**	Not Reported
Total Covered Lives (Active & Retiree)*	89
Asset Allocation Strategy Selection	Strategy 1
Discount Rate	7.00%

*Amounts as of Valuation date, ** Amounts for FY 2015-16



4

Contribution summary by fiscal year



*FY 15-16 is through January 31, 2016



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Account summary

Account summary as of January 31, 2016

Initial contribution (7/24/2008)	\$620,000
Additional contributions	\$3,285,225
Disbursements	(\$57,070)
CERBT expenses	(\$26,250)
Investment earnings	\$1,164,961
Total assets	\$4,986,867
Average annualized internal rate of return (7/24/2008-1/31/2016)	5.83%

As of the District's prior Annual Update through October 31, 2014, the Average Annualized Internal ROR was 9.61%

Agreement effective date: 6/26/2008



6

Funded status comparison

Fiscal Year Ending	Estimated AAL*	Market Value of Assets	Funded Ratio
6/30/2014	\$9,517,767	\$4,654,185	48.90%
6/30/2015	\$10,210,705	\$5,061,223	49.57%

* Estimated AAL represents roll forward projections of AAL to fiscal year end

Investment management

CERBT asset allocation strategies

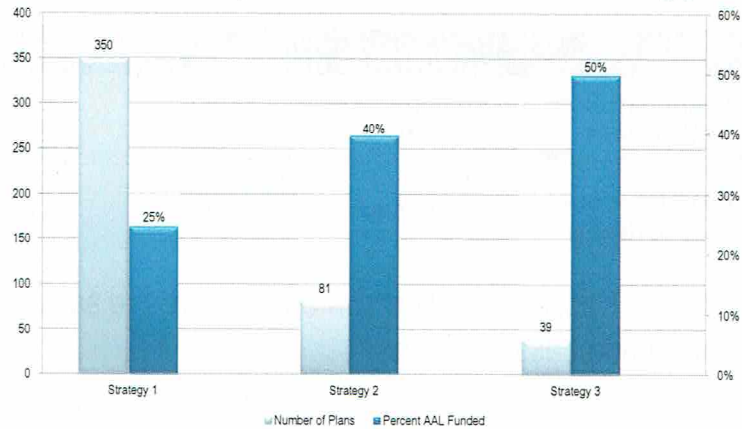
	Strategy 1	Strategy 2	Strategy 3
Expected Long Term Rate of Return <small>(General Inflation Rate Assumption of 2.75%)</small>	7.28%	6.73%	6.12%
Standard Deviation of Expected Returns	11.74%	9.32%	7.14%

- All CERBT asset allocation strategies share the same public market asset classes
 - Allocation strategies differ only to the extent to which they participate in each of the asset classes

CERBT asset class target allocations

Asset Classification	Investment Management	Strategy 1	Strategy 2	Strategy 3
Global Equity	Passive MSCI All Country World Index	57%	40%	24%
Fixed Income	Active Barclays Capital Long Liability Index	27%	39%	39%
Global Real Estate (REITs)	Passive FTSE EPRA/NAREIT Developed Liquid Index	8%	8%	8%
Treasury Inflation Protected Securities (TIPS)	Passive Barclays Capital Global Real: US TIPS Index	5%	10%	26%
Commodities	Active S&P GSCI Total Return Index	3%	3%	3%

Funded Status by Asset Allocation Strategy



* Certain agencies excluded

As of January 31, 2016



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CERBT investment results – time weighted

Periods Ended January 31, 2016

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$3,639,836,004	-3.51%	-5.77%	-7.00%	-6.01%	3.21%	4.97%	3.04%
Benchmark		-3.49%	-5.78%	-7.01%	-6.30%	2.88%	4.85%	2.61%
CERBT Strategy 2 (Inception October 1, 2011)	\$646,072,193	-2.15%	-4.24%	-4.99%	-5.39%	2.61%	-	6.61%
Benchmark		-2.12%	-4.21%	-4.85%	-5.60%	2.35%	-	6.45%
CERBT Strategy 3 (Inception January 1, 2012)	\$158,336,179	-0.92%	-2.80%	-3.30%	-4.84%	2.19%	-	4.67%
Benchmark		-0.88%	-2.74%	-3.13%	-5.04%	1.80%	-	4.40%

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program costs. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that your investment, when redeemed, may be worth more or less than the original cost. The value of an employer's CERBT fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.



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CERBT Total Participation Cost

- Total cost of CERBT participation is 10 basis points of assets under management
 - Consists of administrative and investment management expenses borne by CalPERS and paid to State Street Global Advisors
 - CERBT is a self-funded trust
 - Employer account charged daily
 - CERBT does not profit
 - Rate can be changed without prior notice and may be higher or lower in the future

Looking ahead

Looking ahead

GASB 74 & 75 overview:

- Employers will report the Net OPEB Liability on their financials
 - For many, this will be the largest reported liability
- ARC no longer relevant for accounting purposes
- Annual expenses will be based on the change in Net Liability between Measurement Dates
- Amortization periods likely to be substantially shorter
 - More volatile in expenses

Looking ahead

GASB 74 & 75 overview:

- Measurement date is detached from actuarial valuation date
 - More employer flexibility to deal with actuary's workload
- Triennial valuations will not be allowed
- Late contribution accruals will not be allowed
- Significant increase in Note Disclosures and Required Supplementary Information
 - Ultimately 10 years of historical reporting

Looking ahead

GASB 74 & 75 overview:

- Effective dates for implementation

Employer Fiscal Year End	Effective Dates
December	12/31/2018
March	03/31/2019
June	06/30/2018
September	09/30/2018

Looking ahead

Actuarial Standards of Practice (ASOP) No. 6

- Implicit Subsidy may be recognized by employers due to recent changes in the Actuarial Standards of Practice
 - Effective for actuarial work after March 31, 2015
 - Provides additional guidance concerning OPEB programs participating in a pooled health plan (Community Rated Plans)
 - May result in an increase in OPEB Liability; significant increase for some employers

Cost-sharing of OPEB

Conditions that may allow for employee sharing of employer OPEB costs in an IRC Section 115 trust fund

- Employee shared contributions must be mandatory and uniform
 - May vary by bargaining unit only
- No voluntary or elective contributions
- No one-time irrevocable elections
- Assets contributed to the CERBT belong to the employer
 - Employees, former employees, retirees and dependents have no reversion rights

Looking back

CERBT FY 2014-15 highlights

In FY 2014-15 the CERBT experienced a number of significant milestones

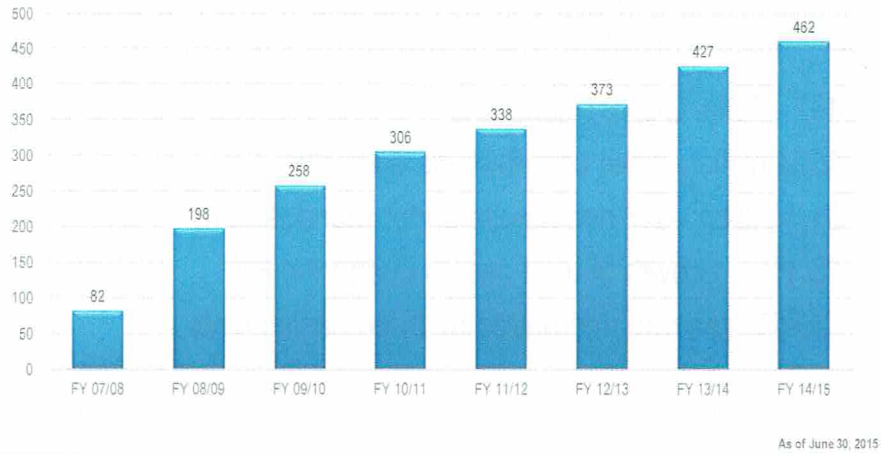
- 462 – Total CERBT contracts
- \$594 million – Net contributions during the FY
- \$4.5 billion – FY-end assets under management
- 15.1% – Growth of trust assets during the FY
- CERBT fee rate decreased by three basis points

CERBT employers under contract

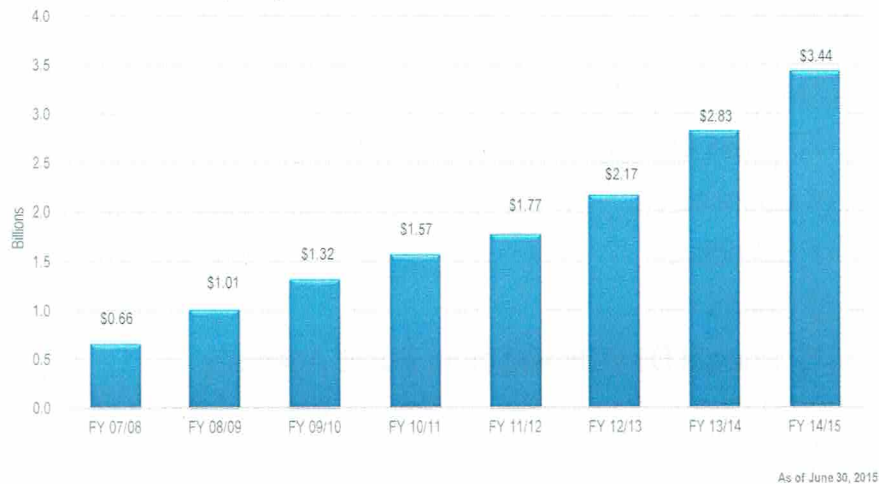
477 Total

- State of California
- 123 Cities or Towns
- 14 Counties
- 47 Schools
- 20 Courts
- 272 Special Districts and other Public Agencies
 - (81 Water, 32 Sanitation, 29 Fire, 21 Transportation)

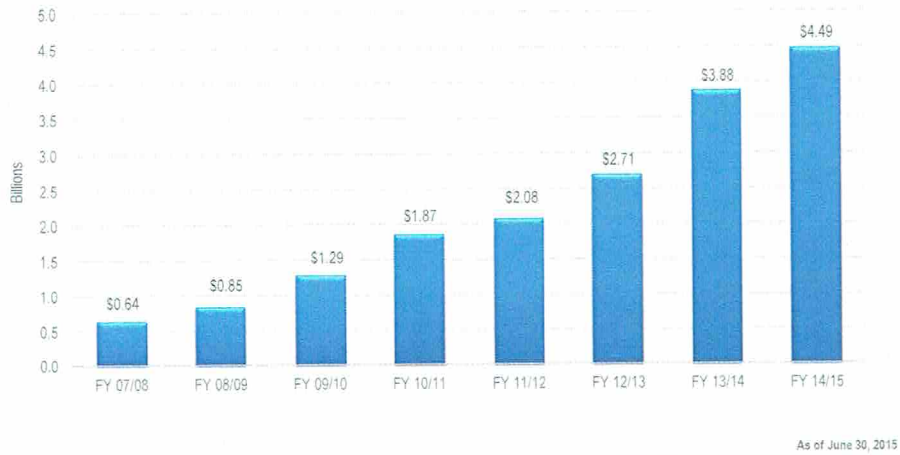
CERBT employers cumulative growth



CERBT employer cumulative net contributions



CERBT cumulative assets under management



Questions? Where to get information?

Name	Title	E-mail	Desk	Mobile
John Swedensky	Assistant Division Chief	John.Swedensky@calpers.ca.gov	(916) 795-0835	(916) 715-7960
Andy Nguyen	Program Manager	Andy.Nguyen@calpers.ca.gov	(916) 795-7702	(916) 524-9095
Matt Goss	Outreach & Support Manager	Matthew.Goss@calpers.ca.gov	(916) 795-9071	(916) 382-6487
Daniel Rodriguez	Administration & Reporting	Daniel.Rodriguez@calpers.ca.gov	(916) 795-9424	N/A
Alisa Perry	Outreach & Support Analyst	Alisa.Perry@calpers.ca.gov	(916) 795-3360	(916) 705-9447

Program e-mail addresses	CERBT Website
CERBT4U@calpers.ca.gov	www.calpers.ca.gov/cerbt
CERBTACCOUNT@calpers.ca.gov	



EL DORADO HILLS COUNTY WATER DISTRICT

BOARD OF DIRECTORS' POLICY MANUAL

Approved:	December 19, 2007
Revised:	May 27, 2009

EL DORADO HILLS COUNTY WATER DISTRICT

Board of Directors' Policy Manual

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EL DORADO HILLS COUNTY WATER DISTRICT

Board of Directors' Policy Manual

POLICY 1

Purpose of Board Policies

1.1 It is the intent of the Board of Directors of the El Dorado Hills County Water District (aka El Dorado Hills Fire Department) to maintain a Manual of Board Policies. This Manual does not include the Operational Policies which govern the day to day District Operations. Contained herein is a comprehensive listing of the Board's current policies, being the rules and regulations governing the Board's activities, enacted by the Board from time to time. The Manual of Board Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted. Each newly elected Director of the Board should be issued a copy of this Policy Manual, a copy of the Districts By-Laws, a copy of the Institute for Local Self Government document entitled "Everyday Ethics for Local Officials (Finding your way)", and a copy of the Brown Act Laws by the District Secretary (or their delegate) at the time of the Directors' swearing of the Oath of Office.

1.2 If any policy or portion of a policy contained within the Manual of Board Policies is in conflict with rules, regulations or legislation having authority over El Dorado Hills County Water District, said rules, regulations or legislation shall prevail.

POLICY 2

Adoption/Amendment of Policies

2.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director. The proposed adoption or amendment shall be initiated by a Director submitting a written draft of the proposed new or amended policy to each Director by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

2.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.

2.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

POLICY 3

Conflict of Interest

3.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the El Dorado Hills County Water District.

3.2 Board Resolution 91-7 was established to help define the continued role that a newly elected or appointed Board of Director who served as a volunteer firefighter could maintain. The El Dorado Hills Firefighters Association (EDHFA) maintains a set of Bylaws that define 4 classifications of membership (Active, Inactive, Life and Honorary). Honorary members constitute the elected or appointed Directors of the District. A Board member may also qualify as a Life Member, due to their previous service. The El Dorado Hills Firefighters Foundation was formed as an independent body from the EDHFA and is a 501c(3) tax exempt organization. Board members may continue to serve the EDHFA or the Foundation without restriction, as long as they comply with Resolution 91-7.

POLICY 4

Public and Policy Complaints

4.1 The Board of Directors desires that public and policy complaints are resolved at the lowest possible administrative level and that the method for resolution of complaints is logical and systematic.

4.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

4.3 A policy complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

4.4 The method of resolving complaints shall be as follows:

- (a) The individual with a complaint shall first discuss the matter with the Fire Chief or his/her designee with the objective of resolving the matter informally.

(b) If the complaint cannot be resolved informally, the Fire Chief shall take action resolve the complaint on a formal basis and communicate to the Board President the results of such disposition.

(c) If the individual registering the complaint is not satisfied with the formal disposition of the complaint by the Fire Chief, they may request consideration by the Board of Directors by filing said appeal in writing within thirty (30) days of receiving the Fire Chief's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be documented in writing with the complainant being provided a copy.

4.5 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

POLICY 5

Copying Public Documents

5.1 Individuals requesting copies of public documents consisting of more than 25 pages shall be charged ten cents (10¢) per sheet copied for black and white copies and fifty cents (50¢) per sheet for color copies to defray expenses associated with the copying process.

5.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting shall be charged ten cents (10¢) per sheet for black and white copies and fifty cents (50¢) per sheet for color copies. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

5.3 Copies of audio recordings of the meetings shall be made available to the public, consistent with the Board's policy for retention (see Section 23). Individuals requesting copies of an audio tape shall be charged the actual reproduction costs.

POLICY 6

Public Contributions

6.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Chief Financial Officer will provide a receipt for said donation and include the District's tax identification number thereon. As an alternative, tax deductible donations (State qualified 501c(3) non-profit organization) may be made through the El Dorado Hills Firefighters Foundation.

6.2 Donations must be clearly marked as such.

6.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

POLICY 7

Governance Roles

7.1 There are important distinctions to be made between the Board's role and that of the Fire Chief and staff. The Board and the Fire Chief team together to ensure that the District has effective leadership. Just as Board members should govern and not manage the District, the Fire Chief should not administer the District in isolation from the Board.

7.2 Board members have collective and not individual authority. Authority to make decisions is only granted to the Board as a whole. The full Board gives direction to the Fire Chief through decisions reached at board meetings. Individual Board members do not have the authority to direct the Fire Chief or any other staff member, unless otherwise agreed to by the Board and the Fire Chief.

7.3 The role of the Fire Board is not to run the fire stations but to see that the fire stations are well run. Working as the governance team, the Fire Chief and Board leverage the efforts of the professional staff by setting direction for the District that is reflective of the community's needs.

7.4 Board members must be cognizant of their role as an appellant body. They shall, therefore, refrain from any activity that would compromise their ability to fairly and impartially evaluate any disciplinary action or grievance procedure defined within operational policies.

POLICY 8

Code of Ethics

8.1 The Board of Directors of the El Dorado Hills County Water District is committed to providing excellence in legislative leadership that result in the provision of the highest quality services to its constituents. In that regard, each Director will be provided a copy of the Institute for Local Self Government document entitled "Everyday Ethics for Local Officials (Finding your way)". This document provides broad guidance and examples on how the Directors should appropriately conduct their elected duties. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- (a) The dignity, style, values and opinions of each Director shall be respected.
- (b) Responsiveness and attentive listening in communication is encouraged.
- (c) The needs of the District's constituents should be the priority of the Board of Directors.

- (d) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- (e) Directors should commit themselves to emphasizing the positive and avoiding negative forms of interaction.
- (f) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- (g) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- (h) Directors should practice the following procedures:
 - i) In seeking clarification on informational items, Directors may directly approach professional staff members by working through the Chain of Command to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (ii) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Fire Chief.
 - (iii) In handling items related to safety, concerns for safety or hazards should be reported to the Fire Chief or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (iv) In presenting items for discussion at Board meetings, see Policy No. 19 and 20.
 - (v) In seeking clarification for operational policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Fire Chief.
- (i) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- (j) Board members should refrain from endorsements of political candidates or ballot measures using their District Board title. Where deemed important to the District's best interests, the Board member seeking to provide a political

endorsement using their District title shall request the approval of a majority of the Board members.

- (k) Board members should provide courtesy notifications to the appropriate District staff and/or the Board President of known absences, late arrival (tardiness) or early departure from any agendaized regular, special or assigned committee meetings.

8.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

- (a) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- (b) Directors should develop a working relationship with the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.
- (c) Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- (d) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- (e) While working collaboratively with District Staff, the following practices should be honored by the Board members to ensure proper separation between the Board's role and Staff's role:
 - (i) Board members should not use any form of an internal e-mail account to receive, transmit or otherwise gain information related to internal district operations.
 - (ii) Board members should refrain from using their position to encourage any form of nepotism.
 - (iii) Board members should always advocate for the better good of the public's interest and refrain from exclusively advocating for internal departmental interests (i.e. staff, association, volunteers).
 - (iv) Board members should be cognizant of their role when using district facilities and in other interactions which are not Board authorized (i.e. casual communications while in district facilities).

POLICY 9
Attendance at Meetings

9.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

9.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors, and as provided by Government Code Section 1770.

9.3 Telephonic attendance at Board meetings is permissible, but strongly discouraged, and should be utilized by Board members only when uncontrollable circumstances make personal attendance impossible. Board members shall endeavor to attend regularly scheduled meetings in person. Telephonic attendance at regularly scheduled Board meetings should be limited to not more than two (2) instances per calendar year. Telephonic attendance at Special Meetings is also discouraged. However, telephonic attendance at Special Meetings shall not be subject to, nor count against, the two meeting limitation set forth hereinabove. Members intending to telephonically participate must provide the District Secretary with seven days (168 hours) advance notice to ensure that the meeting agenda and public notice meet applicable Government Code requirements.

POLICY 10
Expenditure Pre-Approval and Reimbursement

10.1 Purpose. The purpose of this policy is to prescribe the manner in which directors may request pre-approval and be reimbursed for expenditures related to District business.

10.2 Scope. This policy applies to the Board of Directors and is intended to result in no personal gain or loss to a Director.

10.3 Implementation. Prior to registering and/or committing to travel and lodging costs for District Business, the director shall request approval from the full board for attendance at the desired function. Once authorized by a majority of the Board, the travel can be booked. Whenever Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the Board President. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- (a) All expenses must be reasonable and necessary, and directors are encouraged to exercise prudence in all expenditures.
- (b) The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available.

Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

- (c) Expenditures for food and lodging will be moderate and reasonable and will conform to Operations Policy Section Admin 1.a.6 pages 1&2.

POLICY 11

Training, Education and Conferences

11.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

11.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual and necessary expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. Expense Reimbursement for Board Members shall be consistent with the Reimbursement Policy applicable to District employees (Operations Policy Section 1.a.6, pages 1 and 2, as well as this policy. In the event of a conflict, the more stringent policy shall apply.

11.3 All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Chief Financial Officer, together with validated receipts.

11.4 As defined in Policy No. 10, attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be pre-approved prior to incurring any reimbursable costs.

11.5 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations suggested by the Chief Financial Officer and by:

- (a) Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- (b) Directors traveling together or with staff whenever feasible and economically beneficial.
- (c) Requesting reservations sufficiently in advance, to obtain discounted air fares and hotel rates.

11.6 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

11.7 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will provide either a written or a verbal report at the next regular meeting of the Board under Director's Items (per the meeting agenda). Said report shall describe what was learned at the session(s) that will be of benefit to the District. Pertinent materials/handouts/training manuals from the session(s) should be delivered to the District office for copying and inclusion in the District's Administrative library for potential future use by other Directors, staff or the public.

11.8 In addition to the above, all reimbursements are subject to the provisions of Government Code § 53232.2, which provides as follows:

§ 53232.2 Local agencies; reimbursement of members of legislative body for expenses incurred in performance of official duties; written policy; reimbursement rates; costs incurred at own expense

- (a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with section 53234).
- (b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.
- (c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.
- (d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).
- (e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.
- (f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).

- (g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved pursuant to subdivision (f), then the member of a legislative body may do so at his or her own expense.
- (h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

POLICY 12

Director's Compensation

12.1 Members of the Board of Directors shall receive compensation as defined in the District By-Laws, Section 3.6, "Compensation of Directors" for meeting attendance. Directors will not receive payment for attendance at seminars, conventions, etc.

POLICY 13

Board President

13.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

13.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

POLICY 14

Members of the Board of Directors

14.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- (a) Information exchanged before meetings shall be distributed through the Fire Chief and all Directors will receive all information being distributed.
- (b) Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

14.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

14.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

14.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

14.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

14.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

14.7 The Board's legal Counsel shall brief each new Director on the roles and responsibilities of the office within 60 days of taking office. Board members should avail themselves of this opportunity to ask questions about this Board Policy Manual and applicable Operation policies.

POLICY 15

Committees of the Board of Directors

15.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

15.2 The following shall be standing committees of the Board:

- (a) Administrative Committee - This committee is responsible for: 1) leading the Board policy development process and reviews 2) interacting with staff as the building committee for all new construction projects 3) conducting the Chief's annual performance evaluation 4) being the liaison with the Chief officers for all issues that are not assigned to the Fire Committee or the JPA Committee and 5) other duties as directed by the President
- (b) Fire Committee - This committee is responsible for: 1) working with staff to Develop the annual budget and review the annual audit 2) working with staff in periodically evaluating and recommending changes to the budget line item descriptions/categories 3) working with staff to monitor the annual expenditures and revenue on a semi-annual basis as a minimum 4) conducting the quarterly 48/96 program reviews and 5) other duties as directed by the President
- (c) Joint Powers Authority (JPA) Committee - This committee is responsible for: representing the interests of the EDH Fire Department on the El Dorado County Regional Pre-Hospital Emergency Service's Operations Authority

15.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

15.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified above. Said assignment shall be made by the Board President. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

- (a) All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

POLICY 16

Basis of Authority

16.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

16.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

POLICY 17

Ethics Training

17.1 All directors of El Dorado Hills County Water District shall receive a minimum of two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

17.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

17.3 Directors shall obtain proof of participation after completing the ethics training.

- (a) District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

17.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

17.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

POLICY 18
Stipends for Reimbursed Out of District Services

18.1 Extra Compensation for Exempt Employees shall be formally requested to the Board per Operations Policy 1-A.16. Initial review of all requests shall be performed by the Fire Committee, with their recommendation being forwarded to the full Board for review/approval at a regularly scheduled Board meeting.

18.2 Extra compensation for Volunteer Employees shall be reviewed by the Fire Chief or his/her designee) and administered per Operations Policy J-A.17. The Board shall be advised of all compensation issued to the volunteer staff at a regularly scheduled Board meeting.

POLICY 19
Board Meetings

19.1 Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 6:00 PM in the Station 85 District Office, 1050 Wilson Blvd., El Dorado Hills, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

19.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

- (a) All Directors, the Fire Chief, District Counsel and the public shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting. Notwithstanding the ability to schedule Special Meetings on 24 hours notice, the District shall endeavor to provide 72 hours notice of Special Meetings, unless circumstances prevent such notice, in the reasonable judgment of the member(s) calling for the meeting.
- (b) Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.
- (c) An agenda shall be prepared as specified for regular Board meetings in Policy No. 19 and shall be delivered with the notice of the special meeting to those specified above.
- (d) Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

19.3 Special meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in Policy No. 18.2.1. Whenever possible, 24-hour notice will be provided. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Fire Chief, Board President or Vice President in the President's absence.

- (a) Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Fire Chief, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- (b) All rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

19.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in Policy No. 18.2.2 above.

19.5 Annual Election of Board Officers. The Board of Directors shall elect officers annually at their regular December meeting, unless otherwise deferred by a majority vote of the Board. At this meeting the Board will elect a President, Vice President and establish standing committee assignments from among its members to serve during the coming calendar year. The Board President shall set the standing committee and ad-hoc committee assignments.

19.6 The Board President shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

19.7 The President and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

POLICY 20
Fire Chief's Annual Performance Evaluation

20.1 The Board shall conduct an annual performance evaluation for the Fire Chief and provide feedback to him/her. The Administrative Committee shall perform the annual evaluation. The full Board shall review the evaluation and meet with the Fire Chief in closed session to discuss the results and establish developmental goals for the next year.

20.2 A template of the Fire Chief evaluation process including timeliness is available through District staff.

POLICY 21
Consequences of Policy Violation

2.1.1 Board members shall comply with all Board Policies and applicable Operations Policies. If a Board member is suspected of violating a Board Policy, they shall be notified (confidential discussion) of such by the Board President or Vice President (if the Board President is involved). If a Board member is suspected of violating an Operations Policy, the Fire Chief (and his/her designee) shall notify the affected Board Member(s) (confidential discussion) and subsequently contact the Board President or Vice President (if the Board President is involved) or the District's legal Counsel (if both the Board President and Vice President are involved).

21.2 Potential consequences to be administered following review by the full Board include, but are not limited to:

- a. Public Letter of Reprimand
- b. Vote of No-Confidence
- c. Resolution of Censure

POLICY 22
Board Meeting Agenda

22.1 The District Secretary, in cooperation with the Board President, shall prepare a draft agenda for each regular and special meeting of the Board of Directors at least 168 hours (7 days) prior to a regular meeting. Any Director may call the Board President and request any item to be placed on the agenda no later than 168 hours (7 Days) prior to the regular meeting date. The Board president shall set the final agenda and authorizes its distribution at least 72 hours before the regular meeting.

22.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions.

- (a) The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;
- (b) The Fire Chief shall review the request as to whether the item is a "matter directly related to District business", and forward a recommendation to the Board President on inclusion or exclusion of the item from the Board's

agenda. If the item is excluded from the agenda the Board may, by a four-fifths majority vote (or a unanimous vote of those remaining if four-fifths of the Board is not present) add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting or a Special Meeting called to address the issue in question. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

- (c) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
- (d) The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

22.3 This policy does not prevent the Board from taking testimony during the public comments section of the agenda at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. Members of the Board may provide a short response in order to provide background information or refer the matter to another agency but shall not deliberate upon or take action on such matters at that meeting.

22.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at all of the District's Fire Stations such that it is visible from the outside of the Station's main entrance.

- (a) The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

POLICY 23 **Board Meeting Conduct**

23.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 24, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

23.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

23.3 The conduct of meetings shall, to the fullest extent possible, Directors to:

- (a) Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
- (b) Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- (c) Focus on the agenda item at hand and refrain from allowing discussions to expand into areas not specifically covered by the agenda.

23.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- (a) Comments shall be limited to three minutes per person and twenty minutes for all comments, unless otherwise authorized by the Board.
- (b) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.
- (c) No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Fire Chief under provisions contained in Policy No. 4.

23.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

- (a) After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
- (b) Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.
- (c) During closed sessions, the Directors must:
 - (i) Maintain complete confidentiality of all discussions held with the exception of reporting back in open session the board direction or action taken.
 - (ii) Be diligent in sticking to the agendized subject, and stopping any discussion which may stray from the agenda.

POLICY 24

Board Actions and Decisions

24.1 Actions by the Board of Directors include but are not limited to the following:

- (a) Adoption or rejection of regulations or policies;
- (b) Adoption or rejection of a resolution;
- (c) Adoption or rejection of an ordinance;

- (d) Approval or rejection of any contract or expenditure;
- (e) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- (f) Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

24.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

- (a) A member abstaining in a vote is considered as absent for that vote.
 - (i) Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.
 - (ii) Example. If an action is proposed requiring a four-fifths vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.
 - (iii) Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

24.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

- (a) The President shall seek consensus prior to stating a Board directive. When consensus cannot be reached, the President shall establish the direction. In all cases, the President shall state the direction for clarification and recording into the meeting minutes. Should any two Directors challenge the statement of the President, a voice vote may be requested.
- (b) A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Fire Chief for review and recommendation, etc.).

POLICY 25
Review of Administrative Decisions

25.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

25.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

25.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY 26
Minutes of Board Meetings

26.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

(a) Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be maintained by the district indefinitely.

(b) All regular and special meetings of the Board of Directors shall normally be audio recorded. These recordings shall be maintained for a minimum of 1 year from the date of the meeting. Copies of the recorded audio shall be made available to the public upon written request per Section 5 of this Policy Manual.

(c) Motions, resolutions or ordinances shall be recorded in the minutes as having individual votes to be recorded via roll call by the Secretary of the Board. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;
Directors present and absent by name;
Administrative staff present by name;
Call to order;
Time and name of late arriving Directors;
Time and name of early departing Directors;
Names of Directors absent during any agenda item upon which action was taken;
Summary record of staff reports;

Summary record of public comment regarding matters not on the agenda, including names of commentators;
Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Complete information as to each subject of the Board's deliberation;
Record of the voice vote on Motions;
Record of each Director's vote for Resolutions and Ordinances;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the preliminary and final annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets;
All direction given by the Board to staff; and,
Time of meeting's adjournment.

POLICY 27

Rules of Order for Board and Committee Meetings

27.1 General.

(a) Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

(i) If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

(ii) Generally, matters brought before the Board will be announced by the President. The item will be presented by a Director or Staff member. The presentation will provide historical background, issues involved and a recommendation for appropriate action. Upon conclusion of the presentation, Board members will be allowed an opportunity to question the presenter and/or engage in Board discussion. Thereafter, the President shall open the item for public comment, at which point any member of the public may address the Board regarding the item. Reasonable time limits may be imposed upon public comment, both individual and cumulative. After

hearing all who wish to address the Board, the item shall be closed to public comment and returned to the Board for discussion and action, as outlined below. The President may deviate from these rules as necessary to maintain order or to ensure that appropriate public input is received prior to Board action.

27.2 Obtaining the Floor.

- (a) Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

27.3 Motions.

- (a) Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - (i) A Director makes a motion; another Director seconds the motion; and the Board Secretary restates the motion.
- (b) Once the motion has been restated by the Board Secretary, it is opened to Board discussion. The President will then call for the vote.
 - (i) If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being discussed to a vote, suspending any further discussions. The motion must be made, seconded, and approved by a majority vote of the Board.

27.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- (a) Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- (b) Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- (c) Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- (d) Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to

refer to committee, which is then seconded and approved by a majority vote of the Board.

- (e) Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- (f) Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

27.5 Decorum.

- (a) The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.
- (b) The President may also declare a short recess during any meeting.

POLICY 28
Historical Board Approved Policies Related to Previous
Board Policies and Reserve Funds

28.1 All previous Board policies and resolutions that are not in conflict with this Board Policy manual remain in full force. Previously adopted policies shall be liberally construed to effectuate consistency with this Policy manual. Where clear and direct conflicts exist, this policy manual shall control.

28.2 The Board has a Reserve Account goal of maintaining at least one equivalent year of operating budget within the combined reserve accounts.

The undersigned hereby acknowledges and represents that the foregoing constitutes the El Dorado Hills County Water District Board of Director's Policy Manual as duly adopted by the Board of Directors at its meeting duly held on May 27, 2009.

Executed this 27th day of May, 2009.

President

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the EL DORADO COUNTY HILLS WATER DISTRICT, a local public entity located within the County of El Dorado, State of California; and

That the foregoing El Dorado Hills County Water District Board of Directors' Policy Manual constitutes the Policy Manual of said District as duly adopted at the meeting of the Board of Directors thereof duly held on May 27, 2009.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 27th day of May, 2009.

Board Secretary

**EL DORADO HILLS COUNTY WATER DISTRICT
Board of Directors' Policy Manual**

ADDENDUMS

NUMBER	ADDENDUM TITLE	ADOPTED	PAGE
1	Community Meeting Room	07/16/09	27
2	Signboard	07/16/09	32

ADDENDUM 1
(Adopted July 16, 2009)
COMMUNITY MEETING ROOM POLICY

This policy establishes guidelines for non-departmental use of all El Dorado Hills Fire Department Community Rooms by groups unaffiliated with the Fire Department. Fire Administration is responsible for implementation of this policy and maintains and coordinates use of all Community Room facilities. Failure to comply with the provisions of this policy may result in denial of approval for use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

Use of the Fire Department Community Rooms does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

I. Use of the Facilities

City, community and private groups or organizations may be granted a temporary, revocable license to use the Facilities for approved activities at no charge when not needed for official use.

El Dorado Hills Fire Department retains ultimate authority with regard to approval or disapproval of any given use and reviews each event prior to authorization or final approval to ensure the safety of the use and that equipment and furnishings will not damage the facilities. Certain uses will not be authorized under any circumstances as set forth in Section XI, below.

Fire Administration may cancel any approved use of the facilities at any time for any reason. If available, the Department will offer the use of another Department facility. Fire Department use of all of its facilities should at all times have higher priority than non-departmental use.

Groups, organizations or individuals hereby agree that during the use of the facility, they shall not exclude any person from participation in, or deny anyone the benefits of their services or assets or the use of the facility, or otherwise subject any person to discrimination of any sort because of age, race, color, disability, or national origin.

Monopolization of rooms by any group is discouraged. Groups requesting excessive use of facilities are subject to cancellations.

Users may be El Dorado Hills based homeowner groups and recognized neighborhood associations, El Dorado Hills based community groups or organizations that are open to the public, non-profit organizations, public schools and other governmental agencies whose purposes are not related to fundraising or fee-related events.

II. Meeting Room Capacity

No group shall exceed any room capacity as specified by the El Dorado Hills Fire Department. Maximum capacity is posted in each room.

Applications

Applications must be signed and returned before the scheduled meeting is held. One application may cover up to three (3) usage dates. Fire Administration must be notified of change of responsible party, contact persons, addresses and phone numbers. Upon approval of an application the applicant will be provided a copy of the Conference Room Usage Policy, applicable rules, and where applicable, a receipt for key deposit/room deposit.

III. Supervision

The person requesting the use of a Community Room shall be the primary contact for the group, but the group itself will be held liable for compliance with all provisions contained in this Policy. If the primary contact cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The group or organization is responsible for maintaining the orderly conduct of all its guests/speakers, etc., ensuring admittance to the facilities of approved personnel only, informing all admitted of the rules by which they must abide, compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.

IV. Furniture and Equipment

Tables, chairs, dry erase boards and screens (where listed) are provided at no charge. Tables, chairs, boards, and any other equipment must be returned to the configuration existing when the group arrived. Equipment, supplies or personal belongings of any group may not be stored in the community rooms. District audio and video equipment may be utilized, if available, for a reasonable fee (together with deposit), provided the user can demonstrate familiarity with and ability to properly utilize the equipment.

V. Food and Beverages

Food and beverages (non-alcoholic) are allowed in meeting facilities, however the room and the kitchen facilities must be left clean or a clean up fee will be assessed. No cooking is allowed unless expressly authorized.

VI. Impact and Damage

Groups shall promptly report any damage done to the facility. Groups leaving food remnants on furniture, counter tops or floors will be assessed a minimum clean-up fee of \$40. Groups damaging furniture, carpeting or walls will be assessed a damage fee relative to the restoration cost. Repeated instances of failure to clean will lead to room charges and/or revocation of use privileges.

VII. Liability

The El Dorado Hills Fire Department assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Users must agree to indemnify and hold harmless the El Dorado Hills Fire Department against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The Fire Department is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

VIII. Decorations

No decoration may be attached to painted walls or ceiling tiles. No decorations are allowed on the exterior of the building. Any use of decorations shall be that which will not leave any damage to walls of facilities and must be removed and properly disposed of.

IX. Alcoholic Beverages and Tobacco Use

Consumption of alcoholic beverages and use of tobacco products are strictly prohibited on District property.

X. Telephone Use

Telephone use (where available) is restricted to local calls only.

XI. Cancellations, Restrictions on Use

Groups or organizations who incur excessive "No Show" bookings will be denied future use of the rooms. Groups who violate any of the restrictions set forth herein, or violate usage rules promulgated from time to time shall be denied future use of the room.

Meeting rooms shall not be scheduled for the following:

- a. Religious worship services
- b. Events involving noise or amplified music, or any use which in any manner interferes with normal Fire Department Operations. The determination as to whether such interference may occur shall be made at the sole and absolute discretion of the Fire Chief (or acting Chief).
- c. Groups or organizations whose size exceeds the Fire Code limit (currently, 114 at Station 85 and 25 at Station 86) or whose parking requirements exceed available parking spaces.
- d. Illegal activities.

- e. Wedding receptions, reunions, birthday parties, parties, graduations, dances, dance classes and similar celebrations.
- f. Private events from which the general public is excluded.
- g. Partisan Political Activities.
- h. Any event for which admission is charged, donations are solicited, or sales are solicited, contracts are entered or money is exchanged. (Exception: nominal charge to attendees solely to cover the cost of facility usage or food or refreshments served).
- i. Any for profit activities. Verification of non-profit status may be required.
- j. Any use which involves the assembly of arts and crafts or other products, or the use of glue, glitter or similar materials.

Subject to the provisions regarding exercise of First Amendment rights, Fire Administration reserves the right to refuse or revoke permission for the use of meeting rooms to any group or individual whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the Facilities are located, or of the Facilities, in the sole and absolute discretion of the Chief.

XII. Priority

The Community Rooms are an integral part of the normal District operations. These rooms are routinely utilized by the District and affiliated entities for training, instruction, meetings, etc. The District shall have first priority at all times. Other uses are subject to cancellation or rescheduling at any time due to District requirements.

XIII. Assignment

Subleasing of the Facility is prohibited.

XIV. Rules Governing Use/Fees/Deposits

Rules governing use of the facility may be promulgated from time to time. Those rules shall be provided to users upon approval of an application for use. Fees and/or deposits may be changed for facility usage according to a schedule developed by Fire Administration. Such fees and deposits are intended to ensure compliance with rules and to offset normal wear and tear and cleaning costs incurred in connection with such usage, and to ensure that any damage done to the facility or equipment is repaired at the user's cost.

(EXAMPLE)
El Dorado Hills Fire Department
Application for Use of Meeting Rooms

PRINT Clearly
Incomplete applications will be returned

Call (916) 933-6623 for availability of your preferred dates. Enter the approved dates below:
(You may request dates through end of year. Reservations may be renewed annually after October 10th for the following year.)

Date One: _____ Start Time: _____ End Time: _____

Date Two: _____ Start Time: _____ End Time: _____

Date Three: _____ Start Time: _____ End Time: _____

Organization: _____ Today's Date: _____

Primary Contact: _____ (w) Phone: _____

Address: _____ City: _____ Zip: _____

email Address: _____ Fax: _____

Driver's License #: _____ (h) Phone: _____

Secondary Contact: _____ (w) Phone: _____

Driver's License #: _____ (h) Phone: _____

Purpose of Use: _____ Expected # of Attendees: _____

Answer *ALL* of the following questions

1. Is this group an El Dorado Hills community or Fire Department organization? ☐ Yes ☐ No
2. Is this group sponsored by the Fire Department? ☐ Yes ☐ No If yes, which department?
3. Do the majority of participants live in El Dorado Hills? ☐ Yes ☐ No
4. Is this group from an area school? ☐ Yes ☐ No If yes, which one?
5. Is this group a profit oriented business concern? ☐ Yes ☐ No
6. Do attendees pay a fee to participate in the scheduled meetings? ☐ Yes ☐ No
7. Is this event specifically for the marketing or selling of a product or service? ☐ Yes ☐ No
8. Is this meeting open to the public? ☐ Yes ☐ No
9. Will any events held be for fundraising purposes? ☐ Yes ☐ No
10. Does this event sponsor a particular political party or individual? ☐ Yes ☐ No

*I affirm that I have read and will abide by the rules outlined in the
El Dorado Hills Fire Department Community Meeting Room Policy.*

Signature of Primary Contact

Signature of Secondary Contact

ADDENDUM 2
(Adopted July 16, 2009)
SIGNBOARD POLICY

PURPOSE

To inform the residents of this community of fire preventions messages, Department announcements and events of interest to the public the El Dorado Hills Fire Department shall maintain electronic signboards located at stations throughout the District.

RESPONSIBILITY

- Chief
- Chief Financial Officer
- Administrative Assistant

PROCEDURE

- Posted community events shall represent a wide spectrum of the residents of El Dorado Hills and shall not be limited to specific individuals, clubs or groups
- Non-profit or governmental organizations shall submit signboard requests in writing ten (10) days prior to the event.
- All requests shall be approved or denied by the Chief or Chief Financial Officer, or designee, prior to being posted on the signboard and actual message content must similarly be approved prior to posting.
- The use of the sign shall be set by the Fire Department and shall be based on priority and first come-first-served basis.
- All fire prevention messages and Fire Department announcements shall take priority.
- The Fire Department reserves the right to reject posting of any announcement or message or to terminate posted messages at any time, as necessary.
- The following message categories are ineligible for posting:
 - Religious worship messages/announcements
 - Partisan political announcements
 - For profit activities
 - Offensive messages
 - Any message, which in the sole discretion of the Chief, Chief Financial Officer, or designee, is not of general public interest or which in any way conflicts with the mission of the District

Message posting is intended as a voluntary community service only and the District, by establishing this policy, does not intend to bind or commit itself to the posting of any particular message

DRAFT

POLICY 28

Historical Board Approved Policies Related to Previous Board Policies and Reserve Fund ~~Policies~~

28.1 All previous Board policies and resolutions that are not in conflict with this Board Policy Manual remain in full force. Previously adopted policies shall be liberally construed to effectuate consistency with this Policy Manual. Where clear and direct conflicts exist, this Policy Manual shall control.

28.2 Reserve ~~Fund~~ Policy

The Board shall set aside sufficient funds for unforeseen significant operating expenditures, future capital replacement costs, contingent/~~underfunded~~ pension and other benefit liabilities hereinafter referred to as the "Reserve ~~Fund~~ Policy".

This Reserve ~~Fund~~ Policy shall document the Board's approach to establishing and maintaining adequate financial reserves, including the methodology for calculating reserve levels and a timeframe for meeting desired reserve targets. This will be accomplished by using a phased approach where necessary to balance with current budget constraints, cash-flow projections and existing reserve balances.

The Board shall establish and maintain specific reserves as follows (hereinafter referred to as collectively as "Accumulated Reserves"):

Operating Reserve Fund (ORF)

Local ~~g~~Government agencies and Special Districts receive Property Tax revenue as their primary source of ~~revenue-cash~~ in December and April each year. Because of the ~~cyclical nature~~timing of this ~~revenue source~~funding, there are times during the year that cash outflows exceed inflows. The Operating Reserve Fund is intended to ensure adequate cash is available at all times for the department to continue in its normal course of business. It is also intended to serve as a backup source of cash if an extraordinary event were to occur that disrupts the normal revenue collection cycle.

The ORF shall be funded to cover a minimum of six ~~(6)~~ months of ~~O~~perating ~~E~~xpenses based on the prior fiscal year adopted final budget. For the purpose of this policy, "Operating Expenses" are defined as budget accounts included in the Salaries/Benefits and Service/Supplies categories.

Any funds expended from the ORF will be replenished with the ~~subsequent~~April Property Tax ~~distribution~~collections.

Capital Replacement Reserve Fund (CRRF)

The annual provision to the Capital Replacement Reserve Fund shall be based on an approved annual Capital Improvement Plan as well as an independent five-year study of existing depreciated facilities and equipment costs. The Board shall provide for the annual contribution so as to accumulate sufficient funds ~~in order~~ to replace, repair or restore its capital assets at the end of their useful lives. This would include assets not reasonably expected to be funded by future Development Fees.

Estimated replacement costs at the date of the five-year study shall be utilized for such calculations (including a 2% annual inflation factor thereafter until the next five-year study) and not actual costs. The Board shall not expend CRRF revenue reserve funds from the CRRF for any other purpose other than to repair, replace or restore such facilities and equipment as deemed necessary to maintain appropriate levels of service to the community. The Board may, by a supermajority (4/5) vote, declare a "Financial Emergency". With this declaration, revenue CRRF reserve funds, up to a maximum of thirty-three (33%) percent of the CRRF would be available to fund agency operations annually.

Pension and Benefit ReserveLiability Funds (PBRF)

The Board shall set aside PBRF reserves for the purpose of funding managing underfunded Pension and Other Post Retirement Benefit (OPEB) liabilities as identified in Actuarial-their respective actuarial reports.

a. Pension Liability

a. At a minimum, the Board will make the annual "Employer Required Contribution" (ERC) to fund the Pension liability for all Safety and Non-Safety employees out of annual operating funds and not PBRF reserves.

b. Secondly, The goal of the Board shall maintain adequate PBRF reserve funds by making is to make additional annual contributions-transfers to the PBRF reserve to ensure that the funded ratio of the plan reaches and remains at a minimum of 75% funded as identified in the annual-most current PERS Actuarial report with a goal to achieve minimum 80% funding by Fiscal 2021.-

b.c.In no case, shall the Board reduce the PBRF reserves for any other purpose other than to make additional payments to PERS or invest in a PARS established investment account as established by the Board.

b. OPEB Liability

a. At a minimum, the Board will make the annual "Annual Required Contribution" (ARC) to fund the OPEB liability for all Safety and Non-Safety employees out of annual operating funds and not PBRF reserves.

b. Secondly, The goal of the Board is to make additional annual contributions, as needed to ensure that the "Actuarial Accrued Liability" is reduced each year as identified in the bi-annual OPEB Actuarial report.

c. Thirdly, the Board shall designate appropriate funds over the next five years to achieve a minimum of 75% funded OPEB liability by Fiscal 2021.

c.d.Lastly, transfersPayments to the OPEB fund will be held in a trust fund that cannot be re-designated for any other purpose.

The Board shall evaluate all Reserve FundsAccumulated Reserves in accordance with this Reserve Fund Policy as part of its annual budgeting process and make adjustments to the funds-reserves when adopting the annual budget.

The Board shall not expend funds designated in any specific rReserve fFunds for any purpose other than in accordance with thise Reserve Fund Policy-specified herein. Reserve fund transfers not adopted by the final budget can be made only with majority vote of the Board.

**2016 EDH Fire
Volunteer Program
Status Update January 2016**

Dashboard:

People:

Volunteer Activity:

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

Department Culture*

Volunteer Morale

Association Participation

Program Priority

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

Process:

EDH Fire – Admin Sponsor Support

EDH Fire – Line Support

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

Equipment/Technology:

Equipment availability

PPE equipment

Response apps

Call Status App

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



Requires action to bring to operational acceptability



Requires continued attention to be fully responsive to a positive status



Responsive to current needs, no immediate action required



No current data available

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

**2016 EDH Fire
Volunteer Program
Status Update January 2016**

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

Activity/Task	Owner	Timeframe	Stakeholders
Volunteer Turnover Issue	All	AdHoc committee along with BC Moreno working to set new path for 2015 – key to success is utilization and environment – Ongoing – Lost key volunteer to hire by EDH Fire in July; John VanDalen. Kevin Schlange in hiring process as of 8/15. Four volunteers recommended for release due to performance. Completed 11/15 One additional leave of absence due to personal obligations – Need recruiting plan for 2016 – Open action for Ad Hoc committee meeting	Dept./Community

**2016 EDH Fire
Volunteer Program
Status Update January 2016**

Activity/Task	Owner	Timeframe	Stakeholders
DO/FAE program	Open	Open Action– 3 active in task book process: E, Roberts, Stephens, Vail. Professional FC recruited from Lodi FD – he is an EDH resident – Hired 11/15	Volunteers
Call Status tracking App - IamResponding	Moreno/Roppolo	I am Responding fully deployed...utilization improving – seeing benefit of application. Working well, open action for monitor on app floor at Station 85 Completed 11/15	Volunteers/Chief officers
Operations policy refinement – Use of Volunteers for coverage	Chief Officers	Open Action – BC's trying to pay more attention to response and use – discussed at AdHoc meeting. Topic for staff meeting –good. Response for summer very good in 2015. Work In Progress – anticipate input from Chief Lilienthal as he transitions to new Ops Chief Role in 1/16 First meeting	Volunteers

**2016 EDH Fire
Volunteer Program
Status Update January 2016**

		has taken place, planning in progress	
Updated Volunteer plan -2015/2016	Moreno completed plan – reviewed with input from Ad Hoc committee and Chief Officers	Open issue for LT plan and succession plan for future leadership of the Vol program – Top for 10/12 Ad Hoc meeting – Open item for 2016	
Plan to re-vitalize program and morale	Moreno/Vol and Chief Officers	Apprentice program Open question for 2016 – Latrobe down to (1) volunteer a WT driver only	Community and program
Activity/Task	Owner	Timeframe	Stakeholders
Officer Development	Open	One recent retirement/One leave of absence – - Issue is open for 2016 and has critical impact on Station coverage and response	Community and program
EDH BOD knowledge of program status	Lt's – update at BOD meetings	Now on agenda as standing item – report outs dependent on schedules - Ongoing	BOD
Volunteer Engine availability at 85	Chief Officers	BC's will need to monitor engine availability for volunteers. Latrobe equip issues, dept.	Volunteers

**2016 EDH Fire
Volunteer Program
Status Update January 2016**

		<p>equipment downtime etc. Can leave Station 85 without Vol Engine – Operational implications.</p> <p>Improvement overall in 2015. Could have issues in 2016 with 8571 Retrofit leaving only 8572 as the only Type I in reserve. Based on fleet maintenance issues and reliability issues of 8577 – this could leave the volunteers with no Type I Engine for response for large blocks of time in 2016. No app deployment will be monitored.</p>	
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EL DORADO HILLS FIRE DEPARTMENT

MONTHLY ACTIVITY REPORT FEBRUARY 2016 "YOUR SAFETY ... OUR COMMITMENT"

SUMMARY

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

Through the recent analysis of calls, we have discovered that there is a delay between the time the Dispatch center timestamps when they are "dispatching" a call and when our stations are actually getting "alerted." This delay falsely creates the appearance of slow crew turnout times.

We implemented a policy change directing our crews to use Active 911 (a third party application) because it is a more realistic time when the station alerting actually activates and the crew knows there is a call.

The use of Active 911 is not without limitations. There are times when Active 911 is delayed in loading a call for the crews. In February, there were 4 of the 255 calls where Active 911 was slow to load.

ALARM STATISTICS

Response District	Total Number of Responses – FEB 2016	Total Number of Responses –2016	Total Number of Responses – FEB 2015	Total Number of Responses –2015
84-A	5	12	2	7
84-B	3	8	3	5
84-C	16	34	13	21
84-D	1	3	3	5
84-E	5	12	3	6
84-F	5	12	9	21
84-G	5	10	6	10
84-H	8	8	3	6
85-A	19	28	13	27
85-B	5	12	5	9
85-C	10	32	14	31
85-D	6	16	5	18
86-A	8	18	8	12
86-B	14	20	6	18
86-C	6	12	6	16
86-D	2	5	5	10
86-E	1	2	1	4
87-A	15	41	20	31
87-B	7	10	4	8
87-C	9	16	7	16
87-D	8	11	11	16
87-E	3	11	3	4
87-F	0	0	0	0
91-A	2	4	2	7
91-B	1	1	1	2
91-C	2	2	1	2
92	4	7	2	5
Mutual Aid	67	133	60	107
Transfer	18	35	10	22
TOTALS	255	515	226	446

89.96% Medic Unit Response, 10 Minutes (before exception reports)

92.58% Medic Unit Response, 11 Minutes (before exception reports)

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

CODE 3 RESPONSE TIME ANALYSIS

Response District	Total Number of Responses	Number of Code 3 Responses	Average Code 3 Response Time (Alarm Time to Arrival Time)	SOC Benchmark Total Response Time (includes 1 min dispatch, 2 min turnout, plus travel)*	Compliance?
84-A	5	4	06:39	Rural 15min	Yes
84-B	3	1	03:44	Suburban 8min	Yes
84-C	16	12	03:02	Suburban 8min	Yes
84-D	1	1	03:48	Suburban 8min	Yes
84-E	5	5	05:33	Suburban 8min	Yes
84-F	5	4	04:25	Suburban 8min	Yes
84-G	5	3	07:18	Suburban 8min	Yes
84-H	8	6	07:23	Suburban 8min	Yes
85-A	19	17	04:02	Suburban 8min	Yes
85-B	5	3	04:18	Suburban 8min	Yes
85-C	10	9	03:27	Suburban 8min	Yes
85-D	6	5	05:44	Suburban 8min	Yes
86-A	8	5	06:47	Suburban 8min	Yes
86-B	14	8	05:58	Suburban 8min	Yes
86-C	6	3	05:30	Suburban 8min	Yes
86-D	2	1	04:55	Suburban 8min	Yes
86-E	1	0	N/A	Rural 15min	N/A
87-A	15	9	04:20	Suburban 8min	Yes
87-B	7	5	04:25	Suburban 8min	Yes
87-C	9	9	05:20	Suburban 8min	Yes
87-D	8	7	03:24	Suburban 8min	Yes
87-E	3	3	04:06	Suburban 8min	Yes
87-F	0	0	N/A	Suburban 8min	N/A
91-A	2	0	N/A	Rural 15min	N/A
91-B	1	1	24:47	Rural 15min	NO (Staging)
91-C	2	0	N/A	Rural 15min	N/A
92	4	3	09:41	Rural 15 min	Yes

*San Ramon SOC – Board Policy Response Time Benchmark Goals

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

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

CODE 3 TURNOUT TIME ANALYSIS

SOC Benchmark Turnout Time Goal 90 Seconds

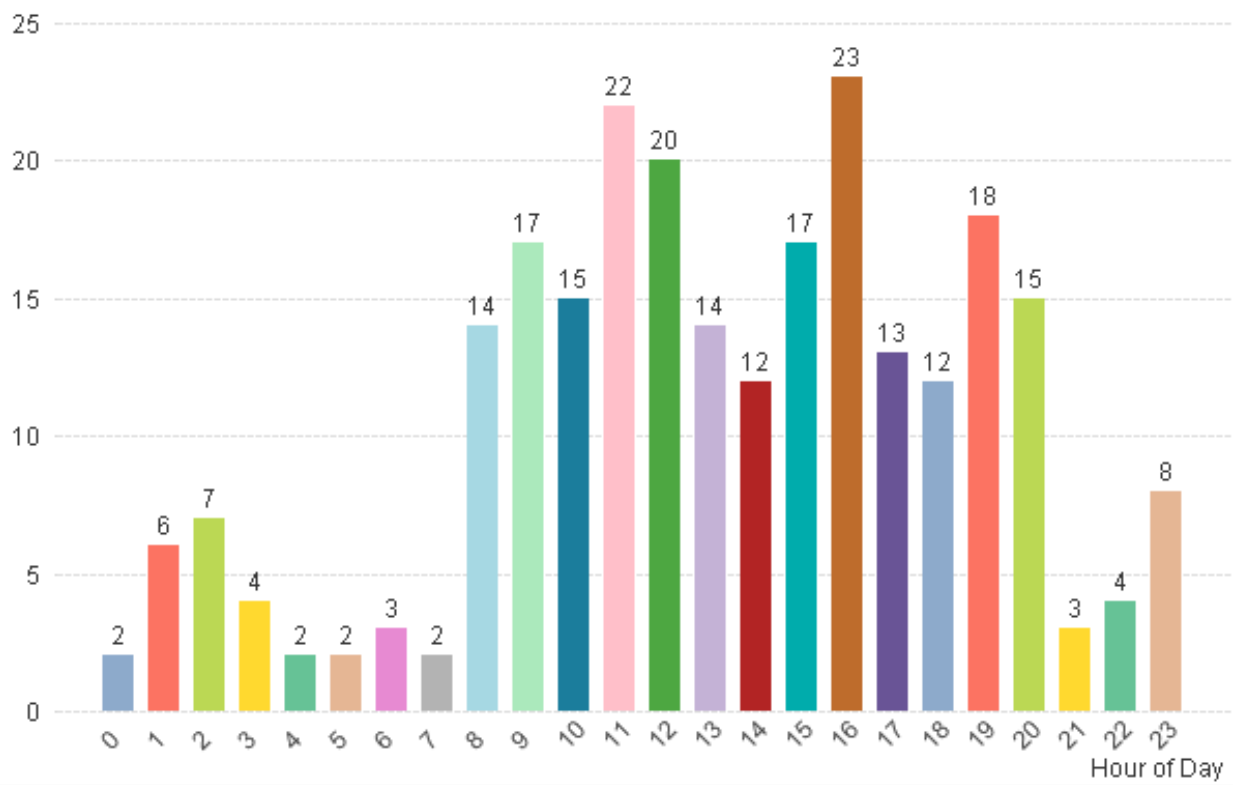
Unit	Total Number of Responses	Total Less Than 1 min 30 Seconds	Total Over 1 min 30 Seconds	Total Over 1 min 30 Seconds Excluding PPE or Computer slow	Average Turnout time
E84	39	32	7	4	01:05
E85/T85	38	32	6	5	01:12
E86	25	20	5	4	01:00
E87	38	36	2	2	00:50
P91	8	6	2	0	00:53
M85	121	108	13	11	00:50

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

Incidents by Hour of Day

XL

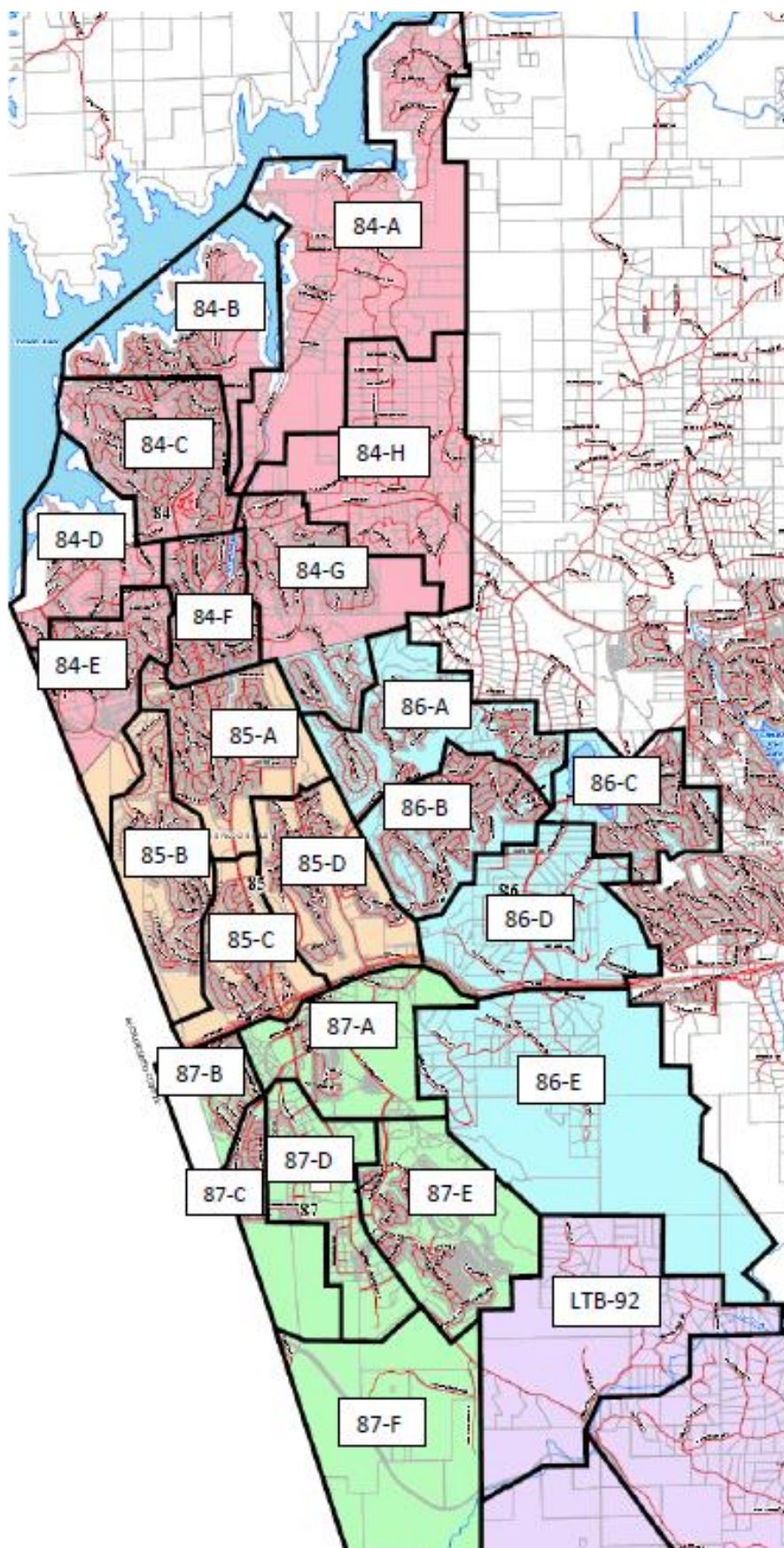
255 Total Incidents



INCIDENT TYPE ANALYSIS

Fires:	
Structure (cooking, chimney, all codes starting 11)	1
Grass/Brush	0
Vehicle/Misc.	4
Total Fires	5
Medical Aids:	
General (321G, 321)	98
Trauma (321T)	24
Cardiac (321C)	19
Respiratory (321R)	12
Transfers (321X)	19
Total Medical Aids	172
Vehicle Accidents (322, 324, 352)	
	12
Hazardous Calls (All codes starting with a 4)	
	3
Service Calls:	
General Service (all types except as listed below)	17
Animal/Snake	1
Total	18
Cover/Move-up	
	5
Good intent call (622, 650)	
	6
Cancelled Calls (Any call type with cancelled in text)	
	22
Authorized Burning	
	2
False Fire Alarm all	
	8
Other (900, 911)	
	2
TOTAL	255

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



RFP Regarding: Traffic Calming Devices and EDHFD Traffic Calming Device Standard

Summary:

On August 20, 2015, the Board of Directors voted in favor of sending out a formal RFP for Traffic Engineers/Consultants to study the use of traffic calming devices in El Dorado Hills. The request for a formal RFP was due to the consistent inquiries the Fire Department receives from the community requesting speed bumps to be installed in order to prevent speeding in subdivisions. On December 1, 2015 we released an RFP (Request for Proposal) to provide El Dorado Hills Fire Department with qualified traffic engineers/consultants (Proposer) for Traffic Calming Devices. The Proposer is to research, write, and produce a Fire Department Standard related to Traffic Calming Devices, study two specific subdivisions with speeding concerns and evaluate the fire department current position of not allowing vertical roadway deflections. The deadline for the proposals was January 1st, 2016 at 17:00 hours. El Dorado Hills Fire Department received two proposals from the following two participants:

1. Traffic Works, based out of Rancho Cordova, CA
2. TJKM, based out of Pleasanton, CA

Both proposals were compliant with the requirements outlined in the RFP.

While reviewing these proposals, it was important for us to consider that the finished product of this RFP will provide EDHFD with a comprehensive Standard in order to provide the public with studied and factual information. This Standard will determine which traffic calming devices provide the BEST mitigation to speeding while protecting our emergency personnel and all members of our community to the highest level of service we work so hard to ensure. The California Fire Code provides the District legal authority to restrict vertical roadway deflections on private roadways. A large number of streets in the District are gated and therefore private streets. Speeding of vehicles on these streets is a real issue creating a dangerous environment for residents. Many residents regularly contact the fire department with a desire to install speed bumps and similar devices for speed control. The fire department does not allow vertical roadway deflections because they slow the response time of emergency apparatus and are dangerous for firefighters and firefighting equipment in the event of high speed fire engine contact with a speed bump.

Both companies produced great packages and packets, in a professional manner, and met the requirements of the RFP guidelines. Traffic Works has worked in El Dorado County

on numerous projects. They understand the County process as well as the already adopted codes and standards that would pertain to traffic calming devices and local Fire Code requirements. They have also brought on board REY Engineering, for which we have reviewed numerous plans on the construction of subdivisions in El Dorado Hills. Their plans are always the highest quality and thoroughly designed requiring little, if any, comments and corrections. We feel that having specialists, with a proven history of success in El Dorado County and El Dorado Hills for these crucial tasks, is essential to the quality and success of this project.

Each company's packet was dispersed to the Fire Marshal and Operations Chief for thorough review. We have posted the reviews below in a table format:

Rating Category	Traffic Works	TJKM	Reason for score
On-time Submittal	5	5	Both submittals were on-time
Presentation of Submittal	5	4	TW tailored the submittal more towards EDH Fire
References	5	3	TJKM had mediocre reviews. Great notes for TW
Experience & Qualifications	5	4	TW has more experience in EDC and with REY Engineers
Service Availability	5	4	Both have great hours but TW is located closer, in Rancho Cordova
Process	5	5	Both have a similar process
Plan Timeline	4	5	TJKM has a faster timeline
Optional Service Tasks	5	5	Both offer great additional services
Cost	4	1	TJKM is \$5,790 over budget for the basic package, TW comes in \$50 under
Contract	4	3	TJKM contract seems more restrictive than TW contract
TOTAL	47	39	

Fiscal Impact:

1. Traffic Works = \$19,950
2. TJKM = \$25,790

Line Item Approved Budget = \$20,000

Recommendation:

For the reasons listed above we recommend awarding the contract to Traffic Works, LLC



Traffic Engineering & Transportation Planning

January 1, 2016

Fire Marshal Marshall Cox
El Dorado Hills Fire Department
1050 Wilson Boulevard
El Dorado Hills, CA 95762

Proposal – Research, Write, and Produce a Fire Department Standard related to Traffic Calming Devices

Dear Mr. Cox,

Traffic Works is excited to submit this proposal to assist the El Dorado Hills Fire Department in the preparation of a Fire Department Standard related to Traffic Calming Devices.

Traffic Works has completed numerous studies and work products relating to traffic calming device installation, use of Complete Streets principles, design of roundabouts, etc. in order to calm traffic and make roadways safer for all who use them (cyclists, pedestrians, cars, trucks, etc). We understand neighborhood concerns when it comes to speeding drivers and know how to solve this problem, ideally without using speed bumps. We equally understand the importance of keeping roads accessible for emergency response vehicles. Our staff commonly work with Home Owner Associations and regularly host productive public meetings.

We submit this proposal having received the RFP and all addenda thereto and assert that this proposal is a firm offer which shall remain valid for 60 days from the date of submittal. Should we be awarded the opportunity to assist the El Dorado Hills Fire Department on this project, the contract shall be housed in our company headquarters at 6170 Ridgeview Court, Suite B, Reno, NV 89519.

For more information about our staff and overall experience, please visit our website at www.traffic-works.com. Please do not hesitate to contact Grant Johnson, Principal, at 11885 Aspen Heights Ct., Rancho Cordova, CA 95742, (916) 903 – 8990 or at Johnson@Traffic-Works.com with any questions, or requests for additional information during the selection process.

Sincerely,
TRAFFIC WORKS, LLC

A handwritten signature in blue ink, appearing to read "Loren E. Chilson", is written over the typed name.

Loren E. Chilson, PE
Principal

References

- **Marc Mattox PE, Town Engineer, Town of Paradise, CA - (530) 872-6291 ext. 125**
mmattox@townofparadise.com
Town of Paradise
Engineering Department
5555 Skyway Road
Paradise, CA 95969
- **Robert Goralka PE, Traffic Engineer, County of Marin, CA - (415) 473-6528**
RGoralka@marincounty.org
Department of Public Works
3501 Civic Center Drive, Suite 304
San Rafael, CA 94903
Paradise, CA 95969
- **Todd Landry, Senior Engineer, Town of Truckee, CA - (530) 582-2904**
tlandry@townoftruckee.com
Town of Truckee
Engineering Department
10183 Truckee Airport Rd
Truckee, CA 96161

“Carson City has retained Traffic Works for several traffic engineering studies and the City has been pleased with the results. Loren Chilson and the rest of the staff have always acted professionally and have been a pleasure to work with.”

**- Patrick Pittenger, AICP
Transportation Manager
Carson City Public Works**

“It has been a pleasure working alongside Traffic Works professional staff. No project has been too big for Traffic Works to tackle.”

**- Jon Ericson, PE
Transportation Manager
City of Sparks**

“Wow. Your extremely timely response is unprecedented. I feel fortunate to have commissioned Traffic Works for this project”

**- Ron Eckhardt, CPO
Maintenance Supervisor
Somerset Owners Association**

“You did a great job presenting your preliminary findings. Simple conclusions that we all could understand with just the right amount of detail.”

**- Chuck Reeves
Reno Land Development Company, LLC**

Profile

Traffic Works, LLC

Traffic Works was founded to provide clients exceptional service and value in traffic engineering and transportation planning services. Traffic Works has quickly become recognized as a leading traffic engineering specialty firm in Northern California and Nevada. Our approach in every effort is to provide clear communication, offer expert advice, deliver high quality work products and be proactive, efficient, and creative. We offer a full range of services including:

- Safety Studies and Safety Audits
- Roundabout Analysis and Design
- Traffic Calming Programs
- Bicycle & Pedestrian Facilities
- Peer Review
- Traffic Impact Studies
- Data Collection
- Traffic Access and Circulation Studies
- Parking Studies
- Road Diets
- Complete Street Improvements
- Corridor Studies
- Intersection Improvement Studies
- Signal Design

Traffic Works has extensive experience analyzing on-site circulation and access patterns for developments of all sizes. We strive to create recommendations which satisfy the needs of all parties involved whenever possible. We are well versed in the peer review of professional traffic engineering and transportation planning work done in California, of similar scope and size, while working for public sector clients, as on-call services for many counties and cities where professional studies and design work has been reviewed as an extension of county and city staff.

**WE HAVE RECENTLY
COMPLETED 4 TRAFFIC
CALMING STUDIES**

The firm is healthy and financially stable, continually increasing staff and technical resources, and realizing company growth. Our seven member staff is always available on short notice because we are 1) located in Rancho Cordova and 2) sincerely committed to serving the El Dorado Hills Fire Department to the best of our ability.

Special Equipment

Traffic Works owns and operates specialty transportation planning and traffic engineering equipment including:

- Mobile EsriGIS Applications
- Traffic Counting Equipment
- DashCAM GPS based travel time/location recording tools
- Custom video camera recording equipment for specialized data collection
- Geographic Information System (GIS) capabilities
- Radar Gun and automatic hose counters for speed data collection

R.E.Y. Engineers, Inc.

R.E.Y. Engineers, Inc. is a Small Business Enterprise (SBE) that has worked in the El Dorado Hills area for over 30 years. Delivering high quality products using the latest technology, R.E.Y. Engineers is focused on clients first. R.E.Y. Engineers will supplement the extensive experience of Traffic Works with their unparalleled local knowledge provided by Transportation Division Manager Matt Boyer. Matt has worked in El Dorado County over two decades having worked directly for El Dorado County Transportation Commission for 10 years and as the Director of Transportation for the County itself. Matt will provide support throughout this project in the following areas:

- Advising best practices within El Dorado County
- Civil Engineering
- Public Meetings
- Liason and Primary Contact with El Dorado County

Grant Johnson, TE

Principal



Grant Johnson is a Principal Engineer of Traffic Works, a traffic engineering and transportation planning

specialty firm. He is a registered Traffic Engineer in the State of California. Grant has over 30 years of experience in traffic engineering and transportation planning services including traffic calming. He designed using AutoCAD, traffic calming for several miles of roadways in the Yuelai Newtown of Chongqing, one of China's largest cities (10 Million). Wide fast roads were redesigned to slow speeds with traffic calming treatments such as intersection curb chokers, short crosswalks, parallel parking, bus turnouts, signing and striping including bike lanes. Multi-modal was the focus, including design of a large transit station including bus and taxi drop off lanes and high speed rail. The goal: maximizing traffic efficiency while slowing speeds of cars and protecting pedestrians and bikes. Grant has worked throughout California, Oregon, and two years working on large transportation projects in Mainland China with a diverse group of clients, delivering practical and straight forward solutions to complex transportation issues. He has extensive experience in workshops, training, teaching and public presentations.

Core Expertise

- Project Management
- Traffic Engineering and Traffic Operations
- Transportation Planning
- Corridor Studies/Multi-Modal Planning

EXPERIENCE - a cross-section of significant projects

Traffic Calming

- YueLai Newtown Complete Streets and Traffic Calming Design, Chongqing, CN (2014) - Provided designs for Traffic Calming on most roadways within a thousand hectare urban development district in northern Chongqing, China.

Traffic Engineering and Traffic Operations

- Video Origin Destination Survey of RenHe Ave and JinKai Interchange, Chongqing, CN (2014)
- Multi-modal Trip Generation Survey (1900 DU) for LongHuXiYuan, Chongqing, CN (2014)
- YueLai Conference Center Parking Study, Chongqing, CN (2014)
- Five (5) intersections Signal Design, Chongqing, CN (2013)
- On-Call Traffic Engineering, Nevada County Transportation Commission (2001-2012)
- On-Call Traffic Engineering: Signal Design, Signing/Striping, City of Los Banos, CA (2007-09)
- Signal Design: Alamo Drive 7 intersection interconnect, Vacaville, CA (2007)
- Signal Design: Green Valley Road Interconnect and Modifications, El Dorado Co. (2006)
- On-Call Traffic Engineering and TIA Peer Review Services, El Dorado County

Roundabouts

- Roundabout Study I-80 Lewis Road and Weber Road interchanges, Solano County, CA (2012)
- SR 49 Freeway Ramps and Main Street intersection Roundabout, Grass Valley, CA (2002)

Corridor Studies/Multi-Modal Improvements

- YueLai Ave. Corridor Operations Study, Chongqing, CN (2014)
- El Dorado Hills Corridor Operations Study & Design, El Dorado Co. (2008)
- Collector Distributor and Roundabout Golden Center Fwy, Grass Valley (2006)

Transportation Planning

- YueLai Newtown Study: VISSUM Traffic Model Development, ChongQing, CN (2013-14)
- On-Call Transportation Planning, Numerous planning studies, RTP assistance,

Total Experience: 30 Years

Education

California State University
Sacramento
BS Civil Engineering (1984)

Professional Registration

Licensed Traffic Engineer
State of California (1453)

Professional Affiliations

American Public Works Association
(APWA)

Institute of Transportation Engineers
(ITE)



Loren Chilson, PE

Principal



Core Expertise

- Project Management
- Traffic Operations & Circulation
- Safety Evaluations/Safety Improvements
- Roundabouts/Intersection Reconfigurations

Loren Chilson is the founder and principal engineer of Traffic Works, a traffic engineering and transportation planning specialty firm. Mr. Chilson has over 18 years of experience offering a great breadth and depth of traffic engineering and transportation planning services including traffic impact studies, environmental impact reports, corridor studies, intersection alternatives studies, concept planning, traffic engineering design, construction support, and peer review. He has outstanding expertise in traffic signal design, roundabouts, safety evaluations, and “complete streets” application. He is also highly skilled in traffic operations analysis and has spent substantial time in the field gaining the real world experience necessary to plan, analyze, and design complex projects. Mr. Chilson is a creative problem solver by nature, has a hard working and positive attitude, and is a trusted advisor to agency staff throughout California and Nevada.

EXPERIENCE - a cross-section of significant projects

Safety Evaluations/Safety Improvements

- Skyway HSIP Project, Town of Paradise, CA (2014)
- Carson City School Zone Evaluations, City of Carson City, NV (2013)
- School Zone Audit & Circulation Study, Del Norte County, CA (2013)
- Sparks Boulevard Clear Zone Analysis, City of Sparks, NV (2012)
- La Posada/Cordoba Signal Warrant Analysis, City of Sparks, NV (2012)
- La Posada Clear Zone Study, City of Sparks, NV (2012)
- Pioneer Trail Crosswalk Study, South Lake Tahoe, CA (2012)
- Carson City Intersection Safety Studies, City of Carson City, NV (2010)

Roundabouts/Intersection Reconfigurations

- Township 9, North 6th, Cannery, and Chill Improvements Roundabout—Sacramento, CA (2014)
- Mayberry / Hunter Lake Rehabilitation Project, Reno, NV (2014)
- Brickelltown Streetscape Improvements Project, Town of Truckee, CA (2014)
- Quarry Heights / Petaluma Blvd Roundabout – Petaluma, CA (2010)
- Donner Pass Road / Pioneer Trail Roundabout – Town of Truckee, CA (2009)
- Civic Center Way Streetscape Improvements, City of Malibu, CA (2008)
- Idaho/Maryland/Brunswick Roundabout Concepts – Nevada County, CA (2008)

Traffic Signal System Design

- Downtown Paradise Safety Project (3 signal mods & coordination), Town of Paradise, CA (2014)
- Pearson / Recreation Signal Timing, Town of Paradise, CA (2013)
- SR 89 South Donner Pass Road Signal & Intersection Modifications, Town of Truckee, CA (2010)
- TE Spot 3 Traffic Signal Modifications (6 intersections), Reno/Sparks, NV (2014)
- Liberty & Ryland Signal Modifications (2 Intersections), City of Reno, NV (2013)
- Signal Battery Back-up Project (4 intersections), City of Elko, NV (2013)
- 4th St./Prater Way 30% Design Signal Modifications (14 intersections), Reno & Sparks, NV (2013)

Corridor Studies/Multi-modal Improvements

- Oroville SR 162 Corridor Plan – BCAG, Oroville, CA (2015)
- Sparks Blvd Multi-Modal Corridor Study, Sparks, NV (2015)
- Sutro Complete Street Project – City of Reno, NV (2012)
- 4th Street/Prater Way Corridor Study, Reno & Sparks, NV (2011)
- Nevada Way Streetscape Project – City of Boulder City, NV (2010)

Total Experience: 18 Years

Education

Walla Walla University
BS Civil Engineering (1997)

FHWA Road Safety Audit
2010

Professional Registration

Licensed Civil Engineer
State of California (61425)

Licensed Civil Engineer
State of Nevada (15619)

ATSSA Traffic Control Supervisor





Core Expertise

- Public Outreach
- Transportation Planning
- Corridor Studies/Multi-Modal Planning
- Data Collection & GIS

Cole has over three years of experience in a wide range transportation planning projects. Cole has been involved with numerous planning and engineering efforts across Northern Nevada and California, including corridor studies, safety studies, data collection, traffic impact assessments, and public outreach. Cole is well versed in the most up to date transportation planning research and best practices throughout California and Nevada. Cole has worked with numerous public agencies to develop focused recommendations aimed at solving complex transportation problems while benefiting all stakeholders involved. Cole is highly proficient in numerous graphical and data analysis softwares including Adobe InDesign, ArcGIS, and Google SketchUp. Having recently completed a Masters degree, Cole is excellent at conducting research efforts and identifying case studies from around the country.

Safety Studies/Traffic Calming

- Tenaya Creek HOA Speed Bump Analysis & Speed Study, Reno, NV (2015)
- Pyramid Lake Paiute Tribe Strategic Transportation Safety Plan, Nixon, NV (2015)
- Pyramid & McCarran – Road Safety Audit, Sparks, NV (2013)
- Keystone Avenue Corridor Study – Road Safety Audit, Reno, NV (2013)
- School Zone Audit & Circulation Study, Del Norte County, CA (2013)
- Downtown Paradise Safety Project (HSIP), Paradise, CA (2014)

Corridor Studies

- Oroville SR 162 Corridor Plan, BCAG, Oroville, CA (2015)
- Virginia Street Corridor Study, Reno, NV (2013)
- Sparks Boulevard Corridor Study, Sparks, NV (2013)
- Sun Valley Corridor Study, Sun Valley, NV (2013)
- Keystone Avenue Corridor Study – Reno, NV (2013)

Data Collection / GIS / Graphics Efforts

- Lake Tahoe Region Bicycle and Pedestrian Monitoring Program, TRPA, Stateline, NV (2015)
- AB 628 Traffic Data Collection, Inyo County, CA (2015)
- Pedestrian & Bicycle Data Collection Program, RTC, Reno/Sparks, NV (2013-2015)
- Stead Airport Access Evaluation, Stead, NV (2014)
- Fernley Downtown Plan, Fernley, NV (2014)
- Lassen County Park & Ride Study – Lassen County, CA (2013)
- Traffic Impact Study – Park Lane Redevelopment, Reno, NV (2013)
- See Vee Lane Extension – Traffic Circulation Study, Bishop, CA (2013)

Public Outreach/Marketing

- Community Engagement Initiative, Saint Anthony Village, MN (2014)
- Regional Transportation Commission of Washoe County Social Media Implementation, Launch, and Expansion, Reno, NV (2013)
- Transit Connections 2013: The Value of Transit – Steering Committee & Creative Team, Reno, NV (2013)
- Virginia Street Corridor Study – Bus Ridership Survey, Reno, NV (2013)

Total Experience: 3 Years

Education

University of Minnesota (2015)
Masters of Urban and Regional Planning

University of Minnesota (2011)
BS Individualized Studies

Professional Affiliations

American Planning Association (APA)

Software Proficiency

ArcGIS CorelDRAW
Adobe Photoshop Adobe Illustrator
Adobe InDesign Adobe Acrobat
Google Sketch-Up Synchro





REGISTRATION:

BS, Political Science, Minor Mathematics,
California State University, Stanislaus

YEARS OF EXPERIENCE: 27

YEARS WITH REY: <1

AVAILABILITY: 40%

PREVIOUS FIRMS/AGENCIES:

KPFF

Matthew C. Boyer & Associates

Dokken Engineering

El Dorado County

PROFESSIONAL AFFILIATIONS:

American Planning Association

American Public Works Association

American Leadership Forum

El Dorado County Board of Education
(2003-2014)

Motherlode Rehabilitation (MORE)
Board Member

Center for Violence Free Relationships,
Board Member

United Way California Capitol Region
Board of Director (2008-2012)

United Way California Capitol Region
Board of Directors (2008-2012),
Education Impact Council (2011-present)

AREAS OF EXPERTISE:

- Project Management
- Planning & Funding
- Public Outreach
- Stakeholder Coordination
- Traffic Calming / Neighborhood Design

As R.E.Y.'s Transportation Division Manager, Matthew (Matt) Boyer manages a wide variety of public agency projects throughout Northern California.

Matt has nearly 27 years of proven expertise in:

- Project management (transportation projects, facilities, etc.);
- Transportation planning and performance measurement;
- Executive management and training; and,

El Dorado County Experience

Mr. Boyer has been a highly-sought transportation professional in El Dorado County for 22. Mr. Boyer came to El Dorado County as the Executive Director of the El Dorado County Transportation Commission.

Over the last two decades Matt has:

- served the County for 10 years at EDCTC and as Director of Transportation (DOT) for the County;
- delivered 18 projects with a combined value of more than \$185 million for El Dorado County agencies;
- been recognized with six (6) APWA "Project of the Year" awards; and,
- served as an elected member of the El Dorado County Board of Education (2004-2014).

His transportation vision, ability to build partnerships and secure financing, and tenacity in delivering projects were responsible for the Highway 50 through Placerville Operational Improvements and aesthetic and environmental improvements, and the planning, design, and construction of carpool lanes from Cameron Park Drive to Sunrise Boulevard.

During his tenure as DOT Director, Matt was directly responsible for significant improvements in capital project delivery, capital maintenance of County roadways, improvements to financing, and improved community relations.

PREVIOUS EL DORADO COUNTY PROJECTS

- Central Park-and-Ride
- El Dorado Trail (Clay Street to Highway 50 Overcrossing)
- Highway 50 through Placerville Operational Improvements
- Mosquito Road Park-and-Bus – Phase I
- Mosquito Road Park-and-Bus – Phase II
- Sacramento-Placerville Transportation Corridor Master Plan
- U.S. Highway 50 Carpool Lanes – El Dorado Hills Boulevard to Sunrise Boulevard
- U.S. Highway 50 Carpool Lanes – Ponderosa Road to El Dorado Hills Boulevard
- U.S. Highway 50 Cambridge Road Park-and-Ride Expansion
- U.S. Highway 50 Cambridge Road Park-and-Ride Expansion
- U.S. Highway 50 Ponderosa Road Interchange Park-and-Ride ADA Improvements

COMMUNITY OUTREACH

He has designed and facilitated more than 275 successful community meetings, including meetings for transportation plans and controversial transportation projects, all of which were subsequently built!

Matt has personally planned and facilitated more than 50 high-visibility, well-received public meetings in the Placerville community. Since 1995, Mr. Boyer has been directly involved in delivering most of the significant transportation improvements in the City of Placerville.

Experience

Traffic Works has extensive experience working with Departments of Transportation helping to resolve speeding issues, improve road safety, and recommend specific traffic calming measures. The firm has completed numerous traffic studies where traffic calming devices were the subject of the study, workshops were held, and evaluation of traffic control devices including speed bumps has taken place. We have worked with Cities and Counties throughout California to help gather information from residents concerning traffic issues in the form of a petition request for traffic calming. In addition we have helped to develop "Traffic Calming Program Instructions" guidebooks for Cities and Counties so that residents can become informed as to the process before a formal petition or request is made. Traffic Works has extensive experience in helping set up the kind of program that the El Dorado Hills Fire District is seeking.

As an alternative to typical traffic calming device installation, we are currently under contract conducting radar speed surveys and providing Traffic Engineer speed limit recommendations for the City of Shasta Lake at over 50 locations. The speed surveys are being used to allow for police enforcement of speed limits, which can be one of the most effective forms of traffic calming because it comes with a penalty. Under section 21107 of the California Vehicle Code (CVC), law enforcement officers can enforce speed limits on private roads in unincorporated areas of the County (such as in an HOA). Board of Supervisor approval is needed.

Relevant Project Experience:

Tenaya Creek HOA Speed Bump Analysis

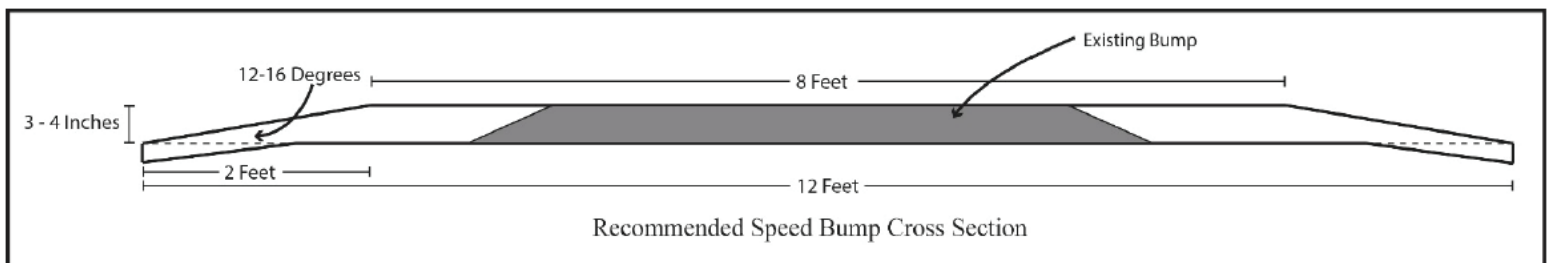
Reference: Julianne Kaufman, First Service Residential, (775) 337 - 2700 ext. 11316

Project Dates: September, 2015

Budget & Schedule Adherence: On-time and within budget

Traffic Works assisted the Tenaya Creek Homeowners Associations in evaluating their existing speed bumps. Many residents complained that the speed bumps were too abrupt and caused damage to their vehicles, and there was concern that emergency vehicles may not be able to access homes beyond the speed bumps in adequate amounts of time. Traffic Works evaluated the existing speed bumps and determined that they needed to be modified in order to reduce the extreme nature of their vertical deflection. The recommended cross-section below incorporated the existing speed bump and transformed it into a speed hump, which is easier for personal vehicle and emergency access vehicles to cross without having to slow unnecessarily.

**RECENT WORK
WITH AN HOA**



Montreux Traffic Calming Study

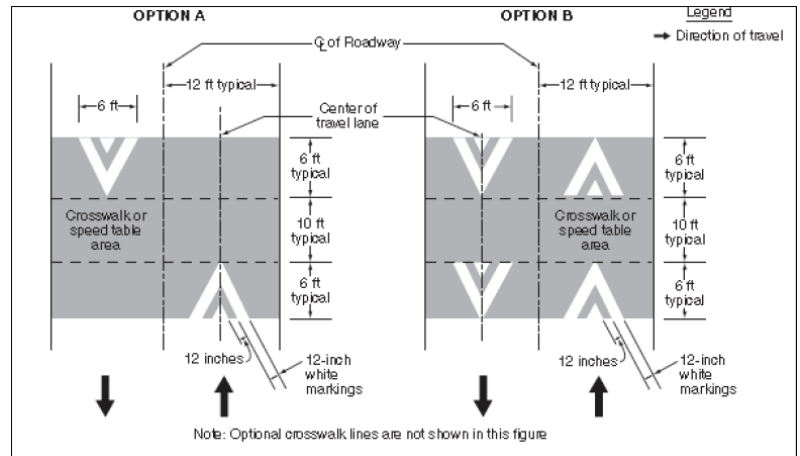
Reference: Mike Joseph, MKJ Company, Reno, NV

Project Dates: February, 2012 - March, 2012

Budget & Schedule Adherence: On-time and within budget

Traffic Works assessed existing conditions and speeds along Bordeaux Drive from the Washoe County line to a location within the Montreux community in order to determine if traffic calming measures were needed to maintain safe vehicular travel speeds/conditions throughout the study area. The project team conducted a field audit and identified the existing conditions of the corridor, including posted speeds, roadway features, sight distance, and current striping. Traffic Works also evaluated existing travel speed data to assess whether speed was a significant issue throughout the corridor. From their field work and analysis of the available data, Traffic Works developed and prioritized specific recommendations to promote safe travel along the corridor for all modes and to benefit the surrounding community.

RECENT WORK WITH AN HOA



4th Street Traffic Calming Study

Reference: Jon Ericson, City of Sparks, NV (775) 353 - 7809

Project Dates: May, 2015 - June 2015

Budget & Schedule Adherence: On-time and within budget

Traffic Works assisted the City of Sparks, NV in evaluating the appropriateness of traffic calming measures along a stretch of 4th Street. This project was started in response to some complaints from local residents about speeding issues along 4th Street. Traffic Works conducted a thorough speed study and site visit to assess the existing issues and current level of speeding along the study roadway. Traffic Works also collected traffic volume data on the study roadway. Using the *City of Sparks - Guidelines for Traffic Calming*, Traffic Works determined that the installation of traffic calming measures were not warranted per City guidelines. Instead, Traffic Works recommended the installation of speed limit signs and restriping of the roadway.

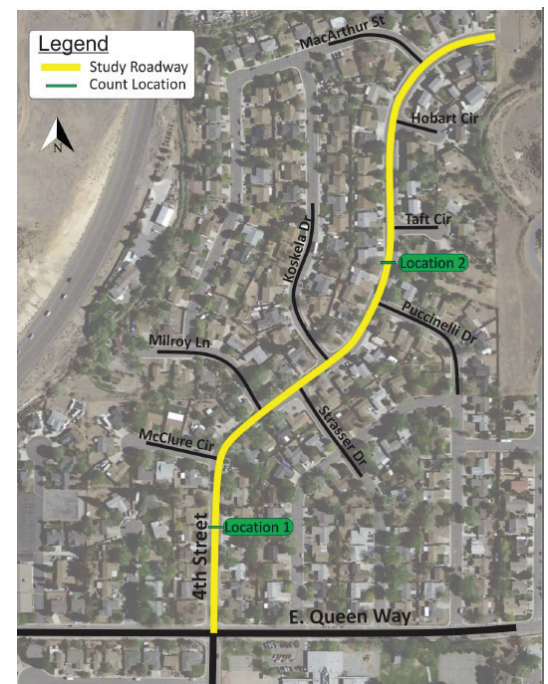
N. Truckee Lane Traffic Calming Study

Reference: Jon Ericson, City of Sparks, NV (775) 353 - 7809

Project Dates: March, 2014 - April, 2014

Budget & Schedule Adherence: On-time and within budget

Following a "Request for Traffic Calming" citizen petition, Traffic Works was brought on to evaluate the need for traffic calming measures at the intersection of N. Truckee Lane and Spanish Springs Road in the City of Sparks, NV. Traffic Works collected traffic volume data, speed data, crash history data, and conducted a multi-way STOP control warrant analysis for this project. Using the *City of Sparks - Guidelines for Traffic Calming*, Traffic Works determined that the study intersection failed to meet warrants or fulfill requirements for installation of traffic calming measures outlined in the City of Sparks guidelines. Traffic Works developed further recommendations which were aimed at improving vehicle sight lines.



Downtown Paradise Safety Project (Paradise, CA - 2013)

Reference: Marc Mattox, Town Engineer, Town of Paradise, California (530) 872 - 6271 ext. 125

Project Dates: September 2013 to December 2013

Budget & Schedule Adherence: On-time and within budget

Traffic Works was selected to be the prime consultant to assist the town in designing and implementing a variety of safety improvements. The project entailed a road diet on Skyway through downtown Paradise, California with the goal of improving pedestrian and vehicle safety. Traffic Works collected data and documented existing conditions, forecasted future traffic volumes through the corridor, and modeled various traffic diversion scenarios using Synchro micro-simulation software. Based on the results of the micro-simulation model, Traffic Works developed mitigations to maintain acceptable traffic operations while implementing the road diet. Traffic Works developed the final design traffic signal PS&E package and supported the Town with public outreach and overall project peer review.

In addition to analyzing vehicle operations, Traffic Works developed safety measures to promote a safer pedestrian and bicycle environment. The presentation material created by Traffic Works played a major role during the public outreach process and the Town was very pleased with public response.

Qualifications

Traffic Works has registered California engineers on staff for this project who are qualified to make recommendations concerning California roadway facilities and design. What sets our firm apart from the rest is that the company has engineers and planners who are experienced in developing traffic engineering and transportation planning solutions for all modes of travel (bike, peds, vehicles, transit, etc). Our expertise is conformant with the principles in the California Complete Streets Act. Work will be managed out of our Rancho Cordova office which is 20 minutes away from the subject study area of El Dorado Hills. R.E.Y. Engineers is located in Folsom, CA.

Grant Johnson, TE, Principal of Traffic Works will be the project manager on this job. He is a registered Traffic Engineer in the State of California (TR1453) with over 30 years of experience, and is an expert in traffic operations and vehicle flow, evaluating traffic control devices, and the design of roadway with traffic control devices such as signals, signing, and striping. He is a member of the American Public Works Association (APWA) and Institute of Transportation Engineers (ITE). Reference is made to his resume for additional information.

**GRANT JOHNSON HAS
BEEN INVOLVED IN THE
PREPARATION OF OVER 25
POLICY DOCUMENTS IN
CALIFORNIA**

Loren Chilson, PE, Principal of Traffic Works will be responsible for helping to co-author the El Dorado Hills Fire Department Standard on Traffic Calming Devices document. He is a registered Civil Engineer in the State of California and Nevada with over 18 years of experience in engineering, and is also an expert in traffic operations and vehicle flow, evaluating traffic control devices, and the design of roadway with traffic control devices such as signals, signing, and striping. He will offer support as needed on this job to Grant. He is a member of the American Public Works Association (APWA) and is an ATSSA Traffic Control Supervisor. Refer to his resume for additional information.

Matt Boyer, Transportation Division Manager of R.E.Y. Engineers will provide support services for interfacing with local government services. He has extensive experience in El Dorado County serving as the Director of the County DOT for 4 years as well as the Executive Director of the El Dorado County Transportation Commission for 5 years. His local government insight will be helpful in developing a document that will be compatible at all levels.

Service Availability

Traffic Works is available on-site locally in Rancho Cordova Monday through Friday from 7 am to 6 pm on a daily basis. As needed, we can be available after hours for any data collection, meeting attendance, etc. All offices of Traffic Works are typically open for business Monday through Friday from 7 am to 6 pm.

Process

Prior to developing the Fire Department Standard related to Traffic Calming Devices, Traffic Works will evaluate the current position not allowing vertical roadway deflections. This evaluation process will consist of the following three steps:

1. **Engage Residents** – It is important to incorporate the opinions of the public in the evaluation of the current policy prohibiting vertical deflection. The opinions and recommendations from the public will be gathered from both communities at two public meetings, with one being held in each community.

2. **Analyze Existing Speeding Issues** - We anticipate that it will be necessary for us to collect speed survey data on problem area roadways to define the speed profile of each street in question. It is imperative to know the speed profile to properly address the speed problem, and which kind of traffic calming will be the most effective in controlling the speed problem.

3. **Best Practices Research** – Following the collection of anecdotal evidence and existing speed data, we will conduct a thorough research effort to identify best practices from throughout California and from around the country. Obtaining and analyzing existing traffic calming policies and standards from California Fire Departments will be the primary goal of this research effort; collecting academic research regarding effects on emergency response vehicles from traffic calming devices and best practices from cities and counties around the county will be secondary research goals. We will be seeking solutions that do not involve the use of speed bumps or other vertical deflections because of their negative impact to the operations of fire department vehicles and emergency response times. Instead, we will discuss other methods of traffic engineering and design that can contribute to the slower and safer travel of vehicles in a multi-modal environment. We will discuss how the parking restriction policy in the gated communities affects speed profiles, because there is generally no vehicles parked on the roadways except for exceptions such as parties or private events. We will investigate how the roads might be redesigned to provide bike lanes or exclusive bike paths with a physical barrier to prevent vehicles from entering that space, and thereby narrowing up the travel way for vehicles on certain segments of roadway. We will report on how the streets may be alternatively designed to encourage and engender multi-modal travel, to make the streets complete.



Examples of Effective Horizontal Deflection Traffic Calming Device: Medians

Following the evaluation of the current position on vertical deflection traffic calming devices, Traffic Works will develop a Standard related to Traffic Calming Devices for the El Dorado Hills Fire Department which incorporates the findings from our extensive research. The following sections are proposed to comprise the Standard:

1. Traffic Calming Principles – This section will present the basic principles of Traffic Calming and identify the overall goal of slowing traffic in sensitive areas. Highlighting the proper uses of traffic calming and the overall effectiveness of these devices will also be included in this section.

2. Vertical vs. Horizontal Deflections – The two categories of Traffic Calming devices will be compared in this section highlighting both the pros and cons of each. It is important to establish the overarching difference between vertical and horizontal deflection. Although these two categories of traffic calming devices share the same goal, they achieve this goal in entirely different ways. This discussion will help to identify the underlying reasons for prohibiting vertical deflections in regards to emergency vehicle response times.

3. Authorized Traffic Calming Devices—Traffic Works will coordinate with Fire Department staff in order to identify traffic calming devices which are acceptable to the department. Once different options have been identified, they will be included in this section of the Standard. Each option included in this section will include a description of the device itself, the most effective areas for use, and generic cost for these devices. This section will also highlight the differences between the authorized traffic calming devices.

4. Solutions for Residents/HOAs – This section will provide a step by step guide to residents seeking to address speeding within their community. These steps will be modeled after best practices identified during the research portion of this project and will take into account applicable local ordinances.

Throughout our research and development of the Standard we will focus on horizontal deflection options which address the widths of roadways. These may include the following traffic calming devices and practices:

1. How alternative street striping and on-street parking modifications could help to slow speeds (such as narrower lanes).
2. How landscaping and median treatments can help to narrow roadways and engender a slower speed environment. It is well known that wide streets engender higher speeds of vehicles because of spaciousness.
3. How the use of regulatory signage can be enforced (such as stop signs or speed limit signs).



Implementation Plan

Task 1 Evaluate Fire Department Position/Policy

Task 1.1 Existing Policy Review

As a part of this task, Traffic Works, with assistance from REY Engineers, will examine the policy of the fire department not allowing vertical roadway deflections, and how this may or may not contribute to the speeding situation on roadways within the study area (two subdivisions) where speeding is occurring.

The California Fire Code provides Fire Districts the legal authority to restrict vertical roadway deflections (speed bumps) on private roadways. The existing condition within the El Dorado Hills Fire District is that vertical roadway deflections on private roadways are not allowed. A large number of streets in the District are gated and therefore private streets. Within these private communities there exists a speeding problem on several streets which creates a dangerous environment for residents. Many residents regularly contact the fire department with a desire to install speed bumps and similar devices for speed control. However, the fire department does not allow vertical roadway deflections because they slow the emergency response times by up to ten seconds and are dangerous for firefighters and firefighting equipment in the event of high speed fire engine contact with a speed bump.



Choker intersections are one of the traffic calming devices which could be used in the El Dorado Hills context

Speed bumps are only one type of traffic calming solution that can be used to help control speeds. Traffic Works staff are highly experienced in developing alternative traffic calming and complete streets solutions that do not interfere with emergency vehicle response times, but make streets safer for pedestrians and bicyclists, and help to slow vehicle speeds. This work effort is about developing a handbook to offer guidance to El Dorado Hills' community residents on the steps that can be taken to help reduce the speeding problem while minimizing impacts to the fire district's response times and safety.

Task 1.2 Best Practices Research

We will conduct a thorough research effort to identify best practices from throughout California and from around the country. Obtaining and analyzing existing traffic calming policies and standards from California Fire Departments will be the primary goal of this research effort; collecting academic research regarding effects on emergency response vehicles from traffic calming devices and best practices from cities and counties around the county will be secondary research goals.

Deliverable(s): Policy Evaluation Memorandum

Task 2 Conduct Two Case Studies

Task 2.1 Homeowner Association Workshops

Traffic Works and REY Engineers will hold two different initial workshops, one in each of the two specific subdivisions. We will as a part of the workshop come prepared with large scale mapping boards (and/or Powerpoint slides) showing the speed survey results, traffic counts, video tape summaries of traffic flows by mode (car, bike, ped, etc) and make a presentation of this material to the relevant community groups. This information will serve as a springboard for discussion and to help further inform other residents who want to know more about the existing condition.

survey form about anecdotal information they have observed or experienced.

As an integral part of the workshop, Traffic Works will take the opportunity to present the latest information concerning Complete Streets, Traffic Calming Devices, and Traffic Control Devices that can help to slow speeds and make the streets safer. We will also discuss the downside of speed bumps as far as unintended side effects are concerned, such as slowing response times of emergency response vehicles, the safety hazard presented to any driver hitting a speed bump at high speed, etc. The community participants will also have the opportunity to express approval or disapproval of various mitigation measures that can be taken to control speeds.

Task 2.2 Data Collection

Traffic Works will conduct spot speed surveys for major roads in the subdivision to measure the actual speeds of the vehicles on the private roadways, and to identify other roadway factors such as sight distance, etc. where safety may be a factor on vehicle travel in each subdivision.

We will also gather any traffic study work or reports that have previously been completed for these subdivision roadways, as well as any traffic calming suggestions for mitigation, and evaluate these against traditional industry standards and best practices. Traffic Works is highly experienced in Complete Streets, Traffic Calming, and Traffic Engineering methodologies to help make roads safer for all modes of traffic, to help slow traffic, and to provide for design that is emergency vehicle friendly.

Deliverable(s): Community Workshops (one at each of two different subdivisions)
Street Speed Survey Summary Report (for each subdivision)
Meeting Notes and Materials (for each workshop)
Traffic Calming Mitigations
Administrative Draft of Traffic Calming Standards

Task 3 Develop “El Dorado Hills Fire Department Standard on Traffic Calming Devices”

Traffic Works will develop a formal policy and standards document (El Dorado Hills Fire Department Standard on Traffic Calming Devices) to provide a procedure that local residents or HOAs can use to consider their options to mitigate speeding traffic situations. This document will have illustrations of various traffic calming devices as mitigation measures applicable to and compatible with their neighborhood streets. Each traffic control device identified as applicable to each subdivision will be discussed as to what benefits it could provide to calming traffic, as well as any potential side effects once installed. The document will serve as a tool to inform the community what their best options are to help mitigate the speeding problems and improve safety for bikes and peds as well as other drivers.

Traffic Works will work closely with the El Dorado Hills Fire District staff and Fire Marshall to ensure that the authorized traffic control devices included in the document focus on non-impact to emergency response vehicle operations safety and response times to emergency calls. Following the development of the Draft document, Traffic Works staff will meet with the Fire Department to review the document and identify any changes or modifications that must be made.

The Fire District will have final approval of the document.

Deliverable(s): Draft El Dorado Hills Fire Department Standard on Traffic Calming Devices
Meeting with Fire District staff and Fire Marshall to review document
Final El Dorado Hills Fire Department Standard on Traffic Calming Devices

Task 4 Additional Data Collection & Site Visits (OPTIONAL)

We will count traffic on local roads to get a vehicle profile, pedestrian profile, and bicycle profile for the streets in question. Video cameras will be employed to provide visual reference for attendees at meetings and to help in the evaluation of the roadway multi-mode traffic profile and driver behavior. Under this task we will drive the roads in question during the peak hour time periods, or when speeding is taking place, to get a feel for the existing condition, the terrain, etc. and video tape during the process to help identify any problem areas.

A Traffic Works' Traffic Engineer will conduct site visits to personally examine existing traffic conditions in identified problem areas, and investigate reported speeding and safety problems. Speeds will be surveyed, traffic measured, driver safety observed, etc., to determine how best to mitigate the problem while minimizing impact to the fire district response times and safety.

Task 5 Final Workshops (OPTIONAL)

Traffic Works will again hold two different final workshops, one in each of the two specific subdivisions, to present our findings and recommendations for traffic calming devices for the roadways in question. We will again come prepared with large scale mapping boards (and/or Powerpoint slides) showing the traffic calming mitigation measures proposed as well as the guideline document. We will make note of all discussion, take notes, summarize, and modify the report guidelines and suggestions as appropriate and finalize results.

Proposed Timeline

TASK	TASK DESCRIPTION	2016					
		JAN	FEB	MAR	APR	MAY	JUNE
1.0	Evaluate Fire Department Position/Policy						
1.1	Existing Policy Review						
1.2	Best Practices Research						
2.0	Conduct Two Case Studies						
2.1	Homeowner Association Workshops						
2.2	Data Collection						
3.0	Develop Fire Department Standard				DR	REV	FR
4.0	Additional Data Collection & Site Visits (OPTIONAL)						
5.0	Final Workshops (OPTIONAL)						

	Task Timeline
DR	Draft Report Submitted
REV	Review Period
FR	Final Report Submitted
	Optional Task Timeline

Service Enhancements

As stated previously, the Traffic Works approach will focus primarily on horizontal deflection traffic calming devices instead of vertical deflection devices. However, other traffic calming alternatives that are focused on HOA policy and do not require new construction will also be considered during this project. Adding these traffic calming practices to the discussion will help add another tool for residents to address speeding issues in their neighborhoods.

Effective Enforcement Solutions

Traffic Works believes that when there are flagrant violations of safety, sometimes the typical methods of “calming” a road may not work, or the road is so wide and open that traditional calming measures are less effective or appear visually intrusive. In this case and where a community is private and has a large home owners association, it may be more effective to implement an official traffic response force who can issue warnings to speeders, and followed with fining based on repeat violations of the home owner’s safety standards. Some of the options that we would explore with the HOA would be:

**ALTERNATIVE TO TRAFFIC
CALMING DEVICES:
COMMUNITY LED
ENFORCEMENT**

- The HOA using security or a new arm of the HOA to monitor safety of traffic.
- HOA buys a radar gun(s) and gives out private tickets which are enforceable through a fining system. This method would include a couple of warning notices before an owner is noticed through the normal association hearing/fining system. Non-owner vendors usually receive a warning and then have their company contacted with the threat of not being allowed back in the community.

At the current time, the roadways cannot be adequately monitored by the California Highway Patrol because the HOA has private roads which are not yet approved by the County Board of Supervisors as legally enforceable. Even if that process of getting the BOS to approve certain roadways to have speeds enforced by the CHP, it is questionable that the CHP will come to enforce it given the gated nature of the community. It is typically incumbent upon the HOA to implement procedures that can be carried out internally to handle the speeding problem in order to be effective and readily proactive.

Cost Proposal

El Dorado Hills Fire District

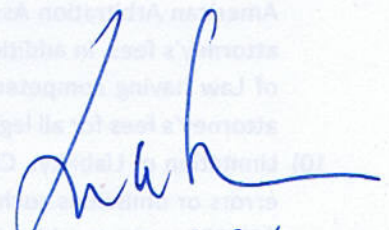
FEE PROPOSAL

January 1, 2016

Tasks	TRAFFIC WORKS					R.E.Y.	ODCs	Task Total
	Johnson	Chilson	Paiffer	Montenegro	Stacey	Boyer		
Billing Rate/ Hour	Principal	Principal	Planner	Technician	Admin	Director	\$	
	190	190	130	100	80	180		
Hours	Hours					Hours		
Task 1 - Evaluate Fire Department Position/Policy								
Task 1.1 Existing Policy Review	4	1	0	0	1	1	\$750	\$1,960
Task 1.2 Best Practices Research	8	1	4	4	0	0	\$400	\$3,030
Task 2 - Conduct Two Case Studies								
Task 2.1 Homeowner Association Workshops	12	2	4	8	0	2	\$500	\$4,840
Task 2.2 Data Collection	8	2	0	20	0	0	\$0	\$3,900
Task 3 - Develop Fire Department Standard	18	4	4	9	1	3	\$0	\$6,220
Hours	50	10	12	41	2	6		
Cost	\$9,500	\$1,900	\$1,560	\$4,100	\$160	\$1,080	\$1,650	\$19,950
Task 4 - Additional Data Collection & Site Visits (OPTIONAL)	8	0	0	12	0	0	\$ -	\$2,720
Task 5 - Final Workshops (OPTIONAL)	8	1	4	12	0	0	\$400	\$3,830
							\$ 6,550	OPTIONAL TASK TOTAL

BASE SCOPE
NOT-TO-EXCEED COST

Hourly rates shall not increase during the 2016 calendar year.


LOREAL E. CHILSON
PRINCIPAL

STANDARD CONTRACT TERMS

These STANDARD CONTRACT TERMS, and the additional terms outlined in the letter agreement, shall constitute the entire agreement by and between TRAFFIC WORKS, LLC and the CLIENT, whose signature appears in the signature block of the letter agreement.

By signing the letter agreement, the parties agree to the following terms:

- 1) Prompt Payment. CLIENT shall pay TRAFFIC WORKS an amount not to exceed the fee amount noted in the letter agreement as consideration for the services described in the Scope of Work. TRAFFIC WORKS invoices shall be submitted to the CLIENT monthly and CLIENT agrees to pay said invoices within 30 days of receipt. If TRAFFIC WORKS has not received payment within 60 days, TRAFFIC WORKS reserves the right to stop work until payment is received. TRAFFIC WORKS agrees to notify the CLIENT of delinquent payment and intent to stop work at least three (3) days prior to ceasing work. CLIENT shall pay all costs incurred by TRAFFIC WORKS in collecting past due invoices, including reasonable attorney's fees.
- 2) Notice of Intent to Lien. You are hereby given notice that TRAFFIC WORKS may, at a future date, claim a lien as provided by law against the subject property if TRAFFIC WORKS is not paid.
- 3) Relevant Information. CLIENT shall provide, at no charge, all information, previous reports, mapping, etc., relevant to the project which is readily available to the CLIENT and deemed necessary for performance of the Scope of Work.
- 4) Ownership of Materials. All materials prepared by TRAFFIC WORKS under the Scope of Work are for the sole use of completing the current project. CLIENT agrees not to use the materials on other projects or for a revised project without TRAFFIC WORKS written consent. No other use shall occur without TRAFFIC WORKS's prior written consent except as required by governing law.
- 5) No Third Party Rights. This agreement is for the sole use and benefit of the CLIENT, whose signature appears in the signature block of the letter agreement, TRAFFIC WORKS, and any sub-consultants which TRAFFIC WORKS may choose to engage for completion of the work. No rights are granted to any other party.
- 6) Severability. Should any part of this agreement be deemed illegal or unenforceable for any reason, that provision shall be severed from the agreement with the remainder of the agreement standing in full force.
- 7) Modification of Agreement. No modification of any kind shall be made to this agreement unless done so in writing with signatures provided by both parties.
- 8) Termination. Either party may terminate this agreement, without cause, having given ten (10) days written notice. CLIENT agrees to fully compensate TRAFFIC WORKS for work completed through the date of receiving notification.
- 9) Legal Action. Should legal action become necessary to collect past due invoices, both parties agree to binding Arbitration, using a single Arbitrator, with proceedings occurring under the auspices of the American Arbitration Association. The prevailing party shall be reimbursed all costs, including reasonable attorney's fees, in addition to other relief granted. All other legal action shall be brought before the Court of Law having competent jurisdiction over the matter. Both parties agree to bear their own costs and attorney's fees for all legal actions regardless of which party prevails.
- 10) Limitation of Liability. CLIENT agrees to limit TRAFFIC WORKS liability to the CLIENT, due to negligent acts, errors or omissions such that TRAFFIC WORKS total aggregate liability to all those named shall not exceed \$50,000 or the total fee for services rendered on the project, whichever is greater.

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Thank you for the opportunity!



11885 Aspen Heights Ct
Rancho Cordova, California
(916) 242 - 8990
www.Traffic-Works.com



VISION THAT MOVES YOUR COMMUNITY

December 30, 2015

Fire Marshal Marshall Cox
El Dorado Hills Fire Department
1050 Wilson Boulevard
El Dorado, CA 95762

Subject: Proposal to Research, Write, & Produce a Fire Department Standard Related to Traffic Calming Devices

Dear Mr. Cox:

TJKM is pleased to submit our Proposal to Research, Write, & Produce a Fire Department Standard Related to Traffic Calming Devices for the El Dorado Hills Fire Department. TJKM is a traffic engineering and transportation planning firm located in Pleasanton, San Jose, Santa Rosa, Oakland, Sacramento and Fresno. For over 40 years, TJKM has been involved with all aspects of transportation planning and traffic engineering to enhance traffic safety and improve quality of life for many communities within California.

TJKM commits to the project a dedicated, multi-disciplinary staff of seasoned, well-recognized experts who have consistently met the technical, managerial, and schedule challenges on numerous projects. To meet the specific needs of the EDH Fire Department, we are pleased to propose Mr. Amit Kothari, PE (Traffic), as our proposed Project Manager. **Mr. Kothari brings over 24 years of public sector experience managing transportation and parking programs for the cities of San Francisco, San Jose, Oakland and Inglewood. He has extensive experience in developing and implementing traffic calming programs that involved engineering, educational and enforcement strategies. He has collaborated with numerous Fire and Police Departments, Home Owners Associations and Schools Districts as he developed traffic calming policies and implemented balanced solutions in a number of cities. His prior experience as the City Traffic Engineer for the cities of San Jose and Oakland will be very valuable.**

TJKM hereby confirms receipt of the RFP and any addenda thereto, and agrees to comply with the procedures identified in the RFP. Our proposal is valid for a 60-day period (through March 1, 2016). You have my personal assurance as an officer of the firm that all the resources necessary to address the Fire Department's needs will be made available and ready to perform as requested.

Thank you for considering TJKM for this project. If you have any questions regarding our submittal, please contact Mr. Kothari, Director of Parking & Transit at 925.264.5024 or akothari@tjkm.com. We look forward to hearing from you regarding the next step in the consultant selection process.

Sincerely,

TJKM Transportation Consultants

Nayan Amin, TE,
President

www.TJKM.com

PLEASANTON ♦ SAN JOSE ♦ SANTA ROSA ♦ OAKLAND ♦ SACRAMENTO ♦ FRESNO

Corporate Office: 4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588

Phone: 925.463.0611 Fax: 925.463.3690 Email: tjkm@TJKM.com

DBE #40772 ♦ SBE #38780

Proposal to Research, Write and Produce a Fire Department Standard Related to Traffic Calming Devices

January 1, 2016





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Appendices

Appendix A	Resumes
Appendix B	Sample Contract



REFERENCES

TJKM is very pleased to share that nearly 85 percent of our clients are repeat clients. Prompt service, attention to details, strict adherence to schedule requirements, and commitment to our clients' goals are among the reasons for this steady client base. Our objective on every assignment is to provide the highest quality professional services at reasonable costs, and to meet the specific needs of each client. We encourage the Fire Department to contact our references to learn about our performance. We are confident that you will be pleased with what our clients have to say about us.

- **City of Hayward, Public Works Department** – TJKM developed a comprehensive Neighborhood Traffic Calming Program. Our proposed Project Manager, Amit Kothari was the Project Manager for this project as well.
Contact: Fred Kelley, Transportation Manager, City of Hayward, 777 B Street, Hayward, CA 94541, 510.583.4781; f.kelley@hayward-ca.gov
- **City of San Jose, Department of Transportation** – Amit Kothari served as the Deputy Director/City Traffic Engineer and managed the City's Traffic Calming Program.
Contact: Laura Wells, Deputy Director, City of San Jose DOT, 200 East Santa Clara Street, San Jose, CA, 95113, 408.975.3725, laura.wells@sanjoseca.gov
- **City of Inglewood, Public Works Agency** – Amit Kothari served as the Transportation Manager/City Traffic Engineer and managed the City's Traffic Calming Program.
Contact: Ade Oluwasogo, Supervising Transportation Engineer, City of Oakland, 250 Frank H Ogawa Plaza, 4th Floor, Oakland, CA 94612, 510.238.6103, aoluwasogo@oaklandnet.com



WRITTEN RESPONSE

1. PROFILE

TJKM is a multi-modal transportation firm that provides services throughout Northern and Central California. Founded in 1974, TJKM currently has a staff of 25 employees with offices in Pleasanton, San Jose, Oakland, Fresno, Sacramento and Santa Rosa. Our projects range in size from short-term engagements developing meaningful traffic solutions for a wide range of transportation issues to long-term planning for new developments, communities, and transportation systems. For 40 years, more than 3,500 satisfied clients have entrusted TJKM with their critical work. We serve a full-range of clients, including municipalities, congestion management agencies, metropolitan planning organizations, transportation agencies, private developers, other consulting firms and attorneys. TJKM has been involved in more than 8,000 transportation projects throughout California, and averages 240 new projects each year. TJKM's primary service categories include traffic safety, multimodal studies, traffic engineering design, transportation planning, traffic operations, corridor studies, intelligent transportation systems (ITS), parking studies, transit and bike/pedestrian facilities planning and design development. Our motivation comes from satisfying clients' objectives and improving communities. TJKM has a strong roster of both public and private sector clients and continually builds upon this base.

We have served both public and private clients throughout California and into Nevada. Our engineers have also worked on the public side of the desk for years as municipal engineers, developing superior skills in collaborating with the public and city councils and more importantly, crafting excellent relationships with the right people.

TJKM Transportation Consultants is a disadvantaged and small business enterprise (DBE #40772 & SBE #38780).

Traffic Calming Expertise

TJKM's traffic calming history can best be summed up in five words: community collaboration and successful implementation.

Our experience includes developing traffic calming policies and solutions for numerous cities and counties. Since many on our team previously worked in the public sector managing City's Traffic Calming Programs, we bring a unique perspective as we develop traffic calming strategies.

While most cities rely primarily on *Engineering* solutions to address traffic calming concerns, we focus on four E's – *Engineering, Education, Empowerment and Enforcement*. We have extensive experience working collaboratively with Public Works (engineering and maintenance), Fire Departments, Police Departments, School Districts, Home Owner Associations, Senior Centers and other groups as we worked together and developed traffic calming solutions that benefitted all roadway users. We fully understand impacts of traffic calming devices on emergency vehicles and people with certain health conditions, and strive to develop solutions that do not cause such negative impacts.



TJKM staff understands the challenges associated with traffic calming devices and public acceptance. Through extensive experience working as consultants and public employees, our staff have direct experience with which devices "work" and the public's reaction (positive and negative). Because of our public sector experience, our key personnel know first-hand that there are often unique issues and challenges to overcome that go well beyond engineering.



2. EXPERIENCE

TJKM brings solid expertise at both levels – as a diverse transportation consulting firm and with the proposed Project Manager.

Our Project Manager, Amit Kothari has worked extensively with various city departments including Transportation, Public Works, Planning, Police, Fire and Emergency Services. As the City Traffic Engineer for Oakland and San Jose; and as the Senior Transportation Engineer for Inglewood, he was responsible for traffic operations, vehicular and pedestrian safety and managing traffic calming programs. He has worked with Fire Departments for the cities of San Francisco, Oakland, San Jose and Inglewood. He is a licensed Professional Engineer (Traffic) in the State of California. Over the last 25 years, he has evaluated designs and conducted before/after studies analyzing effectiveness of various traffic calming devices in terms of speed reduction, accident elimination and impacts of emergency response times.

As a consulting firm, TJKM brings years of experience helping clients with traffic calming projects. Some of the recent projects are highlighted below.

Neighborhood Traffic Calming Program, Hayward

Client/Contact: City of Hayward, Fred Kelley, 510.583.4781; f.kelley@hayward-ca.gov

Project Date(s): 2015-Ongoing

TJKM Fee: \$87,140

TJKM developed the first Neighborhood Traffic Calming Program for the City of Hayward. Our services included benchmarking with other cities, conducting research on pros/cons of various traffic calming devices, developing community engagement processes, identifying funding options, developing a strategy toolbox that included solutions in four areas – Engineering, Education, Empowerment and Enforcement, etc.

Avalon Heights Traffic Calming, Fremont

Client/Contact: Community Association Management, Kimberly Valentino, 925.417.7100, ext. 215;

kvalentino@hoasmanagement.com

Project Date(s): 2015-Ongoing

TJKM Fee: \$10,000

The project involved speed and traffic volume data collection, engineering analysis and development of alternatives to curtail speeding on various streets within this exclusive gated community. The recommendation included removal of an existing speed bump and utilizing lane narrowings, bike lanes and traffic circles. The project involved extensive collaboration with the community and the Home Owners' Association.

St. Francis Avenue Traffic Calming Study, San Carlos

Client/Contact: City of San Carlos, Matt Lee, Former City Engineer, mrmatthewlee@gmail.com

Project Date(s): 2014

TJKM Fee: \$20,000

TJKM developed traffic calming solutions that addressed speeding and excessive traffic volumes along St. Francis Way, Walnut Avenue, Glover Lane and Emerald Avenue. Various alternatives were developed and discussed with the City and the stakeholders prior to finalizing recommendations. The project required close coordination with city departments, residents, business owners and other stakeholders.





San Benito Street Corridor Study, Hollister

Client/Contact: City of Hollister, David Rubcic, Interim Manager/City Engineer, 408.636.4340;

david.rubcic@hollister.ca.gov

Project Date(s): 2014 – Ongoing

TJKM Fee: \$39,000

State Route 25, between San Felipe Road in the north and Airline Highway in the south was relinquished by Caltrans to the City of Hollister in March of 2014. Downtown Strategic Plan for the length of San Benito Street called for a redesign of traffic pattern. The Strategic Plan calls for a design consisting of reduced through lanes and center lane for turning to enhance the downtown land uses and enhance traffic safety for vehicular, pedestrian and bicyclists along the corridor. The goal of this project is to develop an implementation plan with base maps to guide the City in implementation of improvements in the orderly manner. The study also needs to evaluate the feasibility of constructing a roundabout at the intersection of Gateway Drive/San Felipe.



TJKM Scope of Services is based on the goal of the project and to develop an implementation plan with base maps that will assist the City in implementation of improvements.

Charleston-Arastradero Corridor Project, Palo Alto

Client/Contact: City of Palo Alto, Holly Boyd, P.E., 650.329.2612

Project Date(s): 2014 – 2015

TJKM Fee: \$260,000

The Charleston - Arastradero Corridor project in Palo Alto serves multi-modal users including bicycles, vehicles, transit and the general public from 11 schools and adjacent neighborhoods. Issues to be addressed are the high speed vehicular traffic, morning/school-related traffic congestion, gaps in the bike lanes and overall bicycle and pedestrian safety. Goals include improving pedestrian and bicycle safety, reducing traffic congestion and reducing vehicular speeds. Community workshops will be conducted to gain public input on design alternatives.

TJKM is responsible for completing traffic analysis, developing conceptual design, sections of the environmental document, and preparation of PS&E related to pavement delineation, signing, traffic signals and enhancements of pedestrian facilities.

Neighborhood Transportation Management Program (NTMP), El Cerrito

Client/Contact: City of El Cerrito, Ms. Yvetteh Ortiz, 510.215.4345; yortiz@ci.el-cerrito.ca.us

Project Date(s): 2010

TJKM Fee: \$18,000

TJKM assisted in the preparation of the City of El Cerrito Neighborhood Traffic Management Program (NTMP), which represents the City's commitment to enhance the safety and livability of El Cerrito and relies on the active participation of its community. The adopted program (May 2010) provides City staff and residents the resources to work together in addressing neighborhood traffic concerns such as speeding, high traffic volumes, and pedestrian and bicycle obstacles. The NTMP represents a comprehensive process and a toolbox of traffic management measures to create neighborhoods that are safer for residents living in these neighborhoods and all modes of travel through them.





Previously, the City had no formalized process to verify the need for these other types of measures and many neighborhood streets did not meet the screening criteria established by the Speed Hump Program. Thus, the City addressed resident requests on a case-by-case basis – with each request becoming a unique process and involving extensive City resources. The problem became how to place these requests in context – which have priority, and which represent “normal” traffic conditions on residential streets. The adopted NTMP provides a streamline, comprehensive, effective and equitable process for City staff and residents.

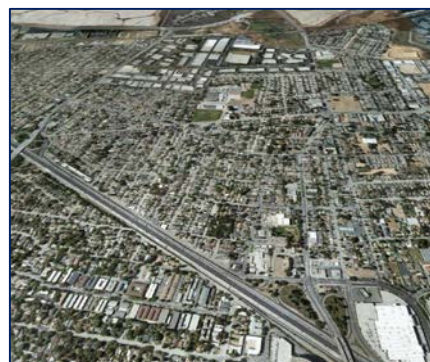
Willow Road and University Avenue Traffic Study, San Mateo County

Client/Contact: City/County Association of Governments of San Mateo County, John Hoang,
650.363.4105

Project Date(s): 2011

TJKM Fee: \$140,000

TJKM conducted a traffic study for the City/County Association of Governments of San Mateo County (C/CAG) to identify conceptual plans for traffic improvements on Willow Road and University Avenue to improve traffic operations for vehicles, including transit, and to improve safety for pedestrians and bicyclists, while mitigating potential impacts on parallel streets and neighborhoods. The project required outreach to neighboring residents, businesses, and the City Councils of East Palo Alto and Menlo Park.



The study involved analysis of all existing signalized intersections and mid-block pedestrian crossing locations along the two corridors. TJKM performed traffic analysis; reviewing collision history; identifying transit routes, bicycle facilities, and pedestrian activity; and made recommendations for multi-modal improvements to meet the project goals. As part of this study, TJKM conducted safety evaluation of mid-block pedestrian crossings by checking if they meet the warrants and for locations meeting the warrants TJKM recommended measures to improve pedestrian safety at those locations. Based on the evaluation of various crossings, TJKM recommended installing in-roadway warning lights at two existing marked crosswalks on University Avenue. TJKM also proposed installing devices to warn drivers about the pedestrian crossing, including warning signs, pedestrian-activated flashing beacons, and pavement markings to increase pedestrian safety across US 101 NB off ramp at University Avenue.

Willows Area-Wide Traffic Calming, Menlo Park

Client/Contact: City of Menlo Park, Mr. Rene Baile, 650.330.6775; rcbaile@menlopark.org

Project Date(s): 2007 – 2010

TJKM Fee: \$75,000

TJKM conducted a thorough and comprehensive study of practical solutions to improve neighborhood livability by reducing traffic volumes and speeds through the Willows Neighborhood. The project goals of this study were to identify areas of concern for residents, clarify parameters and metrics for a traffic study (e.g., traffic speed, volume) and to develop appropriate traffic calming plan with neighborhood consensus.

There are often competing interests from one street to the next, often even between neighbors. Residents' perception of the safety of their streets is a very strong driver and can lead to a challenging environment in which to rationally discuss the pros and cons of implementing traffic calming measures. Therefore, a critical element of this study was the community engagement process focused on responsiveness to resident concerns, explaining the traffic data collected, soliciting useful and targeted input, and ensuring that community members are clear on the larger policy framework within which the traffic calming program is being considered.



Safe Routes to School Projects, San Carlos

Client/Contact: City of San Carlos, Al Savay, 650.802.4209; asavay@cityofsancarlos.org

Project Date(s): 2011 – 2014

TJKM Fee: \$45,000

TJKM provided Safe Route to School (SRTS) assistance for a number of projects in San Carlos, as detailed below.

- **St. Charles School & Brittan Acres School Safe Route to School (SRTS) Plan Study-** TJKM prepared the SRTS map that help facilitates use of pedestrian and bicycle travel to St. Charles School & Brittan Acres School. During the study process, TJKM staff met with St. Charles School and Brittan Acres School Administration and other stakeholders. The discussions focused on some pick-up and drop-off issues as well as potential improvements for streets in the surrounding area.
- **Pedestrian and Circulation Improvements Evaluation for Arundel Elementary School-** Arundel is a K-4 elementary school of approximately 440 students with three roadway access points to the school. Traffic safety around Arundel School has long been a concern. Due to the lack of sidewalk and safety control at Arundel School, it was the consensus of the City/School District that safety improvements at Arundel School should be the top priority of the school district. TJKM helped identify necessary improvement projects at three locations, all critical to promote safe walking and bicycling to school. These improvements included installation of sidewalks, curb ramps, lighted crosswalk, all-way stop control and a mini-roundabout.





3. QUALIFICATIONS

The following section outlines exceptional qualifications of the proposed Project Manager and the TJKM Team.

Amit Kothari (PM) has over 25 years of experience managing transportation and parking programs for cities of San Francisco, Oakland, San Jose and Inglewood. He served as the City Traffic Engineer for Oakland and San Jose. He brings extensive experience in developing traffic calming toolkits, formulating policies and procedures, managing petition processes, community and elected official outreach, securing funding, and designing and constructing traffic calming solutions that work for every community.

In addition, during a professional career spanning over three decades, Amit has been involved with professional organizations such as Institute of Transportation Engineers (ITE), International City/County Management Association (ICMA), American Public Works Association (APWA), American Society of Civil Engineers (ASCE), etc. His extensive involvement with the professional organizations include the following:

- serves on the ITE – Western District Board of Directors as the Technical Committee Chair
- serves on the ITE – San Francisco Bay Area Section Board of Directors as the Annual Recognition Awards Chair
- serves as the Technical Committee Co-chair for the 2019 ITE Western District Annual Conference in Monterrey, CA
- served as the Technical Committee Chair for the 2010 ITE Western District Annual Conference in San Francisco, CA
- Served as a speaker, panelist and moderator at numerous regional, national and international conferences.

Due to his active involvement with the transportation community, Amit is very knowledgeable in broader transportation issues, including traffic calming practices utilized by cities across the nation. He is a licensed Traffic Engineer (PE – Traffic) in the State of California.

The following table summarizes our proposed team's relevant experience and qualifications.

Name, Role, Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
Nayan Amin, TE Principal-In-Charge & QA/QC 24 Years of Experience	CA TE 2290	<ul style="list-style-type: none">■ Transportation Planning■ Traffic Impact Studies■ Transportation Management Plans■ Traffic Operations■ Transit Priority■ Freeway & Arterial Management Studies	<ul style="list-style-type: none">■ Charleston-Arastradero Corridor Improvements, Palo Alto■ San Benito Street Corridor Study, Hollister■ Shoreline Boulevard Transportation Corridor Study, Mountain View■ California Street/Escuela Avenue Complete Street Feasibility Study, Mountain View
Amit Kothari Project Manager 25 Years of Experience	CA TE 1873	<ul style="list-style-type: none">■ Traffic Calming■ School Area Safety■ Traffic Operations■ Transportation Planning■ Outreach to Stakeholders and Elected Officials■ Parking Management	<ul style="list-style-type: none">■ Traffic Calming Programs for the Cities of Hayward, Oakland, San Jose and Inglewood■ Managed Street Smarts & NASCOP Programs for San Jose■ Bicycle Master Plan, Oakland & Inglewood■ Pedestrian Master Plan, Oakland
Chris Higbee, EIT Project Engineer 2 Year of Experience	EIT #150036	<ul style="list-style-type: none">■ Traffic Operations■ Signal Coordination■ Traffic Impact Analysis	<ul style="list-style-type: none">■ Hayward Traffic Calming Program■ Charleston-Arastradero Corridor Project, Palo Alto■ San Benito Street Corridor Study,



Proposal to Research, Write, and Produce a Fire Department Standard Related to Traffic Calming Devices

Name, Role, Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
Ian Lin Project Engineer 2 Years of Experience	N/A	<ul style="list-style-type: none">Transportation PlanningTraffic CalmingTraffic Impact StudiesParking OperationParking Studies	<ul style="list-style-type: none">Hollister2014-2015 PASS Project, San RamonHayward Traffic Calming ProgramLAX Sepulveda Tunnel Traffic Study, Los AngelesUniversity Village Mixed-Use Retail and Residential Development, Los AngelesEconomic Development Plan: Fashion District Business Improvement District Mobility Element, Los Angeles

What sets us apart from other consultants is the unique combination of public and private sector experience that we bring along with the experience of working with Fire Departments. Many of our staff have previously managed transportation programs for California cities such as San Jose, San Francisco, Oakland, Inglewood, Menlo Park, Hayward and Milpitas.

4. SERVICE AVAILABILITY

The TJKM Team will be available to assist the EDH Fire Department during the normal business hours, typically from 8:00 am to 5:00 pm on weekdays. Although, we regularly attend client meetings, community workshops and City Council meetings in late evenings. Additionally, our Project Manager, Amit Kothari will be available in the evenings and weekends to assist the Fire Department as needed. We are fully committed to top notch services to our clients, and staff availability will not be an obstacle.



5. PROCESS

BACKGROUND

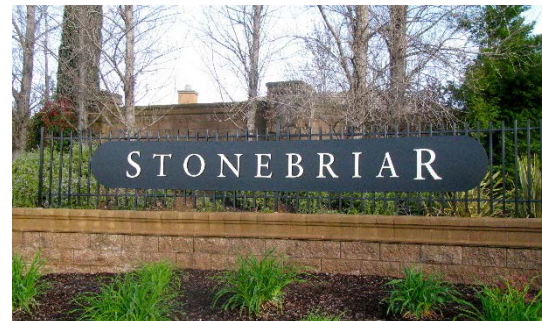
El Dorado Hills, an unincorporated community within the El Dorado County, is one of the most beautiful and prestigious communities in northern California. The community is known throughout the Sacramento Region as a place to live, play and grow a family. With an excellent balance of affordable luxury homes, renowned schools and limitless recreational opportunities within close proximity, El Dorado Hills continues to attract people with a variety of interests.

Within the last decade, the population of El Dorado Hills more than doubled to nearly 44,000 today. Increased population and plethora of attractions brought some negative impacts as well, such as excessive vehicular traffic and speeding that does not project well with the tranquil nature of the community. With five elementary schools, two middle schools and one high school in the community, the residents are rightfully concerned about vehicular and pedestrian safety, and seek solutions to enhance the same. Two of the several communities; Serrano and Stonebriar, have requested traffic calming solutions for the streets within their communities. The communities are exploring installation of speed humps to address their concerns.



PROJECT UNDERSTANDING

El Dorado Hills Fire District is responsible for providing emergency services to the El Dorado Hills community including Serrano and Stonebriar. The District fully recognizes the traffic safety concerns raised by the two communities and continues to support its residents. Abiding by its core mission, the District is committed “....to serve and protect the Community through emergency management”. The District is concerned that the installation of speed humps or any similar vertical deflection devices will negatively impact the emergency services to the residents. In a true spirit of community engagement and collaboration, the District is seeking professional guidance on design standards for traffic calming solutions that will not hamper emergency services.



TJKM brings exceptional expertise and most relevant experience in this area and looks forward to assisting the District on this very important project. Our approach and associated tasks are outlined below.

APPROACH

Our core mission is to assist the Fire District with the specific need it has in relation to the development of standards for the traffic calming devices. While our past experience has been very broad and extensive, the following tasks are identified that will fully meet the District’s needs within the allocated budget and schedule.

Task 1 – Project Management and Coordination

Throughout the course of the project, the TJKM Team will work cohesively with the District staff, and any community members identified by the District. Within seven (7) days of the execution of the contract, TJKM will schedule a kick-off meeting to discuss and finalize the work scope, schedule, budget, staffing, invoicing and any



other key issues that will ensure timely and successful completion of the project as planned. On the day of the Kick-off meeting, TJKM anticipates field observations at Serrano and Stonebriar, preferably with the District staff to fully grasp the challenges that the District faces.

At minimum, TJKM anticipates one (1) biweekly update via e-mail or a conference call, and three (3) in-person meetings throughout the duration of the project. TJKM will document all comments and input received from the District staff as well as other internal and external stakeholders, and appropriately address them. The key deliverables under this task are identified below:

Deliverables

- Revised Project Work Scope and Schedule
- Kick-off Meeting Summary
- Biweekly Status Reports and on-going Project Management

Task 2 – Literature Review and Benchmarking

TJKM recognizes that there is wealth of information to be gathered from many cities who have successfully developed and utilized traffic calming toolboxes. Cities like Portland, Los Angeles, San Jose, San Francisco and Des Plaines, IL have specifically evaluated impacts of traffic calming devices on fire and emergency services. Additionally, professional transportation organizations have conducted extensive surveys and studies that examine the pros and cons of traffic calming devices and their impacts on fire apparatus. Our research will include the following:

- Review previous studies for Serrano and Stonebriar completed by traffic engineering consultants
- Review of past studies by several Fire Departments in cities like Portland, Los Angeles and San Jose; analysis of their findings and applicability to the EDH Fire Department's concerns
- Benchmarking with several cities comparable to El Dorado Hills, and their Fire Departments; with specific attention to private communities like Serrano and Stonebriar
- Literature review of various studies and researches available through Institute of Transportation Engineers, Transportation Research Board, American Public Works Association and other professional organizations
- General understanding of the California Fire Code; and roles, responsibilities and authority provided to the Fire Districts serving unincorporated and private/gated communities, as it related to traffic calming projects.



Based upon this extensive research **combined with our team experience on similar projects**, we will develop a technical document that will summarize the research findings related to traffic calming strategies and their impacts on emergency services. Key deliverables for this task include:

Deliverables

- Draft technical report summarizing benchmarking and research findings
- Revised technical report reflecting feedback from the District (to be included in the Final Report)



Task 3 – Development of Standards

The TJKM Team is very excited about Task 3 since it involves putting together most practical and applicable standards based on our field analysis, District staff's input as well as ideas and findings collected from the benchmarking and literature review; and developing the Traffic Calming Toolbox and formulating related policies and procedures. Most importantly, we will be utilizing our prior experience working with the Fire Departments from several cities where proliferation of traffic calming devices raised concerns for the emergency services providers. Some of the very relevant examples include the following:

- In **Oakland**, our proposed Project Manager, Amit Kothari worked closely with the Fire Department with test runs of fire apparatus validating impacts of street narrowing and corner bulb-outs for a proposed streetscape and traffic calming project in west Oakland, proposed by a neighborhood. As expected, the test runs failed and the community agreed to design revisions as recommended by Mr. Kothari and supported by the Fire Department. Fire Department's review and approval were made mandatory prior to all speed hump installations.
- In **San Jose**, Mr. Kothari invited a rubberized speed hump manufacturer and tested different designs at the Fire Department Training Center. The test runs using different size fire apparatus helped finalizing speed humps design that minimized any negative impact on the emergency services.
- In **Inglewood**, Mr. Kothari invited the Fire Department staff at the initiation of the City's first traffic calming program development. The policies and procedures were developed based upon Fire Department's service needs and their review was included in the approval process for the use of traffic calming devices.

As we develop standards for the traffic calming devices for installations in El Dorado Hills, we will consider the following:

- Size/type/weight of the existing fleet of EDH Fire Department and expected changes in the fleet type
- Fire apparatus swept path and simulation using AutoTURN software
- Current concerns with traffic calming devices, specifically vertical deflections, and the District's preference of not allowing vertical deflections
- Prior studies and professional recommendations from the transportation and fire/emergency services related professional organizations
- Balancing the broader community needs and other means of effective traffic calming
- Input from the Department staff and two HOAs

Our standards development process will be open, collaborative and effective, and will serve the EDH community very well. The following deliverables are expected out of this task:

Deliverables

- Draft Standards for Traffic Calming Devices
- Revised Standards reflecting feedback from the District (to be included in the Final Report)

Task 4 – Draft and Final Reports

This task will incorporate all efforts, activities, feedback and revisions received so far, and develop a Draft Report for the Department's review. A Final Report will be prepared and submitted that will incorporate any feedback received from the Department staff. This report will outline the traffic calming solutions supported by the Department, and the process a resident can follow up get any traffic safety related concerns addressed.

We understand that other than some cursory feedback from Serrano and Stonebriar representatives, the District does not anticipate any broader community outreach meetings. Although, the TJKM Team is fully prepared to



support this task if determined at a later stage. If necessary, we will present the Draft Report to the Board of Directors and prepare a Final Report that reflects the Board's direction.

Deliverables

- Draft Report on "El Dorado Hills Fire Department Standard on Traffic Calming Devices"
- Final Report reflecting feedback from the Department (and Board of Directors, as necessary)

6. IMPLEMENTATION PLAN

The process outlined above clearly identifies the implementation plan with various tasks and deliverables. The following section outlines a tentative schedule, subject to revision based upon feedback from the District staff.

SCHEDULE

The TJKM Team has worked on hundreds of traffic studies and developed solutions for both public sector and private sector clients. We truly value diverse viewpoints and allow ample opportunities for our clients, residents and businesses to provide feedback into the process. It is equally important to involve elected officials and governing bodies at appropriate stages of the policy development and implementation process. Based upon the information provided in the RFP, we propose the following schedule:

TASK/DELIVERABLES	DATE
Contract Award	by January 29, 2016
Notice to Proceed / Contract Fully Executed	Week of February 1, 2016
Kick-Off Meeting / Field Observations	Week of February 1, 2016
Literature Review and Benchmarking	Feb. 8 – March 7, 2016
Draft Report on Research/Benchmarking	March 21, 2016
Meeting with District Staff (Meeting # 2)	Week of March 21, 2016
Development of Standards and Draft Report	March 28 – April 15, 2016
Meeting with District Staff (Meeting # 3)	Week of April 18, 2016
District Review and Feedback on Draft Report	April 18 – 30, 2016
Revised/Final Report Submitted to District *	May 15, 2016
Optional – 3-year Review of Standards / Revisions** (at no cost to Department)	June 2019

* If requested, TJKM will attend the Board of Directors meeting and present the Draft Report for Board's review and feedback prior to finalizing the report.

** We recognize that any standards need to be reviewed periodically and revised as necessary to keep them applicable and effective. Therefore, we include a review of standards after three years of initial acceptance by the Department and actual experience. TJKM will perform this task at no cost to the Department. If additional field review or in-person meetings are necessary, we will work with the Department to come up with a scope and schedule.

TJKM will discuss this "tentative" schedule at the Kick-Off Meeting and finalize based upon the actual award date and any input provided by the District Staff.



7. SERVICE ENHANCEMENTS

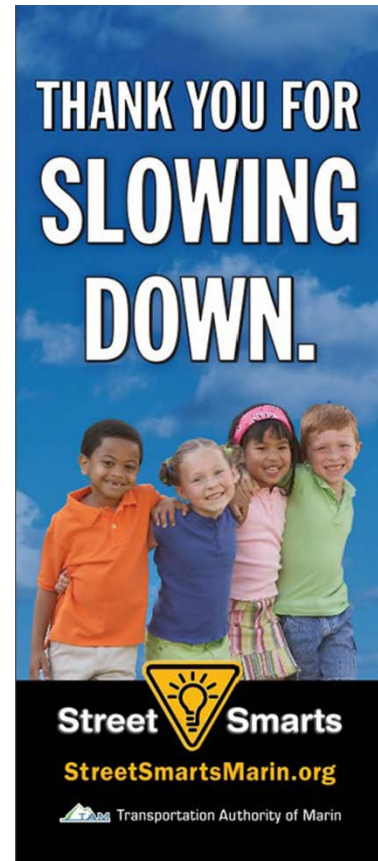
This RFP is very well-written and is clear as to its intent and the Department's desired outcomes with this very important project. We fully recognize that the Department's role is not to develop an extensive Traffic Calming Program for consideration by the El Dorado Hills communities. Although, we do want to share additional/alternate approaches that the EDH community may consider in the future.

Traffic Calming Alternatives - 4 E's Approach

For decades, various traffic calming devices have been utilized by the cities and counties throughout the nation, with varying success. Most efforts have focused on the "**Engineering**" aspect that involves vertical and horizontal deflections. The TJKM Team brings exceptional experience with the development and implementation of traffic calming solutions utilizing a 4E's approach that utilizes the other three E's – **Education**, **Enforcement** and **Empowerment**. When we develop Traffic Calming Programs, we recommend utilizing these alternative approaches first, which have no impact on fire and emergency services, and then consider any physical roadway improvements. If there is an interest, we would like to share the 4E's approach that have been successfully utilized in many cities. Our proposed Project Manager, Amit Kothari managed the highly acclaimed Street Smarts traffic safety educational campaign in San Jose, which has been rolled out in many other cities throughout the nation.

Three-Year Review and Revisions

TJKM values long-term success of each project and recognizes that any standards developed through this project will need re-evaluation and some refinements after implementation for a couple of years. In our work scope, we propose to reevaluate and refine the standards after three years of initial implementation at no cost to the District. This offer underscores our solid commitment to the highest client satisfaction.





Proposal to Research, Write, and Produce a Fire Department Standard Related to Traffic Calming Devices

COST PROPOSAL

TJKM has developed a cost proposal that reflects our unique expertise and commitment to this project. Considering the nature of the District's invaluable services to the community, we have decided not to charge for travel time from Pleasanton to El Dorado Hills and any other travel expenses. We propose a total fee of \$25,790 to accomplish the tasks identified in this proposal. Details are provided in the table below:

TJKM Transportation Consultants							
	Nayan Amin	Amit Kothari	Chris Higbee	Ian Lin	Admin.	Hours by Task	Cost by Task
	Principal In Charge	Project Manager	Project Engineer	Project Planner			
	\$ 220.00	\$ 200.00	\$115.00	\$ 80.00			
Task							
1 - Project Management/Meetings/Coordination	2	24	2	18		46	\$ 6,910.00
2 - Literature Review and Benchmarking		16	4	10		30	\$ 4,460.00
3 - Development of Standards	1	22	4	10		37	\$ 5,880.00
4 - Development of Draft and Final Reports	2	28	4	20	8	62	\$ 8,540.00
Total Hours by Staff	5	90	14	58	8	175	\$ 25,790.00
Cost by Staff	\$ 1,100	\$ 18,000	\$ 1,610	\$ 4,640	\$ 440		
<i>Optional Task</i>							
2019 Standards Revision		5	1	3	1		no charge
Total Cost							\$ 25,790.00

As requested, a sample contract form is attached as Appendix B. This form is typically utilized for private clients. For contracts with government entities, we accept the format provided by each entity. The authorized signature is shown on the cover letter.



Appendix A

Resumes

Nayan Amin, TE
PRESIDENT
Project Role: Principal-In-Charge & QA/QC



Mr. Amin has more than 24 years of both public and private sector experience in the areas of transportation planning, traffic impact studies, transportation management plans, construction scheduling, construction area signs, signing and striping, traffic signal coordination, traffic operations, transit priority, traffic signal systems, freeway and arterial management studies, and intelligent transportation systems planning, design and construction oversight. He specializes in macro and microscopic model development and application for analysis of impacts across all modes of transportation. His projects range from traffic studies for developments, specific plans, general plans, corridor studies, area-wide studies to long-term planning studies. Studies also include multi-modal operations, light-rail, bus rapid transit, pedestrian, bicyclists and traffic safety and operations.

PROJECT EXPERIENCE

AIM Parking and Traffic Circulation Study, Marin County, CA, Agricultural Institute of Marin, 2015-Ongoing, \$93K: Principal-In-Charge responsible for collection and analysis of traffic and circulation data in the Marin County Civic Center area where AIM is creating a permanent Farmers Market to replace two existing markets it operates on two locations on different days. The project includes a 27,000 square foot, two-story building, restaurant and retail space in addition to tables and stalls for farmers, and an educational facility. TJKM outreached to several stakeholders, including the operators of a future transit line that may impact affect how visitors get to and from the Farmers Market. The Team also suggested innovative solutions to enhance mobility and improve safety for vehicles, pedestrians and bicyclists.

Traffic Calming Study at Mineta San Jose International Airport, San Jose, CA, City of San Jose: Task Leader for evaluating feasibility of traffic calming devices at Mineta San Jose International Airport for North Concourse Roadway Mitigation Project. The project involved evaluation of different traffic calming devices that can be implemented at the airport to ensure that the airport users have a good travel experience by providing efficient and safe vehicle circulation, minimizing pedestrian movement in high traffic areas while providing convenient and safe environment for both pedestrians and drivers. The objective of the project was to improve traffic and pedestrian safety, and reduce vehicular speeds. The project also involved building consensus among the stakeholders. Upon acceptance of the recommendations, PS&E package for the recommendations was developed.

YEARS EXPERIENCE:
24

REGISTRATIONS & CERTIFICATIONS:
CA TE 2290 (Traffic)

AREAS OF EXPERTISE:

- Transportation Planning
- Traffic Impact Studies
- Transportation Management Plans
- Traffic Operations
- Transit Priority
- Freeway & Arterial Management Studies

PROFESSIONAL HISTORY:

		TJKM	
2012	-	Present	
		URS	
2004	-	2012	
Bucher Willis & Ratliff			
2001	-	2003	
		TJKM	
1996	-	2000	
		City of Fremont	
1994	-	1996	
		V K Patel	
1990	-	1994	

EDUCATION:
MS Civil Engineering,
San Jose State University
San Jose, CA

BS Civil Engineering
Saurashtra University,
India



VISION THAT MOVES YOUR COMMUNITY

Planning • Engineering • ITS • Parking
Operations • Complete Streets

Pleasanton
San Jose
Fresno
Sacramento

Shoreline Boulevard Corridor Study, Mountain View, CA, Nelson\Nygaard, 2013-Ongoing, \$22K: Principal-In-Charge on project, which seeks to design corridor alternatives that address key transportation needs for the Shoreline corridor and North Bayshore area, with particular attention on potential improvements to the local and regional transit system, and developments to benefit pedestrians and bicyclists. The effort includes gathering new input to confirm community desires for transit improvements and bicycle and pedestrian facilities. Alternatives may include exclusive transit lanes, transit signal priority and jump lanes, as well as narrowing traffic lane widths, buffered bike lanes, enhanced crossings for pedestrians and signal modifications. Multiple alternatives will be offered to include low-cost operational strategies as well as long-term, capital intensive projects. Evaluating those alternatives will require the development of criteria that will incorporate not just technical merits of each option, but also the level of community support, connectivity and accessibility, transit ridership, bicycle and pedestrian activity, compatibility with land use and urban design and funding potential.

Mary Avenue Street Space Allocation Study, Sunnyvale, CA, City of Sunnyvale, 2010-2013, \$143K: Principal-in-Charge of project investigating alternatives for re-allocating existing roadway space on Mary Avenue and installing continuous Class II (on-street, striped) bicycle lanes on a road previously designated as a Class III signed bicycle route. TJKM generated a ranked list of alternatives that accommodated all modes of travel. This project involved an extensive community outreach, including meetings, developing and maintaining a project website, and developing and distributing project updates via email and US mail.

Shoreline Boulevard Transportation Study, Mountain View, CA, CDM Smith, 2012-2013, \$62K: Principal-in-Charge of study for the Shoreline Regional Park Community for traffic operations, signal systems and intelligent transportation systems (ITS). The overall approach to the project was to provide a full range of multimodal transportation policies and investments that would affect the ability of the Shoreline area to accommodate planned growth. A fundamental element of the work was to involve an assessment of baseline conditions, that would be the impacts of the planned growth if there are no changes in current transportation policies and practices. This baseline scenario was used to provide a benchmark against which various alternative transportation futures or concepts were compared. The idea was to measure the effectiveness of alternative strategies of transit improvements, parking management, bicycle/pedestrian improvements, ITS, and TDM. Throughout the project, we emphasized on involving and working directly with the stakeholders in the Shoreline Community.

Amit Kothari, TE
DIRECTOR OF PARKING AND TRANSIT
Project Role: Project Manager



Mr. Kothari is the Director of Parking and Transit at TJKM with more than 25 years of professional experience in the field of transportation planning, parking, transit, traffic operations and intelligent transportation systems. He has managed major transportation and parking programs while working for the cities of San Francisco, San Jose, Oakland and Inglewood. He served as the City Traffic Engineer for San Jose and Oakland and brings decades of experience in developing and implementing major local and regional transportation projects on time and within budget. He strives to develop strategies that improve accessibility and enhance safety for all users – autos, bicyclists, pedestrians, school-age children, seniors and persons with disabilities.

PROJECT EXPERIENCE

Neighborhood Traffic Calming Program, City of Hayward, CA, 2015-Ongoing, \$87K: Project Manager responsible for developing the City's first Neighborhood Traffic Calming Program utilizing the 4E's approach – Engineering, Education, Enforcement and Empowerment. The project required extensive benchmarking, community outreach and collaboration with elected officials.

Avalon Heights Traffic Calming, Fremont, CA, Community Association Management, 2015-Ongoing, \$10K: Project Manager responsible for analyzing existing traffic volumes and speeding concerns in this private/gated community and developing traffic calming solutions. The recommendations included removal of existing speed bumps and utilizing lane narrowings, bike lanes and traffic circles.

AIM Parking and Traffic Circulation Study, Marin County, CA, Agricultural Institute of Marin, 2015-Ongoing, \$93K: Project Manager responsible for collection of traffic and circulation data and analysis in the Marin County Civic Center area. AIM is creating a permanent Farmers Market to replace two existing markets it operates on two locations on different days. The project includes a 27,000 square foot, two-story building, restaurant and retail space in addition to tables and stalls for farmers, and an educational facility. TJKM outreached to several stakeholders, including the operators of a future transit line that may impact affect how visitors get to and from the Farmers Market. The Team also suggested innovative solutions to enhance mobility and improve safety for vehicles, pedestrians and bicyclists.

Neighborhood Traffic Management Program, City of San Jose, CA, 2003-2007: As the City Traffic Engineer, responsible for emphasizing on development and implementation of engineering, education, enforcement and empowerment strategies aimed at improving vehicular and pedestrian safety around schools and residential streets, thereby preserving livability of the neighborhoods. The

YEARS EXPERIENCE:
25

REGISTRATIONS & CERTIFICATIONS:
CA TR1873 (Traffic)

AREAS OF EXPERTISE:

- Transportation Planning
- Traffic Calming
- Traffic Impact Studies/EIRs
- Parking Management
- Fee Studies
- Transportation Management Plans
- Traffic Operations

PROFESSIONAL HISTORY:

	TJKM	
2015	-	Present

San Francisco Municipal Transportation Agency
2008 - 2014

City of San Jose
2003 - 2007

City of Oakland
1999 - 2003

City of Inglewood
1991 - 1999



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program included the nationally-recognized Street Smarts educational program that was first developed in San Jose and later deployed in many cities and counties across the nation. The program also included an innovative Radar Speed Enforcement initiative, called NASCOP, that deployed specially-equipped vans on residential streets that issued citations to vehicles exceeding speed limits.

Tulare CAG Long-Range Transit Plan, Tulare County, CA, Nelson\Nygaard, 2014-Ongoing, \$72K: As Project Engineer, assisted with data collection and analysis related to the potential for short- and long-term improvements to transit service in Tulare County over the next 25 years. In this project for Tulare County Association of Governments, TJKM surveyed stakeholders and recommended investments in technology enhancements that would directly benefit the transit users, which can attract new riders and benefit existing riders. Investment in the fare collection system, real-time bus arrival information and implementing transit signal priority technologies were among recommendations. Tasks also included evaluating premium transit service, inter-county service and will entail scenario modeling to assess the varying travel demand characteristics of scenarios developed.

Truck Restriction Plan Development, South San Francisco, CA, City of South San Francisco, 2015-Ongoing, \$59K: Project Manager responsible for analysis of truck usage of city streets and suggested specific roads to limit truck use and ban unnecessary truck use of other streets in order to reduce noise and air pollution and increase safety for pedestrians, especially schoolchildren. The city sought to control truck movements only to those corridors necessary to serve freight-related needs of the city as opposed to serving as bypass routes for the congested regional and state highways and freeways. Preliminary recommendations included that all non-essential trucks weighing over three tons be restricted to three specific routes, and designating four corridors as truck routes for safe and easy access to various truck destinations. TJKM also recommended future actions including further study of truck-related accidents, intersection geometry related to accident rates and to include actions in the city's capital improvement program.

General Plan Amendments (Circulation Element), Oakland and Inglewood, CA, Cities of Oakland and Inglewood, 1995-2003: Assisted Planning Department with the revisions to the General Plan, specifically the Circulation Element addressing street classifications, roadway network, traffic volumes, speeds, and accessibility for non-auto modes of transportation. The efforts identified short-term and long-term goals and associated strategies to enhance facilities that encourage non-auto modes of transportation.

Hegenberger Gateway Streetscape Improvements, Oakland, CA, City of Oakland, 2000-2001: Hegenberger Road provides direct connection between I-880 and Oakland International Airport. This project involved major streetscape improvements including street resurfacing, concrete median and sidewalk improvements, installation of palm trees, median landscaping and street banners; wayfinding signs and streetlights. The project required extensive community outreach and stakeholder coordination with neighboring cities, MTC, Caltrans and other regional agencies. As the Interim Assistant Director of the City of Oakland's Public Works Agency, Mr. Kothari assisted the Project Manager in various project stages and provided QA/QC oversight.

Bicycle Master Plan, Oakland and Inglewood, CA, Cities of Oakland and Inglewood, 1997-2002: Assisted with the development of the first Bicycle Master Plan for the South Bay cities of Los Angeles County, and for the City of Oakland. Inventoried current bicycle infrastructure, identified gaps and developed long-term strategic plans for the expansion of the Class I, Class II and Class III bike facilities.

Pedestrian Master Plan, Oakland, CA, City of Oakland, 2002: Assisted Planning Department with the development of the first Pedestrian Master Plan for the city. The plan included assessing existing conditions and the pedestrian route network, recommending policies and scheduling design and implementation.

Christopher Higbee, EIT
ASSISTANT TRANSPORTATION ENGINEER
Project Role: Project Engineer



Mr. Higbee started his professional career in the field of Transportation Engineering in July 2014. He has experience in a range of traffic engineering categories, including transportation planning and design incorporating complete streets concepts; high-level analysis of transportation systems; traffic impact analysis; highway geometrics and design; highway pavements design; and simulation and modelling in transportation. Mr. Higbee has been involved with a variety of transportation projects at TJKM providing him with the skills and tools necessary to produce innovative solutions.

PROJECT EXPERIENCE

Neighborhood Traffic Calming Program, City of Hayward, CA, 2015-Ongoing, \$87K: Assisted with the development of the City's first Neighborhood Traffic Calming Program utilizing the 4E's approach – Engineering, Education, Enforcement and Empowerment. The project required extensive benchmarking, community outreach and collaboration with elected officials.

AIM Parking and Traffic Circulation Study, Marin County, CA, Agricultural Institute of Marin, 2015-Ongoing, \$93K: Project Engineer responsible for assisting the Project Manager on comprehensive traffic circulation and parking study for the relocation of AIM's twice a week Farmer's Market to a larger, state-of-the-art facility. The project includes a 27,000 square foot, two-story building, restaurant and retail space in addition to tables and stalls for farmers, and an educational facility. The project required extensive traffic and parking data collection, future supply/demand analysis and stakeholder coordination, and developed innovative solutions to enhance mobility and improve safety for vehicles, pedestrians and bicyclists.

San Ramon Valley High School, Danville, CA, Town of Danville, 2015-Ongoing, \$9K: Project Engineer responsible for assisting the Project Manager on analysis of traffic circulation and parking conditions and developing solutions to improve the current conditions.

Charleston-Arastradero Corridor Project, Palo Alto, CA, Mark Thomas & Company, 2014-Ongoing, \$142K: Project Engineer assisted in developing alternatives for intersections throughout corridor and prepared design alternatives report. Project for corridor serving multi-modal users including pedestrians, bicycles, vehicles, transit, and pedestrians from 11 schools and adjacent neighborhoods. Issues to be addressed are the high-speed vehicular traffic, morning/school-related congestion, gaps in bike lanes and overall bicycle and pedestrian safety. Goals include improving pedestrian and bicycle safety, reducing traffic congestion and reducing vehicular speeds. Community



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workshops will be conducted to gain public input on design alternatives. TJKM is responsible for completing traffic analysis, developing conceptual design, sections of the environmental document, and preparation of PS&E related to pavement delineation, signing, traffic signals and enhancements of pedestrian facilities.

San Benito Street Corridor Study, Hollister, CA, City of Hollister, 2014-2015, \$39K: Project Engineer assisted in preparing design alternatives report as part of Downtown Strategic Plan. The Strategic Plan calls for a design consisting of reduced through lanes and center lane for turning to enhance downtown land uses and traffic safety for vehicular, pedestrian and bicyclists along the corridor. The goal of this project is to develop an implementation plan with base maps to guide the city in implementation of improvements in an orderly manner. The study also needs to evaluate the feasibility of constructing a roundabout at the intersection of Gateway Drive/San Felipe Road.

Shoreline Boulevard Corridor Study, Mountain View, CA, Confidential Client, 2014-Ongoing, \$55K: Project Engineer in a study to improve traffic operations along one of the most heavily congested corridors in Mountain View. Shoreline Blvd. provides direct connectivity to major arterials and US 101, is subjected to heavy pedestrian and bicycle activity, and is proposed to be developed as a multimodal friendly arterial according to several planning and policy guidelines as well as pending and approved projects. Three short-term alternatives were proposed based on the existing conditions analysis in order to help relieve traffic congestion.

Belmont Pedestrian & Bicycle Master Plan, Belmont, CA, City of Belmont, 2015-Ongoing, \$67K: Project Engineer on project to assess existing conditions, with emphasis on areas containing schools and major thoroughfares, perform public outreach and analyze needs for improvement. The project requires the development of a citywide Pedestrian and Bicycle Master Plan that will be consistent with the adopted Complete Streets Policy, a Safe Routes to School study, congestion management plan, countywide bicycle and pedestrian plan, as well as determine where improvements throughout the city can be made in future years, through 2040.

Bike Safety Study, Atherton, CA, Town of Atherton, 2015-Ongoing, \$27K: Project Engineer on project evaluating lengths of intermittent bicycle lanes, installation of alternating bicycle lanes to provide a safe space for vehicles to pass cyclists, the need for bike turnout areas and potential turn lane restrictions to enhance bicyclist safety.

IAN LIN

INTERN TRANSPORTATION PLANNER

Project Role: Project Engineer



Mr. Lin is an intern transportation planner at TJKM with two years of professional experience in the field of parking study, parking operation, transportation planning, transit planning, and pedestrian and bicycle studies. Prior to joining TJKM, he served as a transportation analyst intern at the Los Angeles World Airports, assisting in development and implementation of major ground transportation-related projects and capital improvement programs.

PROJECT EXPERIENCE

Neighborhood Traffic Calming Program, City of Hayward, CA, 2015-Ongoing, \$87K: Assisted with the development of the City's first Neighborhood Traffic Calming Program utilizing the 4E's approach – Engineering, Education, Enforcement and Empowerment. The project required extensive benchmarking, community outreach and collaboration with elected officials.

LAX Sepulveda Tunnel Traffic Study, Los Angeles, CA, University of Southern California, Los Angeles: This project is a traffic efficiency analysis that sought plausible alternatives regarding overhead signage, lane marking, and signal optimization in a six lane Caltrans-owned, and operated tunnel constructed in the 1960s. Widening the tunnel is particularly difficult because it runs under an airport runway. Proper mitigation include signal optimization, adding more overhead signs to reduce confusion among drivers, and allocating one lane to be the dedicated airport lane as it will be able to accommodate 60% of the total traffic volume.

Economic Development Plan: Fashion District Business Improvement District Mobility Element, Los Angeles, CA, University of Southern California, Los Angeles: As student, assisted in proposing comprehensive economic development plan to address the specific needs of the Fashion District in Downtown Los Angeles. Based on thorough demographic, economic, mobility, and zoning research, the plan recommended an economic development plan that focuses on economic, social, urban form, mobility, and regulatory goals. While economic development in the Fashion District requires a broad range of detailed programs over an extended period of time, this plan proposed 10 Phase 1 interventions that are critical to establishing the foundation for a vibrant future in the Fashion District.

The vision for this plan aims to enhance opportunities for growth while preserving the district's unique fashion-oriented character. It also aims to mitigate any displacement of current residents and businesses where possible by ensuring that current stakeholders and industries have a say in the preparation of the plan. Furthermore, as Downtown Los Angeles grows and

YEARS EXPERIENCE:

2

AREAS OF EXPERTISE:

- Transportation Planning
- Transit Service
- Traffic Impact Studies
- Parking Operation
- Parking Studies

PROFESSIONAL HISTORY:

TJKM		
2015	-	Present
Los Angeles World Airports, City of Los Angeles		
2014	-	2015
Cathay Financial Holdings, Co., Ltd., Taipei		
2012	-	2012
Pei Cheng Securities, Co., Ltd., Taipei		
2010	-	2011

EDUCATION:

MS Transportation Planning, University of Southern California, Los Angeles, expected December 2015

MS Financial Engineering, University of Michigan, Ann Arbor

BS Mathematics, Fu Jen University, Taipei

PROFESSIONAL SOCIETIES:

Institute of Transportation Engineers (ITE)



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transforms, any future strategy for the Fashion District must ensure that the area does not become isolated from the surrounding area.

Bus Stop Improvement Plan, San Benito County, CA, San Benito County Local Transportation Authority, 2015-Ongoing, \$64K: Assisted with study and recommending improvements to amenities and multimodal access for 80 County Express bus stops within the LTA service area. County Express provides both local fixed route and inter-county service in San Benito County. The goal of the project is to evaluate all bus stops within the system and prioritize improvements that will enhance pedestrian and bicycle access to these stops, as well as add shelters, benches, and other amenities for County Express riders. Access and amenities for stops with high ridership will be the primary focus. The project also addresses several access issues at existing LTA bus stops. Stops located in unincorporated areas often have no sidewalk, and stops in older neighborhoods often have uneven or narrow sidewalks that prevent them from being used by people in wheelchairs. As a top priority, TJKM will propose improvements that increase the ability of disabled riders to access the system. Ultimately, the recommendations in this study will be used to develop future capital grant applications for designing and constructing the recommended improvements.

Transit Service Improvement for the LAX Free Shuttle Services, Los Angeles, CA, LAWA, 2014-2015: As Intern, assisted in tracking bus deployment schedule for free shuttle service, which transfers people between the terminals and remote parking lots, employee parking lots, the Metro Green Line station, and provides terminal-to-terminal service. As the passenger volume increases year over year, so do concerns about bus delays and overloading. Created an adjustable bus schedule based on time of flight arrivals and employment shifts and proposed signage improvements to the management, which are under review.

University Village Mixed-Use Retail and Residential Development, Los Angeles CA, University of Southern California, 2015: As student, conducted a traffic impact analysis on the potential traffic implications of a planned development includes 285 apartment units and 55,000 square feet of retail in the form of a Trader Joe's specialty grocery store. The project was prepared to address the expectations of the City of Los Angeles Department of Transportation (LADOT) as well as the California Environmental Quality Act (CEQA). Analyzed impacts of current condition and in the opening year (2017) to comply with the lead agencies' criteria and suggested proposed mitigations to significant impacts.



Appendix B

Sample Contract

**CONTRACT AGREEMENT TO ENGAGE THE SERVICES OF
T J K M**

Project No. _____

THIS AGREEMENT is made on _____, 20____ and deemed to be entered into in the County of Alameda, State of California, by and between T J K M, a California corporation, hereinafter called "TJKM" and the party (hereinafter "CLIENT", without regard to number or gender) whose name and address is:

Firm Name:

Telephone No.:

Street Address:

Fax No.:

City, State, & Zip:

Email:

Attention:

The following is a general description of the proposed project, which is hereinafter referred to as "PROJECT":

Regarding the PROJECT, the CLIENT and TJKM agree as follows:

A. TJKM agrees to perform certain consulting, design, investigation or other services for CLIENT **as detailed on our attached scope of services and letter dated** _____.

B. CLIENT agrees to pay TJKM, per Rate Schedule _____, as compensation for its services as follows:

☐ Fixed Fee of \$ _____ ☐ Time & Materials \$ _____ ☐ % Complete \$ _____ ☐ Not to Exceed \$ _____

Initial Deposit Required (Normally 30% of estimated fee) \$ _____

The deposit will be applied to the final invoice at project completion. Any refund due the client will be forwarded when the project is closed.

NOTE: Under the provisions of this agreement, a late payment FINANCE CHARGE will be computed at the periodic rate of 1½% per month (ANNUAL PERCENTAGE RATE OF 18%) and shall be applied to any unpaid balance commencing 30 days after the date of the original invoice.

Accounts Payable Contact Name: _____

Invoice Mailing Address: _____

City, State, Zip: _____

Telephone No.: _____

Fax No. and E-Mail: _____

PLEASE FILL IN THE REQUIRED INFORMATION ABOVE BEFORE RETURNING TO TJKM.

C. The standard 13 provisions set forth on the following page are incorporated into and made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this agreement upon the terms, conditions, and provisions stated above and on the following page, the day and year first above written.

T J K M
4305 Hacienda Drive, Suite 550
Pleasanton CA 94588-2798

By: _____

By: _____

Title

Date

Title

Date

Nayan Amin P.E. #TR2290 ~ Ruta Jariwala P.E.# C73840 & TR2465 ~ Chris Kinzel P.E. #C15347 & TR23
Atul Patel P.E. #TR2321 ~ Amit Kothari #TR1873 ~ Lawrence Liao ~ Vamsi Tabjulu ~ Janice Spuller

STANDARD PROVISIONS OF AGREEMENT

The CLIENT and TJKM agree that the following provisions shall be a part of their agreement:

1. **INSURANCE.** For the duration of this agreement, at its own cost and expense, TJKM shall carry and maintain the following insurance and limits:
 - (a) Commercial General Liability - \$1,000,000 each occurrence; \$2,000,000 aggregate
 - (b) Automobile Liability - \$1,000,000 each accident
 - (c) Workers' Compensation - \$1,000,000 each accident
 - (d) Professional Liability (Errors and Omissions) - \$1,000,000 per claim and annual aggregate.
2. **COMPENSATION.** TJKM shall invoice CLIENT at the beginning of each month for the services rendered in the preceding month, with the method stated in TJKM's Scope of Services. A 15% and 10% margin will be applied by TJKM to reimbursable expenses and sub-consultants respectively. CLIENT agrees to pay TJKM for each invoice on a Net 30 basis. A late payment FINANCE CHARGE will be computed at the periodic rate of 1 1/2% per month (ANNUAL PERCENTAGE RATE OF 18%) and shall be applied to any unpaid balance if payments are not received by TJKM by the due date. Hourly billing rates are subject to increase
3. **TERMINATION.** If TJKM fails to perform in the manner called for in the agreement, or fails to comply with any other provisions of the agreement, CLIENT may terminate this agreement for default. Termination shall be effected by serving TJKM with a notice of termination via certified mail setting forth the manner in which TJKM is in default. TJKM shall have 30 days from receipt of notice of termination to remedy the elements of the default identified by CLIENT in the notice of termination, and if so remedied, will no longer be deemed in default. If TJKM fails to remedy the default, CLIENT shall pay TJKM for unpaid invoices and services rendered up to the receipt of the termination notice date. In turn, TJKM shall provide CLIENT with results of all work performed up to the date the termination notice is received, in the form described in TJKM's Scope of Services.
4. **SUSPENSION OR ABANDONMENT.** TJKM or CLIENT may suspend or abandon this agreement by serving notice via certified mail that suspension or abandonment has occurred. CLIENT shall compensate TJKM for unpaid invoices and work performed up to the date of receipt of the suspension or abandonment notice; in turn, TJKM shall provide CLIENT with results of work performed up to the date of receipt of the suspension or abandonment notice, in the form described in TJKM's Scope of Services. Should TJKM and CLIENT agree to resume this suspended or abandoned project, a new schedule of work and compensation amount shall be negotiated and agreed upon in writing between parties to this agreement.
5. **ASSIGNMENT.** No portion of this agreement may be assigned to a third party by TJKM or the CLIENT without the written consent of both parties to this agreement.
6. **TIME IS OF THE ESSENCE.** TJKM agrees to diligently perform services according to the schedule in the Scope of Services, agreed upon by parties to this agreement. CLIENT agrees to cooperate with TJKM by providing timely responses to draft reports and information provided by TJKM at each phase of the project in order to meet project completion deadline.
7. **WARRANTIES.** TJKM makes no warrant, either express or implied, as to its findings, recommendations, specifications, or professional advice except that they were declared after being prepared in accordance with generally accepted engineering practices and under the direction of registered professional engineers. TJKM shall, at all times, perform its obligations with a high degree of professional skill and diligence. TJKM shall not be responsible for damages resulting from delays in performance caused by factors beyond TJKM's reasonable control. In such a case, the time of completion shall be extended accordingly.
8. **WAIVER.** No waiver of any of the terms or conditions of this agreement by either party shall constitute or signify a continuing waiver of any such term or condition, or of any other term or condition.
9. **SEVERABILITY.** If any term or portion of this agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this agreement shall continue in full force and effect.
10. **LITIGATION.** Any litigation or suit to enforce the provisions of this agreement shall be brought on in a court of competent jurisdiction in the County of Alameda. The prevailing party shall be entitled to collection fees, reasonable expert witnesses' fees, reasonable attorneys' fees, and any related court fees and expenses.
11. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of California.
12. **EQUAL OPPORTUNITY EMPLOYMENT.** TJKM represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment advertising, layoff, or termination.
13. **ENTIRE AGREEMENT.** This agreement constitutes the entire, complete, and final agreement between TJKM and the CLIENT with respect to services stated in the Scope of Work, superseding all prior agreements or discussions with respect thereto. No changes may be made to this agreement without the written consent signed by both parties and included as part of this agreement.

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Corporate Office

4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588

Phone: (925) 463-0611

www.TJKM.com

2/12/2016

Chief
El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CaA 95762

Re: Deputy Chief Mike Lilienthal

Dear Sir:

On Thursday 2/4/2016 as I was exiting Hwy 50 at Latrobe Rd I heard a loud sound from the right front of my vehicle. I was frightened and pulled off to the side of Latrobe Rd. The right front tire had blown up and it was obvious that it had to be replaced.

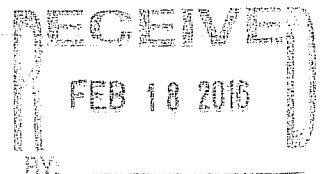
I was distressed. Shortly Mr. Lilienthal happened to come by. He observed that I was in a poor location and situation, and offered his assistance. He drove to Big O tires to inflate the spare, borrowed a lift and changed the tire.

I was most impressed and thankful for his act of kindness, and wish to inform the superiors of his office of this.

Sincerely,

[Redacted Signature]

[Redacted Address]
[Redacted Address]
[Redacted Address]
El Dorado Hills CA 95762



Roberta [REDACTED]

Editor/Writer

[REDACTED]
[REDACTED]
[REDACTED]
530-305-0720

March 8, 2016

Chief Dave Roberts
El Dorado Hills Fire Department

Dear Dave:

As I notified you by telephone today, after 25 years as a newspaper editor and correspondent, I am "moseying down the trail." Among other projects, I will be researching and writing some local history books.

Working with you has been delightful. I enjoyed learning about the operation and getting to know your staff, firefighters/paramedics and directors. Please give my special thanks to Administrative Assistant Megan Selling, Director of Finance Jessica Braddock, Operations Deputy Chief Mike Lilienthal, Administrative Chief Tom Keating, and Captain Paramedic Mark Ali.

I wish you all the very best,

Roberta

Station 85,

11/21/16

Thank you for responding so quickly to our 911 call on Sunday night. Our 6 month old baby was struggling to breathe & we were panicked. It was a horrifying night for us, but you brought peace and calm. Thank you for all you do for our community.

Sincerely,

The [REDACTED]

(4 Baby) [REDACTED]

To Ambulance Crew Medic 28

Although this note says "Thank You"

Or just this simple way,

There's special meaning in these words

To all of you today,

For the thoughts behind this message

Are especially warm and true,

And words cannot express

The special thanks this brings to you

Thanks again for a good job.

Respectfully yours

[REDACTED]

EL DORADO HELLS
TRUCK 55 @ STATION 85

AMBULANCE CREW EL DORADO CO FIRE
MEDIC 28

[REDACTED]
[REDACTED]
[REDACTED]

Thanks for arriving my

[REDACTED]

Pick up on emergency at [REDACTED]
on Jan 24, 2016 around 10:00 AM. Great job! (3)

Thank you for your
service and your time.

We greatly appreciate it
as always.

We look forward to
continuing to work
with you in the future

Al Dorado Hills
Senior Council