

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
SEVEN HUNDRED FIFTY FIRST MEETING
Thursday, November 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 749th Board meeting held October 20, 2016
 - B. Approve Minutes of the 750th Special Board meeting held November 3, 2016
 - C. Approve Financial Statements for October 2016

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

- V. Attorney Items
 - A. **Closed Session** Pursuant to Government Code Section 54956.9(D)(1); Conference with legal counsel regarding pending litigation; One Matter; Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633

- VI. Committee Reports
 - A. Administrative Committee (Directors Durante and Hidahl)
 - 1. Update on Station 91
 - a. Review and approve Resolution 2016-18 declaring an emergency exists at Station 91 and waiving the competitive bid process
 - b. Approve repair/remodel of existing Station 91 at cost not to exceed \$200,000
 - 2. Review and discuss proposed changes to Board Policy Manual
 - A. Fire Committee (Directors Hus and Winn)
 - B. 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)
 - a. Review and approve Training Facility Engineering and Design RFP

6. CSD/Fire Collaboration Committee (Directors Hidahl and Durante)
 7. Armament Committee (Directors Durante and Hartley)
- VII. Operations Report
- A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
- VIII. Fiscal Items
- A. Adoption of Resolutions containing Fiscal Year End Development Fee Findings per Government Code Section 66001(d)
- IX. New Business
- A. Reschedule December Board meeting
 - B. Schedule Board Workshop to discuss deployment measures
 - C. Review and approve the Public Salary Schedule for the Department Website
 - D. Approve Resolution 2016-14 to adopt CalPERS Employer Paid Member Contribution for Safety First Tier Employees
 - E. Approve Resolution 2016-15 to adopt CalPERS Employer Paid Member Contribution for Safety Second Tier Employees
 - F. Approve Resolution 2016-16 to adopt CalPERS Employer Paid Member Contribution for Miscellaneous First Tier Employees
 - G. Approve Resolution 2016-17 to adopt CalPERS Employer Paid Member Contribution for Miscellaneous Second Tier Employees
- X. Old Business
- XI. Oral Communications
- A. Directors
 - B. Staff
- XII. Adjournment

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

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED FOURTY NINTH MEETING OF THE BOARD OF DIRECTORS

Thursday, October 20, 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 led the Pledge of Allegiance. Directors in attendance: Durante, Hartley, Hidahl, and Hus. Director Winn was absent. Staff in attendance: Chief Roberts and Director of Finance Braddock. Counsel Cook was also in attendance.

II. CONSENT CALENDAR

- A. Approve Minutes of the 748th Board meeting held September 15, 2016
- B. Approve Financial Statements for September 2016

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

III. ORAL COMMUNICATIONS

- A. EDH Professional Firefighters – None
- B. EDH Firefighters Association – None
- C. EDH Volunteer Firefighters – None
- D. Latrobe Advisory Committee – None
- E. Public Comment – None

IV. CORRESPONDENCE – None

V. ATTORNEY ITEMS – None

- A. Closed Session Pursuant to Government Code Section 54956.9(D)(1); Conference with legal counsel regarding pending litigation; One Matter; Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633 – Item continued to the November Board Meeting.

VI. COMMITTEE REPORTS

- A. Administrative Committee (Directors Durante and Hidahl)
 - 1. Update on Station 91 – No report.

President Hidahl requested that **Closed Session Item VI-A.2** be moved on the agenda before **XI. Oral Communications** and the Board concurred.

- 2. Closed Session Pursuant to Government Code Section 54957.6, conference with labor negotiations; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District

negotiators are Directors Hidahl and Durante – Director Hidahl reported that the recommendation from the committee is that no changes be made to the current MOU.

3. Review and Approve the Side letter of Agreement to the Memorandum of Understanding between the El Dorado Hills Professional Firefighters Association and the El Dorado Hills County Water District

- a. Amending Section I - Sick Leave** – Chief Roberts reported that the Administrative committee met with the Union and agreed on the amendment to the Sick Leave policy that was presented in the Board Packet. He added that the updated policy establishes a catastrophic leave bank to manage donated hours. President Hidahl verified that legal counsel reviewed the policy and Director Hus recommended a few clarifying word changes.

Director Durante made a motion to approve Side letter of Agreement to the Memorandum of Understanding between the El Dorado Hills Professional Firefighters Association and the El Dorado Hills County Water District - Amending Section I - Sick Leave with recommended changes, seconded by Director Hartley and unanimously carried.

- B. Fire Committee (Directors Hus and Winn)** – Director Hus reported that the Fire Committee revised the investment policy and discussed Director of Finance Braddock's goals for the next year. The revised investment policy will be discussed further under Item VIII. FISCAL ITEMS.

C. Ad Hoc Committee Reports

- 1. Strategic Planning Committee (Directors Hartley and Hidahl)** – No report.
- 2. Solar Committee (Directors Hus and Hidahl)** – Chief Roberts reported that solar systems are being monitored at all four stations and recommended that the solar committee be discontinued. Director Hidahl asked that a report be provided to the Board when enough data is collected to show the effectiveness of the system.
- 3. Communications Committee (Directors Durante and Winn)** – No report.
- 4. Volunteer Stakeholders Committee (Directors Hidahl and Durante)** – Battalion Chief Hasemeier informed the Board that the Department is formally accepting applications for the volunteer program and will also accept applications from current volunteers to send them to paramedic school at American River College. Chief Roberts added that Lt. Roppolo turned in his resignation from the volunteer program as of January 1, 2017.

- a. **Review and Approve Volunteer Stipend Policy modification** – Battalion Chief Hasemeier summarized the changes to the Volunteer Stipend Policy including updated rules for the volunteers to follow and changes to the payment structure. Director Hus suggested clarifications on eligibility for the stipend payment.

Director Hus made a motion to approve Volunteer Stipend Policy modification with recommended changes, seconded by Director Hartley and unanimously carried.

5. **Training Facility Committee (Directors Hartley and Durante)** – Chief Roberts reported that Staff would be presenting a RFP at the November Board meeting for architectural work on the potential training center. Director Hus asked for an update on the options discussed at the committee level. Director Durante stated that the Training Facility Committee would present an update with the proposed RFP at the November Board meeting.
6. **CSD/Fire Collaboration Committee (Directors Hidahl and Durante)** – No report.
7. **Armament Committee (Directors Durante and Hartley)** – No report.

VII. OPERATIONS REPORT

- A. **Operation Report (received and filed)** – Director Hus asked if the incident type analysis could be expanded and asked for clarification on the vehicle reports. Chief Roberts explained that the reports are used to help gauge when to look at replacing the engines due to the cost of repairs exceeding the calculated value of each engine.
- B. **Review and update regarding Joint Powers Authority** – Chief Roberts stated that the JPA is working on the iPCR program and it's compatibly with CalFire Dispatch. He added that the contract for Service Area 7 will be up in 2018 and the JPA is working on that contract.
- C. **Review and approve purchase of 10 ZOLL X Series cardiac monitors** – Chief Roberts reported that the Department needs to go ahead with the purchase of new cardiac monitors due to the inability to repair the current models. Director Hus asked if the current units have any trade-in value and Chief Roberts reported that Staff would look into the value.

Director Hartley made a motion to approve purchase of 10 ZOLL X Series cardiac monitors, seconded by Director Durante and unanimously carried.

VIII. FISCAL ITEMS

- A. **Review and approve the Investment Policy** – Director of Finance Braddock stated that the Fire Committee modified the investment policy removing investments that the Department would be unlikely to utilize.

Director Hus made a motion to approve the Investment Policy, seconded by Director Hartley and unanimously carried.

IX. NEW BUSINESS

- A. **Review and approve the Catastrophic Leave Policy** – Director Hus suggested revisions to the policy for clarification. Staff agreed to modify the wording in the policy to eliminate references to a “committee” since approval of catastrophic leave would be granted by the Fire Chief.

Director Durante made a motion to approve the Catastrophic Leave Policy with recommended changes, seconded by Director Hartley and unanimously carried.

- B. **Review and approve updated Conference Room Usage Policy** – Director of Finance Braddock highlighted the main changes in the policy including a limit of no more than 30 days in advance for booking and a utilization limit of only 4 times in a year.

Director Hartley made a motion to approve the Catastrophic Leave Policy with Counsel’s recommended changes, seconded by Director Durante and unanimously carried.

- C. **Reschedule December Board meeting** – President Hidahl directed Staff to circulate an email requesting Director availability to be discussed at the November Board meeting.

- X. **OLD BUSINESS** – Director Hus asked Counsel to verify Director Winn’s residence and evaluate her attendance. Counsel referred Director Hus to the Board Policy Manual policy 21.

The Board adjourned to discuss Closed Session Item VI-A.2 at 7:36 p.m.

The meeting reconvened at 8:20 p.m. The Board took no action during closed session.

XI. ORAL COMMUNICATIONS

- A. **Directors** – Director Durante encouraged fellow directors to participate in the Santa Run.
- B. **Staff** – Chief Roberts informed the Board about upcoming events including the smoke detector giveaway and Janet Kenneweg’s retirement party.

XII. ADJOURNMENT

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

The meeting adjourned at 8:25 p.m.

Approved:

Jessica Braddock, Board Secretary

John Hidahl, President

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED FIFTIETH MEETING OF THE BOARD OF DIRECTORS (A Special Meeting)

Thursday, November 3, 2016

4:00 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 4:00 p.m. and Director of Finance Braddock led the Pledge of Allegiance. Directors in attendance: Durante, Hartley, Hidahl, and Hus. Staff in attendance: Chief Roberts and Director of Finance Braddock.

II. ORAL COMMUNICATIONS – None

III. NEW BUSINESS

- A. **Public Hearing: Second reading and adoption of the 2016 California Fire Code by way of Ordinance 2016-37** – Fire Marshal Cox presented the final draft of the 2016 California Fire Code by way of Ordinance 2016-37.

Director Hartley made a motion to adoption the 2016 California Fire Code by way of Ordinance 2016-37, seconded by Director Hus, and unanimously carried.

IV. ADJOURNMENT

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

The meeting adjourned at 4:12 p.m.

Approved:

Jessica Braddock, Board Secretary

John Hidahl, President

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2016



	TENTATIVE FINAL Full Year Budget FY16/17	Actual October 2016	Actual YTD October 31, 2016	Variance YTD Actual to Full Year Budget	(Target 33%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	15,164,380	564,896	575,027	(14,589,353)		Timing of property tax revenue collection
3270 · Unsecured Tax Revenue	287,393	16,206	258,440	(28,953)		
3280 · Homeowners Tax Revenue	144,962	-	-	(144,962)		
3320 · Supplemental Tax Revenue	234,671	9,385	31,319	(203,352)		
3330 · Sacramento County Revenue	27,456	-	-	(27,456)		
3335 · Latrobe Revenue						
3335.2 · Latrobe Special Tax	36,840	-	60	(36,780)		
3335.3 · Latrobe Base Transfer	256,651	-	-	(256,651)		
3340 · Property Tax Administration Fee	(364,250)	-	-	364,250		
Total 3240 · Tax Revenue	15,788,103	590,487	864,846	(14,923,257)	5%	
3505 · Misc. Revenue, Vacant Lot	-	612	(18,111)	(18,111)	0%	Weed abatement costs to be offset with revenue collection in future months
3506 · Misc. Revenue, Fire Prev. Fees	70,000	9,100	15,277	(54,723)	22%	Timing of collection will vary
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	918,537	-	371,170	(547,366)	40%	Annual PERS Lump Sum and OPEB cost share billed to JPA in Q1
3513 · Rental Income (Cell site)	36,000	2,100	8,400	(27,600)	23%	2nd Cell Site budgeted later in fiscal year
3515 · OES/Mutual Aid Reimbursement	414,000	-	68,467	(345,533)	17%	Will vary with timing and severity of fire season
3520 · Interest Earned	70,000	319	22,204	(47,796)	32%	
3510 · Misc. Operating Revenue - Other	20,000	1,800	7,682	(12,318)	38%	
Total 3510 · Misc. Operating Revenue	1,458,537	4,219	477,923	(980,614)	33%	
Total Operating Revenue	\$ 17,316,639	\$ 603,806	\$ 1,358,045	\$ (15,958,594)	8%	
3550 · Development Fee						
3560 · Development Fee Revenue	1,600,000	180,345	914,932	(685,068)	57%	
3561 · Development Fee Interest	-	2,098	7,230	7,230	100%	
Total 3550 · Development Fee	1,600,000	182,444	922,162	(677,838)	58%	
3570 · Proceeds from Sale of Assets	60,000	-	60,130	130	100%	Sale of water tender in July
Total Revenue	\$ 18,976,639	\$ 786,861	\$ 2,322,226	\$ (16,654,413)	12%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2016



	TENTATIVE FINAL Full Year Budget FY16/17	Actual October 2016	Actual YTD October 31, 2016	Variance YTD Actual to Full Year Budget	(Target 33%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	5,912,782	439,436	1,951,740	3,961,043	33%	
6011 · Education/Longevity Pay	495,050	34,652	153,093	341,957	31%	
6016 · Salaries & Wages, Admin/Prev	615,556	41,657	181,316	434,240	29%	
6017 · Volunteer Pay	100,000	1,125	30,796	69,204	31%	
6018 · Director Pay	18,000	1,500	5,200	12,800	29%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,685,706	172,788	897,641	788,065	53%	Several employees out on extended sick leave/workers' comp Will vary with timing and severity of fire season Several employees out on extended sick leave, strike team OT not yet reclassified
6019.2 · Overtime, Outside Aid	412,000	-	57,284	354,716	14%	
6019.3 · Overtime, JPA	103,397	11,151	66,947	36,450	65%	
Total 6019 · Overtime	2,201,102	183,939	1,021,872	1,179,230	46%	
6020 · P.E.R.S. Retirement	2,306,236	49,916	1,097,686	1,208,550	48%	Annual Lump Sum Payment of \$580k made in July 2015/16 WC Audit resulted in \$48k additional required payment
6030 · Workers Compensation	798,529	108,868	291,399	507,130	36%	
6031 · Life Insurance	6,224	-	1,946	4,279	31%	
6032 · P.E.R.S. Health Benefits	1,449,069	119,097	593,950	855,119	41%	Prepayment of Nov premium in Oct
6033 · Disability Insurance	16,170	-	5,562	10,609	34%	
6034 · Health Cost of Retirees	866,964	46,478	532,395	334,569	61%	Annual Lump Sum Payment of \$300k made in July. Also prepayment of Nov premium in Oct
6040 · Dental/Vision Expense	174,840	19,422	57,529	117,311	33%	
6050 · Unemployment Insurance	14,490	136	560	13,930	4%	
6060 · Vacation & Sick Expense Reserve	150,000	(1,645)	(1,645)	151,645	-1%	
6070 · Medicare	139,261	9,931	47,219	92,042	34%	
Total 6000 · Salaries & Wages	15,264,273	1,054,513	5,970,615	9,293,658	39%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	64,850	-	33,150	31,700	51%	Semi-Annual Uniform Allowance paid in July
6102 · Other Clothing & Personal Supplies	54,845	2,600	7,726	47,119	14%	
Total 6100 · Clothing & Personal Supplies	119,695	2,600	40,876	78,819	34%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2016



	TENTATIVE FINAL Full Year Budget FY16/17	Actual October 2016	Actual YTD October 31, 2016	Variance YTD Actual to Full Year Budget	(Target 33%) YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	67,352	4,742	15,227	52,124	23%	Dispatch services billed on a quarterly basis; Comtech alerting interface purchased in Sept
6112 · Dispatch Services	120,000	-	29,969	90,031	25%	
6113 · Network/Connectivity	34,850	1,952	9,780	25,070	28%	
Total 6110 · Communications	222,202	6,694	54,976	167,226	25%	
6120 · Housekeeping	30,214	2,686	8,663	21,551	29%	
6130 · Insurance						
6131 · General Insurance	55,659	51,023	51,023	4,636	92%	Annual insurance premium paid in October
Total 6130 · Insurance	55,659	51,023	51,023	4,636	92%	
6140 · Maintenance of Equipment						
6141 · Tires	25,000	-	5,839	19,161	23%	
6142 · Parts & Supplies	21,000	2,048	6,491	14,509	31%	
6143 · Outside Work	116,053	3,276	27,732	88,320	24%	
6144 · Equipment Maintenance	90,420	806	11,787	78,633	13%	
6145 · Radio Maintenance	20,430	-	3,243	17,187	16%	
Total 6140 · Maintenance of Equipment	272,903	6,131	55,092	217,810	20%	Timing of budgeted purchases
6150 · Maintenance, Structures & Ground	107,566	4,282	39,493	68,073	37%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,500	475	475	5,025	9%	
Total 6160 · Medical Supplies	5,500	475	475	5,025	9%	
6170 · Dues and Subscriptions	11,339	617	3,470	7,869	31%	
6180 · Miscellaneous						
6181 · Miscellaneous	4,000	-	997	3,003	25%	
6182 · Honor Guard	1,000	-		1,000	0%	
6183 · Explorer Program	2,500	121	139	2,361	6%	
6184 · Pipes and Drums	-	-		-	0%	
Total 6180 · Miscellaneous	7,500	121	1,136	6,364	15%	Budgeted Sit-Stand converters purchased in August; Unanticipated purchase of battery backups
6190 · Office Supplies	24,599	2,813	12,496	12,103	51%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2016



	TENTATIVE FINAL Full Year Budget FY16/17	Actual October 2016	Actual YTD October 31, 2016	Variance YTD Actual to Full Year Budget	(Target 33%) YTD Actual % of Full Year Budget	Notes/Comments
6200 · Professional Services						
6201 · Audit	10,500	-	-	10,500	0%	
6202 · Legal/Human Resources	138,210	10,380	39,044	99,166	28%	
6203 · Notices	3,000	352	671	2,330	22%	
6204 · Other Professional Services	214,094	6,952	61,882	152,213	29%	
6205 · Elections/Tax Administration	20,000	-	-	20,000	0%	
6206 · Public Relations	4,900	-	100	4,800	2%	
Total 6200 · Professional Services	390,704	17,684	101,697	289,008	26%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	68,744	679	9,022	59,722	13%	
6212 · IT Support/Implementation	107,374	5,610	24,375	82,999	23%	
Total 6210 · Information Technology	176,118	6,289	33,398	142,721	19%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	17,998	-	1,979	16,018	11%	
6222 · Solar Lease	65,388	5,409	8,424	56,964	13%	Budgeted solar start date at beginning of fiscal year but not all stations in service. Offsetting cost in Electricity.
Total 6220 · Rents and Leases	83,386	5,409	10,403	72,982	12%	
6230 · Small Tools and Supplies	49,850	4,604	21,816	28,034	44%	Chainsaw replacement parts purchased in October
6240 · Special Expenses						
6241 · Training	118,327	13,925	41,734	76,593	35%	
6242 · Fire Prevention	18,310	4,123	13,336	4,974	73%	Fire prevention month in October
6243 · Licenses	-	-	-	-	0%	
6244 · Directors' Training & Travel	-	-	-	-	0%	
Total 6240 · Special Expenses	136,637	18,049	55,071	81,566	40%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	70,000	3,721	16,354	53,646	23%	
6252 · Travel	19,000	3,470	5,062	13,938	27%	
6253 · Meals & Refreshments	21,000	1,988	6,118	14,882	29%	
Total 6250 · Transportation and Travel	110,000	9,180	27,534	82,466	25%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending October 31, 2016



	TENTATIVE FINAL Full Year Budget FY16/17	Actual October 2016	Actual YTD October 31, 2016	Variance YTD Actual to Full Year Budget	(Target 33%) YTD Actual % of Full Year Budget	Notes/Comments
6260 · Utilities						
6261 · Electricity	10,200	342	13,072	(2,872)	128%	Budgeted solar start date at beginning of fiscal year but not all stations in service. Offsetting savings in Solar Lease. Credits received from PG&E
6262 · Natural Gas/Propane	17,000	373	1,040	15,960	6%	
6263 · Water/Sewer	14,000	3,128	5,651	8,349	40%	
Total 6260 · Utilities	41,200	3,843	19,763	21,437	48%	
Total Operating Expenditures	\$ 17,109,345	\$ 1,197,011	\$ 6,507,996	\$ 10,601,349	38%	
Operating Revenue - Operating Expenditures	\$ 207,294	\$ (593,205)	\$ (5,149,951)	\$ 5,357,245		
6560 · Payroll Exps- PERS Prepayment	-	-	-	-	0%	Timing of budgeted purchases
6720 · Fixed Assets	2,725,405	6,490	223,464	2,501,941	8%	
Total Expenditures	\$ 19,834,750	\$ 1,203,500	\$ 6,731,460	\$ 13,103,290	34%	
Total Revenue - Total Expense	\$ (858,111)	\$ (416,639)	\$ (4,409,234)	\$ (3,551,123)		

El Dorado Hills Fire Department

11/14/2016 1:03 PM

Register: 1000 · Bank of America

From 10/01/2016 through 10/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2016	EFT	Technology Credit C...	-split-		3,055.00	X		119,833.33
10/03/2016	EFT	ADP (FSA)	-split-		10.00	X		119,823.33
10/04/2016		Deposit	6000 · Wages & Benef...	Deposit		X	1,645.27	121,468.60
10/05/2016	EFT	ADP (FSA)	-split-		15.00	X		121,453.60
10/07/2016	EFT	ADP	6200 · Professional Ser...		327.44	X		121,126.16
10/07/2016	EFT	ADP (FSA)	-split-		1,413.00	X		119,713.16
10/07/2016	EFT	Technology Credit C...	-split-		2,394.00	X		117,319.16
10/11/2016		Transfer from LAIF	1074 · Local Agency I...	Confirm #1515...		X	650,000.00	767,319.16
10/11/2016	EFT	P. G. & E.	6260 · Utilities:6261 · ...	8/18/16 - 9/18/16	30.62	X		767,288.54
10/11/2016	EFT	P. G. & E.	-split-	8/24/16 - 9/22/16	236.91	X		767,051.63
10/11/2016	EFT	ADP (FSA)	-split-		928.27	X		766,123.36
10/11/2016	19840	Chase Bank	2029 · Other Payable	Pipes & Drums	675.00	X		765,448.36
10/11/2016	19841	Wells Fargo Bank	2026 · EDH Associate...	PR16-9-3	4,523.19	X		760,925.17
10/11/2016	19842	Connie Bair	-split-		150.00	X		760,775.17
10/11/2016	19843	Brian Bresnahan	-split-		150.00	X		760,625.17
10/11/2016	19844	Carol Caughey	-split-		150.00	X		760,475.17
10/11/2016	19845	David Kennedy	-split-		100.00	X		760,375.17
10/11/2016	19846	John Niehues	-split-		150.00	X		760,225.17
10/11/2016	19847	Dwight Piper	-split-		150.00	X		760,075.17
10/11/2016	19848	Frederick Russell	-split-		150.00	X		759,925.17
10/11/2016	19849	Angelica Silveira	-split-		150.00	X		759,775.17
10/11/2016	19850	Greg F. Durante (Di...	-split-		400.00	X		759,375.17
10/11/2016	19851	Charles J. Hartley	-split-		300.00	X		759,075.17
10/11/2016	19852	John Hidahl	-split-		400.00	X		758,675.17
10/11/2016	19853	Douglas A. Hus	-split-		300.00	X		758,375.17
10/11/2016	19854	Barbara Winn	6000 · Wages & Benef...		100.00			758,275.17
10/11/2016	19855	A-CHECK	2029 · Other Payable	Inv #59-0489862	10.00	X		758,265.17
10/11/2016	19856	Absolute Secured Sh...	6190 · Office Supplies	Inv #35401	40.00	X		758,225.17
10/11/2016	19857	Aflac	2029 · Other Payable	Inv # 117536	314.16	X		757,911.01
10/11/2016	19858	All Star Printing	6190 · Office Supplies	Inv # 71512	185.98	X		757,725.03
10/11/2016	19859	Apparatus Equipmen...	6140 · Maintenance of ...	Inv # 10942	761.49	X		756,963.54
10/11/2016	19860	Arnolds for Awards	6230 · Small Tools and...	Inv # 75325	283.06	X		756,680.48
10/11/2016	19861	AT&T (CALNET 2)	-split-		280.01	X		756,400.47
10/11/2016	19862	Big O Tires	6140 · Maintenance of ...	Inv # 5100-118...	1,020.36	X		755,380.11
10/11/2016	19863	Bugman Pest Control	-split-		115.00	X		755,265.11
10/11/2016	19864	California Family Fit...	6200 · Professional Ser...	Inv # 4102016	174.98	X		755,090.13
10/11/2016	19865	Camerado Glass	6150 · Maintenance,Str...	Inv # 61318	757.07	X		754,333.06
10/11/2016	19866	Costco	6120 · Housekeeping		858.20	X		753,474.86
10/11/2016	19867	Comcast Business	-split-	Inv # 47013606	1,602.04	X		751,872.82
10/11/2016	19868	D & J Equipment Ser...	6240 · Special Expense...	Inv #196	2,300.00	X		749,572.82

El Dorado Hills Fire Department

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Register: 1000 · Bank of America

From 10/01/2016 through 10/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/11/2016	19869	El Dorado Disposal S...	-split-		830.94	X		748,741.88
10/11/2016	19870	El Dorado Irrigation ...	6260 · Utilities:6263 · ...	Acct # 082532-...	506.31	X		748,235.57
10/11/2016	19871	Folsom Diesel Work...	-split-		9,511.38	X		738,724.19
10/11/2016	19872	InterState Oil Compa...	-split-		1,405.09	X		737,319.10
10/11/2016	19873	Jeno Inzerillo	6000 · Wages & Benef...		507.00	X		736,812.10
10/11/2016	19874	Johannes Neu	-split-		305.00	X		736,507.10
10/11/2016	19875	Jorgensen Company	6140 · Maintenance of ...	Inv # 5618599	45.00	X		736,462.10
10/11/2016	19876	Kiko T. Trucking	6240 · Special Expense...		3,150.00	X		733,312.10
10/11/2016	19877	Kronos	6210 · Information Tec...	Inv # 11100982	575.00	X		732,737.10
10/11/2016	19878	Nathan Tarry	-split-		410.00	X		732,327.10
10/11/2016	19879	National Garage Doo...	6150 · Maintenance,Str...	Inv # 31821	283.00	X		732,044.10
10/11/2016	19880	Qcorp Printing	6200 · Professional Ser...	Inv # 588	160.00			731,884.10
10/11/2016	19881	Rotary	-split-		150.00	X		731,734.10
10/11/2016	19882	State Compensation ...	6000 · Wages & Benef...		60,843.58	X		670,890.52
10/11/2016	19883	Thoro KLeen	-split-	Inv # 3379/Re-...	2,970.00	X		667,920.52
10/11/2016	19884	Verizon Wireless	-split-		2,124.00	X		665,796.52
10/13/2016		Deposit	-split-	Deposit		X	27,047.96	692,844.48
10/13/2016	EFT	Nationwide Retireme...	-split-		19,788.26	X		673,056.22
10/13/2016	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Confirm # 165...	22,279.61	X		650,776.61
10/13/2016	EFT	ADP (FSA)	-split-		614.22	X		650,162.39
10/13/2016	19885	Shannon Wright	2029 · Other Payable		573.48	X		649,588.91
10/13/2016	PR16-10-1		-split-	Total Payroll T...	78,064.10	X		571,524.81
10/13/2016	PR16-10-1		1000 · Bank of Americ...	Direct Deposit	242,826.93	X		328,697.88
10/13/2016	PR16-10-1		1000 · Bank of Americ...	Payroll Checks		X		328,697.88
10/14/2016	EFT	U.S. Bank Telepay	2010 · Accounts Payable		68.97	X		328,628.91
10/14/2016	EFT	ADP (FSA)	-split-		30.00	X		328,598.91
10/15/2016			6200 · Professional Ser...	Service Charge	156.81	X		328,442.10
10/19/2016	EFT	Employment Develo...	-split-	Conf# 1-665-9...	1,411.08	X		327,031.02
10/20/2016	EFT	P.E.R.S. ING	-split-	PR16-10-1	3,076.93	X		323,954.09
10/20/2016	19886	Advantage Gear, Inc.	6180 · Miscellaneous:6...	Invoice # 116401	120.67	X		323,833.42
10/20/2016	19887	All Star Printing	-split-	Inv # 71675	131.15	X		323,702.27
10/20/2016	19888	Best Best & Krieger	6200 · Professional Ser...	Invoice # 781315	1,418.56	X		322,283.71
10/20/2016	19889	Brad Ballenger	6000 · Wages & Benef...		334.00	X		321,949.71
10/20/2016	19890	Caltronics Business ...	6190 · Office Supplies	Inv # 2112532	208.07	X		321,741.64
10/20/2016	19891	Core Logic	6170 · Dues and Subsc...	Inv # 81735999	137.50	X		321,604.14
10/20/2016	19892	De Lage Landen Fin...	6190 · Office Supplies	Account # 988...	231.13	X		321,373.01
10/20/2016	19893	Dept of Forestry and ...	-split-		5,958.00	X		315,415.01
10/20/2016	19894	Doug Veerkamp	6140 · Maintenance of ...	Invoice # 323778	1,334.07	X		314,080.94
10/20/2016	19895	El Dorado Irrigation ...	-split-	Acct # 082532-...	2,622.02	X		311,458.92
10/20/2016	19896	Fastenal Company	-split-	Inv # CAELD1...	349.67	X		311,109.25

El Dorado Hills Fire Department

11/14/2016 1:03 PM

Register: 1000 · Bank of America

From 10/01/2016 through 10/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/20/2016	19897	FlexManage	-split-		5,534.20	X		305,575.05
10/20/2016	19898	Hefner, Stark & Mar...	-split-		8,961.60	X		296,613.45
10/20/2016	19899	InterState Oil Compa...	-split-		1,907.18	X		294,706.27
10/20/2016	19900	Atwood Insurance	-split-	Account # EL...	51,023.00			243,683.27
10/20/2016	19901	Johannes Neu	6000 · Wages & Benef...		410.00	X		243,273.27
10/20/2016	19902	Larry R. Fry	6000 · Wages & Benef...		732.00	X		242,541.27
10/20/2016	19903	L.N. Curtis & Sons	-split-		1,873.83	X		240,667.44
10/20/2016	19904	Mountain Democrat	6200 · Professional Ser...	Account # 8153	352.00	X		240,315.44
10/20/2016	19905	NetPilot Web Solutio...	6210 · Information Tec...	Invoice # 24870	170.00	X		240,145.44
10/20/2016	19906	Shift Calendars Inc.	6190 · Office Supplies	Invoice # 20688	393.02	X		239,752.42
10/20/2016	19907	Stephens Publishing ...	6240 · Special Expense...	Invoice # 24321	2,820.00	X		236,932.42
10/20/2016	19908	Traffic Works	6200 · Professional Ser...	Invoice # 769	5,800.00			231,132.42
10/20/2016	19909	Verizon Wireless	-split-		661.65	X		230,470.77
10/20/2016	19910	Western Contract	6190 · Office Supplies	Invoice # 126598	210.68	X		230,260.09
10/20/2016	19911	Wells Fargo Bank	2026 · EDH Associate...	PR16-10-1	4,615.50	X		225,644.59
10/20/2016	19912	State Compensation ...	6000 · Wages & Benef...	Final Audit Sta...	48,024.57	X		177,620.02
10/20/2016	19913	Mountain Democrat	-split-		309.60	X		177,310.42
10/20/2016	19914	State Board of Equali...	-split-		583.20	X		176,727.22
10/21/2016	EFT	ADP	6200 · Professional Ser...		333.48	X		176,393.74
10/21/2016	EFT	ADP (FSA Service C...	6200 · Professional Ser...		93.58	X		176,300.16
10/21/2016	EFT	P. G. & E.	-split-		447.09	X		175,853.07
10/21/2016	EFT	P.E.R.S. Retirement	-split-	PR16-10-1	79,121.85	X		96,731.22
10/21/2016	EFT	ADP (FSA)	-split-		20.00	X		96,711.22
10/24/2016		Transfer from LAIF	1074 · Local Agency I...	Confirm # 151...		X	750,000.00	846,711.22
10/24/2016	EFT	ADP (FSA)	-split-		25.00	X		846,686.22
10/25/2016	EFT	ADP (FSA)	-split-		3.43	X		846,682.79
10/27/2016	19915	Justin Johnson	2029 · Other Payable		1,792.50	X		844,890.29
10/27/2016	PR16-10-2		-split-	Total Payroll T...	75,525.23	X		769,365.06
10/27/2016	PR16-10-2		1000 · Bank of Americ...	Direct Deposit	239,899.68	X		529,465.38
10/27/2016	PR16-10-2		1000 · Bank of Americ...	Payroll Checks		X		529,465.38
10/28/2016	EFT	P.E.R.S. Health	-split-	Nov-16	165,575.30	X		363,890.08
10/28/2016	EFT	ADP (FSA)	-split-		574.62	X		363,315.46
10/31/2016	EFT	Nationwide Retireme...	-split-	PR16-10-2	19,784.58	X		343,530.88

Emergency Repair Authorization – Station 91

Summary:

With the Annexation of Latrobe Fire Protection District, El Dorado Hills Fire District (EDHFD) acquired all the assets including a long-term lease where the current Station 91 now sits and a five-acre parcel at the intersection of Heffrin Drive and Dodson Road for future use.

On March 21, 2016, West Coast Restoration conducted destructive testing of the interior walls of Station 91 due to a suspicion of mold. The testing confirmed the presence of mold in three of the four walls at the Fire Station. West Coast Restoration immediately began a mold remediation process by installing plastic vapor barriers and portable HEPA filtration systems. After additional consultation with West Coast Restoration, it was determined that additional repairs would be needed to prevent moisture intrusion into the Station.

Subsequently, the station was closed out of concern for the health and safety of the crews and is currently vacant.

Station 91 crews are currently stationed in a leased “construction” trailer, on the Station 91 property, from 0830-1830. After 1830 the crew members are split and assigned to engine companies at Station 84 and Station 87. The current lease on the trailer is \$515.00/month excluding utilities.

The use of the trailer was/is a short-term solution until the Board received the Standards of Coverage/Community Risk Assessment documents and held a “meet and confer” with the Union to discuss staffing level options. The trailer was never intended to be a long-term solution and is not adequately equipped to support seven-day a week use.

The trailer does not provide the basic minimum for long-term housing of emergency personnel, for example, the trailer does not provide:

1. Shower facilities including emergency decontamination stations.
2. Utilizes a “bladder” septic system that requires weekly service and has the potential to leak into the surrounding ground water.
3. Lacks facilities to store and clean contaminated safety gear.
4. Food preparation and storage area.
5. Area to store, maintain, and repair of apparatus.

West Coast Restoration is a fully licensed and bonded contractor who specializes in the restoration of facilities damaged by flood, fire, and the is fully certified by OSHA for the remediation of mold. Along with OSHA certification they are qualified in all aspects of general construction and construction project management.

EDHFD has utilized West Coast Restoration on several projects including; Roof repair, general construction, and mold remediation of Station 85 and 86. All projects were completed on-time.

Public Contracting Code (PCC) sections 20160 through 20174 govern the competitive bidding requirements applicable on public projects.

Section 20168 of the PCC provides: *"In case of an emergency, the legislative body may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, it may expend any sum required in the emergency without complying with complying with the Public Contracts Code."*

An "emergency" is defined in Section 1102 as *" a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property or **essential public services.**"*

Since water intrusion was discovered at Station 91, the building has been vacant while other options were discussed. With the impending winter, it is imperative that we take steps to prevent further damage to the structure, remove any remaining mold, and ensure that the Station 91 crew has a more permanent facility. The current "construction trailer" quarters is/was not meant as a long-term solution.

Fiscal Impact:

The fiscal impact is not to exceed \$200,000.

\$77,000 in Development Fee revenue generated in Latrobe have been transferred to the EDHFD and maybe available.

Recommendation:

Staff is recommending that the Board approve Resolution #2016-18 declaring an emergency exists and waive the competitive bid process.

EL DORADO HILLS COUNTY WATER DISTRICT

RESOLUTION 2016-18

**RESOLUTION DECLARING AN EMERGENCY EXISTS AT STATION 91 AND
WAIVING THE COMPETITIVE BID PROCESS**

WHEREAS, with a 4/5 vote, the Board of Directors of the El Dorado Hills County Water District ("District") in accordance with (Government Code Section 54201-05 and Public Contract Code Section 22050) authorizes the Board of Directors to declare an emergency and waive the Comparative Bid process; and

WHEREAS, the District has determined that due water intrusion and continued water intrusion, mold, and the age of the building, Station 91 is no longer able to operate as a Fire Station; and

WHEREAS, with the loss of the use of Station 91, the District is unable to provide adequate service to the Station 91 response area or provide a safe working environment for its employees; and

NOW, THEREFORE BE IT RESOLVED that the El Dorado Hills County Water District Board of Directors, with a 4/5 vote has determined that an emergency exists, thereby waiving the competitive bid process.

PASSED AND ADOPTED by the Board of the El Dorado Hills County Water District this 17th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

John Hidahl, President

ATTEST:

Jessica Braddock, Board Secretary



EL DORADO HILLS COUNTY WATER DISTRICT

BOARD OF DIRECTORS POLICY MANUAL

Approved:	December 19, 2007
Revisions:	May 27, 2009
	July 18, 2013

**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 Director's 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 on the agenda and in the 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, and 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 As part of the governance team, and recognizing the importance of selecting the best personnel available for all Chief Officer (excluding Battalion Chiefs) and the Director of Finance positions, the Board shall participate in the selection process and in establishing the starting wage for these positions within the established and approved public salary schedule. An Ad-hoc committee shall be defined by the Board President to work with the Fire Chief and other staff (as appropriate) for this purpose. The Board's participation shall be limited to a go/no-go determination based upon the review of the applicants' qualifications, (i.e. submitted resumes and cover letters, from amongst the highest ranked two or three candidates), and background checks (as applicable). Starting wage offers within the established public salary schedule shall be reviewed for approval by the Board prior to the offer being made to the applicant.

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7.45 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 special meetings is also discouraged. 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.

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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 the Employee Travel section of the Employee Handbook.

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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 in the Employee Travel section of the Employee Handbook 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.

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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.

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- (h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

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POLICY 12

Director's Compensation

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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~~-(a) Information exchanged before meetings shall be distributed through the Fire Chief and all Directors will receive all information being distributed.

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- ~~b~~-(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.

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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

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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) working with staff on Annexations/Consolidations 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 Emergency Services 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. The Board President may also identify an alternate committee member from time to time as necessary to have two committee members present when one of the standing committee members cannot participate.

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.

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.

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17.6 In case of non-compliance, the Board President will be notified .

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 Strike Team Pay section of the Employee Handbook. 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.

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(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.

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(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.

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- (d) Only those items of business listed in the call for the special meeting shall be considered by the Board.

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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. 19.2.a. 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.

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- (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.

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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. Each Board Member shall individually provide a written evaluation of the Fire Chief in the format provided by the Administrative Committee. In no circumstance shall a Board Member be relieved off this duty to perform a complete and thorough objective evaluation. The Administrative Committee shall perform the annual evaluation compile the Board Member feedback into one final evaluation document. 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

21.1 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.

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- (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.

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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, enable the 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 follows:

- (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 or may delegate to the Recording Secretary.

- (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 5 years 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.

26.2 Effective November 15, 2012, the Board adopted the agenda/action item format for future Board meeting minutes.

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.

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27.3 Motions.

- (a) Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

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- (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.

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- (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.

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(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.

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(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.

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(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.

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(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.

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(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.

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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.

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(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 Fund Policy**

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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 collectively as "Accumulated Reserves"):

Operating Reserve Fund (ORF)

Local government agencies and Special Districts receive Property Tax revenue as their primary source of cash in December and April each year. Because of the timing of this 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 Operating Expenses 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 Property Tax 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 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 reserve funds 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, 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 Reserve Funds (PBRF)

The Board shall set aside PBRF reserves for the purpose of managing underfunded Pension and Other Post Retirement Benefit (OPEB) liabilities as identified in 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 Board shall maintain adequate PBRF reserve funds by making additional annual transfers to the PBRF reserve to ensure that the funded ratio remains at a minimum of 75% funded as identified in the most current PERS Actuarial report with a goal to achieve minimum 80% funding by Fiscal 2021.
- 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.

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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 Board is to make additional annual contributions 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.
- d. Lastly, transfers to the OPEB fund cannot be re-designated for any other purpose.

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

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

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 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 July 18, 2013.

Executed this 18th day of July, 2013.

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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 July 18, 2013.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 18th day of July, 2013.

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; Updated July 18, 2013 October 20, 2016)
COMMUNITY MEETING ROOM POLICY

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PURPOSE

• To establish 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 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.

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• The usage 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.

RESPONSIBILITY

- Chief
- Director of Finance
- Administrative Assistant

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PROCEDURE

1) The EDHFD meeting room may be utilized at no charge by the following organizations:

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a) El Dorado County Government agencies, Fire Departments, Sheriff, CHP, Fire Safe Councils, CSD, Red Cross, and other emergency service organizations, etc.

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b) Recognized non-profit, community organizations may use the meeting room for meetings associated with public purposes. Users may be El Dorado Hills based homeowners groups; neighborhood associations; non-profit community groups or organizations that are open to the public; and public schools whose purposes are not related to fundraising or fee-related events.

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2) Meetings must be booked by submitting a request form online at www.edhfire.com five days in advance of requested meeting date and within 30 days of requested meeting date. Please allow three business days for confirmation. After the meeting date is confirmed, the meeting organizer must come to the Administration Office during business hours no sooner than the closest business day prior to the date of the meeting. The meeting organizer will be responsible for signing the usage contract, submitting a Security Deposit of \$100 in the form of a check made payable to the EDHFD and will be given a key for the office doors, if necessary. The applicant will be responsible for charges incurred if the key is not returned by the next business day or if the room has not been left in good order. A key return box is available at the Administrative Office if

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using the meeting room at Station 85. *Security deposit checks will be shredded after inspection of room and key return (if applicable).*

- 3) To avoid monopolization of the room, **usage is limited to four times per year.** 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.
- 4) Groups may not exceed the fire code occupancy: 114 people for Station 85; 20 people for Station 86; 25 people for Station 92.
- 5) The meeting room may be used for **official business purposes only.** Parties, social gatherings, fundraising, partisan political activities, religious and private business activities are excluded from the use of the meeting room. The room is not conducive to minor's activities or any use which involves or includes physical exercise, running, jumping, dancing, game playing, or similar activities, the nature in which might cause wear and tear to the furniture, fixtures, wall coverings, window coverings or floor coverings. 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.
- 6) 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-department use.** 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. Other uses are subject to cancellation or rescheduling at any time due to District requirements.
- 7) 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.
- 8) 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. Subleasing of the Facility is prohibited. 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.

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9) Tables and chairs are provided at no charge and must be returned to the configuration posted or returned to the original layout. Equipment, supplies or personal belongings of any group may not be stored in the community rooms. 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. Telephone use (where available) is restricted to local calls only.

EL Dorado Hills Fire Department does not provide usage of Laptops, Projectors, A/V Equipment, or Technical Support.

10) Food and beverages (non-alcoholic) are allowed in meeting facilities, however the room must be left clean or a clean-up fee will be assessed. No cooking is allowed unless expressly authorized. Consumption of alcoholic beverages and use of tobacco products are strictly prohibited on District property.

11) Groups shall promptly report any damage done to the facility. 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.

12) 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.

13) 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.

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~~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.~~

~~• 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.~~

~~The use of the room is intended primarily for meeting, assembly, and similar purposes unlikely to cause physical damage or excessive wear and tear. Any use which involves or includes physical exercise, running, jumping, dancing, game playing or similar activities, the nature of which might cause wear and tear to the furniture, fixtures, wall coverings, window coverings or floor coverings, is not allowed.~~

~~Any use by groups comprised primarily of minors shall be subject to the requirement that on-site, adult supervision shall be provided at all times during room usage at a ratio of not less than one adult supervisor for every four minor participants. Minors shall be continuously supervised within the meeting room and adjacent hallway and shall not be allowed to access the administration building, equipment bays, driveway or apron areas, or personnel living quarters.~~

~~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.~~

~~◆ 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.~~

~~◆ 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.~~

~~◆ 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 not be utilized.~~

~~◆ Food and Beverages~~

~~Food and beverages (non-alcoholic) are allowed in meeting facilities; no cooking is allowed.~~

~~◆ 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~~

~~\$50. 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.~~

• ~~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.~~

• ~~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.~~

• ~~Alcoholic Beverages and Tobacco Use~~

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

• ~~Telephone Use~~

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

• ~~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:~~

• ~~Religious worship services~~

• ~~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).~~

~~• 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.~~

~~• Illegal activities.~~

~~• Wedding receptions, reunions, birthday parties, parties, graduations, dances, dance classes and similar celebrations.~~

~~• Private events from which the general public is excluded.~~

~~• Partisan Political Activities.~~

~~• 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).~~

~~• Any for profit activities. Verification of non-profit status may be required.~~

~~• 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.~~

~~• **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.~~

~~• **Assignment**~~

~~Subleasing of the Facility is prohibited.~~

~~• **Rules Governing Use/Fees/Deposits**~~

~~Rules governing use of the facility may be promulgated from time to time. These 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, cleaning and administrative 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 expense.~~

(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: _____ Non-Profit ID #: _____
Today's Date: _____

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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

- 1. Chief
- 2. Chief Financial Officer
- 3. Administrative Assistant

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PROCEDURE

- 1. 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
- 2. Non-profit or governmental organizations shall submit signboard requests in writing ten (10) days prior to the event.
- 3. 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.
- 4. The use of the sign shall be set by the Fire Department and shall be based on priority and first come-first-served basis.
- 5. All fire prevention messages and Fire Department announcements shall take priority.
- 6. The Fire Department reserves the right to reject posting of any announcement or message or to terminate posted messages at any time, as necessary.
- 7. The following message categories are ineligible for posting:
 - 1. Religious worship messages/announcements
 - 2. Partisan political announcements
 - 3. For profit activities
 - 4. Offensive messages
 - 5. 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

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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

October 12, 2016

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Professional Services (RFP): Fee Proposal - Professional Design Services

Submit Information to: El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CA 95762

Direct Inquiries to: David Roberts, Fire Chief
(916) 933-6623

Proposal shall be submitted by: November 29, 2016
4:00 p.m.

NO EXCEPTIONS

Late submittals will not be considered

The El Dorado Hills Fire Department is requesting a formal fee proposal for Architectural Design and Civil Engineering Design Services (hereinafter, “Design Services”) based on the approved Special Use Permit (S09-0008) for the El Dorado Hills Fire Training Center in El Dorado Hills California. This Civil Engineering Design is intended to provide documents for Construction of the Fire Department’s Training Facility, Phase 1.

The Scope of Work is based on the recommendations provided in the El Dorado Hills Fire Department Training Center Strategic Business Plan, prepared by Interact Business Group, Valley Center, California, dated March, 2016, and the follow-up review and recommendations provided in the El Dorado Hills Fire Department – Community Risk Assessment, Standards of Cover Study, and Strategic Plan and Training Facilities Review, prepared by Citygate Associates, LLC, Folsom, California, dated July 5, 2016 (the “Documents”). Copies of the Documents are available at the Fire Department Headquarters at Station 85.

The Design Services will include Architecture, Civil Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, and Landscape Architecture. All Burn Prop equipment will be selected by the El Dorado Hills Fire Department, for incorporation into the design.

The scope of work will involve the following, as more fully described in the Documents:

- Site: +/-10 acres
- Earthwork, Steep embankments to simulate El Dorado Hills actual conditions
- Storm Drainage, Retention Pond
- Site Utilities – Water, Sewer, Fire
- Site Electrical
- Site Improvements: Training and Prop concrete pads, roadways, parking
- Helicopter Landing Pad
- Perimeter Fencing and Security Gates
- Landscaping
- Buildings: Classroom and Administration Building
- 2-3 Story Commercial and Residential Burn Building, set into embankment
- 4-Story Drill tower
- Outdoor Covered Classroom/Bleachers

The following is a description of services to be provided:

1. Construction Cost Estimate
2. All Specifications
3. Engineered Cut and Fill Plan
4. Grading Plan including On-Site Retaining Wall Plans
5. Water Retention Pond including Drainage Plans
6. Fire Protection and Domestic Water Services
7. Sewer Plans
8. Site Fencing, Gates and two Monument Signs
9. Detailed Drawings
10. Erosion Control Plans
11. Project oversight including all construction correspondence (RFI's, Change orders, Site Reports, Punch lists, Job meeting minutes...)
12. Sufficient Plans and Documentation for the Submittal process to El Dorado Irrigation District, the County of El Dorado, the El Dorado Hills Fire Department and any other submittals for the plan approval process
13. All necessary amendments for the approval process
14. Any additional Civil Engineering required to construct a "State of the Art" Training Facility

ALL PROPOSALS SHALL BE SEALED AND MARKED ON THE OUTSIDE AS:
"FEE PROPOSAL – BUILDING PROJECTS"

INTENT

The intent of this request for proposals is to solicit proposals from qualified Architecture and Civil Engineering firms for all engineering, design, plans, approval of all state and local agencies and construction oversight to construct phase one of the El Dorado Hills Training Center.

Proposals submitted in response to this request must be in accordance with the requirements specified herein.

TIME REQUIREMENTS

- Date and time for proposal submittal to District:

November 26, 2016 – 4:00 PM

- Date, time and place for selection interviews (if necessary):

To be determined; projected in early to mid-December

- Date of contract award on or near:

January 18, 2017

- Date for final plans and specifications due to District no later than:

June 1, 2017

CONTRACTURAL ARRANGEMENTS AND PAYMENT

The Fire Department and the selected architecture/engineering firm to provide services will enter into a written agreement, the terms of which shall be developed by the Fire Department.

RIGHT TO REJECT

The Fire Department reserves the right to reject any or all proposals and to award the contract based upon the qualifications of the firm and not necessarily based solely upon the price/cost, in accordance with Government Code Section 4525 et. seq., and as more fully described in the “Selection Process” section included below.

PROPOSAL SUBMISSION REQUIREMENTS

To be responsive to this RFP, proposals shall specifically address the information described below. The proposal shall be bound with tabs identifying each section. The body of this statement (Sections 1 through 6 described below), shall not exceed 20 pages. Resumes for the proposal project team and sub-consultants shall be provided in the appendix (Section 7).

The following information must be provided in the proposal so that the Fire Department may review your firm's qualifications and approach to this type of project:

Section 1. Project Team – Names and qualifications of key personnel to be used on this project, their capacity or role, including applicable descriptions of similar work these people have been directly involved with, and being specific about the duties performed; names and qualifications of any sub-consultants, including specialty and capacity in which they will be utilized;

Section 2. Project Understanding and Approach – Describe your understanding of the project, and your proposed approach to design and construction to complete the project within schedule. Describe any unique or effective design aspects or approach that your firm plans to use during the pre-design phase.

Section 3. Design Challenges – Based on your experience, discuss any potential problems that may be encountered with this particular project; and how your firm would assist in solving these potential problems. Also describe why the design of a training facility is considered a specialized area of architectural/ engineering design.

Section 4. Construction Experience – Describe your experience relating specifically to the construction of the referenced facilities.

Section 5. Project Management – Describe your project management and cost control system.

Section 6. Consultant Fee – The proposal shall contain the all-inclusive fee for which the services will be done.

Section 7. Appendix – Project team member resumes, samples of other similar projects, and referrals (past fire stations and training facilities).

Two (2) complete copies of each proposal shall be furnished. Failure to comply with any of these requirements may be cause for a firm's proposal to be considered non-responsive.

ELIGIBILITY REQUIREMENTS

Each architectural/engineering consultant must formally comply with the following eligibility requirements:

- The Consultant shall be able to demonstrate experience in the design and construction of technically advanced training facility along with the design and construction of similar facilities over the last 10 years.
- The Consultant shall be able to provide all of the services required and must be able to furnish the \$2 million dollar liability insurance coverage required by the El Dorado Hills Fire Department. These two items will not be negotiable.
- The Consultant's key personnel identified in the proposal shall be available for the entire duration of the project for consultation.
- Consultant's Project Manager, or a designated alternate, shall be available at the district main station (1050 Wilson Blvd., El Dorado Hills, CA) within two hours (travel time).

SELECTION PROCESS

The following criteria will be used in evaluating the qualifications of prospective architectural/ engineering consultants:

- Cost
- Experience in building fire stations and training facilities
- Qualifications of the architect's staff and design team members
- Recommendations from clients, contractors, and other knowledgeable people
- Record of success in previous fire training and fire station facility projects
- Creative abilities and proven innovations of design as demonstrated by fire training and fire station facilities either completed or presently under construction
- Accessibility to project/District
- Ability to prepare plans in accordance with time schedule

The selection process will consist of the Department's Building Committee reviewing the proposals according to the criteria discussed above, and the possibility of inviting one or more (up to three) proposers for interviews. The Building Committee's recommendations shall be made at the Department's regular Board Meeting scheduled for January 18, 2017.

Upon selection of the firm deemed most qualified, the Department shall prepare and negotiate a formal, written contract upon terms and conditions satisfactory to the Department. In the event the selected consultant is for any reason unwilling to enter into an agreement with the Department, the Department may terminate negotiations and select

the next most qualified firm and commence negotiations with that firm, or, the Department may terminate the selection process entirely.

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EL DORADO HILLS FIRE DEPARTMENT

MONTHLY ACTIVITY REPORT OCTOBER 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.

Move-up and cover of engines was an issue in October. There were 13 total move-ups of engines outside of El Dorado Hills to cover other fire agencies in the County for a total time out of district of 22 hours and 48 minutes. Four of the move-ups were for more than two hours. One was for over five hours.

*All times are collected using a combination of Active 911 and Crystal Reports. The times are provided with the best accuracy possible given the limitations of technology in our system.

ALARM STATISTICS

Response District	Total Number of Responses – OCT 2016	Total Number of Responses –2016	Total Number of Responses – OCT 2015	Total Number of Responses –2015
84	54	565	45	504
85	61	574	58	523
86	31	331	48	355
87	70	560	45	423
91	8	49	3	49
92	1	14	1	19
Mutual Aid	70	704	60	536
Transfer	21	174	12	111
TOTALS	316	2971	272	2520

89.45 % Medic Unit Response, 10 Minutes (before exception reports)

91.56 % Medic Unit Response, 11 Minutes (before exception reports)

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

Option 2: FH Analytics – Set Year & Month – Filter Districts

CODE 3 RESPONSE TIME ANALYSIS

Response District	Total Number of Re-sponses	Number of Code 3 Re-sponses	Average Code 3 Response Time (includes turnout, and travel)*	% Under 8 Min Response Time (includes turnout, and travel)	% Under 7 Min Response Time (includes turnout, and travel)	% Under 6 Min Response Time (includes turnout, and travel)
Response Area 84						
84 (Rural)	4	3	04:09			
84 (Suburban)	50	36	N/A	98%	98%	91%
Response Area 85						
85 (Suburban)	61	47	N/A	98%	100%	100%
Response Area 86						
86 (Rural)	0	0	N/A			
86 (Suburban)	31		N/A	100%	100%	85%
Response Area 87						
87 (Suburban)	70	49	N/A	99%	99%	93%
Response Area 91						
91-A (Rural)	7	6	06:44			
91-B (Rural)	1	1	N/A			
91-C (Rural)	0	0	N/A			
92 (Rural)	1	1	07:10			

*San Ramon SOC – Board Policy Response Time Benchmark Goals – Rural 15 min and Suburban 8 min

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 over 8 min Urban and 10 min Rural.

Report %: FH Analytics Reports (1st Unit Arrival Compliance Section. Filter Alarm Type 3, Unit Res. Code – 1, and District)

CODE 3 TURNOUT TIME ANALYSIS

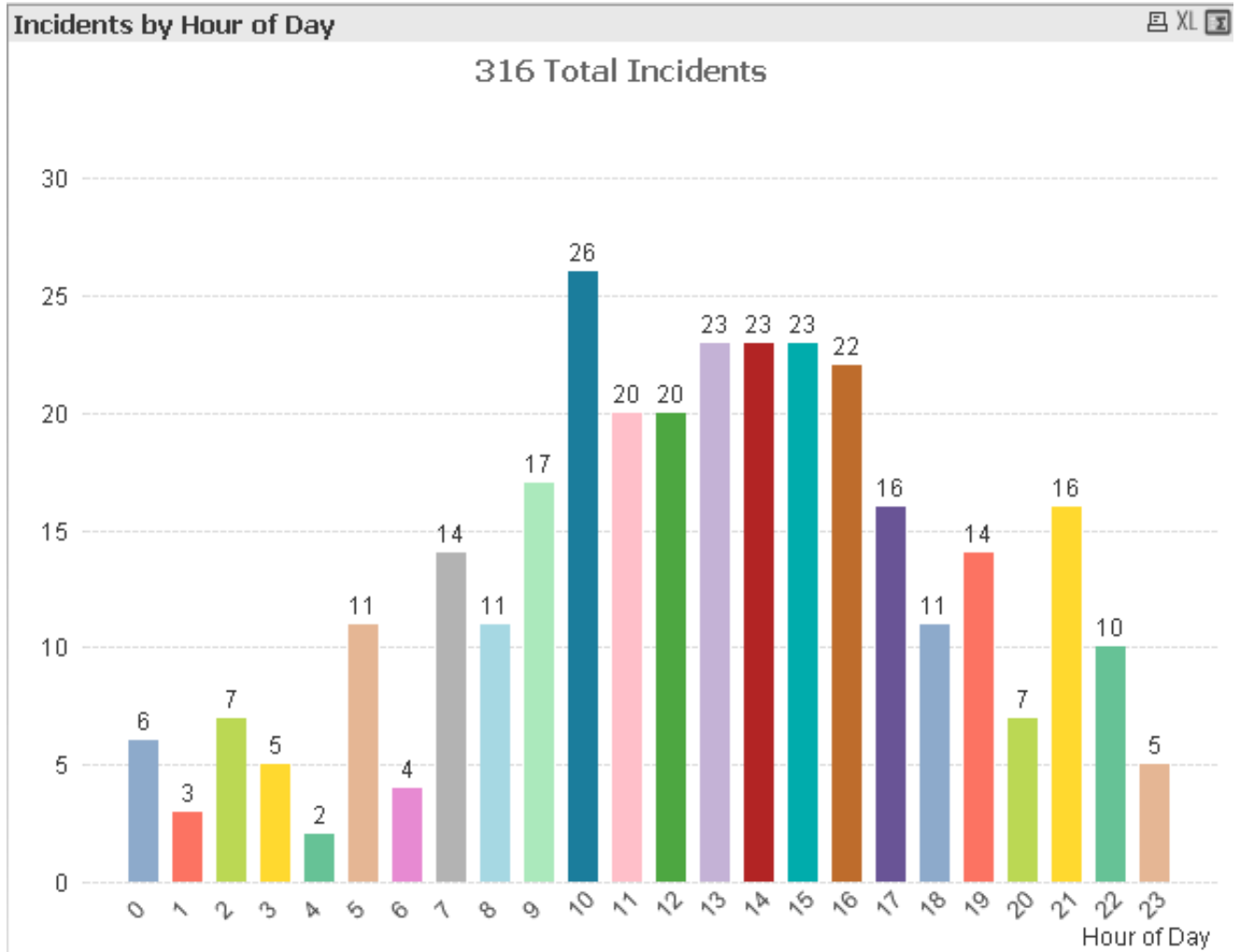
Benchmark Turnout Time Goal 90 Seconds Day/120 Seconds Night*

Unit	Total Number of Responses	Total Less Than 1 min 30 Seconds Day and 2 min Night	Total Over 1 min 30 Seconds	Total Over Time Excluding PPE or Computer slow	% Compliant Excluding PPE or Computer slow	Average Turnout time
E84	55	55	0	0	100%	00:37
T85	57	52	5	1	98%	00:55
E85	1	1	0	0	100%	00:11
E86	32	29	3	1	97%	00:49
E87	53	52	1	0	100%	00:50
P91	9	9	0	0	100%	00:44

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)

*Night Hours 2100-0700 hours

INCIDENTS BY HOUR OF DAY



INCIDENT TYPE ANALYSIS

111 Building fire	2
113 Cooking fire...	1
114 Chimney or ...	1
116 Fuel burner/...	1
131 Passenger v...	3
140 Natural veg...	1
141 Forest, woo...	1
143 Grass fire	2
151 Outside rub...	1
200 Overpressu...	1
321 EMS call, ex...	2
321C EMS call, C...	16
321G EMS call, G...	94
321N EMS call, C...	8
321R EMS call, R...	11
321T EMS call, Tr...	19
321X EMS call, T...	20
322 Motor vehicl...	17
324 Motor Vehicl...	13
412 Gas leak (na...	1
463 Vehicle acci...	2
500 Service Call,...	1
510 Person in di...	1
511 Lock-out	2
520 Water probl...	3
521 Water evac...	1
522 Water or st...	1
531 Smoke or od...	2
541S Animal pro...	15

542 Animal rescue	1
550 Public servic...	5
554 Assist invalid	6
561 Unauthorize...	1
571 Cover assig...	13
600 Good intent ...	1
611 Dispatched ...	6
611A Dispatche...	6
611F Dispatched...	3
611M Dispatche...	6
611T Dispatched...	3
622 No Incident ...	9
631 Authorized ...	1
700 False alarm ...	4
730 System malf...	1
733 Smoke dete...	3
743 Smoke dete...	2
744 Detector ac...	1
745 Alarm syste...	1

Report: FH ANALYTICS – Incidents – Incident Type List (change to list view, copy clipboard and crop)

Incident Type Codes – NFIRS Reporting

Definition

This is the actual situation that emergency personnel found on the scene when they arrived. These codes include the entire spectrum of fire department activities from fires to EMS to public service.

The type of incident reported here is not always the same as the incident type initially dispatched.

Entry

Enter the three-digit code and a written description that best describes the type of incident. This entry is generally the type of incident found when emergency personnel arrived at the scene, but if a more serious condition developed after the fire department arrival on the scene, then that incident type should be reported. The codes are organized in a series:

SERIES	HEADING
100	Fire
200	Overpressure Rupture, Explosion, Overheat (No Fire)
300	Rescue and Emergency Medical Service (EMS) Incidents
400	Hazardous Condition (No Fire)
500	Service Call
600	Good Intent Call
700	False Alarm and False Call
800	Severe Weather and Natural Disaster
900	Special Incident Type

Structure fire

111 Building fire. Excludes confined fires (113–118).

112 Fire in structure, other than in a building. Included are fires on or in piers, quays, or pilings; tunnels or under- ground connecting structures; bridges, trestles, or overhead elevated structures; transformers, power or utility vaults or equipment; fences; and tents.

113 Cooking fire involving the contents of a cooking vessel without fire extension beyond the vessel.

114 Chimney or flue fire originating in and confined to a chimney or flue. Excludes fires that extend beyond the chimney (111 or 112).

115 Incinerator overload or malfunction, but flames cause no damage outside the incinerator.

116 Fuel burner/boiler, delayed ignition or malfunction, where flames cause no damage outside the fire box.

117 Commercial compactor fire, confined to contents of compactor. Excluded are home trash compactors

118 Trash or rubbish fire in a structure, with no flame damage to structure or its contents.

Fire in mobile property used as a fixed structure. Includes mobile homes, motor homes, camping trailers.

121 Fire in mobile home used as a fixed residence. Includes mobile homes when not in transit and used as a structure for residential purposes; and manufactured homes built on a permanent chassis.

122 Fire in a motor home, camper, or recreational vehicle when used as a structure. Includes motor homes when not in transit and used as a structure for residential purposes.

123 Fire in a portable building, when used at a fixed location. Includes portable buildings used for commerce, industry, or education and trailers used for commercial purposes.

120 Fire in mobile property used as a fixed structure, other.

Mobile property (vehicle) fire. Excludes mobile properties used as a structure (120 series). If a vehicle fire occurs on a bridge and does not damage the bridge, it should be classified as a vehicle fire.

131 Passenger vehicle fire. Includes any motorized passenger vehicle, other than a motor home (136) (e.g., pickup trucks, sport utility vehicles, buses).

132 Road freight or transport vehicle fire. Includes commercial freight hauling vehicles and contractor vans or trucks. Examples are moving trucks, plumber vans, and delivery trucks.

133 Rail vehicle fire. Includes all rail cars, including intermodal containers and passenger cars that are mounted on a rail car.

134 Water vehicle fire. Includes boats, barges, hovercraft, and all other vehicles designed for navigation on water.

135 Aircraft fire. Includes fires originating in or on an aircraft, regardless of use.

136 Self-propelled motor home or recreational vehicle. Includes only self-propelled motor homes or recreational vehicles when being used in a transport mode. Excludes those used for normal residential use (122).

137 Camper or recreational vehicle (RV) fire, not self-propelled. Includes trailers. Excludes RVs on blocks or used regularly as a fixed building (122) and the vehicle towing the camper or RV or the campers mounted on pick ups (131).

138 Off-road vehicle or heavy equipment fire. Includes dirt bikes, specialty off-road vehicles, earth-moving equipment (bulldozers), and farm equipment.

130 Mobile property (vehicle) fire, other.

Natural vegetation fire. Excludes crops or plants under cultivation (see 170 series).

141 Forest, woods, or wildland fire. Includes fires involving vegetative fuels, other than prescribed fire (632), that occur in an area in which development is essentially nonexistent, except for roads, railroads, power lines, and the like. Also includes forests managed for lumber production and fires involving elevated fuels such as tree branches and crowns. Excludes areas in cultivation for agricultural purposes such as tree farms or crops (17x series).

- 142 Brush or brush-and-grass mixture fire. Includes ground fuels lying on or immediately above the ground such as duff, roots, dead leaves, fine dead wood, and downed logs.
- 143 Grass fire. Includes fire confined to area characterized by grass ground cover, with little or no involvement of other ground fuels; otherwise, see 142.
- 140 Natural vegetation fire, other.

Outside rubbish fire. Includes all rubbish fires outside a structure or vehicle.

- 151 Outside rubbish, trash, or waste fire not included in 152–155. Excludes outside rubbish fires in a container or receptacle (154).
- 152 Garbage dump or sanitary landfill fire.
- 153 Construction or demolition landfill fire.
- 154 Dumpster or other outside trash receptacle fire. Includes waste material from manufacturing or other production processes. Excludes materials that are not rubbish or have salvage value (161 or 162).
- 155 Outside stationary compactor or compacted trash fire. Includes fires where the only material burning is rubbish. Excludes fires where the compactor is damaged (162).
- 150 Outside rubbish fire, other.

Special outside fire. Includes outside fires with definable value. Excludes crops and orchards (170 series).

- 161 Outside storage fire on residential or commercial/industrial property, not rubbish. Includes recyclable materials at dropoff points.
- 162 Outside equipment fire. Includes outside trash compactors, outside HVAC units, and irrigation pumps. Excludes special structures (110 series) and mobile construction equipment (130 series).
- 163 Outside gas or vapor combustion explosion without sustained fire.
- 164 Outside mailbox fire. Includes dropoff boxes for delivery services.
- 160 Special outside fire, other.

Cultivated vegetation, crop fire

- 171 Cultivated grain or crop fire. Includes fires involving corn, wheat, soybeans, rice, and other plants before harvest.
- 172 Cultivated orchard or vineyard fire.
- 173 Cultivated trees or nursery stock fire. Includes fires involving Christmas tree farms and plants under cultivation for transport off-site for ornamental use.
- 170 Cultivated vegetation, crop fire, other.

Fire, other

- 100 Fire, other.

OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE). EXCLUDES STEAM MISTAKEN FOR SMOKE.

Overpressure rupture from steam (no ensuing fire)

- 211 Overpressure rupture of steam pipe or pipeline.
- 212 Overpressure rupture of steam boiler.
- 213 Overpressure rupture of pressure or process vessel from steam.
- 210 Overpressure rupture from steam, other.

Overpressure rupture from air or gas (no ensuing fire). Excludes steam or water vapor.

- 221 Overpressure rupture of air or gas pipe or pipeline.
- 222 Overpressure rupture of boiler from air or gas. Excludes steam-related overpressure ruptures.
- 223 Overpressure rupture of pressure or process vessel from air or gas, not steam.
- 220 Overpressure rupture from air or gas, other.

Overpressure rupture from chemical reaction (no ensuing fire)

- 231 Overpressure rupture of pressure or process vessel from a chemical reaction.

Explosion (no fire)

- 241 Munitions or bomb explosion (no fire). Includes explosions involving military ordnance, dynamite, nitroglycerin, plastic explosives, propellants, and similar agents with a UN classification 1.1 or 1.3. Includes primary and secondary high explosives.
- 242 Blasting agent explosion (no fire). Includes ammonium nitrate and fuel oil (ANFO) mixtures and explosives with a UN Classification 1.5 (also known as blasting agents).
- 243 Fireworks explosion (no fire). Includes all classes of fireworks.
- 244 Dust explosion (no fire).
- 240 Explosion (no fire), other.

Excessive heat, scorch burns with no ignition

- 251 Excessive heat, overhear scorch burns with no ignition. Excludes lightning strikes with no ensuing fire (814).

Overpressure rupture, explosion, overhear, other

- 200 Overpressure rupture, explosion, overhear, other.

RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENT

Medical assist

- 311 Medical assist. Includes incidents where medical assistance is provided to another group/agency that has primary EMS responsibility. (Example, providing assistance to another agency-assisting EMS with moving a heavy patient.)

Emergency medical service incident

321 EMS call. Includes calls when the patient refuses treatment. Excludes vehicle accident with injury (322) and pedestrian struck (323)
321C EMS Cardiac
321G EMS General Medical
321X EMS Transfer
321T EMS Trauma, excluding vehicle accident with injury
321R EMS Respiratory
321N EMS Cancelled at scene, no patient contact
322 Motor vehicle accident with injuries. Includes collision with other vehicle, fixed objects, or loss of control resulting in leaving the roadway.
323 Motor vehicle/pedestrian accident (MV Ped). Includes any motor vehicle accident involving a pedestrian injury.
324 Motor vehicle accident with no injuries.
320 Emergency medical service incident, other.

Lock-In

331 Lock-in. Includes opening locked vehicles and gaining entry to locked areas for access by caretakers or rescuers, such as a child locked in a bathroom. Excludes lock-outs (511).

Search for lost person

341 Search for person on land. Includes lost hikers and children, even where there is an incidental search of local bodies of water, such as a creek or river.
342 Search for person in water. Includes shoreline searches incidental to a reported drowning call.
343 Search for person underground. Includes caves, mines, tunnels, and the like.
340 Search for lost person, other.

Extrication, rescue

351 Extrication of victim(s) from building or structure, such as a building collapse. Excludes high-angle rescue (356).
352 Extrication of victim(s) from vehicle. Includes rescues from vehicles hanging off a bridge or cliff.
353 Removal of victim(s) from stalled elevator.
354 Trench/Below-grade rescue.
355 Confined space rescue. Includes rescues from the interiors of tanks, including areas with potential for hazardous atmospheres such as silos, wells, and tunnels.
356 High-angle rescue. Includes rope rescue and rescues off of structures.
357 Extrication of victim(s) from machinery. Includes extrication from farm or industrial equipment.
350 Extrication, rescue, other.

Water and ice-related rescue

- 361 Swimming/Recreational water areas rescue. Includes pools and ponds. Excludes ice rescue (362).
- 362 Ice rescue. Includes only cases where victim is stranded on ice or has fallen through ice.
- 363 Swift-water rescue. Includes flash flood conditions.
- 364 Surf rescue.
- 365 Watercraft rescue. Excludes rescues near the shore and in swimming/recreational areas (361). Includes people falling overboard at a significant distance from land.
- 360 Water and ice-related rescue, other.

Electrical rescue

- 371 Electrocution or potential electrocution. Excludes people trapped by power lines (372).
- 372 Trapped by power lines. Includes people trapped by downed or dangling power lines or other energized electrical equipment.
- 370 Electrical rescue, other.

Rescue or EMS standby

- 381 Rescue or EMS standby for hazardous conditions. Excludes aircraft standby (462).

Rescue, emergency medical service (EMS) incident, other

- 300 Rescue and EMS incident, other.

HAZARDOUS CONDITION (NO FIRE)***Combustible/Flammable spills and leaks***

- 411 Gasoline or other flammable liquid spill (flash point below 100 degrees F at standard temperature and pressure (Class I)).
- 412 Gas leak (natural gas or LPG). Excludes gas odors with no source found (671).
- 413 Oil or other combustible liquid spill (flash point at or above 100 degrees F at standard temperature and pressure (Class II or III)).
- 410 Combustible and flammable gas or liquid spills or leaks, other.

Chemical release, reaction, or toxic condition

- 421 Chemical hazard (no spill or leak). Includes the potential for spills or leaks.
- 422 Chemical spill or leak. Includes unstable, reactive, explosive material.
- 423 Refrigeration leak. Includes ammonia.

424 Carbon monoxide incident. Excludes incidents with nothing found (736 or 746).
420 Toxic chemical condition, other.

Radioactive condition

431 Radiation leak, radioactive material. Includes release of radiation due to breaching of container or other accidental release.
430 Radioactive condition, other.

Electrical wiring/Equipment problem

441 Heat from short circuit (wiring), defective or worn insulation.
442 Overheated motor or wiring.
443 Breakdown of light ballast.
444 Power line down. Excludes people trapped by downed power lines (372).
445 Arcing, shorted electrical equipment.
440 Electrical wiring/equipment problem, other.

Biological hazard

451 Biological hazard, confirmed or suspected.

Accident, potential accident

461 Building or structure weakened or collapsed. Excludes incidents where people are trapped (351).
462 Aircraft standby. Includes routine standby for takeoff and landing as well as emergency alerts at airports.
463 Vehicle accident, general cleanup. Includes incidents where FD is dispatched after the accident to clear away debris. Excludes extrication from vehicle (352) and flammable liquid spills (411 or 413).
460 Accident, potential accident, other.

Explosive, bomb removal

471 Explosive, bomb removal. Includes disarming, rendering safe, and disposing of bombs or suspected devices. Excludes bomb scare (721).

Attempted burning, illegal action

481 Attempt to burn. Includes situations in which incendiary devices fail to function.
482 Threat to burn. Includes verbal threats and persons threatening to set themselves on fire. Excludes an attempted burning (481).
480 Attempted burning, illegal action, other.

Hazardous condition, other

400 Hazardous condition (no fire), other.

SERVICE CALL

Person in distress

- 511 Lock-out. Includes efforts to remove keys from locked vehicles. Excludes lock-ins (331).
- 512 Ring or jewelry removal, without transport to hospital. Excludes persons injured (321).
- 510 Person in distress, other.

Water problem

- 521 Water (not people) evacuation. Includes the removal of water from basements. Excludes water rescues (360 series).
- 522 Water or steam leak. Includes open hydrant. Excludes overpressure ruptures (211).
- 520 Water problem, other.

Smoke, odor problem

- 531 Smoke or odor removal. Excludes the removal of any hazardous materials.

Animal problem or rescue

- 541 Animal problem. Includes persons trapped by an animal or an animal on the loose.
- 541S Animal problem, snake
- 542 Animal rescue.
- 540 Animal problem or rescue, other.

Public service assistance

- 551 Assist police or other governmental agency. Includes forcible entry and the provision of lighting.
- 552 Police matter. Includes incidents where FD is called to a scene that should be handled by the police.
- 553 Public service. Excludes service to governmental agencies (551 or 552).
- 554 Assist invalid. Includes incidents where the invalid calls the FD for routine help, such as assisting a person in returning to bed or chair, with no transport or medical treatment given.
- 555 Defective elevator, no occupants.
- 550 Public service assistance, other.

Unauthorized burning

- 561 Unauthorized burning. Includes fires that are under control and not endangering property.

Cover assignment, standby at fire station, move-up

571 Cover assignment, assist other fire agency such as standby at a fire station or move-up.

Service call, other

500 Service call, other.

GOOD INTENT CALL

Dispatched and canceled en route

611 Dispatched and canceled en route. Incident cleared or canceled prior to arrival of the responding unit. If a unit arrives on the scene, fill out the applicable code.

611A Dispatched and canceled enroute to a fire alarm

611F Dispatched and canceled enroute to a fire

611F Dispatched and canceled enroute to a medical

611F Dispatched and canceled enroute to a special duty

611F Dispatched and canceled enroute to a traffic collision

Wrong location, no emergency found

621 Wrong location. Excludes malicious false alarms (710 series).

622 No incident found on arrival at dispatch address.

Controlled burning

631 Authorized controlled burning. Includes fires that are agricultural in nature and managed by the property owner. Excludes unauthorized controlled burning (561) and prescribed fires (632).

632 Prescribed fire. Includes fires ignited by management actions to meet specific objectives and have a written, approved prescribed fire plan prior to ignition. Excludes authorized controlled burning (631).

Vicinity alarm

641 Vicinity alarm (incident in other location). For use only when an erroneous report is received for a legitimate incident. Includes separate locations reported for an actual fire and multiple boxes pulled for one fire.

Steam, other gas mistaken for smoke

651 Smoke scare, odor of smoke, not steam (652). Excludes gas scares or odors of gas (671).

652 Steam, vapor, fog, or dust thought to be smoke.

653 Smoke from barbecue or tar kettle (no hostile fire).

650 Steam, other gas mistaken for smoke, other.

EMS call where party has been transported

661 EMS call where injured party has been transported by a non-fire service agency or left the scene prior to arrival.

HazMat release investigation w/no HazMat found

671 Hazardous material release investigation with no hazardous condition found. Includes odor of gas with no leak/gas found.

672 Biological hazard investigation with no hazardous condition found.

Good intent call, other

600 Good intent call, other.

FALSE ALARM AND FALSE CALL

Malicious, mischievous false alarm

711 Municipal alarm system, malicious false alarm. Includes alarms transmitted on street fire alarm boxes.

712 Direct tie to fire department, malicious false alarm. Includes malicious alarms transmitted via fire alarm system directly tied to the fire department, not via dialed telephone.

713 Telephone, malicious false alarm. Includes false alarms transmitted via the public telephone network using the local emergency reporting number of the fire department or another emergency service agency.

714 Central station, malicious false alarm. Includes malicious false alarms via a central-station-monitored fire alarm system.

715 Local alarm system, malicious false alarm. Includes malicious false alarms reported via telephone or other means as a result of activation of a local fire alarm system.

710 Malicious, mischievous false alarm, other.

Bomb scare

721 Bomb scare (no bomb).

System or detector malfunction. Includes improper performance of fire alarm system that is not a result of a proper system response to environmental stimuli such as smoke or high heat conditions.

731 Sprinkler activated due to the failure or malfunction of the sprinkler system. Includes any failure of sprinkler equipment that leads to sprinkler activation with no fire present. Excludes unintentional operation caused by damage to the sprinkler system (740 series).

- 732 Extinguishing system activation due to malfunction.
- 733 Smoke detector activation due to malfunction.
- 734 Heat detector activation due to malfunction.
- 735 Alarm system activation due to malfunction.
- 736 Carbon monoxide detector activation due to malfunction.
- 730 System or detector malfunction, other.

Unintentional system or detector operation (no fire). Includes tripping an interior device accidentally.

- 741 Sprinkler activation (no fire), unintentional. Includes testing the sprinkler system without fire department notification.
- 742 Extinguishing system activation. Includes testing the extinguishing system without fire department notification.
- 743 Smoke detector activation (no fire), unintentional. Includes proper system responses to environmental stimuli such as non-hostile smoke.
- 744 Detector activation (no fire), unintentional. A result of a proper system response to environmental stimuli such as high heat conditions.
- 745 Alarm system activation (no fire), unintentional.
- 746 Carbon monoxide detector activation (no carbon monoxide detected). Excludes carbon monoxide detector malfunction.
- 740 Unintentional transmission of alarm, other.

Biohazard scare

- 751 Biological hazard, malicious false report.

False alarm and false call, other

- 700 False alarm or false call, other.

SEVERE WEATHER AND NATURAL DISASTER

- 811 Earthquake assessment, no rescue or other service rendered.
- 812 Flood assessment. Excludes water rescue (360 series).
- 813 Wind storm. Includes tornado, hurricane, or cyclone assessment. No other service rendered.
- 814 Lightning strike (no fire). Includes investigation.
- 815 Severe weather or natural disaster standby.
- 800 Severe weather or natural disaster, other.

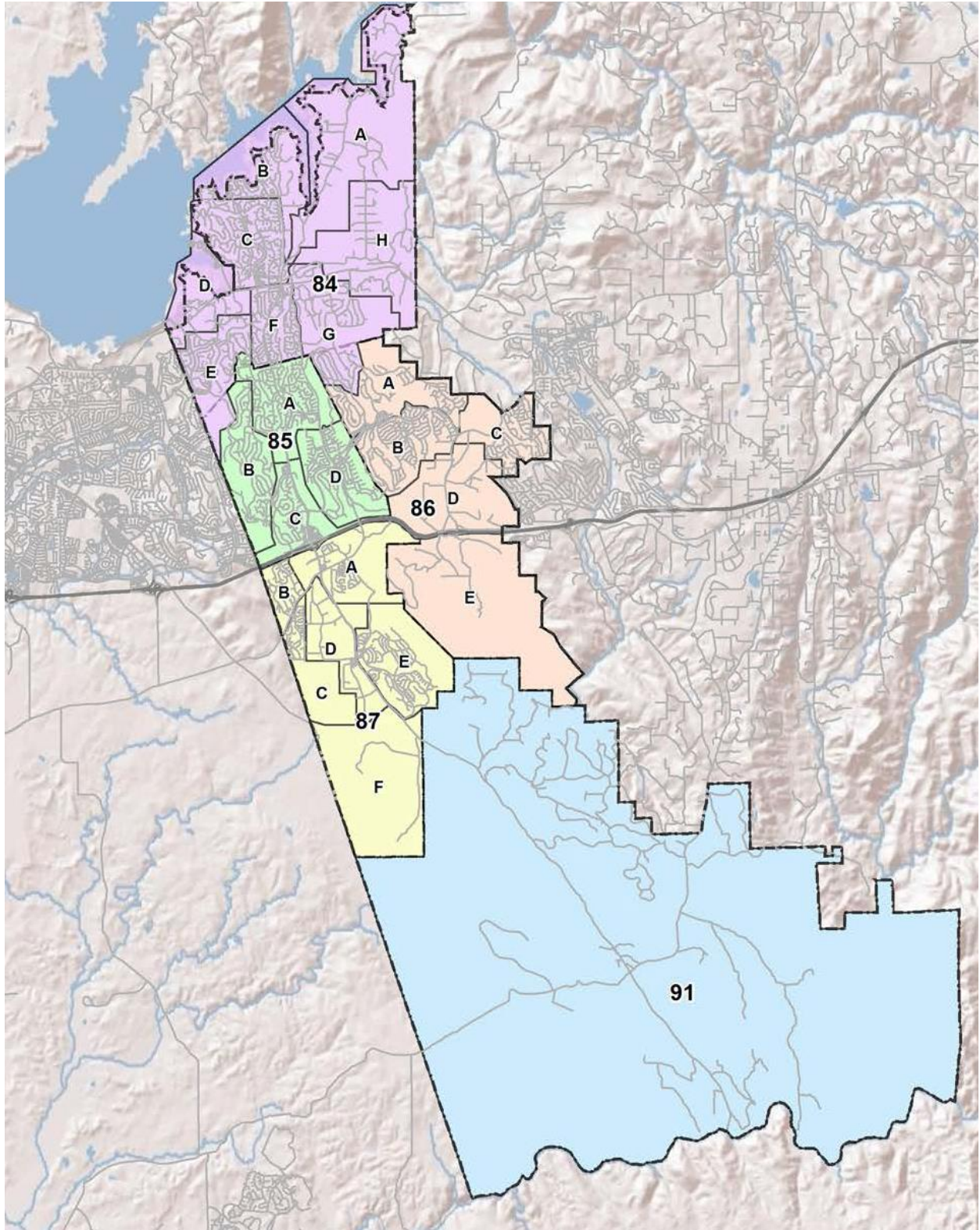
SPECIAL INCIDENT TYPE

Citizen complaint

911 Citizen's complaint. Includes reports of code or ordinance violation.

Special type of incident, other

900 Special type of incident, other.



Annual Report of Revenues and Expenditures

District: El Dorado Hills Water District
 Fiscal Year: 2015-2016
 Name of Preparer: Jessica Braddock

Development fee revenues are deposited into:
Institution Account No.
Dorado County 44-653-300

Accounts with fees unexpended or uncommitted for
 five (5) years or more: (see note)
Institution Account No.

Note: If unexpended/uncommitted funds exist, include a statement of findings identifying the purpose of the funds and demonstrating a reasonable relationship between the fee and the purpose for which it was charged.

REVENUES*

MONTH	AMOUNT
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	342,110
JAN	773,682
FEB	0
MAR	360,736
APR	152,512
MAY	282,018
JUN	578,772
SUBTOTAL:	2,489,829
INTEREST:	9,954
TOTAL:	2,499,783

TRANSFERS TO DISTRICT'S OPERATING FUND

MONTH	AMOUNT
JUL	0
AUG	0
SEP	0
OCT	1,730,078
NOV	0
DEC	0
JAN	0
FEB	0
MAR	0
APR	0
MAY	0
JUN	0
TOTAL:	1,730,078

CALCULATION OF REPORT YEAR ENDING BALANCE

PRIOR FY ENDING BALANCE:	2,853,818
REPORT YR REVENUES:	2,499,783
REPORT YR EXPENDITURES:	1,730,078
REPORT YR ENDING BALANCE:	3,623,523

*Net receipts after 1% EDC Auditor/Controller charge

Annual Report of Revenues and Expenditures

District: El Dorado Hills County Water District
Fiscal Year: 2015/16
Name of Preparer: Jessica Braddock

CURRENT YEAR CAPITAL EXPENDITURES/TRANSFERS TO PROJECTS

DATE (MTH/YR)	DESCRIPTION OF EXPENDITURE	AMT PAID FROM DEVEL FEE ACCT	AMT PAID FROM OTHER SOURCES	TOTAL
October-15	Station 84 Construction	1,730,078		1,730,078

Note: Attach additional pages if necessary.

El Dorado Hills County Water District
Development Fee Fund
5-Year Summary of Revenue and Expenditures

	Fiscal Year Ending					Cumulative Total 2012-2016
	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	
Beginning Balance	\$ 382,159	\$ 703,012	\$ 933,576	\$ 2,307,405	\$ 2,853,818	\$ 382,159
Total Net Development Fee Revenue	\$ 702,117	\$ 932,360	\$ 1,370,837	\$ 1,707,910	\$ 2,489,829	\$ 7,203,052
Total Development Fee Interest	\$ 895	\$ 1,216	\$ 2,993	\$ 4,286	\$ 9,954	\$ 19,344
Total Development Fee Expenditures	\$ (382,159)	\$ (703,012)	\$ -	\$ (1,165,784)	\$ (1,730,078)	\$ (3,981,032)
Ending Balance	\$ 703,012	\$ 933,576	\$ 2,307,405	\$ 2,853,818	\$ 3,623,523	\$ 3,623,523

**EL DORADO HILLS COUNTY WATER DISTRICT - FIRE DEPARTMENT
PUBLIC SALARY SCHEDULE**

CLASSIFICATION		STEPS				
		1	2	3	4	5
ADMIN. ASST. I*	Hourly	\$21.25	\$22.31	\$23.42	\$24.60	\$25.83
	Monthly	\$3,683	\$3,868	\$4,060	\$4,264	\$4,477
ADMIN. ASST. II*	Hourly	\$25.42	\$26.69	\$28.01	\$29.43	\$30.89
	Monthly	\$4,406	\$4,626	\$4,856	\$5,101	\$5,355
BATTALION CHIEF (LINE)**	Hourly	\$36.66	\$38.49	\$40.41	\$42.44	\$44.56
	Monthly	\$8,895	\$9,340	\$9,807	\$10,297	\$10,812
CAPTAIN**	Hourly	\$31.96	\$33.56	\$35.24	\$37.00	\$38.85
	Monthly	\$7,755	\$8,143	\$8,551	\$8,978	\$9,427
CAPTAIN/ PARAMEDIC**	Hourly	\$33.23	\$34.90	\$36.63	\$38.47	\$40.39
	Monthly	\$8,064	\$8,468	\$8,891	\$9,335.59	\$9,802
DEPUTY CHIEF*	Hourly	\$68.56	\$71.99	\$75.59	\$79.37	\$83.34
	Monthly	\$11,884	\$12,479	\$13,103	\$13,757	\$14,445
DIRECTOR OF FINANCE*	Hourly					
	Monthly	\$9,823	\$10,314	\$10,830	\$11,371	\$11,826
DIVISION CHIEF*	Hourly	\$60.68	\$63.71	\$66.90	\$70.25	\$73.76
	Monthly	\$10,518	\$11,044	\$11,597	\$12,176	\$12,785
ENGINEER**	Hourly	\$27.86	\$29.26	\$30.72	\$32.26	\$33.87
	Monthly	\$6,761	\$7,099	\$7,455	\$7,828	\$8,219
ENGINEER/ PARAMEDIC**	Hourly	\$29.27	\$30.74	\$32.27	\$33.88	\$35.58
	Monthly	\$7,103	\$7,458	\$7,831	\$8,223	\$8,633
FIRE CHIEF*	Hourly					
	Monthly	\$16,380				
FIREFIGHTER II**	Hourly	\$24.31	\$25.53	\$26.80	\$28.13	\$29.54
	Monthly	\$5,899	\$6,193	\$6,503	\$6,828	\$7,170
FIREFIGHTER/ PARAMEDIC II**	Hourly	\$26.49	\$27.81	\$29.21	\$30.67	\$32.20
	Monthly	\$6,428	\$6,749	\$7,087	\$7,441	\$7,813
FIREFIGHTER/PARAMEDIC I**	Hourly	\$22.88	\$24.03	\$25.23		
	Monthly	\$5,552	\$5,830	\$6,122		
FIRE MARSHAL*	Hourly	\$44.34	\$46.56	\$48.88	\$51.33	\$53.89
	Monthly	\$7,686	\$8,070	\$8,473	\$8,898	\$9,342
FIRE PREVENTION INSPECTOR I*	Hourly	\$28.39	\$29.82	\$31.30	\$32.87	\$34.51
	Monthly	\$4,921	\$5,168	\$5,426	\$5,698	\$5,982
FIRE PREVENTION INSPECTOR II*	Hourly	\$33.42	\$35.09	\$36.84	\$38.68	\$40.62
	Monthly	\$5,792	\$6,082	\$6,385	\$6,705	\$7,041
FIRE PREVENTION SPECIALIST*	Hourly	\$38.59	\$40.52	\$42.55	\$44.67	\$46.90
	Monthly	\$6,689	\$7,023	\$7,375	\$7,743	\$8,130
OPS. SUPPORT SPECIALIST*	Hourly	\$19.19	\$20.15	\$21.16	\$22.21	\$23.32
	Monthly	\$3,326	\$3,493	\$3,667	\$3,850	\$4,042

*40 hour per week position

**56 hour per week position

Board Adoption:
Revised: 10/25/2016

2.5% COLA Effective 7/5/2016
3.43% Increase Effective 10/11/16

EL DORADO HILLS COUNTY WATER DISTRICT

RESOLUTION 2016-14

RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

FIRST LEVEL SAFETY (FIRE) EMPLOYEES

WHEREAS, the governing body of the El Dorado Hills County Water District has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the El Dorado Hills County Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the El Dorado Hills County Water District of a Resolution to commence the said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the El Dorado Hills County Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the Safety - Fire First Level membership category.
- This benefit shall consist of paying 9% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be November 17, 2016

NOW, THEREFORE, BE IT RESOLVED that the governing body of the El Dorado Hills County Water District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of the El Dorado Hills County Water District this 17th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

John Hidahl, President

ATTEST:

Jessica Braddock, Board Secretary

EL DORADO HILLS COUNTY WATER DISTRICT

RESOLUTION 2016-15

RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

SECOND LEVEL SAFETY (FIRE) EMPLOYEES

WHEREAS, the governing body of the El Dorado Hills County Water District has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the El Dorado Hills County Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the El Dorado Hills County Water District of a Resolution to commence the said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the El Dorado Hills County Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the Safety - Fire Second Level membership category.
- This benefit shall consist of paying 9% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be November 17, 2016

NOW, THEREFORE, BE IT RESOLVED that the governing body of the El Dorado Hills County Water District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of the El Dorado Hills County Water District this 17th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

John Hidahl, President

ATTEST:

Jessica Braddock, Board Secretary

EL DORADO HILLS COUNTY WATER DISTRICT

RESOLUTION 2016-16

RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

FIRST LEVEL MISCELLANEOUS EMPLOYEES

WHEREAS, the governing body of the El Dorado Hills County Water District has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the El Dorado Hills County Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the El Dorado Hills County Water District of a Resolution to commence the said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the El Dorado Hills County Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the Miscellaneous First Level membership category.
- This benefit shall consist of paying 8% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be November 17, 2016

NOW, THEREFORE, BE IT RESOLVED that the governing body of the El Dorado Hills County Water District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of the El Dorado Hills County Water District this 17th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

John Hidahl, President

ATTEST:

Jessica Braddock, Board Secretary