

**AGENDA**  
**EL DORADO HILLS COUNTY WATER DISTRICT**  
**(FIRE DEPARTMENT)**  
**BOARD OF DIRECTORS**  
**SEVEN HUNDRED TWENTY THIRD MEETING**  
**Thursday, April 16, 2015**  
**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 722<sup>nd</sup> meeting held March 19, 2015
  - B. Approve Financial Statements for March 2015
  - C. Ratify eighth payment to S W Allen Construction Inc. for Station 84 in the amount of \$494,933  
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
  
- VI. Committee Reports
  - A. Administrative Committee (Directors Winn and Hidahl)
    1. Review and update construction progress of Station 84
  
  - B. Fire Committee (Directors Hus and Winn)
  
  - C. Ad Hoc Committee Reports
    1. Regional Operations Committee (Directors Hartley and Hidahl)
      - a. Rescue Fire Protection District
      - b. Garden Valley Fire Protection District
      - c. Diamond Springs/El Dorado Fire Protection District
      - d. Pioneer Fire Protection District
    2. Commission for Collaborative Fire Departments (Directors Hidahl and Hus)
    3. Solar Committee (Directors Hus and Hidahl)
      - a. Review staff recommendation for bid proposal for solar
    4. Communications Committee (Directors Durante and Winn)
    5. Volunteer Stakeholders Committee (Directors Hidahl and Durante)
      - a. Review and approve recommended changes to the volunteer stipend structure
    6. Training Facility Committee (Directors Hartley and Durante)

7. Human Resources Committee (Directors Winn and Durante)
8. Chief Financial Officer Recruitment Committee (Directors Hus and Hidahl)

VII. Operations Report

- A. Operations Report (Receive and file)
- B. Review and update regarding Joint Powers Authority
  1. Review and approve 2015-16 Budget for El Dorado County JPA
- C. Review and approve Resolution 2015-06 initiating the 2015 Weed Abatement Program
- D. Receive and file 2014 Annual Report
- E. Review and approve Resolution 2015-07, fixing the employer's contribution for health care for a new category, Reserve Fire

VIII. Fiscal Items

- A. Review and approve actuary for OPEB Actuarial Study

IX. New Business

- A. Legislation regarding the elimination of the Cal Fire fee
- B. Review and approve Records Retention Policy and authorize staff to enact policy

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 TWENTY SECOND MEETING OF THE BOARD OF DIRECTORS

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**Thursday, March 19, 2015**

**6:00 p.m.**

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

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

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

### **II. PRESENTATION**

**A. Station 91 update – Captains Tom Anselmo and Brian Bresnahan** - Captain Bresnahan introduced himself as the new Captain at Station 91 replacing Captain Nelson. Captain Anselmo introduced Station 91 Firefighters Mark Jukes and Matt Colgan and gave a summary of recent calls, training, and apparatus.

### **III. CONSENT CALENDAR**

- A. Approve minutes of the 720<sup>th</sup> meeting held February 19, 2015 and the 721<sup>st</sup> meeting held March 11, 2015 (a special meeting)**
- B. Approve Financial Statements for February 2015**
- C. Ratify seventh payment to S W Allen Construction Inc. or Station 84 in the amount of \$239,083**

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

### **IV. 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** - Neal Mclens, El Dorado Hills resident, said that he had comments that he would defer to later on the agenda regarding the Brown Act.

**V. CORRESPONDENCE** – None. Chief Roberts stated that the El Dorado County Building Department approved the extension of the special use permit for the El Dorado Hills Fire Training Center through May 7, 2017.

**VI. ATTORNEY ITEMS** – Counsel Cook addressed the concerns raised by Mr. Mclens at the last Board meeting regarding the Brown Act and the past posting of various

discussions in Closed Session. He stated that as the District's legal counsel, he is the gatekeeper to ensure that the Brown Act is appropriately upheld. He stated that the District more than meets the Brown Act requirements and gave explanation as to the reasoning used when noticing topics for Closed and Open Sessions. Counsel Cook also offered to meet with Mr. McLens for further clarification.

## **VII. COMMITTEE REPORTS**

### **A. Administrative Committee (Directors Winn and Hidahl)**

- 1. Review and update construction progress of Station 84** – Director Hidahl reported that the committee met, construction is on schedule, and change orders are being kept to a minimum. The next meeting will be on April 7 at 4:00 p.m.

### **B. Fire Committee (Directors Durante and Winn)**

- 1. Report on Fire Committee meeting** – Director Hus reported that the committee held a mid-year review of the financial statements and will be making a recommendation that the Board authorize a transfer of money from the reserve funds for fixed asset expenditures and capital improvements at Station 84. He also said that the committee is recommending that Staff prepare a separate "best efforts" quarterly financial statement for Latrobe until such time as it is deemed no longer necessary. He also reported that Staff has engaged Economic & Planning Systems (EPS) to review and prepare a development fees analysis which will be presented at the April Board meeting. Director Hus added that an RFP for a Capital Improvement Plan will soon be released. Counsel Cook said that he anticipates receipt of a letter from El Dorado County asking all agencies for additional information relative to development fees. Director Hus said that the committee discussed Unfunded Pension Liabilities and the associated GASB responsibilities and will be looking at the reserve policy in the future.

*Director Hus made a motion to direct Staff to account for the Latrobe annexation by providing quarterly financial statements using best efforts and material capturing costs associated with the Latrobe annexation, seconded by Director Hidahl, and unanimously carried after public comment.*

Public comment was taken by citizens Richard Ross and Darwin Throne regarding providing quarterly financial statements for Latrobe.

**C. Ad Hoc Committee Reports**

**1. Report from Regional Operations Committee** (Director Hartley and Winn)

- a. Rescue Fire Protection District - Director Hidahl said that the committee did not meet.
- b. Garden Valley Fire Protection District - Director Hidahl said that a letter had been received from Garden Valley expressing interest in a contract for shared services. Director Hidahl suggested that Garden Valley FPD might be interested in attending the upcoming meeting with Rescue FPD to observe the process. Director Spaugh of Garden Valley addressed the Board saying that he would be interested in attending that meeting and having further discussions. Chief Roberts will prepare a formal response to the letter in support of discussions.
- c. Diamond Springs/El Dorado Fire Protection District - Chief Roberts said that the Chief also approached him with a request to open discussions again regarding a contract for shared services. Director Hidahl asked that Chief Roberts request a letter of interest from their Board.

Director Hus commented that he was in support of taking a look at shared services with other agencies but not moving forward with any additional annexations.

**2. Committee Report from the Commission for Collaborative Fire Departments** (Directors Hidahl and Hus) – No meeting.

**3. Report from Solar Committee** (Directors Hidahl and Hus) - Director Hidahl reported that the Request for Proposal was released and site reviews were held for interested contractors. The proposals are due on March 27 after which an evaluation will be done with a recommendation to be made at the April Board meeting. Chief Roberts added that the consultant, Mr. Shankar, has completed Phase 1 of the project.

**4. Report from Communications Committee** (Directors Durante and Winn) - President Winn said that a tentative date of April 24 has been set to meet with the Emergency Command Center (ECC).

**5. Report from Volunteer Stakeholders Committee** (Directors Hidahl and Durante) - Director Hidahl reported that it was necessary to defer the scheduled meeting.

6. **Report from Training Facility Committee** (Directors Hartley and Durante) – Director Hartley stated that the County has extended the special use permit for two years through May 7, 2017.

A public comment by Darwin Throne commented that Roseville Fire Department had a Training Facility worth taking a look at and Chief Roberts responded that it has been utilized several times; however, Staff is working on a plan to provide day-to-day training locally.

7. **Human Resources Committee (Directors Winn and Durante)** – No meeting.

8. **Chief Financial Officer Recruitment Committee** (Directors Hus and Hidahl) – Director Hidahl reported that the committee has revised the job flyer with a title change to Director of Finance and a salary range of \$85,000 - \$120,000 depending on qualifications. Chief Roberts presented a schedule of optional timelines and recommended a posting date of March 20, with a final filing date of April 13 and an approximate start date of June 15.

Public comment was made by Neal Mclens and Ray Meyers commending the CFO Recruitment Committee on their efforts.

*Director Hidahl made a motion to follow Staff's recommendation of posting the Director of Finance position on March 20 with a final filing date of April 13 and an approximate start date of June 15, seconded by Director Hartley and unanimously carried.*

Director Hus added that he would like the Board to be able to talk with the top two potential candidates and have input to the start date. Counsel Cook stated that Counsel Sheston would be the appropriate legal counsel to address this personnel matter.

## VIII. OPERATIONS REPORT

- A. **Operations Report** – Received and filed.
- B. **Review and update regarding Joint Powers Authority** – Director Hus summarized several highlights stating CalFire is addressing the drought situation by planning a surge of Wildfire Public Safety Announcements and adding additional apparatus. In addition, a Wildfire Community Preparedness Day is scheduled for May 2 in the Pollock Pines area. PGE made a presentation to educate agencies on their transmission lines. Chief Roberts said that reluctantly, the JPA passed the Budget but because it was deficit, it was rejected by the County. The GEMT money continues to be held by the County.

**IX. FISCAL ITEMS**

- A. Receive and file Balance Sheet transfer to El Dorado Hills County Water District** – Received and filed. CFO Bair stated that the Latrobe audit was conducted by the auditors. The committee has reviewed the balance sheet and recommends that the Board receive and file.
- B. Receive and file the Latrobe Fire Protection District Audit dated June 30, 2014** – Received and filed.
- C. Receive and file the Latrobe Fire Protection District Audit dated November 24, 2014 (Short audit period pre-annexation)** – Received and filed.

**X. NEW BUSINESS**

- A. Legislation regarding the elimination of the CalFire fee** – Director Hus encouraged the Board to again write letters to the Governor and CalFire in support of a new bill to repeal the CalFire fee. Chief Roberts said that the bill may be in a preliminary stage. He also stated that residents are again receiving SRA bills and that the website has been updated with information as to how to protest these fees.

**XI. OLD BUSINESS - None**

**XII. CLOSED SESSION ITEMS**

- A. Closed Session: Pursuant to Government Code Sections 54957 and 54957.6: Public Employee employment/appoint issues, Chief Financial Officer/Board Secretary position** – Counsel Cook stated that item was not necessary.
- B. Closed Session: Pursuant to Government Code Section 54957; Public Employee Performance Evaluation; Title: Chief**

The meeting adjourned to Closed Session at 7:55 p.m. to discuss Item XII-B.

The meeting reconvened at 8:14 p.m. Vice President Hidahl reported that regarding Closed Session Item XII-B, no action was taken. At the Board's request, the Chief provided two additional goals. The Board has aligned each major activity with a specific Board committee which will be able to provide performance evaluation. He added that the Board also discussed the Chief's employment agreement.

*Director Hidahl made a motion to authorize the employment agreement developed with Counsel's assistance and discussed with Chief Roberts previously for a 12 month period of April 1, 2015 – March 31, 2016, seconded by Director Hartley and unanimously carried.*

**XIII. ORAL COMMUNICATIONS**

- A. Directors** – Director Hartley commented that the Board of Supervisors meeting that was recently held in the Department’s classroom was very successful but said it was difficult for many in the audience to hear. Discussion was held as to how best amplification could be provided in the classroom. Chief Roberts will look into the options. Director Hidahl invited the Board, Department and community to the annual Lakehills Fire Safe Council’s Wildfire Preparedness Day on May 17 from 3:00 – 6:00 p.m. at the Lake Forest Park. Director Hidahl asked if a committee had been put together to review the Solar proposals and the Board referred that to committee.
- B. Staff** – Chief Roberts complimented Staff on the Annual Report and will put the topic on the next Board meeting agenda for any questions that the Board may have after review. Chief Roberts announced that El Dorado Hills Fire Department will host an “Emotional Survival” seminar for emergency personnel and their spouses taught by a well-known speaker, Dr. Gilmartin, on April 4 and encouraged all to attend.

**XIV. ADJOURNMENT**

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

The meeting adjourned at 8:30 p.m.

Approved:

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Connie Bair, Board Secretary

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Barbara Winn, President



# El Dorado Hills Fire Department Revenue and Expense Summary March 2015

	Final Budget Fiscal Year 2014-2015	Actual Revenue Collected March 2015	Actual Revenue Collected YTD March 31 2015	Unrealized Revenues More Revenue than Expected	% of Revenue Collected
<b>Revenue</b>					
<b>3240 - Tax Revenue</b>					
3260 - Secured Tax Revenue	12,854,212		7,030,282	5,823,930	54.69%
3270 - Unsecured Tax Revenue	270,755		512,427	(241,672)	189.26%
3280 - Homeowners Tax Revenue	138,173		70,950	67,223	51.35%
3320 - Supplemental Tax Revenue	135,000		103,185	31,815	76.43%
3335 - Latrobe Tax Revenue	341,866		19,668	322,198	5.75%
3330 - Sacramento County Revenue	10,000		4,504	5,496	45.04%
<b>Total 3240 - Tax Revenue</b>	<b>13,750,006</b>	* See Note	<b>7,741,014</b>	<b>6,008,992</b>	<b>56.30%</b>
<b>3510 - Misc. Operating Revenue</b>					
3511 - Contributions/Prev Fees	15,000	5,010	32,419	(17,419)	216.13%
3512 - JPA Revenue	750,000	-	408,821	341,179	54.51%
3513 - Rental Income (Cell site)	23,250	2,005	15,571	7,679	66.97%
3515 - OES/Mutual Aid Reimbursement	250,000	4,939	231,918	18,082	92.77%
3520 - Interest Earned	40,000		22,528	17,472	56.32%
3510 - Misc. Operating Revenue - Other	86,750	511	36,004	50,747	41.50%
<b>Total 3510 - Misc. Operating Revenue</b>	<b>1,165,000</b>	<b>12,465</b>	<b>747,261</b>	<b>417,739</b>	<b>64.14%</b>
<b>3550 - Development Fee</b>					
3560 - Development Fee Revenue	1,075,000		391,001	683,999	36.37%
3561 - Development Fee Interest	0		2,212	(2,212)	100.00%
<b>Total 3550 - Development Fee</b>	<b>1,075,000</b>	* See Note	<b>393,213</b>	<b>681,787</b>	<b>36.58%</b>
<b>Total Revenue</b>	<b>15,990,006</b>		<b>8,881,488</b>	<b>7,108,518</b>	
<b>- Transfers (Board Authorized)</b>					
Transfer from Capital Res/Sale of Assets	763,100			763,100	0.00%
Transfer from Development Fee Reserve	2,000,000			2,000,000	0.00%
Transfer from General Reserve Fund	3,308,023			3,308,023	0.00%
<b>Total Transfers</b>	<b>6,071,123</b>		-	<b>6,071,123</b>	<b>0.00%</b>
<b>Total Revenue and Transfers</b>	<b>22,061,129</b>	<b>12,465</b>	<b>8,881,488</b>	<b>13,179,641</b>	<b>40.26%</b>

Notes: Tax Revenue for current month is not available. Tax Revenue collected/received in January and April. County Tax Collection Fees \$194,228.

Revenue and Expenditures should be 75%

Date prepared: 4/14/2015 (Updated for Final Budget with Latrobe Portion 3/9/15)

# El Dorado Hills Fire Department Revenue and Expense Summary March 2015

	Final Budget Fiscal Year 2014-2015	Actual Expended March 2015	Actual Expended YTD March 31 2015	Remaining Balance Available	% of Budget Expended
<b>Expense</b>					
<b>6000 · Salaries &amp; Wages</b>					
6001 · Salaries & Wages, Fire	5,534,757	404,852	3,732,285	1,802,472	67.43%
6011 · Education Pay	367,100	27,203	258,476	108,624	70.41%
6016 · Salaries & Wages, Clerical/Misc	557,703	36,732	324,173	233,530	58.13%
6017 · Volunteer Pay	75,000	-	19,330	55,670	25.77%
6018 · Director Pay	16,000	2,100	11,000	5,000	68.75%
<b>6019 · Overtime</b>					
6019.1 · Overtime, Operational	1,475,000	138,040	1,094,770	380,230	74.22%
6019.2 · Overtime, Outside Aid	250,000	-	341,757	(91,757)	136.70%
6019.3 · Overtime, JPA	100,000	6,190	82,566	17,434	82.57%
<b>Total 6019 · Overtime</b>	<b>1,825,000</b>	<b>144,230</b>	<b>1,519,093</b>	<b>305,907</b>	<b>83.24%</b>
<b>6020 · P.E.R.S. Retirement</b>					
6031 · Life Insurance	5,818	441	3,960	1,858	68.06%
6032 · P.E.R.S. Health Benefits	1,195,474	97,125	852,660	342,814	71.32%
6033 · Disability Insurance	14,235	1,073	9,243	4,992	64.93%
6034 · Health Cost of Retirees	724,300	38,191	624,633	99,667	86.24%
6040 · Dental/Vision Expense	154,660	13,023	84,832	69,828	54.85%
6050 · Unemployment Insurance	19,144	595	15,759	3,385	82.32%
6060 · Vacation & Sick Expense Reserve	25,000	-	16,320	8,680	65.28%
6070 · Medicare	129,372	9,074	84,057	45,315	64.97%
<b>Total 6000 · Salaries &amp; Wages</b>	<b>12,985,402</b>	<b>935,991</b>	<b>9,086,245</b>	<b>3,899,157</b>	<b>69.97%</b>
<b>6100 · Clothing &amp; Personal Supplies</b>					
6100 · Clothing & Personal Supplies	85,050	7,613	63,620	21,430	74.80%
<b>6110 · Communications</b>					
6111 · Business Phones	60,580	4,771	43,399	17,181	71.64%
6112 · Dispatch Services	61,200	-	753	60,447	1.23%
<b>Total 6110 · Communications</b>	<b>121,780</b>	<b>4,771</b>	<b>44,151</b>	<b>77,629</b>	<b>36.26%</b>

Revenue and Expenditures should be 75%

Date prepared: 4/14/2015 (Updated for Final Budget with Latrobe Portion 3/9/15)

**El Dorado Hills Fire Department  
Revenue and Expense Summary  
March 2015**

	Final Budget Fiscal Year 2014-2015	Actual Expended March 2015	Actual Expended YTD March 31 2015	Remaining Balance Available	% of Budget Expended
<b>6120 · Housekeeping</b>	22,575	695	15,058	7,517	66.70%
<b>6130 · Insurance</b>					
<b>6131 · General Insurance (Annual)</b>	65,000	-	58,936	6,064	90.67%
<b>6132 · Workers Compensation</b>	668,303	111,031	485,572	182,731	72.66%
<b>Total 6130 · Insurance</b>	<u>733,303</u>	<u>111,031</u>	<u>544,508</u>	<u>188,795</u>	<u>74.25%</u>
<b>6140 · Maintenance of Equipment</b>					
<b>6141 · Tires</b>	15,000	762	14,967	33	99.78%
<b>6142 · Parts &amp; Supplies</b>	17,500	431	5,720	11,780	32.69%
<b>6143 · Outside Work</b>	95,500	16,788	95,639	(139)	100.15%
<b>6144 · Equipment Maintenance</b>	134,790	9,599	86,563	48,227	64.22%
<b>6145 · Radio Maintenance</b>	6,000	(197)	3,358	2,642	55.97%
<b>Total 6140 · Maintenance of Equipment</b>	<u>268,790</u>	<u>27,382</u>	<u>206,248</u>	<u>62,542</u>	<u>76.73%</u>
<b>6150 · Maintenance, Structures &amp; Ground</b>	51,440	8,605	66,644	(15,204)	129.56%
<b>6160 · Medical Supplies</b>					
<b>6161 · Medical Supplies</b>	1,500	-	58	1,442	3.86%
<b>Total 6160 · Medical Supplies</b>	<u>1,500</u>	<u>-</u>	<u>58</u>	<u>1,442</u>	<u>3.86%</u>
<b>6170 · Dues and Subscriptions</b>	8,105	675	6,410	1,695	79.09%
<b>6180 · Miscellaneous</b>					
<b>6181 · Miscellaneous</b>	4,000	-	6,096	(2,096)	152.39%
<b>6182 · Honor Guard</b>	4,400	-	-	4,400	0.00%
<b>6183 · Explorer Program</b>	1,500	-	-	1,500	0.00%
<b>6183 · Pipes and Drums</b>	3,000	-	-	3,000	0.00%
<b>Total 6180 · Miscellaneous</b>	<u>12,900</u>	<u>-</u>	<u>6,096</u>	<u>6,804</u>	<u>47.25%</u>
<b>6190 · Office Supplies</b>	19,250	1,008	12,063	7,187	62.67%

Revenue and Expenditures should be 75%

Date prepared: 4/14/2015 (Updated for Final Budget with Latrobe Portion 3/9/15)

**El Dorado Hills Fire Department  
Revenue and Expense Summary  
March 2015**

	<b>Final Budget Fiscal Year 2014-2015</b>	<b>Actual Expended March 2015</b>	<b>Actual Expended YTD March 31 2015</b>	<b>Remaining Balance Available</b>	<b>% of Budget Expended</b>
<b>6200 · Professional Services</b>					
6201 · Audit	13,500	3,000	12,750	750	94.44%
6202 · Legal	120,000	1,123	81,958	38,042	68.30%
6203 · Notices	3,750	-	1,256	2,494	33.50%
6204 · Misc.	309,080	52,739	235,290	73,790	76.13%
6205 · Elections/Tax Administration	20,000	-	19,788	212	98.94%
<b>Total 6200 · Professional Services</b>	<b>466,330</b>	<b>56,862</b>	<b>351,042</b>	<b>115,288</b>	<b>75.28%</b>
<b>6220 · Rents and Leases - Buildings</b>	106,554	8,830	79,466	27,088	74.58%
<b>6230 · Small Tools and Supplies</b>	42,800	2,285	23,661	19,140	55.28%
<b>6240 · Special Expenses</b>					
6241 · Training	84,350	5,827	49,678	34,672	58.90%
6242 · Fire Prevention	13,000	(2,945)	11,636	1,364	89.50%
6243 · Licenses	1,000	-	-	1,000	0.00%
6244 · Directors' Training & Travel	3,000	-	-	3,000	0.00%
<b>Total 6240 · Special Expenses</b>	<b>101,350</b>	<b>2,882</b>	<b>61,314</b>	<b>40,036</b>	<b>60.50%</b>
<b>6250 · Transportation and Travel</b>					
6251 · Fuel and Oil	83,250	4,258	44,031	39,219	52.89%
6252 · Travel	20,000	930	4,796	15,204	23.98%
6253 · Meals & Refreshments	20,300	756	14,858	5,442	73.19%
<b>Total 6250 · Transportation and Travel</b>	<b>123,550</b>	<b>5,943</b>	<b>63,685</b>	<b>59,865</b>	<b>51.55%</b>
<b>6260 · Utilities</b>					
6261 · Electricity	63,600	3,811	43,528	20,072	68.44%
6262 · Natural Gas/Propane	27,000	1,479	9,066	17,934	33.58%
6263 · Water/Sewer	14,000	-	7,348	6,652	52.49%
<b>Total 6260 · Utilities</b>	<b>104,600</b>	<b>5,289</b>	<b>59,942</b>	<b>44,659</b>	<b>57.31%</b>
<b>6720 · Fixed Assets</b>	6,805,850	290,685	2,088,926	4,716,924	30.69%
<b>6999 · Contingencies</b>	0	-	-	-	0.00%
<b>Total Budget and Expenses</b>	<b>22,061,129</b>	<b>1,470,549</b>	<b>12,779,137</b>	<b>9,281,992</b>	<b>57.93%</b>
<b>Net Revenue/Expenses Over/Short +/-</b>	<b>0</b>		<b>(3,897,649)</b>		

Revenue and Expenditures should be 75%

Date prepared: 4/14/2015 (Updated for Final Budget with Latrobe Portion 3/9/15)

# Latrobe Area Financial Recap

November 24, 2014 to March 31, 2015

	Actual	Budget	Over/Under Budget
<b>Revenue</b>			
Property Tax Revenue		64,331	(64,331)
Special Assessment		20,894	(20,894)
Transfer of Base	19,668	256,641	(236,973)
<b>Total Revenue</b>	<b>19,668</b>	<b>341,866</b>	<b>(322,198)</b>
<b>Expenses</b>			
<b>Salaries and Wages</b>			
Captains	77,139	91,809	14,670
Line Staff	38,723	100,000	61,278
Admin Support	4,471	7,000	2,529
Overtime	1,449	25,000	23,551
Education	4,077	4,500	423
P.E.R.S. Retirement	20,534	54,912	34,378
<b>Group Insurance</b>			
Life Insurance	61	72	11
Health Insurance	14,139	18,000	3,861
CSFA Disability	156	1,365	1,209
Dental Vision	1,050	1,800	750
Unemployment Insurance	2,107	3,584	1,477
Medicare/Social Security	4,195	10,556	6,361
Workers Compensation	12,286	25,732	13,446
<b>Total Salaries &amp; Benefits</b>	<b>180,386</b>	<b>344,330</b>	<b>163,944</b>
<b>Service &amp; Supplies</b>			
Clothing & Personal Supplies	4,877	7,500	2,623
<b>Communications</b>			
Business Phones	520	2,500	1,980
Dispatch Fees	753	1,200	447
Housekeeping	690	1,475	785
Insurance: General	5,997	8,000	2,003
<b>Maintenance of Equipment</b>			
Tires		1,000	1,000
Parts and Supplies	786	5,500	4,714

Outside Work	1,635	5,000	3,365
Equipment Maintenance	3,356	1,700	(1,656)
Radio Maintenance		500	500
Maintenance of Structure & Grounds	10,519	1,000	(9,519)
Medical Supplies	127	500	373
Dues and Subscriptions		750	750
Miscellaneous	1,512	-	(1,512)
Office Supplies	301	900	599
Professional Services			
Audit	3,000	3,000	-
Legal		-	-
Notices	193	250	58
Other Professional Svs.	9,531	3,800	(5,731)
Rents & Leases - Buildings	1	10	9
Small Tools & Supplies	582	800	218
Special Departmental Expenses			
Training	184	3,400	3,216
Fire Prevention		-	-
Transportation & Travel			
Fuel and Oil	385	8,250	7,865
Meals and Refreshments	740	300	(440)
Utilities	1,247	3,600	2,353
<b>Total Service &amp; Supplies</b>	<b>46,933</b>	<b>60,935</b>	<b>14,002</b>
<b>Total Salaries and Operations</b>	<b>227,320</b>	<b>405,265</b>	<b>177,945</b>
<b>Fixed Assets</b>			
Structures	1,799	2,000	201
Equipment	1,396	2,750	1,354
Plymovent System	27,678	28,000	322
Computers	4,252	10,000	5,748
<b>Total Fixed Assets</b>	<b>1,799</b>	<b>42,750</b>	<b>40,951</b>
<b>Total Expended</b>	<b>229,119</b>	<b>448,015</b>	<b>218,896</b>

Expenditures budgeted for full year

Revenue budgeted and prorated 7 months

Updated 4/13/15

El Dorado Hills Fire Department

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Register: 1000 · Bank of America  
 From 03/01/2015 through 03/31/2015  
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<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/01/2015	EFT	ADP (FSA)	-split-		214.66			477,916.72
03/02/2015	17984	DC Management, LLC	6220 · Rents and Lease...		8,686.48			469,230.24
03/03/2015		Transfer from LAIF	1074 · Local Agency I...	Confirm #1460...			500,000.00	969,230.24
03/03/2015	EFT	P.E.R.S. Health	-split-	Health Benefits...	135,315.59			833,914.65
03/04/2015	17990	Greg F. Durante (Di...	-split-		300.00			833,614.65
03/04/2015	17991	Charles J. Hartley	-split-	Director Pay	400.00			833,214.65
03/04/2015	17992	John Hidahl	-split-		600.00			832,614.65
03/04/2015	17993	Douglas A. Hus	-split-		400.00			832,214.65
03/04/2015	17994	Barbara Winn	-split-		400.00			831,814.65
03/04/2015	17995	Carol Caughey	6000 · Salaries & Wag...		143.00			831,671.65
03/04/2015	17996	James Davidson	6000 · Salaries & Wag...		68.00			831,603.65
03/04/2015	17997	David Kennedy	6000 · Salaries & Wag...		100.00			831,503.65
03/04/2015	17998	John Niehues	6000 · Salaries & Wag...		150.00			831,353.65
03/04/2015	17999	James O'Camb	6000 · Salaries & Wag...		203.00			831,150.65
03/04/2015	18000	Dwight Piper	6000 · Salaries & Wag...		150.00			831,000.65
03/04/2015	18001	Frederick Russell	6000 · Salaries & Wag...		150.00			830,850.65
03/04/2015	18002	Angelica Silveira	6000 · Salaries & Wag...		150.00			830,700.65
03/04/2015	18003	Logan Murray	6100 · Clothing & Pers...		38.00			830,662.65
03/04/2015	18004	Marc Murray	6100 · Clothing & Pers...		34.00			830,628.65
03/04/2015	18005	Mike Roppolo	6100 · Clothing & Pers...		250.00			830,378.65
03/04/2015	18006	Aflac	2029 · Other Payable		62.54			830,316.11
03/04/2015	18007	CA Assoc. of Profess...	6000 · Salaries & Wag...		1,072.50			829,243.61
03/04/2015	18008	Managed Health Net...	6200 · Professional Ser...		890.15			828,353.46
03/04/2015	18009	Standard Insurance Co.	6000 · Salaries & Wag...	Life Insurance	440.80			827,912.66
03/04/2015	18010	Wells Fargo Bank	2026 · EDH Associate...	VOID: Payroll ...				827,912.66
03/04/2015	18011	Absolute Secured Sh...	-split-		100.00			827,812.66
03/04/2015	18012	Advantage Gear, Inc.	-split-		1,972.11			825,840.55
03/04/2015	18013	All Clean Commerci...	6120 · Housekeeping		688.00			825,152.55
03/04/2015	18014	APPTIX Inc.	-split-		1,742.55			823,410.00
03/04/2015	18015	Appliance Company	-split-		277.00			823,133.00
03/04/2015	18016	CALPO/HOM/MAC...	6720 · Fixed Assets		3,622.00			819,511.00
03/04/2015	18017	Carbon Copy, Inc	-split-		437.79			819,073.21
03/04/2015	18018	Cooperative Personn...	6200 · Professional Ser...		5,022.00			814,051.21
03/04/2015	18019	El Dorado Press	6190 · Office Supplies		139.21			813,912.00
03/04/2015	18020	Fred Russell (FDC)	6720 · Fixed Assets		5,926.25			807,985.75
03/04/2015	18021	InterState Oil Compa...	-split-		4,859.43			803,126.32
03/04/2015	18022	L.N. Curtis & Sons	-split-		5,475.54			797,650.78
03/04/2015	18023	Motorola Solutions Inc	6140 · Maintenance of ...		192.62			797,458.16
03/04/2015	18024	National Garage Doo...	6150 · Maintenance,Str...		2,800.00			794,658.16
03/04/2015	18025	P. G. & E.	-split-	Sta 84, 85, 86, ...	5,289.38			789,368.78

El Dorado Hills Fire Department

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03/04/2015	18026	Project Leadership A...	-split-		5,455.17			783,913.61
03/04/2015	18027	Raleys	6250 · Transportation a...		38.11			783,875.50
03/04/2015	18028	Rapco Industries Inc.	6240 · Special Expense...		699.96			783,175.54
03/04/2015	18029	Signal Service	6200 · Professional Ser...		114.00			783,061.54
03/04/2015	18030	State Compensation ...	-split-	Workers Comp	111,030.84			672,030.70
03/04/2015	18031	Youngdahl Consultin...	6720 · Fixed Assets		14,203.50			657,827.20
03/04/2015	18032	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,169.05			655,658.15
03/04/2015	18033	Madeira Group Inter...	-split-		4,920.00			650,738.15
03/05/2015		Deposit	3510 · Misc. Operating...	Deposit			510.67	651,248.82
03/05/2015	EFT	Nationwide Retireme...	-split-		16,195.41			635,053.41
03/05/2015	EFT	P.E.R.S. ING	-split-	PR15-3-1 Conf...	4,200.82			630,852.59
03/05/2015	PR15-3-1	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	70,739.21			560,113.38
03/05/2015	PR15-3-1	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	216,667.60			343,445.78
03/05/2015	PR15-3-1	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Check ...	987.27			342,458.51
03/05/2015	PR15-3-1	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Check ...	3,323.78			339,134.73
03/09/2015		U.S. Bank Telepay	2010 · Accounts Payable	Confirmed 161...	11,221.79			327,912.94
03/10/2015		Deposit	-split-	Deposit			62,180.72	390,093.66
03/10/2015		Deposit	-split-	Deposit			1,969.50	392,063.16
03/10/2015	EFT	P.E.R.S. Retirement	-split-	Conf #1000531...	81,065.99			310,997.17
03/10/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000531...	550.06			310,447.11
03/10/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000531...	3,768.87			306,678.24
03/10/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000531...	4,135.46			302,542.78
03/10/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000531...	2,641.60			299,901.18
03/10/2015	18034	S W Allen Constructi...	6720 · Fixed Assets		239,083.00			60,818.18
03/11/2015		Transfer from LAIF	1074 · Local Agency I...	Confirm #1461...			600,000.00	660,818.18
03/13/2015		ADP	6200 · Professional Ser...		295.52			660,522.66
03/19/2015	EFT	Nationwide Retireme...	-split-		16,195.41			644,327.25
03/19/2015	EFT	P.E.R.S. ING	-split-	PR15-3-2 Conf...	4,200.82			640,126.43
03/19/2015	EFT	P.E.R.S. Retirement	-split-	Conf #1000534...	79,350.68			560,775.75
03/19/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000534...	550.06			560,225.69
03/19/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000534...	3,768.87			556,456.82
03/19/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000534...	4,009.12			552,447.70
03/19/2015	EFT	P.E.R.S. Retirement (...	6000 · Salaries & Wag...	Conf# 1000534...	2,544.99			549,902.71
03/19/2015	18035	Chase Bank	2029 · Other Payable	Pipes & Drums	450.00			549,452.71
03/19/2015	18036	Wells Fargo Bank	2026 · EDH Associate...	Payroll Deducti...	2,169.05			547,283.66
03/19/2015	18037	Scott Vail	6100 · Clothing & Pers...		250.00			547,033.66
03/19/2015	18038	James Koppert	6100 · Clothing & Pers...		30.52			547,003.14
03/19/2015	18039	Air Exchange	6720 · Fixed Assets		27,678.45			519,324.69
03/19/2015	18040	Aramark	6100 · Clothing & Pers...	Rags	116.80			519,207.89
03/19/2015	18041	AT&T (CALNET 2)	-split-		608.70			518,599.19



El Dorado Hills Fire Department

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03/19/2015	18042	Best Best & Krieger	6200 · Professional Ser...		1,123.20			517,475.99
03/19/2015	18043	Big O Tires	6140 · Maintenance of ...		762.36			516,713.63
03/19/2015	18044	Bugman Pest Control	-split-		240.00			516,473.63
03/19/2015	18045	Costco Wholesale M...	6170 · Dues and Subsc...		110.00			516,363.63
03/19/2015	18046	Costco	6250 · Transportation a...		202.87			516,160.76
03/19/2015	18047	Doug Veerkamp	6140 · Maintenance of ...		512.48			515,648.28
03/19/2015	18048	El Dorado Press	6190 · Office Supplies		24.18			515,624.10
03/19/2015	18049	El Dorado County Tr...	6240 · Special Expense...		4,000.00			511,624.10
03/19/2015	18050	Fastenal Company	6230 · Small Tools and...		56.30			511,567.80
03/19/2015	18051	Fit Guard	6140 · Maintenance of ...		1,099.33			510,468.47
03/19/2015	18052	FYI Telecommunicat...	6140 · Maintenance of ...		555.00			509,913.47
03/19/2015	18053	Golden State Emerge...	6140 · Maintenance of ...		1,029.54			508,883.93
03/19/2015	18054	Kaiser Foundation H...	-split-		38,350.00			470,533.93
03/19/2015	18055	Lehr Auto Electric, Inc	6140 · Maintenance of ...		15,156.78			455,377.15
03/19/2015	18056	Madeira Group Inter...	6200 · Professional Ser...		1,790.00			453,587.15
03/19/2015	18057	MES - California	6100 · Clothing & Pers...		384.26			453,202.89
03/19/2015	18058	Motorola Solutions Inc	-split-		264.43			452,938.46
03/19/2015	18059	Preferred Alliance, Inc.	6200 · Professional Ser...		42.00			452,896.46
03/19/2015	18060	Rico's Window Cove...	6150 · Maintenance,Str...		4,997.00			447,899.46
03/19/2015	18061	Reibes Auto Parts	6140 · Maintenance of ...		73.87			447,825.59
03/19/2015	18062	Robert W. Johnson C...	-split-		6,800.00			441,025.59
03/19/2015	18063	Sam's Club	6170 · Dues and Subsc...		90.00			440,935.59
03/19/2015	18064	El Dorado Hills Rota...	-split-		310.00			440,625.59
03/19/2015	18065	Verizon Wireless	-split-		3,220.36			437,405.23
03/19/2015	18066	West Coast Frame/C...	6140 · Maintenance of ...		1,056.18			436,349.05
03/19/2015	PR15-3-2	Payroll - Taxes	2021 · Federal Tax Wit...	Taxes	64,114.66			372,234.39
03/19/2015	PR15-3-2	Payroll - Direct Depo...	2021 · Federal Tax Wit...	Direct Deposit	209,604.30			162,630.09
03/19/2015	PR15-3-2	Payroll - Checks	2021 · Federal Tax Wit...	Payroll Check ...	877.85			161,752.24
03/27/2015	EFT	ADP (FSA Service C...	6200 · Professional Ser...		86.53			161,665.71
03/27/2015	EFT	ADP	6200 · Professional Ser...		292.87			161,372.84
03/30/2015		Deposit	-split-	Deposit			2,006.77	163,379.61
03/30/2015		Deposit	-split-	Deposit			3,430.38	166,809.99
03/30/2015	EFT	Transfer from LAIF	1074 · Local Agency I...	Confirm #1462...			700,000.00	866,809.99

**Payment for Station 84 Building Project**

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**Summary**

The Building Committee approved the eighth payment to S W Allen Construction Inc. for Station 84 in the amount of \$494,933.

**Fiscal Impact**

S W Allen Construction Inc.  
Payment 8 - \$494,933

**Recommendation**

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



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

# Application For Payment

Detailed, Grouped by Each Number

<b>El Dorado Hills Fire Station #84</b>		<b>Project # 14-08</b>	
2180 Francisco Dr., El Dorado Hills, CA 95762		Tel: Fax:	
<b>Application Date:</b> 3/27/2015	<b>Contract No:</b> 01	<b>Application No:</b> 008	
<b>To Owner:</b> El Dorado Hills County Water District 1050 Wilson Blvd. El Dorado Hills, CA 95762	<b>From Contractor:</b> S W Allen Construction Inc 4777 Auburn Blvd., Ste. 100 Sacramento, CA 95841	<b>Via Architect:</b> Calpo Hom & Dong Architects 2120 20th St., Ste. One Sacramento, CA 95818	
<b>Contract For:</b>	<b>Period Number:</b> 08	<b>Period To:</b> 3/31/2015	

### Application For Payment Summary

1. Original Contract Value.....	4,923,715
2. Net Change by Change Orders.....	(30,293)
3. Contract Value To Date.....	4,893,422
4. Total Completed Stored To Date.....	2,357,504
5. Completed Work Retainage.....	118,285
6. Stored Material Retainage.....	0
7. Total Retainage.....	118,285
8. Total Earned Less Retainage.....	2,239,219
9. Less Previous Certificates For Payment.....	1,744,286
10. Current Payment Due.....	494,933
11. Balance To Finish, Including Retainage.....	2,654,203

Change Order Summary	Additions	Deductions
Total changes in previous months	14,902	56,887
Total approved this month	11,692	0
<b>Totals</b>	<b>26,594</b>	<b>56,887</b>
<b>Net Changes by Change Order</b>	<b>(30,293)</b>	

**Contractor Signature:** Date: 3/27/15

**Amount Certified:** \$ 494,933

**Architect Signature:** Date: 4/7/15

**Owner Signature:** Date: 4/7/2015

**Notary Signature:** (see attached)  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

*QWH 4/7/15*  
*BAW 4/7/15*

# Diamond Springs - El Dorado Fire Protection District



March 26, 2015

Barbara Winn, Board President  
El Dorado Hills Fire Department  
1050 Wilson Boulevard  
El Dorado Hills, CA 95762

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

Dear President Winn & Chief Roberts,

The Diamond Springs-El Dorado Fire Protections District's Board is interested in exploring a possible contract of services with your district.

At our last board meeting, an Ad Hoc Committee comprised of two board members and two employee representatives from our district was formed. Please let Chief Ransdell know how you would like to proceed with these discussions.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Hoff". The signature is written in a cursive, flowing style.

Charles Hoff  
Board President



**PIONEER FIRE PROTECTION DISTRICT**  
**FIRE • RESCUE • EMS**

P.O. Box 128  
7061 Mt. Aukum Road  
Somerset, California 95684  
Phone (530) 620-4444 • Fax (530) 620-4317  
[www.pioneerfire.org](http://www.pioneerfire.org)

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APR 13 2015

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

Board of Directors

Craig Cooper-Wyble, Chair  
Allen Wood, Vice Chair  
Ripley Howe, Secretary  
Michael Juliff  
Lori Ingram

April 9, 2015

Barbara Winn, Chairman  
El Dorado Hills Fire Department  
1050 Wilson Blvd.  
El Dorado Hills, CA 95762

Dear Chair Winn,

As you are aware, the Council of Collaborative Fire Districts has been working with the El Dorado County Board of Supervisors' Fire Advisory Committee to examine a re-structuring of fire and emergency medical services in our county.

The board of the Pioneer Fire Protection District would like to begin preliminary discussions with the El Dorado Hills Fire Department regarding a possible functional consolidation, the merging of resources, or even full consolidation of our districts.

We believe that if our agencies work together in cooperation, we might consolidate certain activities such as training, purchasing, administration and command structure.

That way, we stand a chance of controlling inevitable changes, and establish a model for the long-term viability of both of our agencies, as well as fire and emergency medical services in El Dorado County.

If more information is needed please contact the fire chief Jack Daniels at 530-620-4444 or [jdaniels@pioneerfire.org](mailto:jdaniels@pioneerfire.org).

Thank you,

Ripley M. Howe, Secretary - Pioneer Fire Protection District  
Allen Wood, Vice-Chair -Pioneer Fire Protection District

Cc Jack Daniels, Chief Pioneer Fire Protection District  
Board of Directors Pioneer Fire Protection District  
Chief Dave Roberts



# EL DORADO HILLS FIRE DEPARTMENT

## MONTHLY ACTIVITY REPORT

MARCH 2015



*"Your Safety,  
Our Commitment"*

### ALARM STATISTICS

239	Total Calls March 2015 (All Stations)
3	Total Calls March 2015 (Latrobe)
214	Total Calls March 2014 (All Stations)
3	Total Calls March 2014 (Latrobe)
685	2015 Total Calls for Service (All Stations)
19	2015 Total Calls for Service (Latrobe)
647	2014 Total Calls of Service (All Stations)
9	2014 Total Calls of Service (Latrobe)
88%	Medic Unit Response, 10 Minutes (before exception reports)
93%	Medic Unit Response, 11 Minutes (before exception reports)

\*80 consecutive months in compliance.

Incident Number	Station	Response District	Shift	Street	NFIRS Code 3 Description	Alarm Date	Call Processing	1st Unit Turnout	Reason for Delay	1st Unit Travel	Reson for Delay	1st Unit Total
00-0007849	86	86-B	A	Borgota Wy	EMS call, excluding vehicle accident with injury	03/28/2015	00:43	01:28		05:25		07:36
15-0004792	85	85-A	B	Governor Dr	EMS call, excluding vehicle accident with injury	03/25/2015	01:12	02:02	In shower post work-out	05:12		08:26
15-0005292	91	91	B	Talon Dr	EMS call, excluding vehicle accident with injury	03/01/2015	01:22	00:29		06:20	Rural area	08:11
15-0005311	84	84-C	B	Embarcadero Dr	EMS call, excluding vehicle accident with injury	03/01/2015	00:51	-		-		-
15-0005343	87	87-A	B	Vine St	EMS call, excluding vehicle accident with injury	03/01/2015	00:36	01:44	Station layout/geography	03:53		06:13
15-0005350	84	84-C	B	Hamilton Pl	EMS call, excluding vehicle accident with injury	03/01/2015	03:09	00:06		02:00		05:15
15-0005385	86	86-A	C	Southernness Dr	EMS call, excluding vehicle accident with injury	03/02/2015	00:49	01:07		04:41		06:37
15-0005419	85	85-C	C	Park Dr	EMS call, excluding vehicle accident with injury	03/02/2015	01:26	-		-		-
15-0005441	85	85-A	C	Stanford Ln	Fire, other	03/02/2015	00:48	00:10		04:29		05:27
15-0005469	86	86-A	C	Degas Wy	EMS call, excluding vehicle accident with injury	03/03/2015	01:41	02:20	Night	04:29		08:30
15-0005610	86	86-C	A	Hwy 50	Motor vehicle accident with injuries	03/04/2015	01:39	00:49		04:25		06:53
15-0005613	85	85-C	A	Saratoga Wy	EMS call, excluding vehicle accident with injury	03/05/2015	00:39	01:46	Station layout/ time of day	02:29		04:54
15-0005617	86	86-B	A	Archetto Dr	EMS call, excluding vehicle accident with injury	03/05/2015	00:50	00:00		08:08	Travel time from station	08:58
15-0005657	87	87-D	A	Golden Foothill Pky	EMS call, excluding vehicle accident with injury	03/05/2015	01:07	01:23		01:41		04:11
15-0005660	86	86-B	A	Serrano Pky	EMS call, excluding vehicle accident with injury	03/05/2015	01:34	00:44		04:05		06:23
15-0005692	85	85-A	A	Harvard Wy	EMS call, excluding vehicle accident with injury	03/05/2015	01:08	00:40		03:04		04:52
15-0005778	85	85-A	B	Arlington Wy	Outside rubbish, trash or waste fire	03/06/2015	01:15	01:24		07:41	Dispatched to wrong address	10:20
15-0005816	84	84-C	B	Brook Mar Dr	EMS call, excluding vehicle accident with injury	03/07/2015	01:14	00:18		02:58		04:30
15-0005884	85	85-C	C	Hwy 50	Motor vehicle accident with injuries	03/08/2015	01:59	00:00		02:42		04:41
15-0005954	84	84-E	C	Venezia Dr	EMS call, excluding vehicle accident with injury	03/09/2015	01:09	01:03		05:06		07:18
15-0005957	85	85-A	C	Harvard Wy	EMS call, excluding vehicle accident with injury	03/09/2015	00:52	01:20		03:15		05:27
15-0005984	85	85-A	C	Big Sur Ct	EMS call, excluding vehicle accident with injury	03/09/2015	01:16	-		-		-
15-0006003	86	84-E	C	Promotory Pt. Dr	EMS call, excluding vehicle accident with injury	03/09/2015	01:14	00:58		03:30		05:42
15-0006029	84	84-H	C	Hickok Rd	EMS call, excluding vehicle accident with injury	03/09/2015	00:59	00:52		04:57		06:48
15-0006039	87	87-A	C	Valley View Pky	EMS call, excluding vehicle accident with injury	03/09/2015	04:32	00:22		03:52		08:46
15-0006056	85	85-A	C	Montridge Wy	EMS call, excluding vehicle accident with injury	03/10/2015	00:22	-		-		-
15-0006103	85	84-C	A	Brook Mar Dr	EMS call, excluding vehicle accident with injury	03/10/2015	00:48	01:21		02:27		04:36
15-0006208	87	87-D	A	Suncast Ln	Smoke detector activation, no fire - unintentional	03/11/2015	02:09	01:16		02:19		05:44
15-0006217	85	85-A	A	Harvard Wy	EMS call, excluding vehicle accident with injury	03/11/2015	01:19	00:49		03:51		05:59
15-0006226	87	87-A	A	White Rock Rd	EMS call, excluding vehicle accident with injury	03/11/2015	00:58	01:09		03:29		05:36
15-0006235	85	85-C	A	Saratoga Wy	EMS call, excluding vehicle accident with injury	03/11/2015	01:19	01:57	Night	02:26		05:42
15-0006250	85	85-C	B	Park Dr	EMS call, excluding vehicle accident with injury	03/12/2015	00:57	-		-		-
15-0006253	85	87-A	B	Valley View Pky	EMS call, excluding vehicle accident with injury	03/12/2015	01:01	00:28		05:08		06:37
15-0006267	86	86-C	B	Whistlers Bend Wy	EMS call, excluding vehicle accident with injury	03/12/2015	01:04	00:29		03:32		05:05
15-0006287	85	85-C	B	Park Dr	EMS call, excluding vehicle accident with injury	03/12/2015	01:22	00:56		03:03		05:21
15-0006295	86	86-B	B	Gamay Dr	EMS call, excluding vehicle accident with injury	03/12/2015	01:18	00:29		04:43		06:30
15-0006314	85	85-A	B	Merriam Ln	EMS call, excluding vehicle accident with injury	03/12/2015	00:40	01:06		03:34		05:20
15-0006316	86	86-B	B	Nattier Ct	EMS call, excluding vehicle accident with injury	03/12/2015	01:23	00:44		03:44		05:51
15-0006334	87	87-E	B	Richard Ct	EMS call, excluding vehicle accident with injury	03/12/2015	01:03	01:50	Station geography and time of day	04:16		07:09
15-0006343	86	86-B	B	Bothwell Dr	EMS call, excluding vehicle accident with injury	03/13/2015	02:30	00:58		03:12		06:40
15-0006441	86	86-A	B	Greenview Dr	EMS call, excluding vehicle accident with injury	03/14/2015	01:08	01:44	station layout	04:30		07:22
15-0006449	85	85-A	C	Tam O Shanter Dr	EMS call, excluding vehicle accident with injury	03/14/2015	00:55	00:46		03:38		05:19
15-0006475	85	85-A	C	Tam O Shanter Dr	EMS call, excluding vehicle accident with injury	03/14/2015	01:10	00:00		05:01		06:11
15-0006550	84	84-C	C	Mast Ct	EMS call, excluding vehicle accident with injury	03/14/2015	00:51	00:28		04:58		06:17
15-0006567	86	86-D	C	Bass Lake Rd	Authorized controlled burning	03/14/2015	02:26	00:49		02:36		05:51
15-0006571	87	87-A	C	White Rock Rd	Passenger vehicle fire	03/15/2015	01:49	01:09		04:31		07:29
15-0006585	86	86-B	C	Bothwell Dr	EMS call, excluding vehicle accident with injury	03/15/2015	01:34	00:55		03:01		05:30
15-0006628	87	87-C	C	Autumn Sky Wy	EMS call, excluding vehicle accident with injury	03/15/2015	00:43	00:53		04:27		06:03
15-0006640	85	85-A	C	Wilson Bl	EMS call, excluding vehicle accident with injury	03/15/2015	00:50	00:44		03:19		04:53
15-0006671	84	85-B	C	Cresta Ct	EMS call, excluding vehicle accident with injury	03/15/2015	00:53	01:08		04:17		06:18
15-0006677	84	84-F	C	Keswick Dr	EMS call, excluding vehicle accident with injury	03/16/2015	01:01	01:47		04:08		06:56
15-0006683	87	85-D	C	Park Dr	Person in distress, other	03/16/2015	01:26	-		-		-
15-0006695	85	85-C	A	Silva Valley Pky	Alarm system sounded due to malfunction	03/16/2015	01:29	01:46	Call came in at shift change	01:28		04:43
15-0006697	87	86-D	A	Golden Foothill Pky	EMS call, excluding vehicle accident with injury	03/16/2015	01:03	00:33		02:20		03:56
15-0006796	84	84-E	A	Melina Wy	EMS call, excluding vehicle accident with injury	03/16/2015	01:15	00:58		05:15		07:28
15-0006800	85	87-A	A	Town Center Bl	EMS call, excluding vehicle accident with injury	03/17/2015	01:19	00:00		03:24		04:43
15-0006807	86	86-B	A	Archetto Dr	EMS call, excluding vehicle accident with injury	03/17/2015	01:20	01:19		02:27		05:06
15-0006809	86	86-D	A	Bass Lake Rd	Road freight or transport vehicle fire	03/17/2015	01:20	01:16		00:52		03:28
15-0006811	87	91	A	Grazing Hill Rd	EMS call, excluding vehicle accident with injury	03/17/2015	00:46	00:36		10:09	Rural area	11:31
15-0006812	85	87-A	A	Town Center Bl	EMS call, excluding vehicle accident with injury	03/17/2015	01:12	00:53		03:26		05:31
15-0006814	85	85-A	C	Silva Valley Pky	False alarm or false call, other	03/17/2015	02:30	00:00		03:32		06:02

Incident Number	Station	Response District	Shift	Street	NFIRS Code 3 Description	Alarm Date	Call Processing	1st Unit Turnout	Reason for Delay	1st Unit Travel	Reson for Delay	1st Unit Total
15-0006830	87	87-D	A	Golden Foothill Pky	EMS call, excluding vehicle accident with injury	03/17/2015	00:00	00:50		02:20		03:10
15-0006933	87	87-A	B	Monte Verde Dr	EMS call, excluding vehicle accident with injury	03/18/2015	01:04	00:53		01:22		03:19
15-0006944	84	84-F	B	Telegraph Hill	Gas leak (natural gas or LPG)	03/18/2015	02:13	01:10		04:00		07:23
15-0006968	86	86-A	B	Southernness Dr	Cooking fire, confined to container	03/18/2015	01:48	01:02		04:50		07:40
15-0006983	84	84-H	B	Malcom Dixon Rd	Motor vehicle accident with injuries	03/19/2015	04:15	01:17		01:27		06:59
15-0006984	87	87-A	B	Valley View Pky	EMS call, excluding vehicle accident with injury	03/18/2015	01:26	01:22		04:59		07:47
15-0006993	86	86-C	B	Mendocino Ct	EMS call, excluding vehicle accident with injury	03/19/2015	00:57	02:29		04:56		08:22
15-0007050	87	87-D	C	Robert J Mathews	EMS call, excluding vehicle accident with injury	03/19/2015	00:58	01:40	time keeping mechanism possibly out of syn	04:22		07:00
15-0007056	87	87-C	B	Monte Mar	EMS call, excluding vehicle accident with injury	03/20/2015	02:01	01:44	time keeping mechanism possibly out of syn	05:48		09:33
15-0007093	85	85-A	C	Hensley Cir	EMS call, excluding vehicle accident with injury	03/20/2015	01:09	-		-		-
15-0007098	87	87-C	A	Autumn Sky Wy	EMS call, excluding vehicle accident with injury	03/20/2015	00:59	00:34		04:00		05:33
15-0007119	84	84-D	C	Sophia Pky	Motor vehicle accident with no injuries.	03/21/2015	01:43	02:40	Night	04:56		09:19
15-0007122	91	92	A	Cothrin Ranch Rd	EMS call, excluding vehicle accident with injury	03/21/2015	01:22	-		-		-
15-0007133	87	85-C	C	Park Dr	Motor vehicle accident with injuries	03/21/2015	01:09	-		-		-
15-0007136	85	85-A	C	Burnett Dr	EMS call, excluding vehicle accident with injury	03/21/2015	01:42	00:00		05:15		06:57
15-0007200	84	84-F	C	Winlock Wy	No incident found on arrival at dispatch address	03/21/2015	01:05	01:29		03:38		06:12
15-0007219	87	87-A	A	Valley View Pky	EMS call, excluding vehicle accident with injury	03/22/2015	00:48	00:47		04:31		06:06
15-0007228	86	86-C	A	Tierra De Dios Dr	EMS call, excluding vehicle accident with injury	03/22/2015	00:51	-		-		-
15-0007252	84	84-C	A	Beechwood Dr	Cooking fire, confined to container	03/22/2015	02:08	01:06		02:33		05:47
15-0007289	87	87-E	A	Larkstne Pl	EMS call, excluding vehicle accident with injury	03/23/2015	00:46	01:47	Station design	03:50		06:23
15-0007290	87	87-C	A	Snow Fall Wy	EMS call, excluding vehicle accident with injury	03/23/2015	00:34	01:20		05:23		07:17
15-0007299	87	87-D	A	Robert J Mathews	EMS call, excluding vehicle accident with injury	03/23/2015	00:41	00:23		02:48		03:52
15-0007315	87	87-D	A	Hillsdale Cir	Detector activation, no fire - unintentional	03/23/2015	02:54	00:52		02:50		06:36
15-0007326	86	86-C	A	Hwy 50	Passenger vehicle fire	03/23/2015	00:00	00:00		01:32		01:32
15-0007335	85	85-C	A	Park Dr	EMS call, excluding vehicle accident with injury	03/23/2015	02:02	00:38		03:30		06:10
15-0007362	85	85-A	A	Patterson Dr	EMS call, excluding vehicle accident with injury	03/23/2015	00:51	-		-		-
15-0007372	86	86-B	A	Archetto Dr	Unintentional transmission of alarm, other	03/24/2015	01:54	01:47	PERSONNEL RELATED	05:34		09:15
15-0007378	86	86-B	B	Pescara Pl	EMS call, excluding vehicle accident with injury	03/24/2015	01:14	-		-		-
15-0007382	87	87-A	B	Valley View Pky	EMS call, excluding vehicle accident with injury	03/24/2015	01:16	01:20		04:48		07:24
15-0007407	87	87-D	B	Suncast Ln	Alarm system activation, no fire - unintentional	03/24/2015	03:26	01:58	None	01:17		06:41
15-0007451	84	84-E	B	Tattinger Ct	EMS call, excluding vehicle accident with injury	03/24/2015	00:57	-		-		-
15-0007476	86	86-A	B	Gresham Dr	EMS call, excluding vehicle accident with injury	03/25/2015	00:52	00:00		07:23	Travel time from station	08:15
15-0007535	85	84-C	B	Malcom Dixon Rd	Person in distress, other	03/25/2015	01:00	00:43		06:35	Unk	08:18
15-0007558	86	86-B	B	Tesoro Wy	EMS call, excluding vehicle accident with injury	03/25/2015	00:58	00:00		07:23	drive time	08:21
15-0007607	87	87-C	C	Autumn Sky Wy	EMS call, excluding vehicle accident with injury	03/26/2015	01:39	00:13		05:39		07:31
15-0007616	87	87-A	C	Town Center Bl	EMS call, excluding vehicle accident with injury	03/26/2015	00:41	00:33		03:42		04:56
15-0007627	87	85-C	C	Park Dr	Motor vehicle accident with injuries	03/26/2015	01:28	-		-		-
15-0007634	84	84-C	C	Encina Dr	EMS call, excluding vehicle accident with injury	03/26/2015	00:53	00:46		05:21		07:00
15-0007642	85	85-C	C	Hwy 50	Motor vehicle accident with injuries	03/27/2015	01:08	-		-		-
15-0007665	85	85-D	C	Silva Valley Pky	EMS call, excluding vehicle accident with injury	03/27/2015	01:11	00:30		04:40		06:21
15-0007668	84	85-A	C	Tam O Shanter Dr	EMS call, excluding vehicle accident with injury	03/27/2015	01:13	00:43		03:00		04:56
15-0007686	84	85-A	C	Tam O Shanter Dr	EMS call, excluding vehicle accident with injury	03/27/2015	01:43	00:09		01:37		03:29
15-0007723	85	85-C	C	El Dorado Hills Bl	Motor vehicle accident with injuries	03/27/2015	01:01	-		-		-
15-0007781	84	84-A	A	Salmon Falls Rd	Motor vehicle accident with injuries	03/28/2015	02:15	01:10		07:22		10:47
15-0007788	85	86-B	A	Borders Dr	EMS call, excluding vehicle accident with injury	03/28/2015	01:18	00:53		08:06	Response to 86 area. 86 on previous call	10:17
15-0007793	87	86-C	A	Manchester Dr	EMS call, excluding vehicle accident with injury	03/28/2015	00:48	00:54		02:55		04:37
15-0007798	85	85-D	A	Ironwood Dr	EMS call, excluding vehicle accident with injury	03/28/2015	00:33	01:05		04:44		06:22
15-0007836	85	85-A	A	Canterbury Cir	EMS call, excluding vehicle accident with injury	03/28/2015	00:55	00:57		03:27		05:19
15-0007857	87	87-A	A	Town Center Bl	EMS call, excluding vehicle accident with injury	03/29/2015	01:25	-		-		-
15-0007910	87	87-C	A	Timber Trl Loop	EMS call, excluding vehicle accident with injury	03/29/2015	00:43	00:50		05:17		06:50
15-0007923	86	86-B	A	Terracina Dr	EMS call, excluding vehicle accident with injury	03/29/2015	01:39	00:02		07:21	TRAVEL DISTANCE	09:02
15-0007924	85	85-B	A	Anna Pl	EMS call, excluding vehicle accident with injury	03/29/2015	01:19	01:13		05:09		07:41
15-0007964	87	87-A	A	White Rock Rd	EMS call, excluding vehicle accident with injury	03/30/2015	00:51	-		-		-
15-0007966	87	87-D	A	Robert J Mathews	Alarm system sounded due to malfunction	03/30/2015	01:58	00:00		02:21		04:19
15-0008035	85	85-A	B	Gillette Dr	Motor vehicle accident with no injuries.	03/30/2015	02:07	-		-		-
15-0008041	84	84-C	B	Halifax Wy	EMS call, excluding vehicle accident with injury	03/31/2015	00:58	01:22		04:18		06:38
15-0008057	87	87-D	B	Golden Foothill Pky	EMS call, excluding vehicle accident with injury	03/31/2015	00:47	01:24		02:26		04:37
15-3006525	84	84-C	C	Carmelian Cir	EMS call, excluding vehicle accident with injury	03/14/2015	01:47	00:13		04:06		06:06





# EL DORADO HILLS FIRE DEPARTMENT

## QUARTERLY TRAINING REPORT

JANUARY-MARCH 2015

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

## TRAINING HOURS

### Category Hours

<b>Paid Training</b>	<b>4,120.60</b>
<b>Wellness Training (All)</b>	<b>287.75</b>
<b>Volunteer Training</b>	<b>465.00</b>
<b>TOTAL</b>	<b>4,873.35</b>

## SIGNIFICANT TRAINING

- Operational Drills
  - Hose Pulls
  - Ladder Drills
  - Ventilation Pitched Roof /Flat Roof
- Operational Policy Review
- EMS Paramedic Skills Training
- EMS Policy Review
- Sacramento High Rise Drill
- RS1 Class
- LARRO Class
- Battalion Chief Company Assessment



# EL DORADO HILLS FIRE DEPARTMENT

## QUARTERLY PREVENTION REPORT JANUARY - MARCH 2015

*“YOUR SAFETY ... OUR COMMITMENT”*

### **Public Education**

- Fire station tours (9)
- Public education activities (30 hours)

### **Juvenile Fire Setter Program**

- There have been no juveniles counseled during this quarter.

### **Fire Investigations**

- Fire investigations occurred during the last quarter:
  - January 26, 2015 – residential structure fire at 5020 Screech Owl Creek Rd. \$350,000 fire loss. Cause - under investigation.
  - February 3, 2015 – residential structure fire at 1807 Barcelona. \$200,000 fire loss. Cause - accidental.
  - March 16, 2015 – residential structure fire at 3098 Oakwood Rd. Arson Taskforce response.

### **Buckle Up Baby**

- Revisions made to program – monthly installation days now scheduled. Better process established for taking requests from customers.
- Buckle Up Baby Program (36 installations)

### **Vacant Lot Program**

- Program beginning for 2015. Board action expected in April to formally initiate program for 2015.

### **Hazard Reduction Program**

- Program beginning for 2015. Inspections to be completed by June 30, 2015.

### **Business Inspection Program**

- The business inspection program has been revised with a new process, policy and new inspection form. Part of the revision will include better data collection and entry. A QA program is also being implemented.

Project	Location	Type	Size	Process	Const. Date	Status
Aerometals Expansion SUP 98-0017-R-2	Sandstone Dr APN 117-081-01	Commercial	38,350 square foot expansion, office, warehouse, aircraft hanger 5.613 acres	Planning	Unknown	Co. Planning Process
Bass Lake Golf Course (Rescue)	Starbuck Road APN 102-210-08	Residential	33 Residential Homes	FIL	Unknown	Co. Planning Process
Bass Lake K-8 School	Bass Lake	K-8 School	20 acres	Preliminary Design	Unknown	Preliminary Design
Bass Lake North PD14-0010/Rezone Z14-0008/TM14-1522	Sienna Ridge APN's 115-400-06, 115-400-07, 115-400-08	Residential	90 lots, 38.74 acres	Planning. TAC 2/2/15	Unknown	Co. Planning Process
Bell Ranch	Morrison Rd/Holy Trinity Church Area	Residential	113 lots	Planning	TAC February 2015	Co. Planning Process
Bell Woods	Adjacent to Hollow Oak Subdivision	Residential	54 lots	Planning TAC 12/29/14 for revision to map (TM approved 5/24/05)	TAC February 2015	Co. Planning Process
<del>Black Stone Villas Lot 1 (Lot V) TM 06-1430</del>	<del>Latrobe/Royal Oaks APN 118-140-01</del>	<del>Multi-Family</del>	<del>19 bldgs, 112 condos 12.8 acres</del>	<del>Planning Approved</del>	<del>Unknown</del>	<del>Co. Planning Process</del>
Blackstone W TM 12-1506	SE Corner Latrobe and Clubview APN 118-140-65	Residential	73 homes 9.66 acres	Planning	Started 2015	Planning Approved 2.27.14
Blackstone X TM 12-1508-F	NE Corner Latrobe and Clubview APN 118-140-63	Residential	61 Lots 7.85 acres	Final Map TAC 2/23/15	Started 2015	Model Plans Approved 3.23.15
Blackstone V (Lot 1) TM 12-1507/ Z12-0006/ A12-0002	Latrobe/Royal Oaks Drive APN 118-140-61	Residential	70 lots, 10.08 acres	Planning Approved 5/8/14	Unknown	Planning Approved 5/8/14

Carson Creek Corporate Center Z06-0023/ PD06-0018/ P06-0020	4671 Golden Foothill Parkway APN 117-010-06, 117-210-28, 30, 33, 34, 41, 43	Commercial	152,603, 11 bldgs 86.7 Acres	In process	2011-12	Grading complete
Carson Creek Fitness (Heritage) S14-0003	Carson Crossing Drive APN 117-010-07 Carson Creek Unit 1	Commercial, Recreational and Fitness Center	5,000 square foot fitness center, pool, recreation. 4.9 acres	Improvement Plans 2/9/15. Building Plans in. SUP approved 3.12.15	Spring 2015	Building Process
Carson Creek Unit 1	Carson Crossing	Residential/55 and older	285 Homes	Final Map Meeting 2/23/15	3 months	Final Map Meeting 2/23/15
Carson Creek Unit 2	Carson Crossing	Residential/55 and older	634 homes and two multi-family dwellings	Improvement Plans under review 2/12/15	Unknown	Improvement Plans under review 2/12/15
Carson Creek Unit 3	Carson Crossing	Residential/55 and older	321 homes on 19.37 acres	Planning/TM	Unknown	Co. Planning
Central El Dorado Hills Specific Plan	Pedregal, Station 85 South to Highway 50	Residential Westside Plan Area 155 acres Pedregal Plan Area 102 acres	1,028 Residential Lots 50,000 Commercial Sq. Ft.	Planning	Unknown	Specific Plan Draft 2
D'Artagnan Micro Winery SUP	Rocky Springs Ct	Commercial	4 acres grapes. 1,800 square foot bldg.	Completed 2/2015	Completed	Completed 2/2015
Diamonte Estates TM 06-1421	Malcom Dixon Rd APN 126-100-24	Residential	19 parcels 113.11 ACRES	Planning	Unknown	Co. Planning Process
Dieu Nhan Buddhist Meditation Center (RES) SUP 13-0007	Duncan Hill Rd.	Church/Residential	6807 square foot meditation center, 2 Resident nun	Planning / SUP	Unknown	Co. Planning Process/ FIL – water supply system problems.

			buildings, monk cottage, retreat cottage, guest cottage 10.05 acres			
Dixon Ranch A11-0006/ Z11-0008/ PD11-0006	Green Valley Rd APN 126-020-01, 02, 03, 04, & 126-150-23	Residential	605 Total lots. 160 age restricted. 280 acres total	EIR – Meeting on EIR at Planning 2/25/15	Unknown	Co. Planning Process
Eden Vale Inn (RES) Sup 07-0027-R	1780 Springvale Road APN 102-140-88	Commercial/Hotel	13 Guest rooms in 2 buildings, Yurts, Caretaker homes 12,000 sq. ft. total	Revision to SUP 07-0027-R	Unknown	Unknown
El Dorado Hills Apartments A14-0001/ Z14-0001/ SP 86-0002-R/ PD94-0004-R-2	Town Center (empty field) APN 121-290-60, 61, 62	Residential/Parking Garage	5 story parking garage 4 story apartment 250 units, 4.57 acres	Approved by Board of Supervisors 11/4/14 (lawsuit in progress)	Unknown	Co. Planning Process
El Dorado Hills Body Shop PD 13-0005	Town Center/Rossmore Lane APN 121-280-22	Commercial	1 Bldg – Approx. 14,904 square feet	Improvement Plans, Building Plans approved	2015	Under Construction
El Dorado Hills Dog Park S03-0005-R-3	At CSD Park APN 125-110-09	Dog Park	39.5 acres	Planning – comment letter submitted 3/5/14	Unknown	Planning
El Dorado Hills Memory Care	Francisco/Green Valley APN 124-140-33	Memory Care	40,280 square feet, 64 beds 6.85 acres	FIL	Unknown	Co. Planning Process
El Dorado Hills Retirement SP13-0001/ PD95-0002-R/ PD95-0007-R/ P12-0004/ S13-0017	Town Center West APN 117-160-38	Retirement Residence	3 stories 114,000 sq. ft. 130 units 20.3 acres	Building Plans approved	2015	Construction 2015
EDH 52 PA 14-0009	Silva Valley/50 APN 122-720-09	Commercial	51.45 acres, 350,000 square feet commercial,	Planning	Unknown	Co. Planning Process

			including 3 major buildings, gas stations, fast food, etc.			
El Dorado Springs 23 TM 14-1514	White Rock Across 4 Seasons APN 117-010-05	Residential	49 lots on 21.65 acres	Approved by Board of Supervisors 12/2014	Unknown	Co. Planning Process
EID – ATT Cell Tower	Cabrito Dr.	Cell Tower	65’ Mono Pine	Planning	Unknown	Co. Planning Process
Francisco/ Green Valley	Francisco/ Green Valley	Commercial	3 buildings 32,000	Possible Re-design to memory care. Heavy community opposition	Unknown	Co. Planning Process
Golden State Flow Measurement	Golden Foothill Pkwy	Commercial	10,920	Plan Review Complete	2011-12	Construction Pending
Granade Subdivision (LTB) PA 14-0008	Brandon/S. Shingle APN 087-310-64	Residential	10 lots on 133 acres	Conceptual Review	Unknown	Co. Planning
Green Valley Cemetery/Mortuary (RES) S94-0002-R/ Z14-0011/ PD14-0009	3004 Alexandrite Dr APN 102-030-28	Commercial Expansion	Addition of 3,604 square feet plus 1,712 covered patio, 2 underground LPG 8.6 acres	TAC 2/9/15	Unknown	Co. Planning
Green Valley Convenience Center S12-0015/ PD 12-003	SE Corner Sophia/Green Valley Rd. APN 124-301-46	Commercial	10,925 sq. ft. including - fuel Station, convenience store, fast food, car wash 2.12 acres	Planning/ Full EIR after lawsuit – Jan 2015 Public Meeting	Unknown	Co. Planning - Comments
Hansen Parcel Split (Latrobe) PA 14-0005	6740 South Shingle Rd APN 087-021-05	Residential Parcel Split 4x4	4 lots 45.69 Acres	Conceptual Review	Unknown	Co. Planning Comments
Hawk View TM 00-1371-R	Bass Lake Road/Hawk View APN 115-040-16	Residential	114 lots 38.47 acres	Planning TAC 12/29/14 for revision to map (TM approved)	Unknown PFFP issues	Co. Planning Process

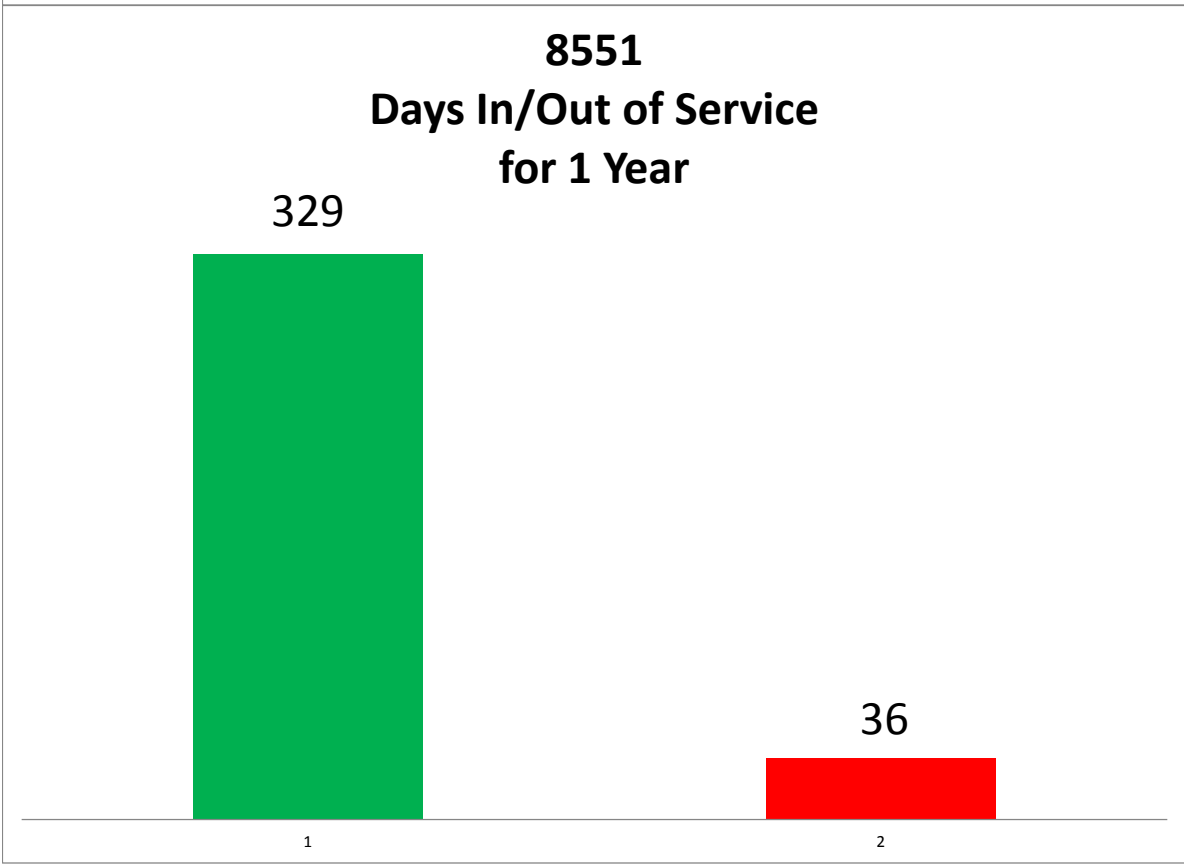
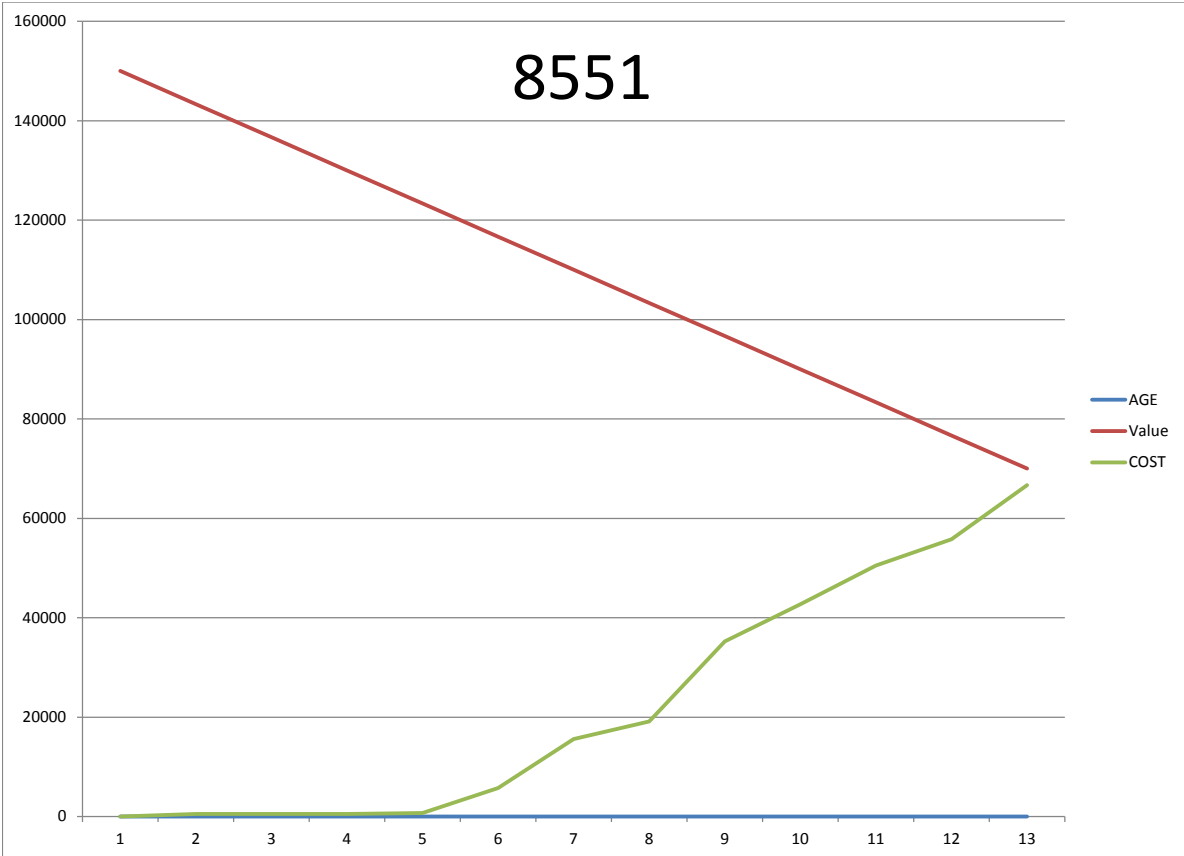
				5/24/05)		
La Cresta Woods PA 13-0009	Wilson/Lago Vista APN 120-070-01	Residential	24 lots 7.5 Acres	FIL	Unknown	Planning
Lakehills Verizon Cell Tower	Lakehills Church	Cell Tower	Cell Tower	Construction	Unknown	Construction
Lakehills ATT Cell Tower	Lakehills Church	Cell Tower	Cell Tower	Planning	Unknown	Planning Comments
Lime Rock Valley	South East Marble Valley Area	Residential	740 acres 800 Res. Lots	Planning	Unknown	Specific Plan Draft 2
Malcom Dixon – Diamonte TM 05-1401-R	Malcom Dixon APN 126-490-01, 02	Residential	8 Lots 40.654 acres	Planning	Unknown	Co. Planning Process
Marble Valley SP12-0003 / DA 14-0002	South Bass Lake	Residential/Commercial	2341 acres 3236 Res. Lots, 475,000 sq. ft. commercial, 87 acres public facilities	Planning	Unknown	Specific Plan Draft 2
McCann Parcel Split (RES) P98-0011	2621 Crowdis Rd. APN 069-110-091	Residential Parcel split	3 Parcel Split	Planning	Unknown	Co. Planning Process
Miginella TM 07-1458-R/ BLA13-0015	Salmon Falls/Kaila Way APN 110-020-45	Residential	8 lots 26 acres	Planning	Unknown	Planning Approved 2.27.14
No Name = APN 115-040-16	North of Hawk View off Bass Lake	Residential Lots	114 lots	FIL Letter	Unknown	Planning
Oak Trails (Rescue) P14-0001	2660 Deer Valley Rd. APN 102-200-56	Residential	Parcel Split – 4 lots 42.26 Acres	Planning	Unknown	Co. Planning Process
Porter	Golden Foothill Pkwy	Commercial	6,075	One building complete. 2 <sup>nd</sup> building unknown	2011-12	Under construction
Promontory Lot D1 A13-0004/ Z13-0004/ TM13- 1512	Sophia/Alexandria APN 124-070-62	Residential	63 Lots 11.01 acres	Approved	2014- 2015	Under construction
Promontory Lot H Unit 1 & 2 TM06-1423	Beatty/Alexandria APN 124-390-03	Residential	64 lots 9 acres	Final Map 11/5/13	2015	Under construction
Promontory Village 8	Via Baragio/Via	Residential Lots	63 lots	Planning	2015	Grading under

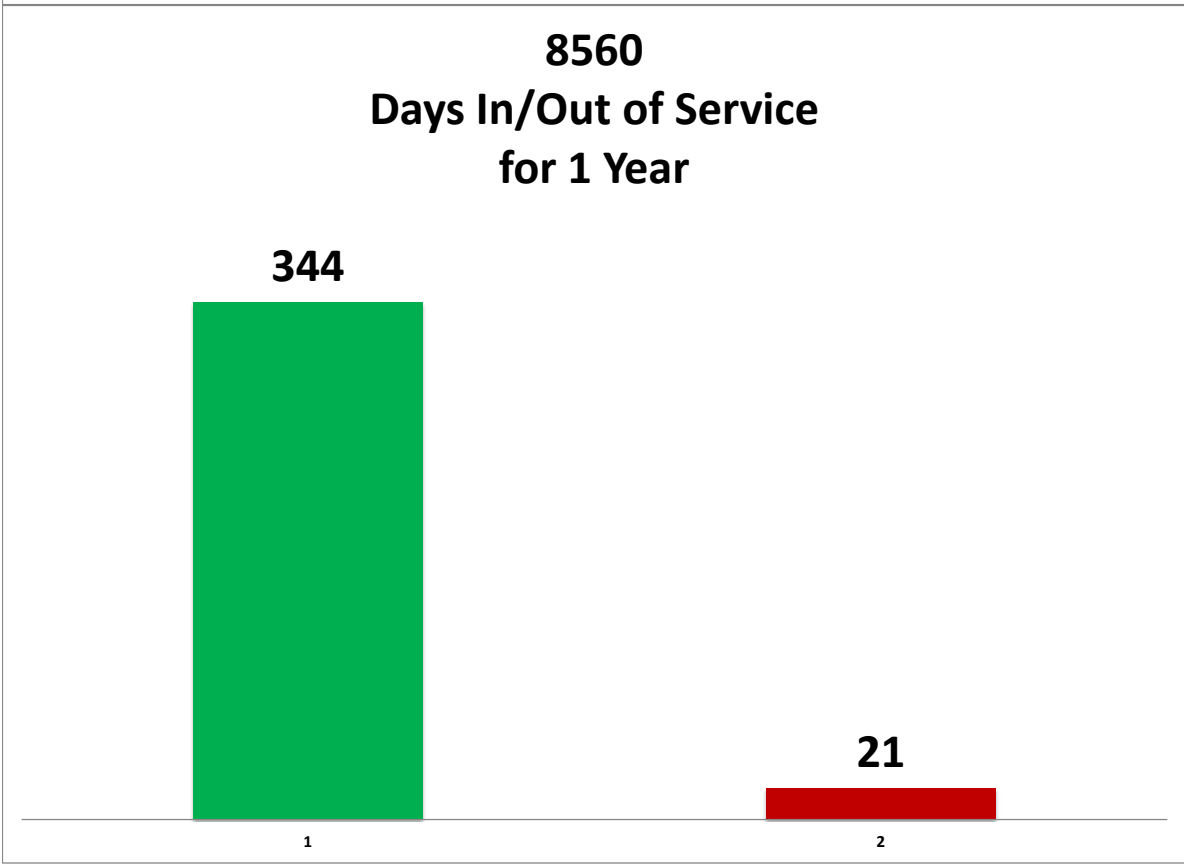
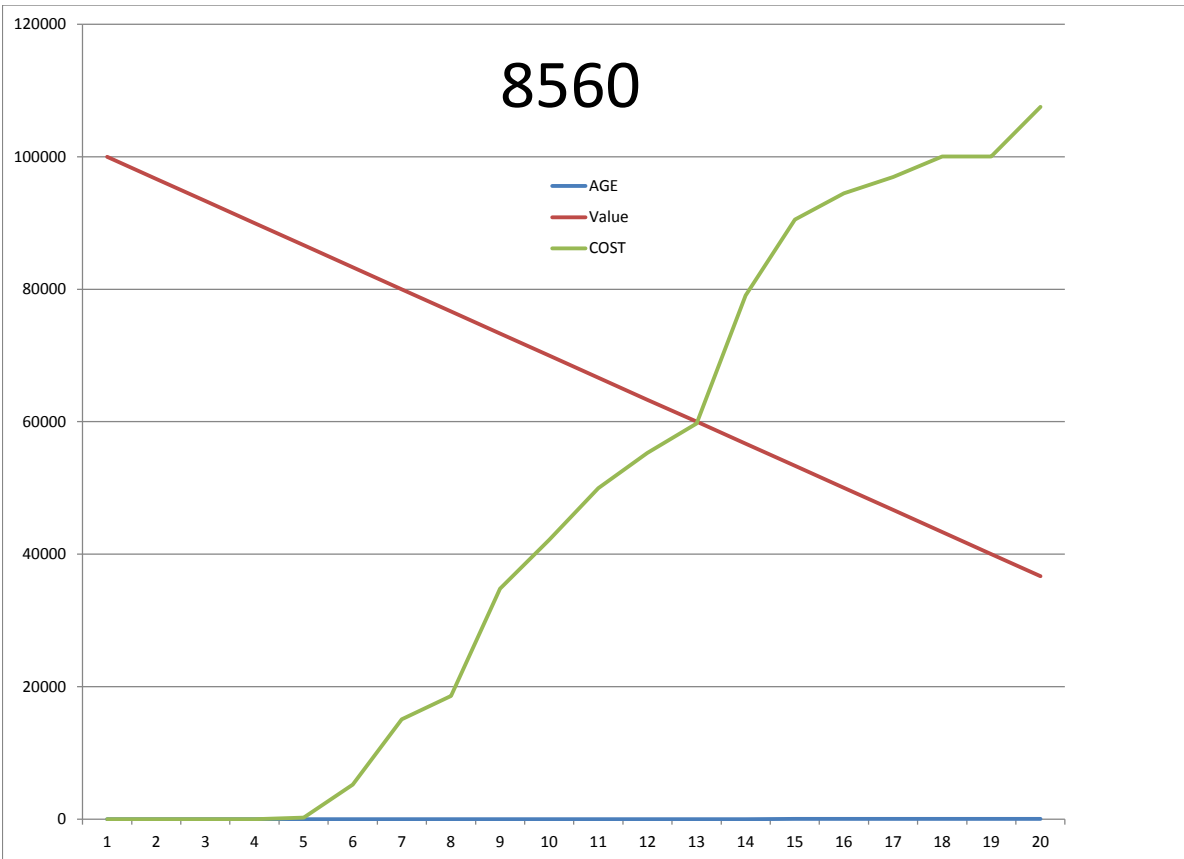
TM13-1513	Trevisio APN 124-400-01		63.24 acres			construction
Quail Commercial Center PD14-0007/ P14-0005/ Z14-0010	Sunglow Ct at Suncast APN 117-060-35	Commercial – existing – parcel split only	Parcel Split – 7 individual parcels 3.101 acres	TAC 12/15/14 Planning approved 3.12.15	Unknown	Co. Planning Process
Ridgeview Village Unit 9 TM08-1477	Beatty near Powers APN 120-010-01	Residential	49 lots 22.4 acres	Planning	Unknown	Planning Commission
Ridgeview West Unit 4 APN 120-700-07 (Trevisio II)	Via Barlogio at Via Trevisio	Residential Lots	20 lots	Final Map meeting 1/2015	Unknown	Planning
Salmon Falls Road Verizon	Arroyo Vista/ Lake Vista Lane	Cell Tower	85' Monopine	Planning Commission approved 11/13/14	Unknown	Co. Planning Process
Saratoga Estates Subdivision	West Dead End of Wilson/Folsom Boundary APN 120-070-02	Residential	316 lots on 121.95 acres	FIL Letter/Wildfire Safe Plan Review/ EIR started	Unknown	Planning
Schaefer Gym (Rescue) SUP 14-0002	1550 Old Ranch Rd APN 105-250-55	Commercial Gym	Gym 3,000 sq. ft. 4.43 acres	Planning	Unknown	Co. Planning Process
Serrano J 5/6 Z13-0002/ PD13-0001/ TM13-1511	Bass lake Rd at Serrano Parkway APN 123-040-07, 09 & 115-400-13	Residential	119 homes 50 acres	Revision	Unknown	Large Lot Final Map August 13, 2013
Serrano K 6	Greenview	Residential	74 homes	complete	2012	Construction in process
Serrano K1/K2 TM01-1377-F5	Pannini / Da Vinci APN 123-390-02	Residential Lots	43 lots 49 acres	Final Map 11/5/13	11/5/13	BOS - final
Serrano K-5	Green view	Residential	151 homes	Final Map	Early 2014	Final Map Process
Serrano Village A-14 PD 08-0004 /TM 08-1464	Russi Ranch Dead end. APN 122-590-01	Residential - attached	54 lots 1 park 38.53 acres	Planning	Unknown	Co. Planning Process
Serrano Village C-2 Z 08-0005 / TM 08-1465	Russi Ranch Dead end. APN 122-030-05,	Residential	50 lots 121 acres	Planning	Unknown	Co. Planning Process

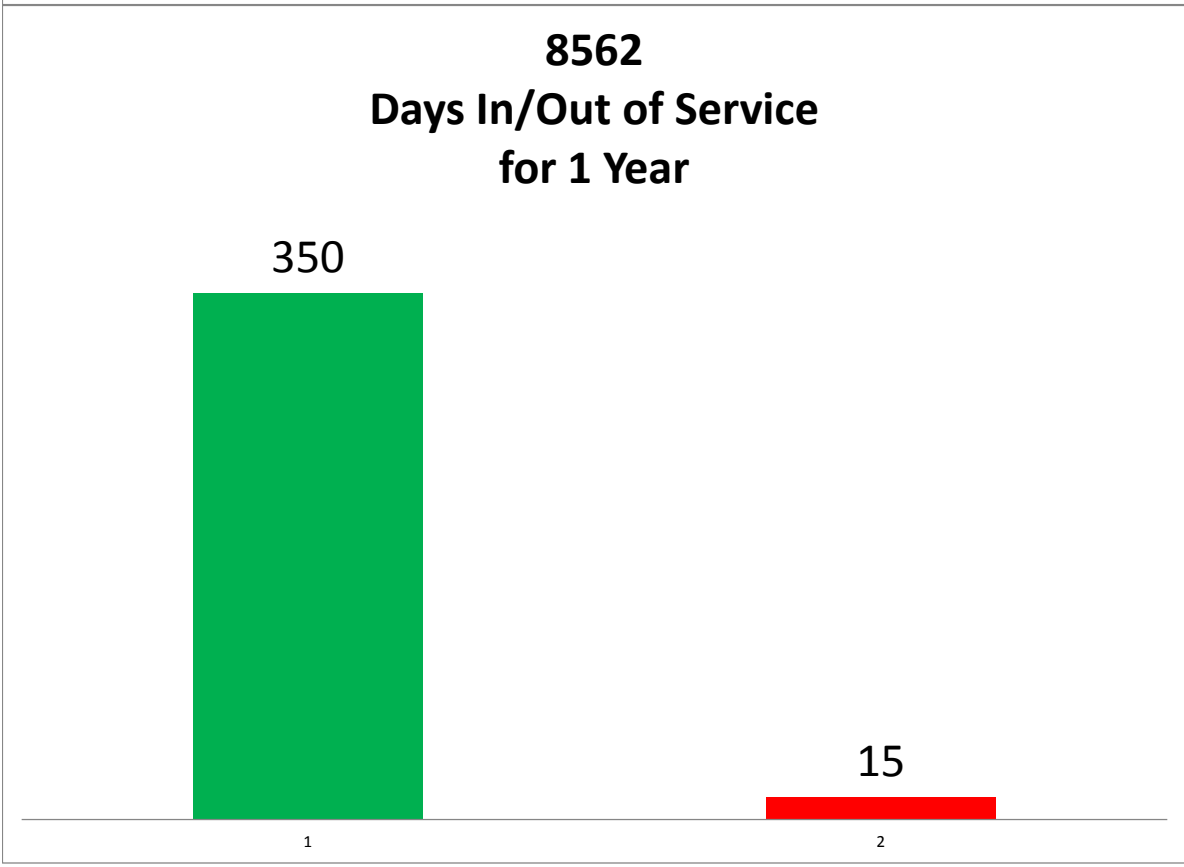
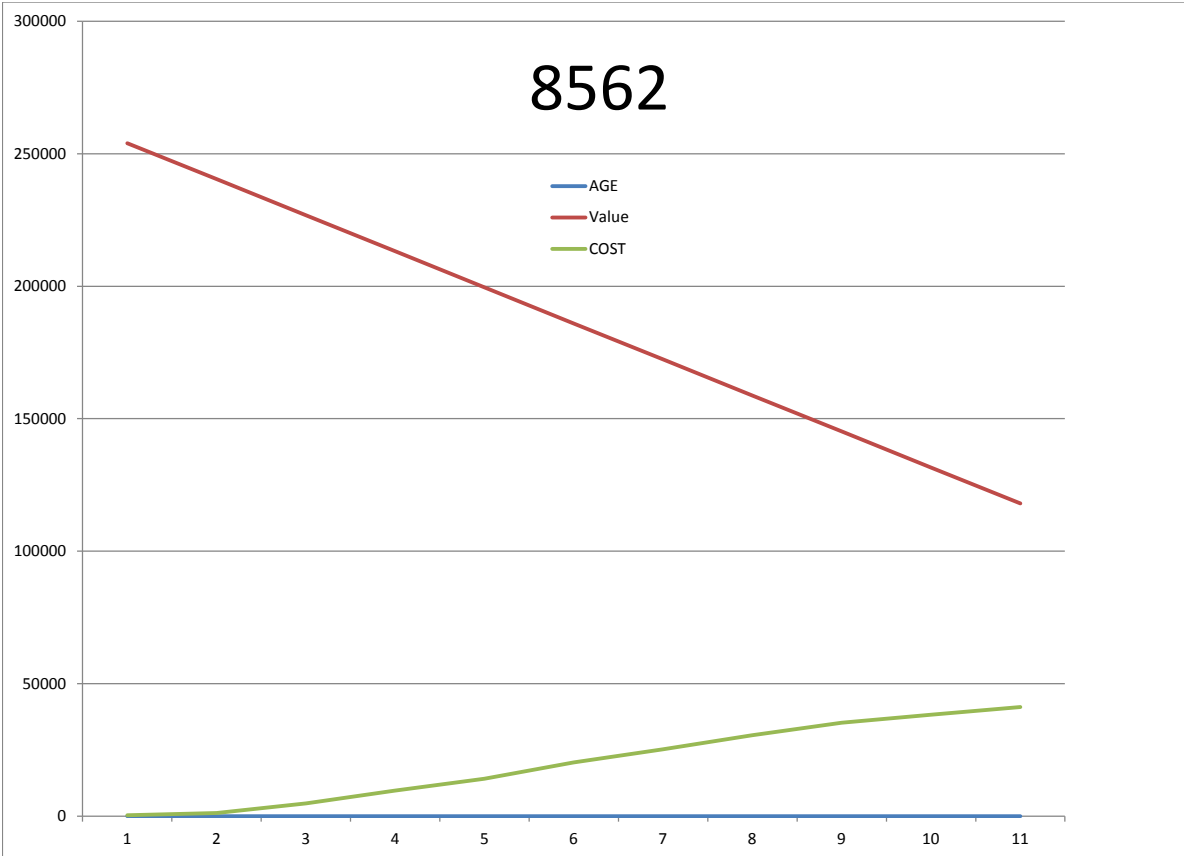


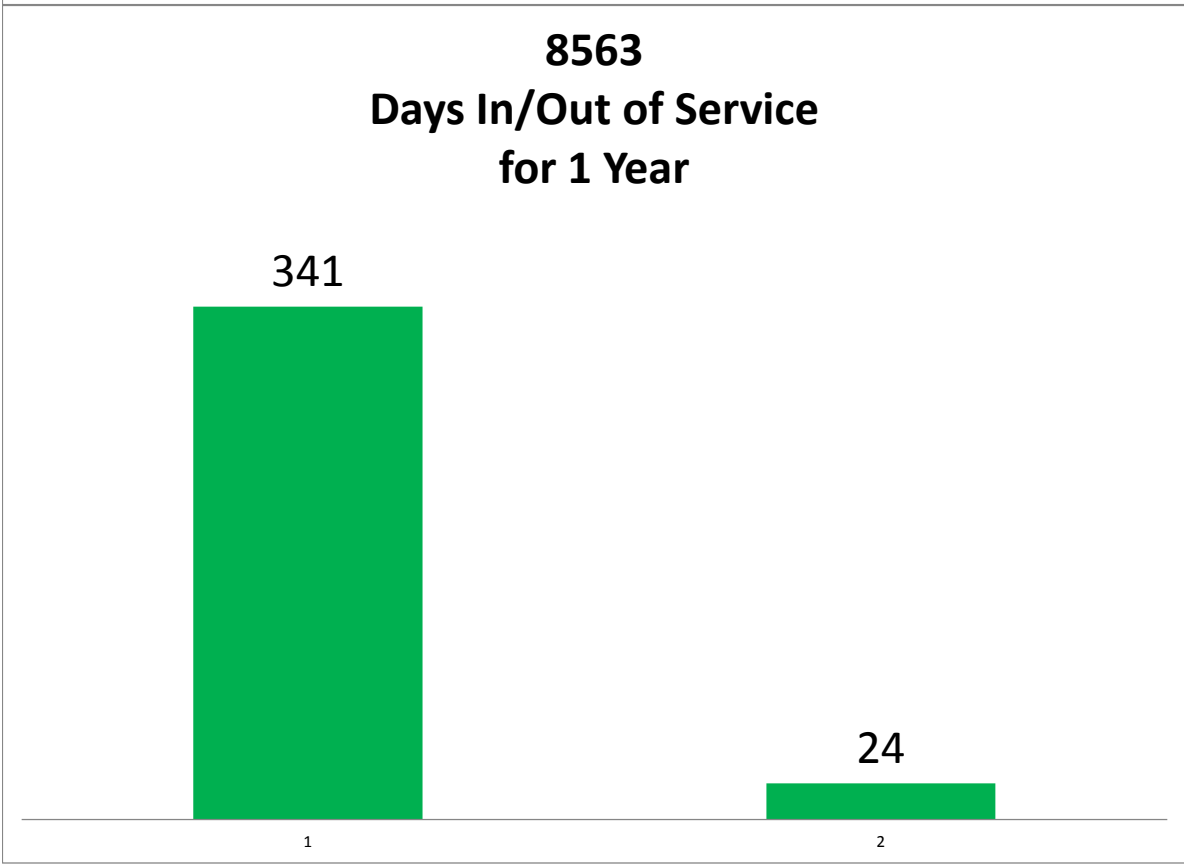
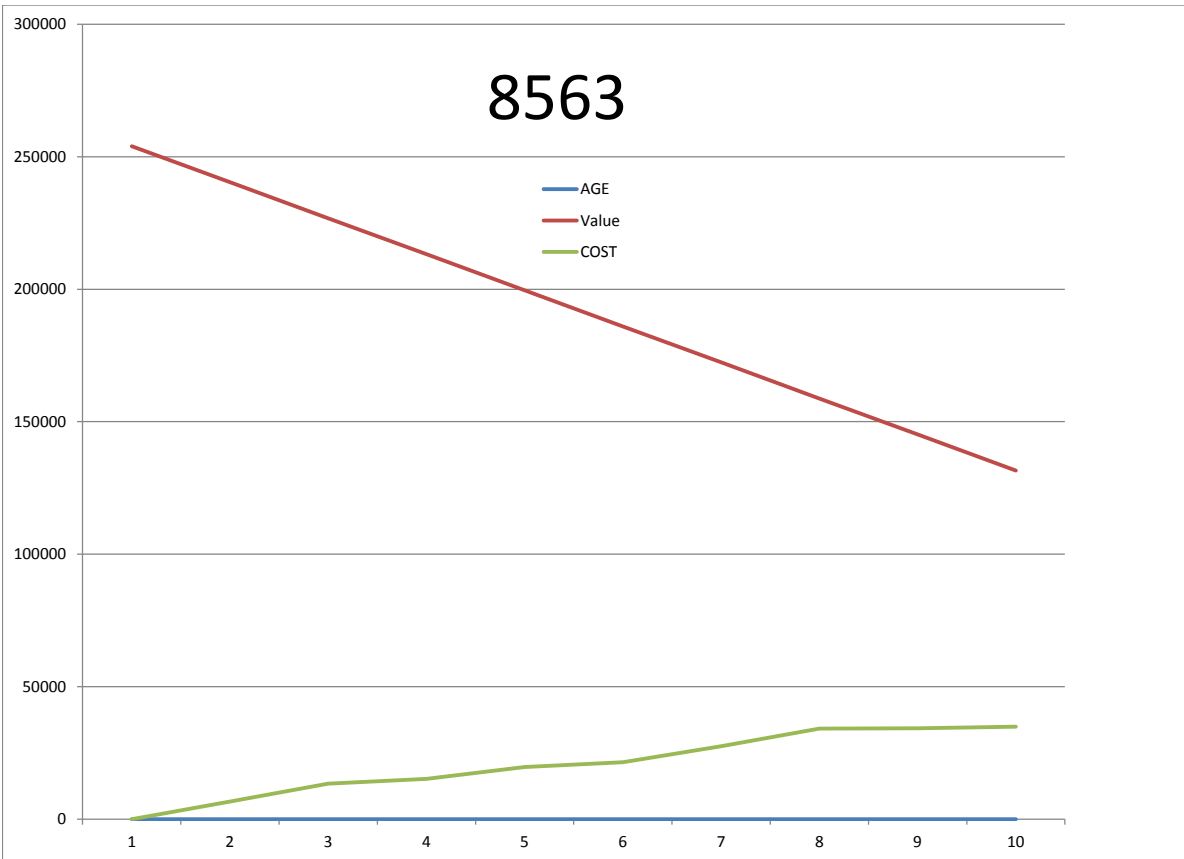
	122-130-14, 122-140-03, 122-580-27, 122-590-01					
Serrano Village D1 Z08-0037 / PD 08-0024 / TM 08-1484	Meadow Wood/ Boundary Oaks Dr. APN 121-040-20, 27	Residential	65 Lots 121 acres	Planning	Unknown	Co. Planning Process
Serrano Village J Lot H TM14-1524 / PD14-0008	Serrano/Bass Lake APN 123-280-10, 123-370-01, 03	Residential Lots	75 lots 23 acres	TAC Meeting 2/23/15	Unknown	Co. Planning Process
Serrano J5 Public Park SP15-0001/PD 15-0002	Serrano/Bass Lake APN 123-570-01	Park – replacing commercial	Park – four soccer fields 12 acres	Planning – TAC April 13, 2015	Unknown	Co. Planning Process
Serrano Westside	Near Raley's/ Serrano Parkway APN 120-160-03, 121-120-22, 121- 040-20, 29, 31	Residential Multi-family	640 multi-family units 123 single family 50,000 ft. sq. commercial 105 acres	Planning	Unknown	NOP
Springs Equestrian Center (RES) Z04-0015/ SUP 01-0011/ P08- 0036	Deer Valley and Green Valley Road APN 115-410-05	Equestrian Center	2 covered arenas 45,000 sq. Ft. each 420 horse stall barns Fenced riding area 12,000 commercial store Camping 146.42 acres	Planning	Unknown	Planning 10/23/14
Summer Brook (Rescue) A07-0005/ Z07-0012/ PD07- 0007/ TM07-1440	Green Valley near Deer Valley APN 102-210-12, 102-220-13	Residential	29 lots 90.3 acres	Approved by Planning 9/25/14	Unknown	Approved by Planning 9/25/14
Town Center ACE Hardware FIL	Next to Debbie Wongs	Commercial	21,800 square feet	FIL	Unknown	FIL
Town Center West	Latrobe and White	Commercial	Revision to Town	Planning	Unknown	Co. Planning Process

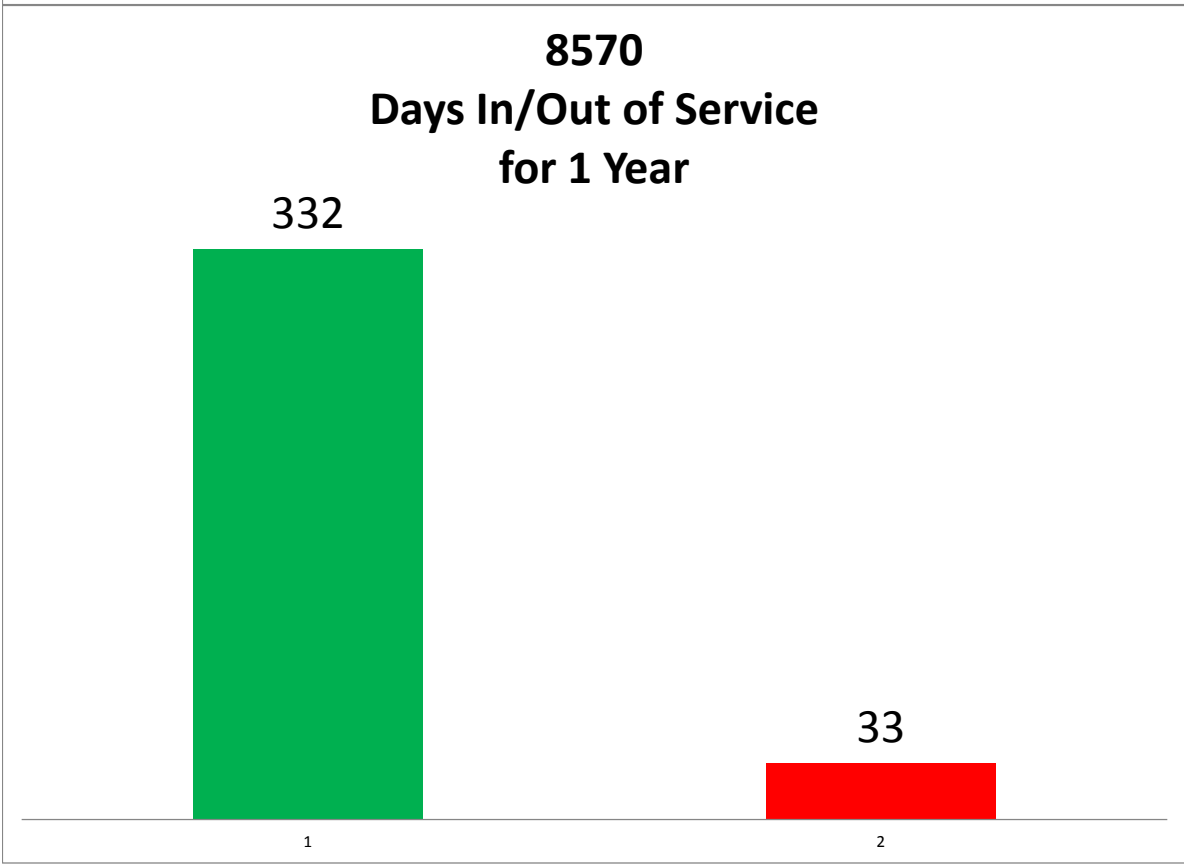
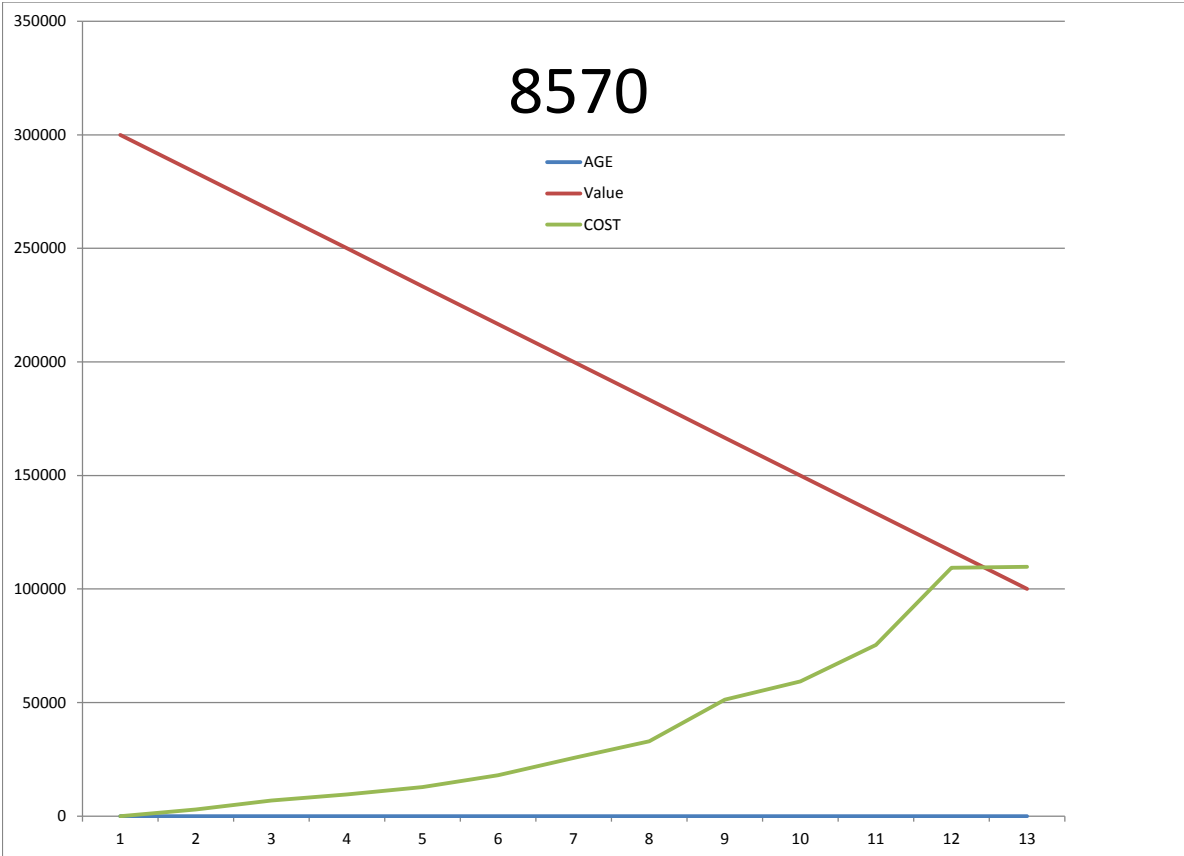
PA11-0004/ PD95-02	Rock Road – Blue Shield APN 117-160-17, -44 through -57		Center West PD95-02 51 acres 1,168,060 sq. ft.			
Verizon Cell Tower (RES)	3000 Alexandrite	Cell Tower	Cell tower	Permit	Dec. 2014	Building Permit
Valley View East Ridge TM 14-1521	Above Blackstone APN 118-130-28	Residential	701 Lots 735 acres	Revised T.M. on 3/26/15 Comments submitted	Unknown	Co. Planning Process
Watermark La Reserve PO8-0013	Salmon Falls Rd. Adjacent to Watermark and Zee Estates APN 104-240-22	Residential	4 homes 20 acres	Improvement Plans Signed 9.14	Unknown	Mylar signed
Westmont Assisted Living	Golden Foothill at New Carson Crossing Drive APN 117-07-100	Assisted Living and Memory Care	149 beds in 134 units. 2 stories. 120,213 square feet	FIL	Unknown	Co. Planning
West Valley Unit 3B		Residential		Map Revision	Unknown	Co. Planning Process
West Valley 5B Unit 1	Blackstone	Residential		Final Map 11/5/13	11/5/13	BOS - final
West Valley Lot 6 & 7	Blackstone	Residential		Final Map 12/2013	12/2013	Co. Planning
Wilson Estates Z14-0002/ PD14-0001/ TM14-1515	Malcolm Dixon APN 126-070-22, 23, 30	Residential	28 homes on 28.18 acres	Approved at Board of Sups 11/13/14	Unknown	Co. Planning Process

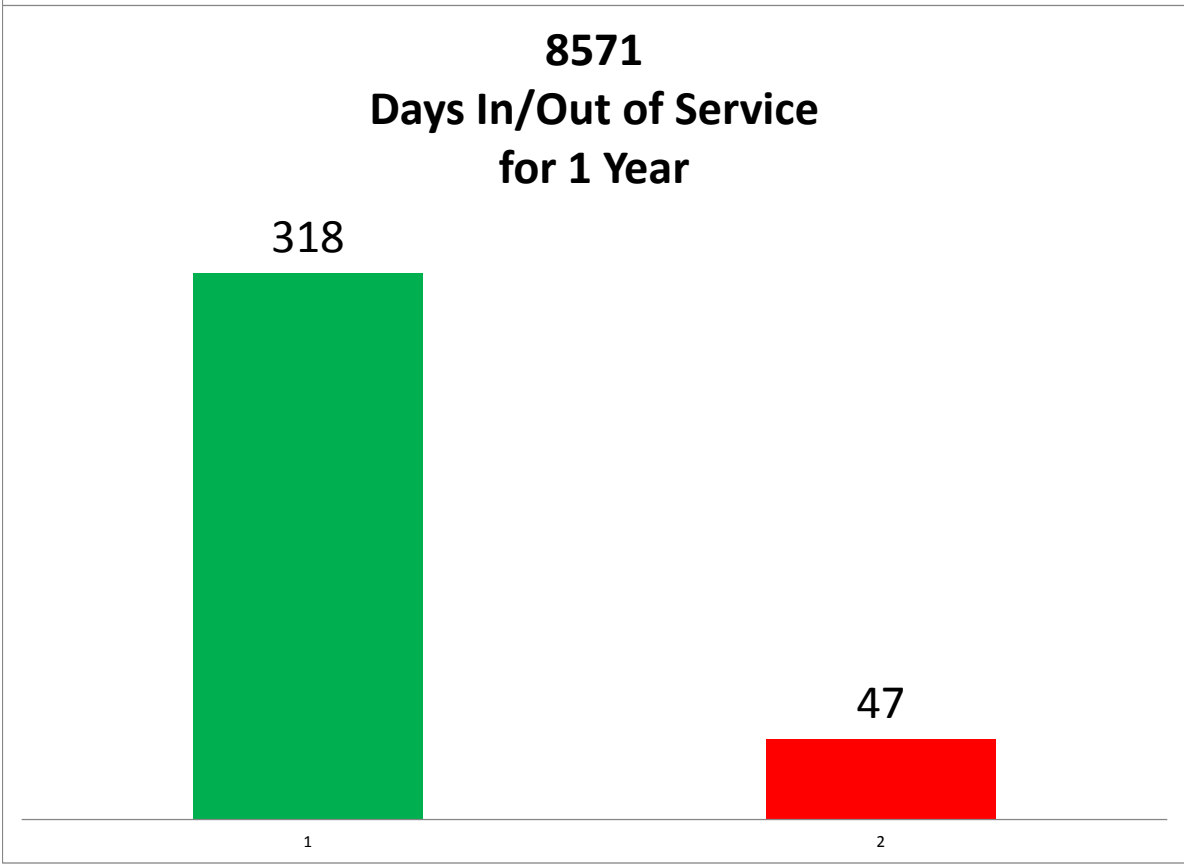
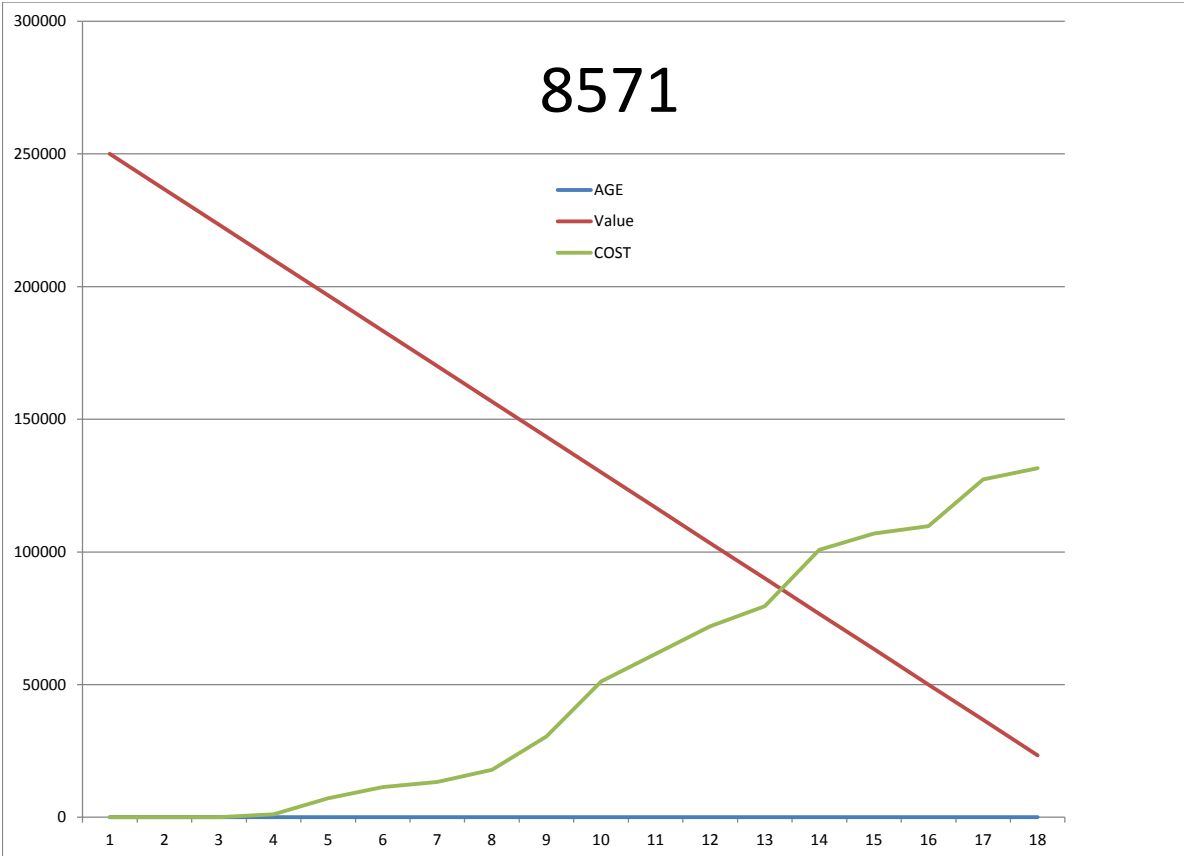




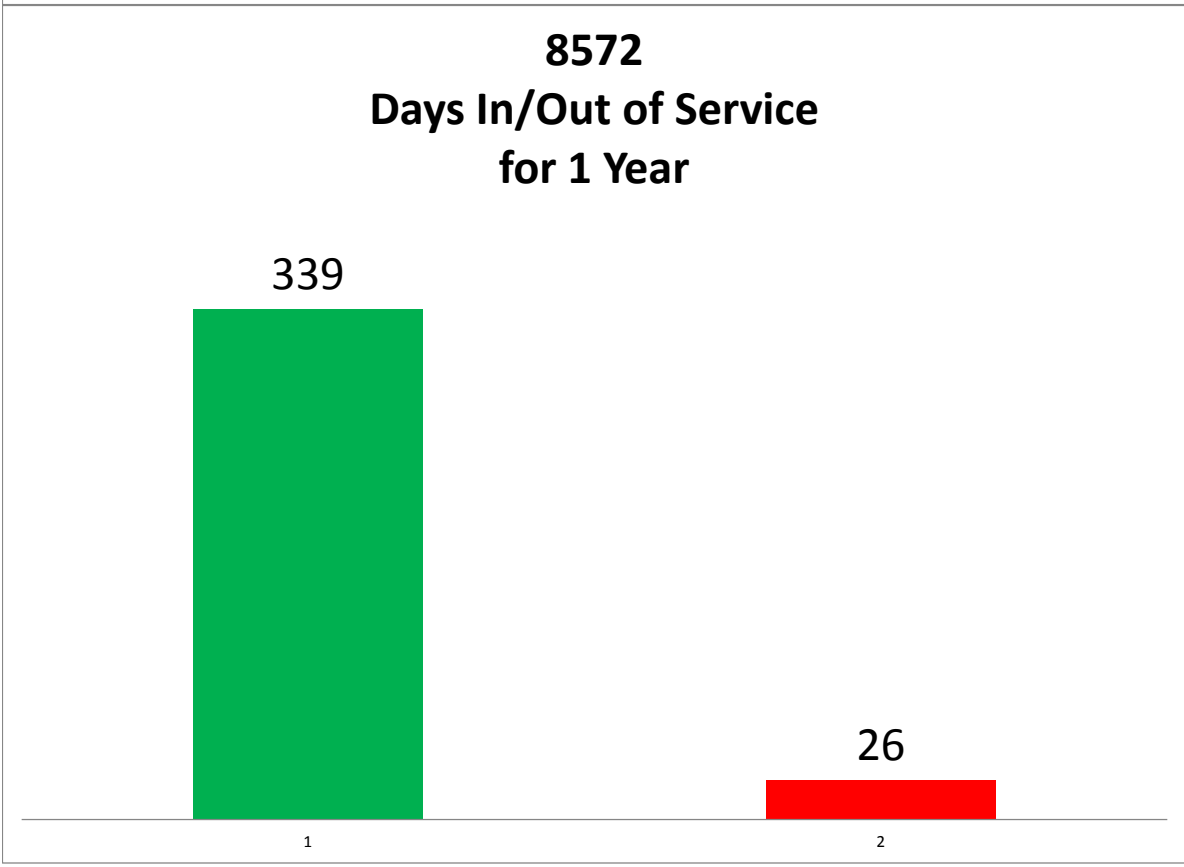
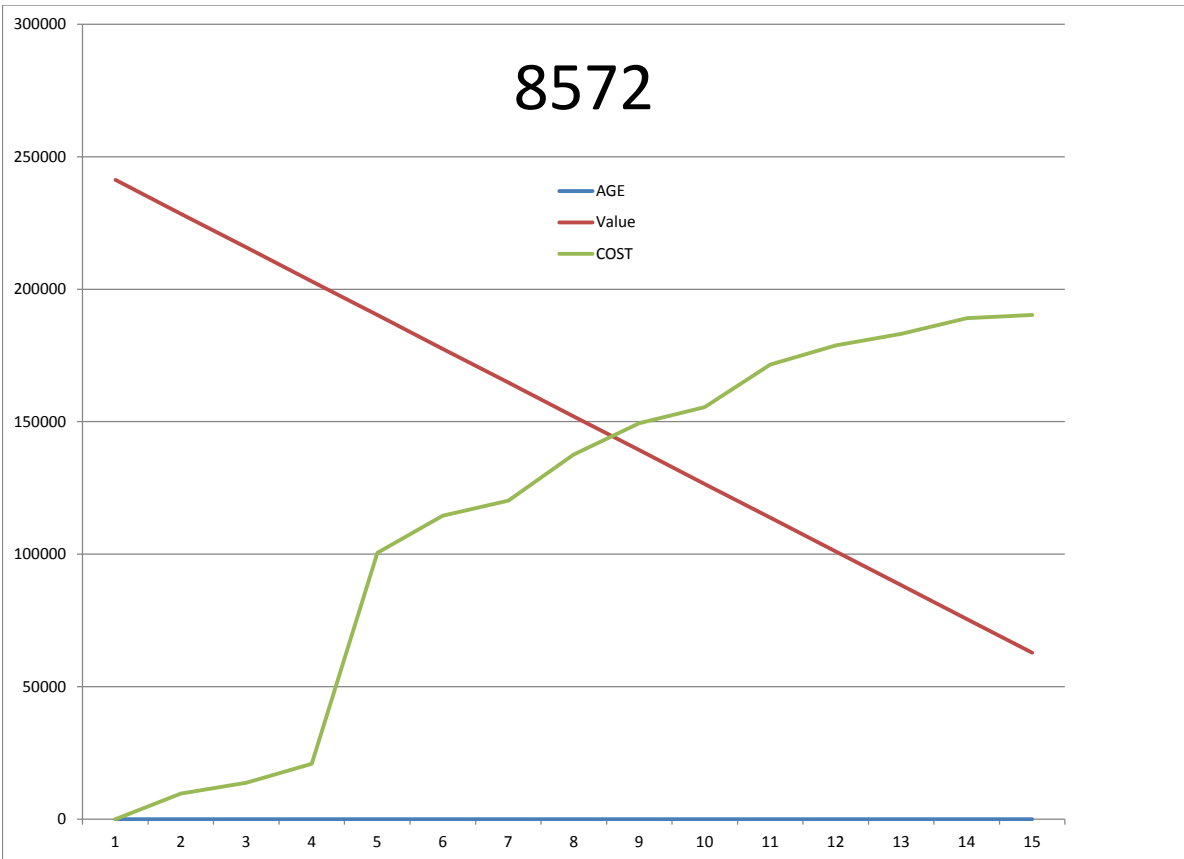


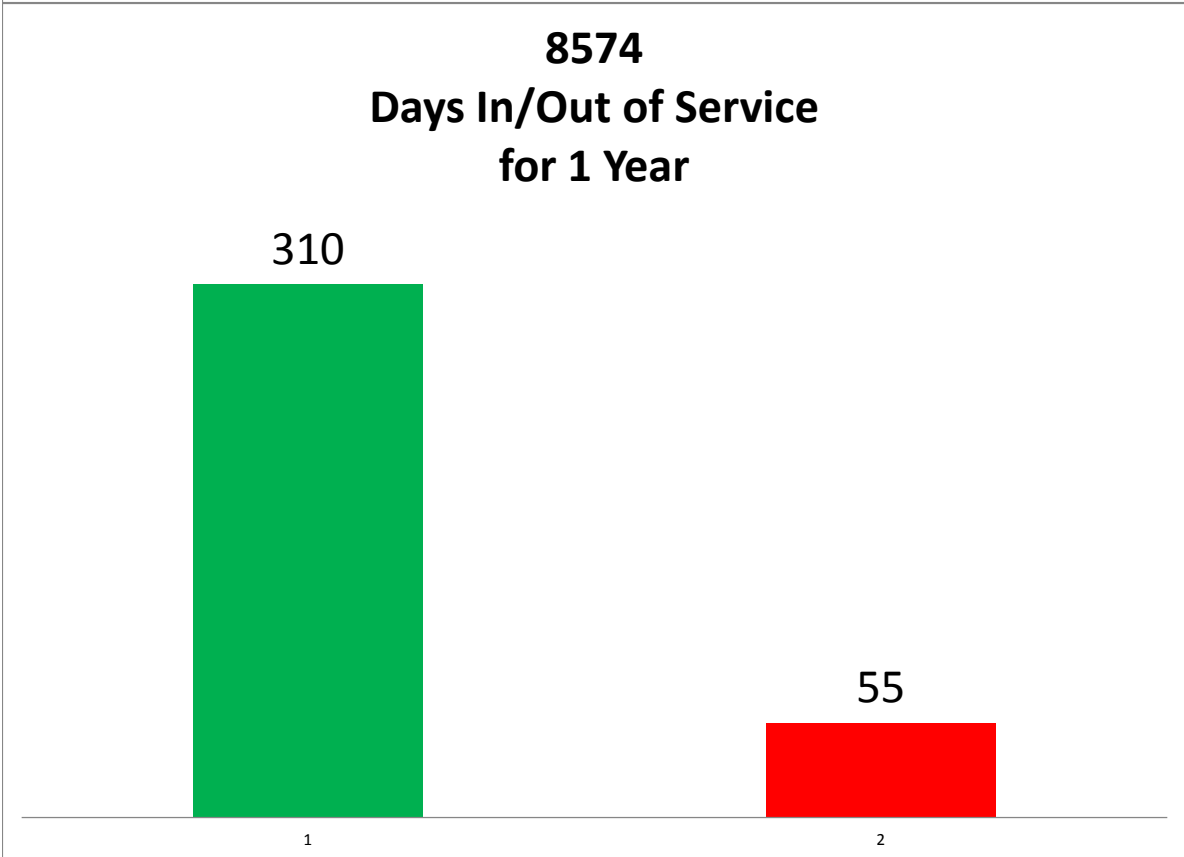
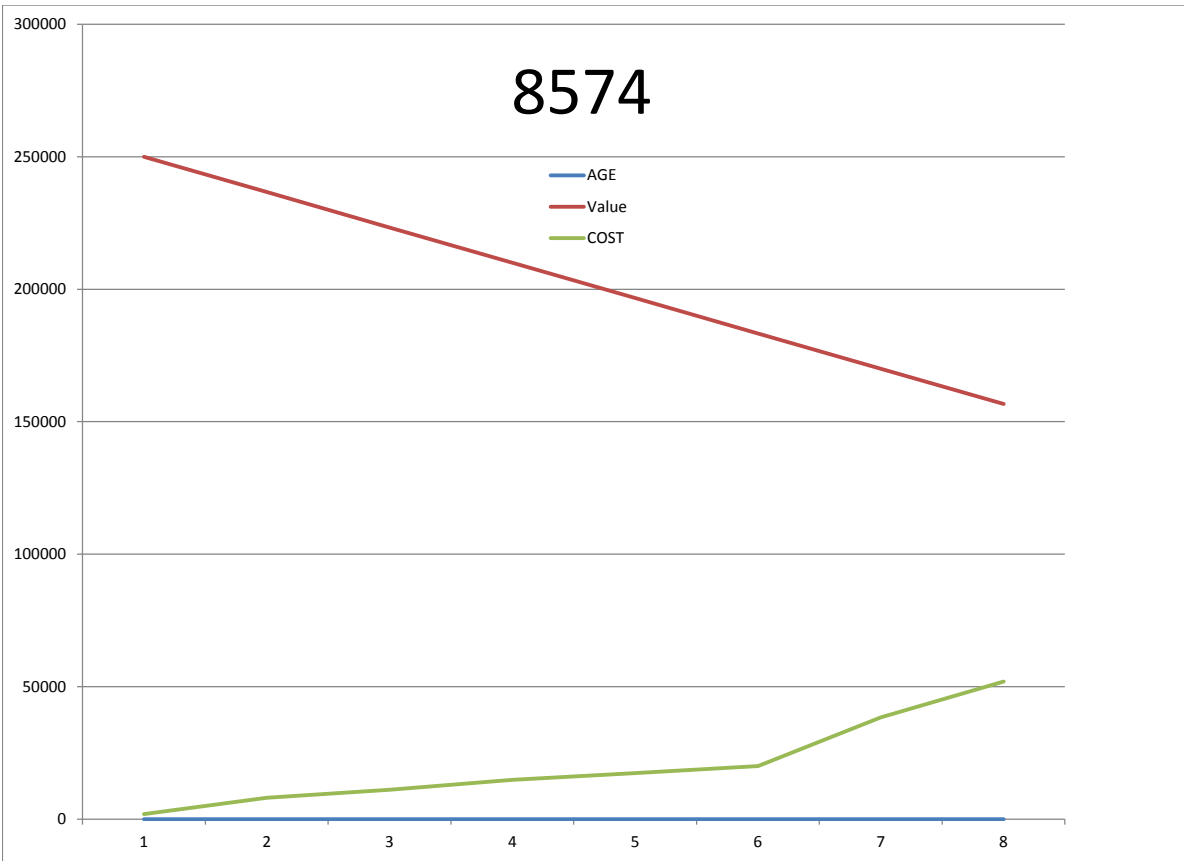


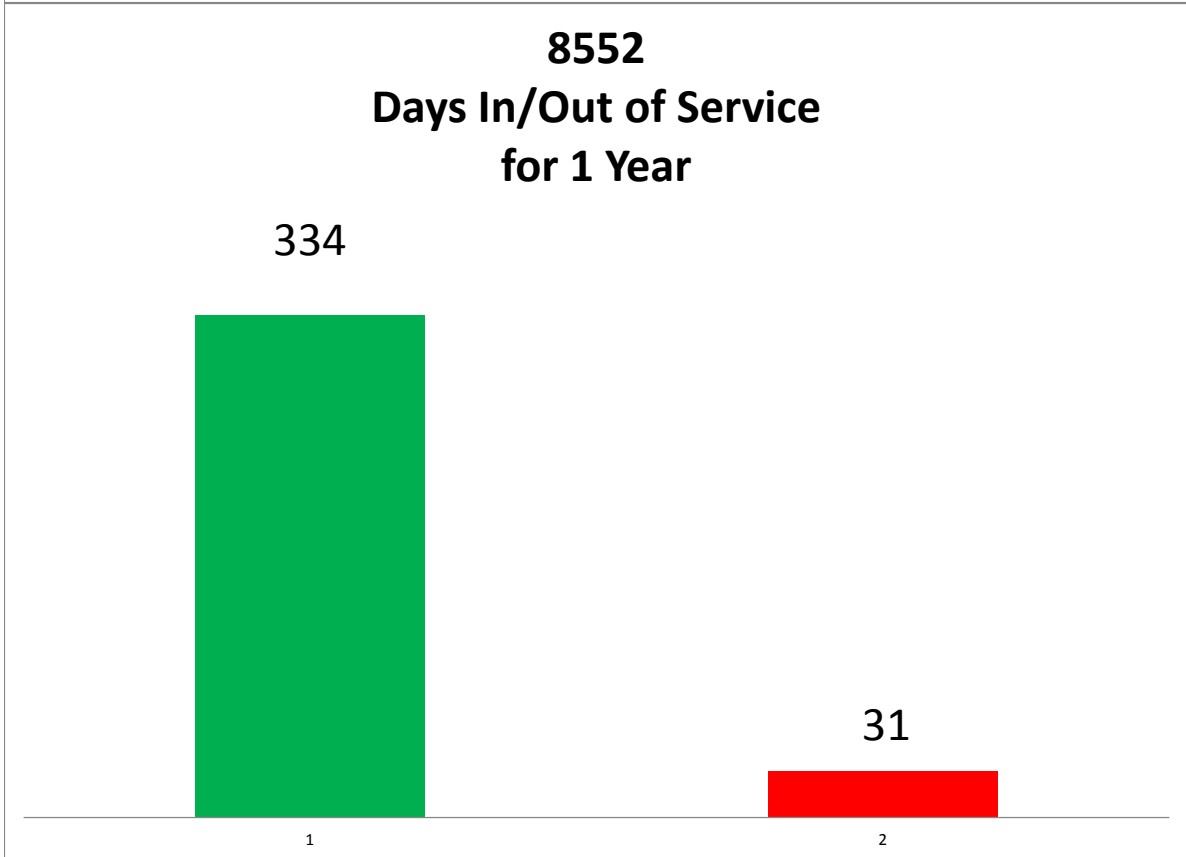
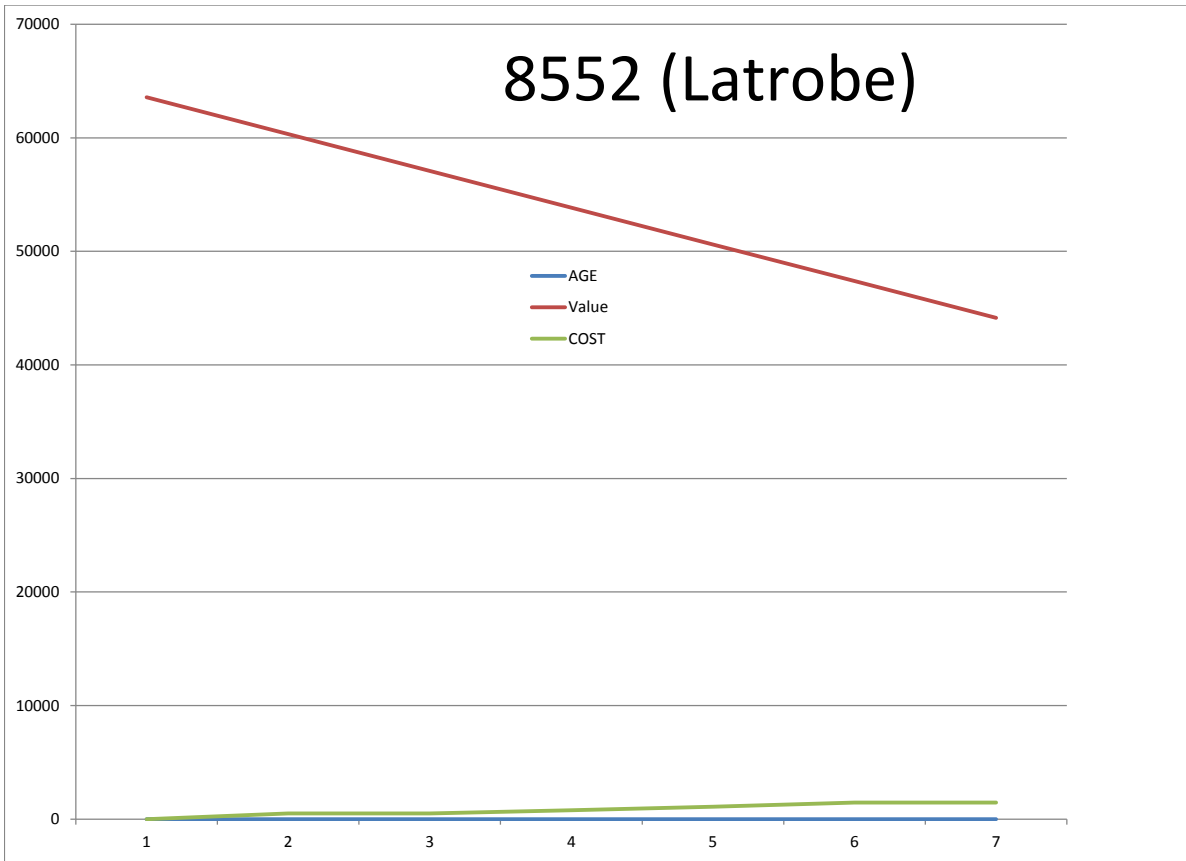


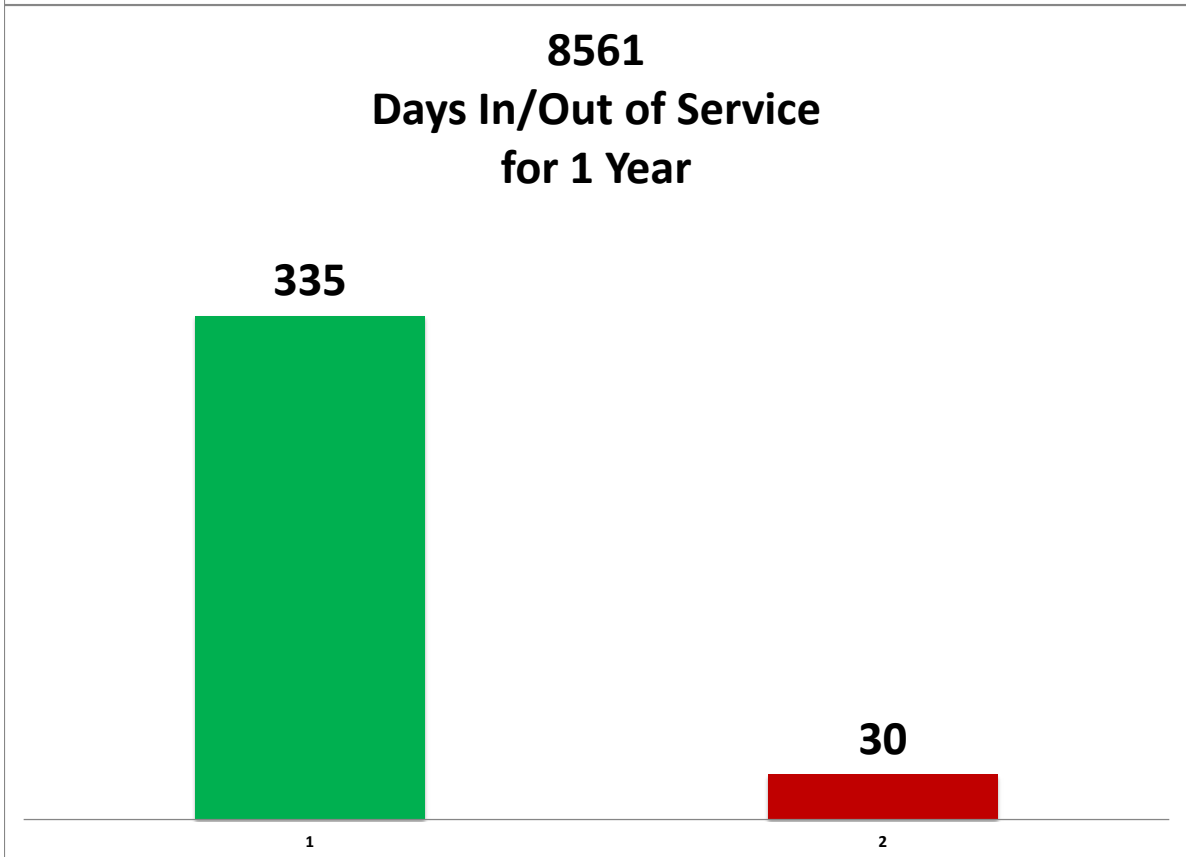
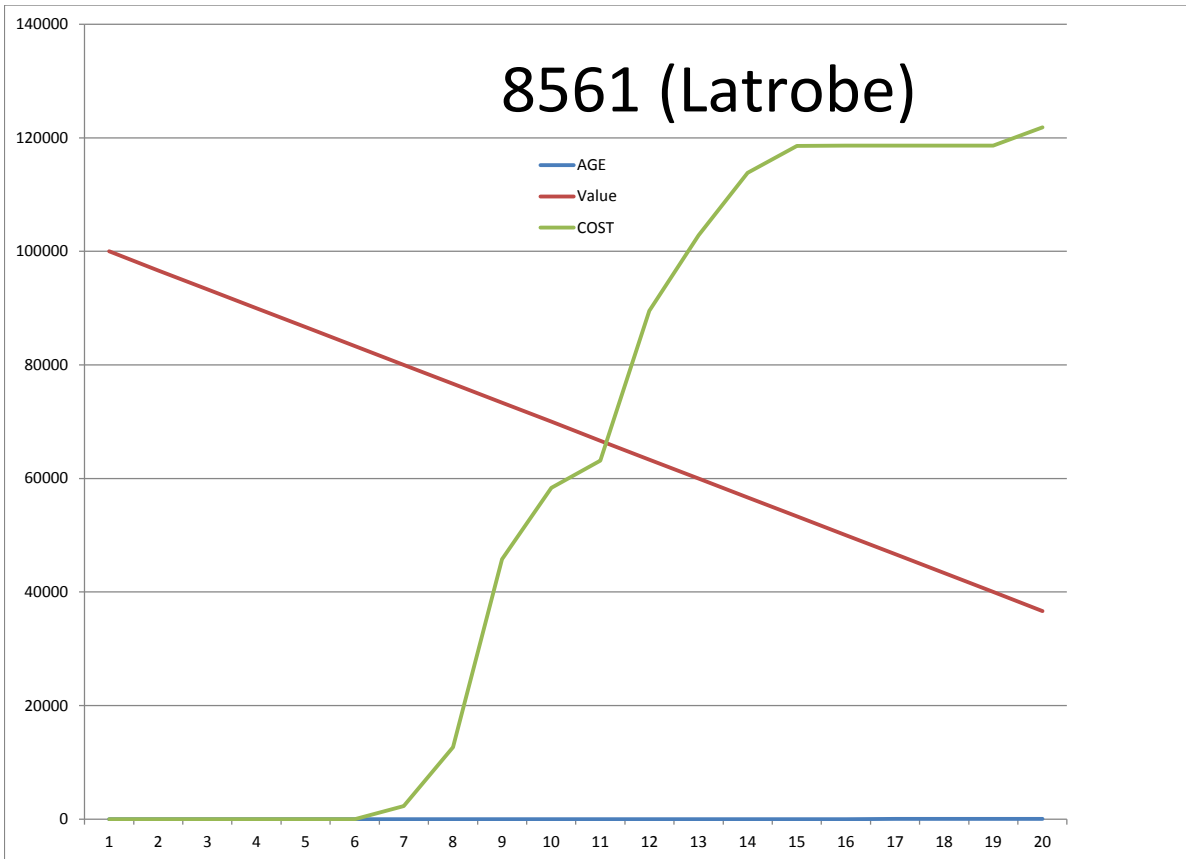


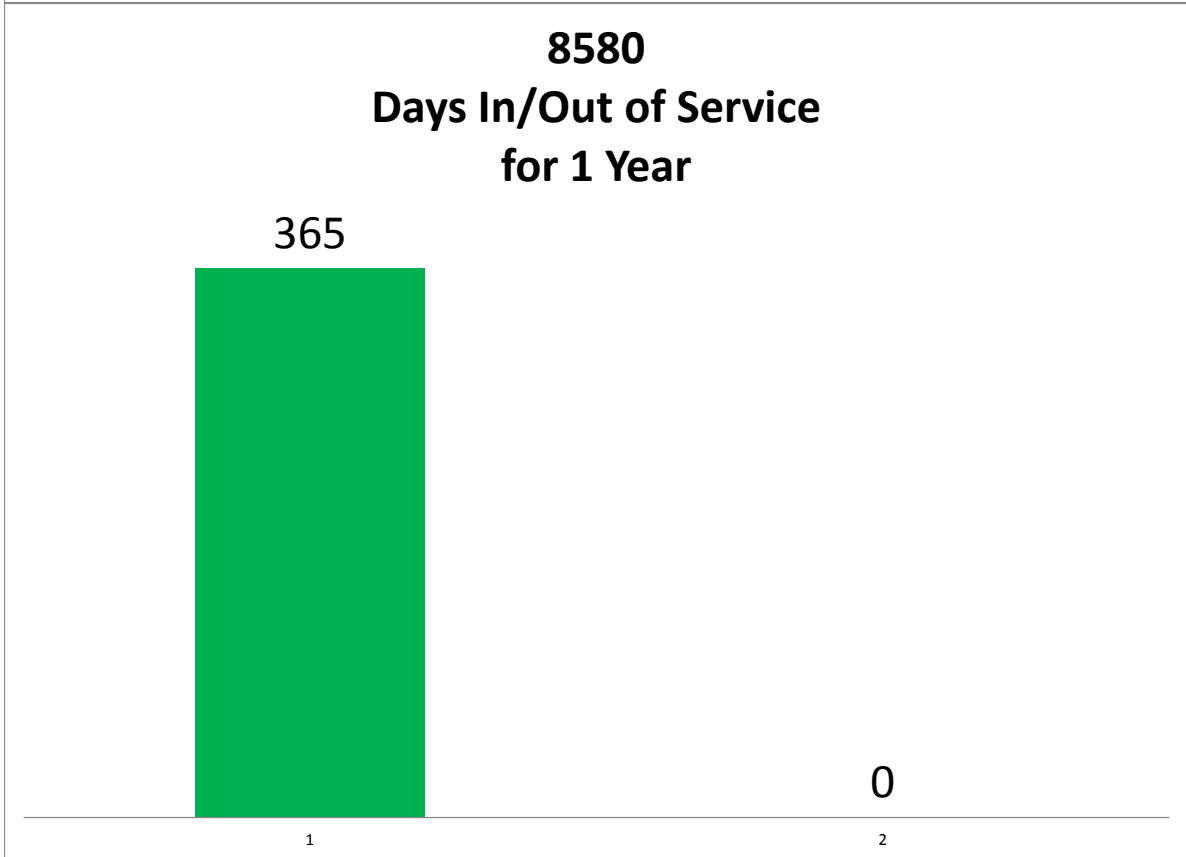
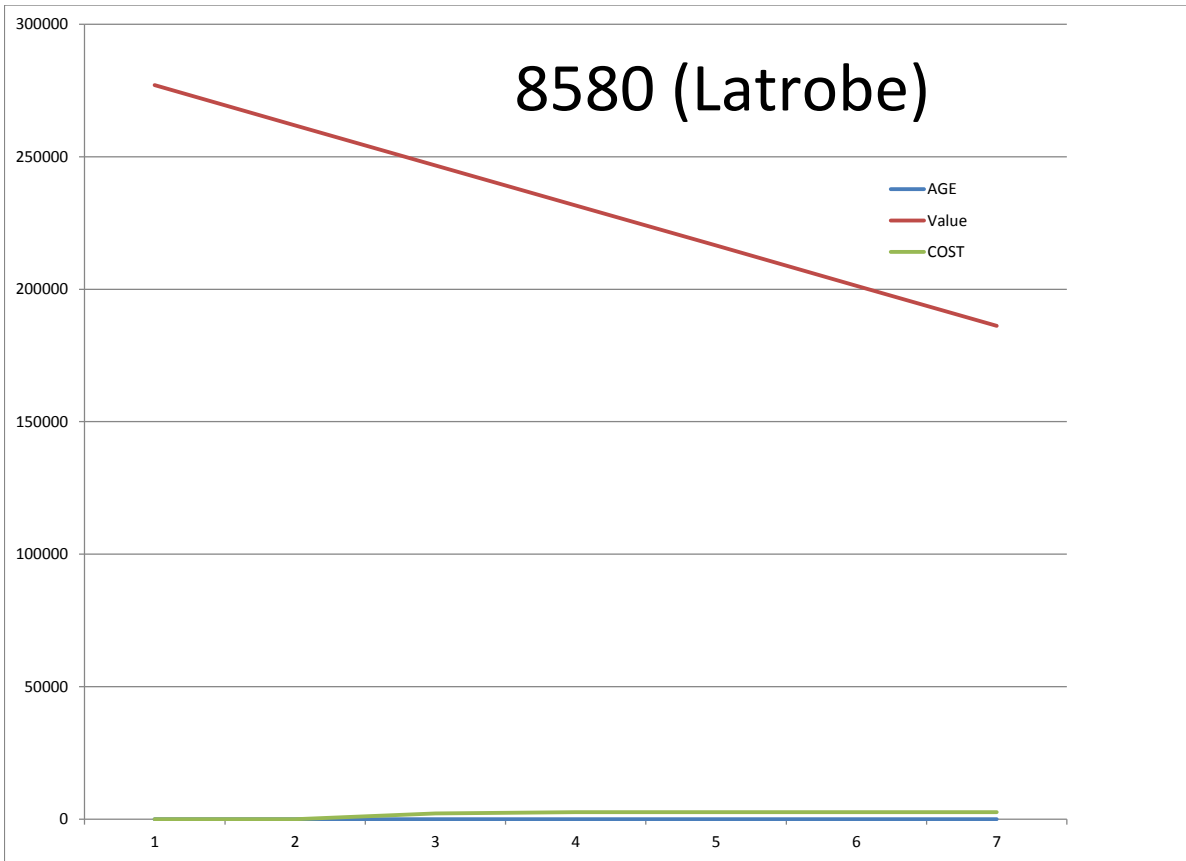


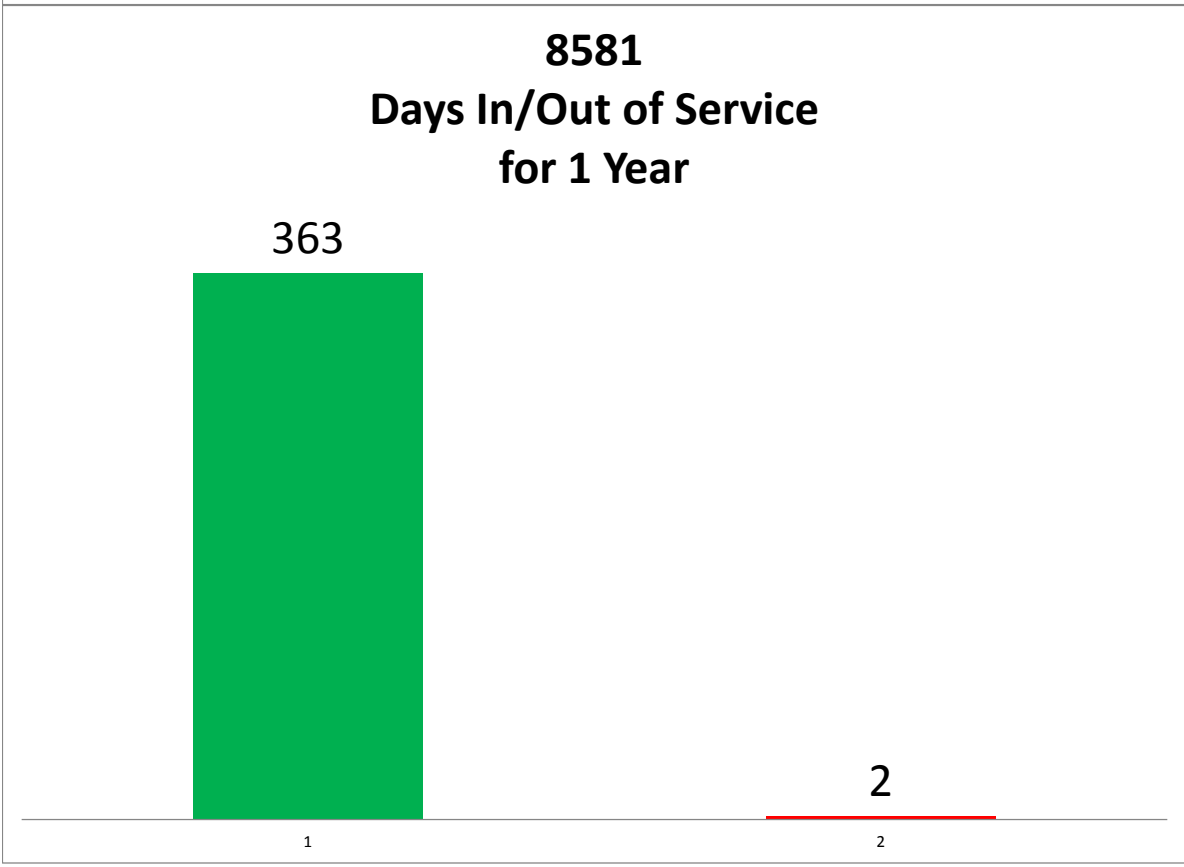
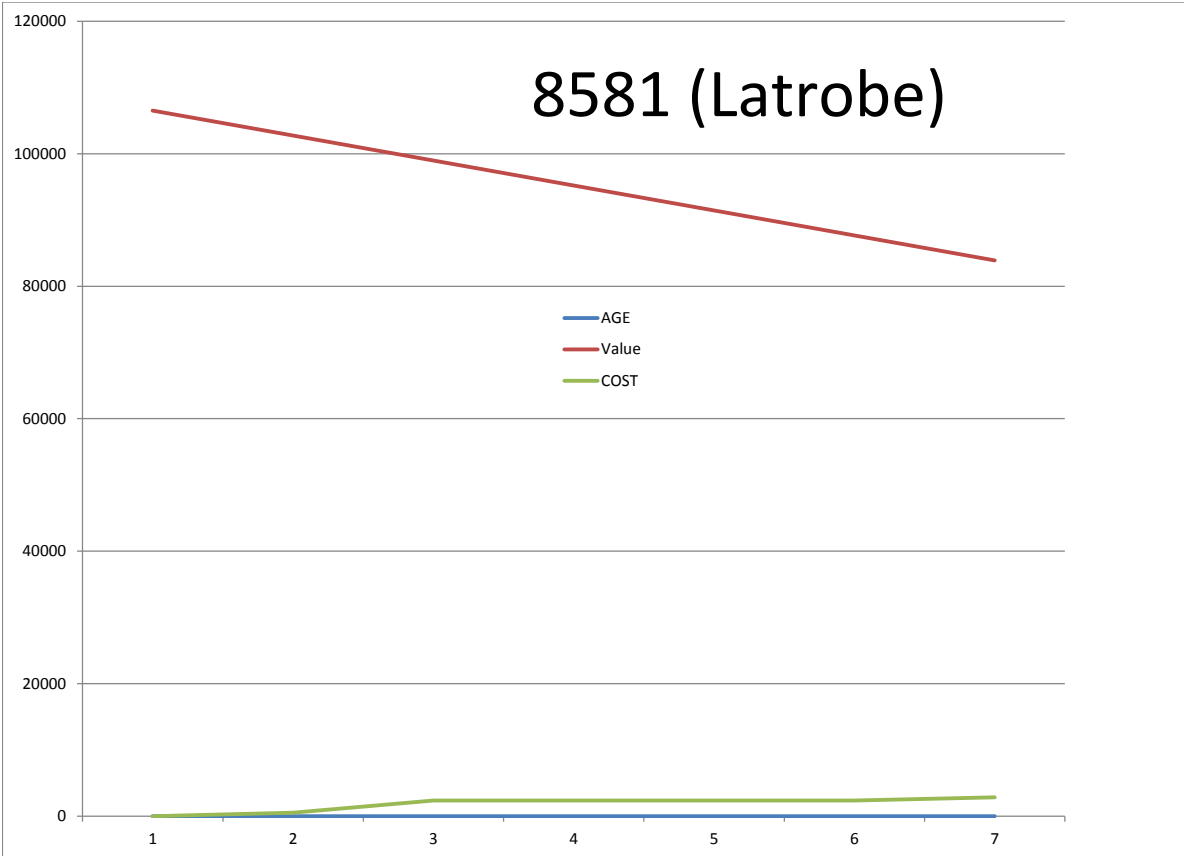












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Class 30: Wages/Benefits	JPA 2015-16 Projection	EDCF 2015-16 Projection	DS 2015-16 Projection	GT 2015-16 Projection	CP 2015-16 Projection	EDH 2015-16 Projection	Totals
3000 Reg. Employees	132,000	1,995,288	530,000	496,034	986,742	397,364	4,537,428
3001 Extra Help	-	-	6,000	40,000	-	20,000	66,000
3002 Overtime	12,000	416,120	35,000	130,000	-	77,000	670,120
3004 Other Comp	1,566	-	3,500	-	-	3,000	8,066
3020 Retirement	-	718,482	166,000	185,482	-	63,360	1,133,324
3021 Social Security	9,000	500	39,000	4,100	-	-	52,600
3022 Medicare	2,000	40,000	9,500	9,523	-	8,380	69,403
3040 Health Ins.	1,310	460,800	110,000	60,000	-	107,864	739,974
3041 Fed. Unempl.	-	-	-	1,700	-	-	1,700
3042 Disability Ins.	-	8,000	1,400	1,584	-	1,404	12,388
3043 Deferred Comp.	-	-	21,000	23,234	-	-	44,234
3044 Vision Insurance	-	7,500	-	1,146	-	12,840	21,486
3046 Retiree Health	377,492	-	-	-	-	-	377,492
3060 Workers' Comp	1,350	180,000	78,000	39,000	-	40,060	338,410
3080 Life/Flexible Benefits	-	-	600	-	-	-	600
<b>CLASS 30: TOTALS</b>	<b>\$ 536,718</b>	<b>\$ 3,826,690</b>	<b>\$ 1,000,000</b>	<b>\$ 991,803</b>	<b>\$ 986,742</b>	<b>\$ 731,272</b>	<b>\$ 8,073,225</b>
Class 40: Serv/Supplies	JPA 2015-16 Projection	EDCF 2015-16 Projection	DS 2015-16 Projection	GT 2015-16 Projection	CP 2015-16 Projection	EDH 2015-16 Projection	Totals
4020 Clothing	-	-	1,000	3,000	-	-	4,000
4021 Fire Turnouts	-	20,700	6,500	4,100	6,800	4,000	42,100
4022 Uniforms	-	4,200	1,000	6,000	-	-	11,200
4040 Communications	1,110,000	-	-	-	-	-	1,110,000
4060 Inservice Food	260	500	-	-	-	-	760
4080 Household Exp.	200	6,100	-	1,500	3,600	-	11,400
4085 Refuse Disposal	270	-	-	-	-	-	270
4087 Extermination	-	-	-	-	-	-	-
4100 Insurance	30,000	-	-	-	-	-	30,000
4140 Maint: Equip.	15,000	-	-	-	-	-	15,000
4141 Maint: Office Equip	-	-	-	-	-	1,000	1,000
4142 Maint: Radio	5,000	-	-	-	-	-	5,000
4145 Maint: Equip. Prts	-	-	-	-	-	-	-
4160 Vehicle Maint	100,000	-	-	-	-	-	100,000
4162 Veh Maint:Sup	20,000	-	-	-	-	-	20,000
4164 Veh Maint: Tires	25,000	-	-	-	-	-	25,000
4165 Veh Maint: Oils	4,000	-	-	-	-	-	4,000
4180 Maint: Bldg/Imp	600	-	-	-	-	-	600
4182 Structures Maint	-	-	-	-	-	-	-
4197 Maint. Bldg Supplies	200	-	-	-	-	-	200
4200 Medical Supplies	380,000	-	-	-	-	-	380,000
4220 Memberships	-	-	-	375	-	-	375
4240 Misc. Expense	-	-	-	-	-	1,500	1,500
4260 Office Expense	4,000	4,000	1,000	875	1,500	1,500	12,875
4261 Postage	900	-	-	-	-	-	900
4263 Subscriptions	-	-	-	-	-	-	-
4266 Printing	150	-	-	-	-	-	150
4300 Professional Serv	65,000	-	-	-	-	-	65,000
4304 Admin Fees	160,000	-	-	-	-	-	160,000
4308 External Data Svcs	-	-	-	-	-	-	-
4324 Medical	-	-	-	650	-	2,000	2,650
4400 Publicat/Legal	200	-	-	-	-	-	200
4420 Rent/Lease/Equip	22,000	-	-	-	-	-	22,000
4440 Rent/Lease/Bldg	157,200	-	-	-	-	-	157,200
4460 Equip: Sm Tool	-	-	1,000	-	-	-	1,000
4461 Equipment: Minor	3,000	15,000	2,000	-	4,000	500	24,500
4462 Equip: Computers	20,000	4,000	3,000	-	-	1,000	28,000
4500 Special Dept Exp	3,000	-	-	-	-	-	3,000
4502 Educ Materials	-	-	500	-	-	-	500
4503 Staff Development(1099)	-	-	-	-	-	-	-
4540 Staff Development	32,000	25,000	3,000	3,000	3,600	8,000	74,600
4600 Transport/Travel	-	500	1,000	500	500	500	3,000
4602 Mile Emp Prv Auto	400	-	-	-	-	-	400
4606 Fuel Purchases	215,000	-	-	-	-	-	215,000
4620 Utilities	98,500	-	-	-	-	-	98,500
<b>CLASS 40: SUBTOTALS</b>	<b>\$ 2,471,880</b>	<b>\$ 80,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 2,631,880</b>
Class 60: Fixed Assets	JPA 2015-16 Projection	EDCF 2015-16 Projection	DS 2015-16 Projection	GT 2015-16 Projection	CP 2015-16 Projection	EDH 2015-16 Projection	Totals
6040 Fixed Assets	-	-	-	-	-	-	\$ -
<b>Class 60 Total</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -</b>
Budget Totals	JPA 2015-16 Projection	EDCF 2015-16 Projection	DS 2015-16 Projection	GT 2015-16 Projection	CP 2015-16 Projection	EDH 2015-16 Projection	Totals
Class 30: Wages/Benefits	536,718	3,826,690	1,000,000	991,803	986,742	731,272	8,073,225
Class 40: Serv/Supplies	2,471,880	80,000	20,000	20,000	20,000	20,000	2,631,880
Class 60: Fixed Assets	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$3,008,598</b>	<b>\$3,906,690</b>	<b>\$1,020,000</b>	<b>\$1,011,803</b>	<b>\$1,006,742</b>	<b>\$751,272</b>	<b>\$10,705,105</b>

**JPA BUDGET - Fiscal Year 2015/2016 - Allocations**

**DRAFT 4**

Agency Allocations	JPA Admin Only	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	JPA Totals	Allocation	Notes
3046 Retiree Health	\$ -	\$ 186,886	\$ 72,222	\$ 58,384	\$ -	\$ 60,000	\$ <b>377,492</b>		<i>Estimate only</i> for budget purposes - Provide a copy of the actuarial for this year with your invoice for actual OPEB costs.
4304 Admin Fees	\$ -	\$ 80,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ <b>160,000</b>	20K per ambulance per fiscal year	
4440 Rent/Lease/Bldg	\$ 13,200	\$ 72,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ <b>157,200</b>	1500 per ambulance per month; 18k per year	Includes all building related expenses such as pest control, insurance, household expenses, building maintenance and rent.
4620 Utilities	\$ 2,500	\$ 48,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ <b>98,500</b>	1000 per ambulance per month; 12k per year	Includes all utilities inclusive of phone, internet, refuse disposal, water, sewer, electric, propane.
6040 Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		



**Weed Abatement on Vacant Lots**

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**Summary:**

The El Dorado Hills Fire Department has a vacant lot weed abatement program. This program is designed to limit the exposure of improved lots from unimproved lots in a possible wildland fire.

**Summary for 2014**

Total Lots:	2,158 vacant lots <5 acre
Noticed:	2,158 vacant lots
2 <sup>nd</sup> Notice:	269 lots non-complying at 1 <sup>st</sup> deadline
Non-comp:	40 lots non-complying at final deadline
Abated by Contractor:	40 lots assigned to contractor for abatement

**Current standings for 2015**

Total Lots:	2,189 vacant lots <5 acres
To Be Noticed:	2,189 vacant lots
2 <sup>nd</sup> Notice:	*unknown lots non-complying at 1 <sup>st</sup> deadline
Non-comp:	*unknown lots non-complying at final deadline

**Fiscal Impact:**

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

**Staff Recommendation:**

Approve Resolution 2015-06 to abate weeds on properties on which weeds constitute a public nuisance as listed in Exhibit "A."

# EL DORADO HILLS COUNTY WATER DISTRICT

## RESOLUTION 2015-06

### Resolution of the Board of Directors to Exercise its Statutory Authority to Abate Weeds on Properties on which said Weeds Constitute a Public Nuisance

**WHEREAS**, the El Dorado Hills County Water District Board (Fire Department) has the authority pursuant to Section 13879 and Section 14875 et seq., of the Health and Safety Code, to declare weeds a public nuisance and abate said weeds; and

**WHEREAS**, “weeds” are defined as all weeds growing upon streets, sidewalks, or private property in any county, including any fire protection district and including any of the following: (a) weeds which bear seeds of a downy or wingy nature; (b) sagebrush, chaparral, and any other brush or weeds which attain such large growth as to become, when dry, a fire menace to adjacent improved property; (c) weeds which are otherwise noxious or dangerous; (d) poison oak or poison ivy when the conditions of growth are such as to constitute a menace to the public health; (e) dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard; and

**WHEREAS**, the El Dorado Hills County Water District desires to abate weeds in the District as described in those certain EDHCWD resolutions dated March 19, 1997, and April 15, 1988, and in accordance with the Vacant Lot Weed Abatement Standard developed by the District.

**NOW, THEREFORE**, the EDHCWD (Fire Department) resolves as follows:

1. Declaration: The EDHCWD (Fire Department) hereby declares that weeds growing upon streets, sidewalks and private property on or near the properties described herein below are a nuisance to the public.
2. Description of Properties: (See attached Exhibit “A”).
3. Enforcement: The EDHCWD Fire Chief, or any employee or agent of the Fire District appointed by the Fire Chief, has the authority to enforce the abatement procedures established herein.
4. Notice: The EDHCWD (Fire Department) shall abate said weeds in accordance with the notice requirements of Chapter 3 (commencing with Section 14890) of Part 5 of Division 12 of the California Health and Safety Code by posting and publishing the notice of hearing on the properties affected thereby or by mailing same to the property owner as established by assessment rolls.

EL DORADO HILLS COUNTY WATER DISTRICT  
RESOLUTION NO. 2015-06

5. Assessments: The amount of the cost for abating the weeds and the amount of the cost incurred by the Fire Department in enforcing abatement including investigation, boundary determination, measurement, clerical and other related costs shall constitute special assessments against the property from which removal occurs and are a lien on the property for the amount of the respective assessments. The assessment may be collected at the same time and in the same manner as ordinary municipal ad valorem taxes are collected. After the report on the determination of the assessment is confirmed by the Board pursuant to Sections 14910 and 14911 of the California Health and Safety Code and the report is thereafter turned over to the County Auditor, the assessment shall then be collected at the same time and in the same manner as county taxes are collected and are subject to the same penalties and the same procedure for sale in case of delinquency as provided for ordinary county taxes.

**PASSED AND ADOPTED** by the Board of the El Dorado Hills County Water District this 16<sup>th</sup> day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

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Barbara Winn, President

ATTEST:

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Connie L. Bair, Board Secretary

**Contract for Health Care for Reserve Fire Employees**

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**Summary**

CalPERS requires that employers contracting under the Public Employees' Medical and Hospital Care Act offer health care to employees working more than one-half time and who are members of CalPERS. The District is contracting with CalPERS to set up a category for Reserve Fire for the minimum contribution required by CalPERS, which is currently \$122 per month. (These employees are not members of the El Dorado Hills Professional Firefighters.)

**Fiscal Impact**

Employees qualifying will be offered health care which the District will pay up to a maximum of \$122 per month. Maximum numbers of employees affected at this time are six.

**Recommendation**

Staff recommends approving Resolution 2015-07 fixing the employer's contribution for health care for the category Reserve Fire.

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE  
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) El Dorado Hills County Water District is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<b>Code</b>	<b>Bargaining Unit</b>	<b>Contribution Per Month</b>
001	Regular Employees	No Change
002	Chief	No Change
003	EMS Techs	No Change
004	Reserve Fire	PEMHCA Minimum

Plus administrative fees and Contingency Fund Assessments; and be it further

RESOLVED, (b) That El Dorado Hills County Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

RESOLVED,(c) That coverage under the Act will be effective on June 1, 2015.

Adopted at a regular/special meeting of the \_\_\_\_\_  
at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_.

Signed: \_\_\_\_\_  
(President, Chairman, etc.)

Attest: \_\_\_\_\_  
(Secretary or appropriate officer)

**Actuarial Analysis of Retiree Health Benefits  
Total Compensation Systems, Inc.**

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**Summary**

Attached please find for your review the proposal for consulting services from Total Compensation Services. Steven T. Itelson, a Consulting Actuary, has prepared the District's actuarial valuation for many years, and has now retired. Mr. Itelson recommended Geoffrey Kischuk of Total Compensation Systems to conduct our actuarial study. Mr. Kischuk has sent the District the attached proposal.

This report is required every two years by CalPERS and completed under the Governmental Accounting Standards Board and CalPERS guidelines.

**Fiscal Impact**

The proposal is for \$3,300, which is less than the previous years with Mr. Itelson at \$3,700. If Mr. Kischuk were to come to a meeting it would be an additional \$1,650.

**Recommendation**

Staff recommends the Board approve this contract with Total Compensation Systems, Inc. at a cost of \$3,700. The Board has not requested a meeting with the actuary in the past.

# TCS Total Compensation Systems, Inc.

January 29, 2015

Connie Bair  
CFO  
El Dorado Hills County Water District  
1050 Wilson Blvd  
El Dorado Hls, CA 95762-7263

Dear Ms. Bair,

As you know, due to GASB 57, CalPERS is now requiring an actuarial valuation to be done as of June 30, 2015 for all agencies participating in its CERBT program.

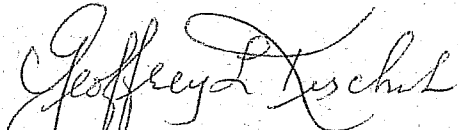
With well over 500 California public agency GASB 45 clients — including more than 70 participating in CERBT — Total Compensation Systems, Inc. (TCS) is almost certainly the foremost actuarial firm providing GASB 45 services in California. TCS provides comprehensive services for reasonable fixed fees. We have a limited number of open slots for the upcoming 2015 valuation cycle. We would very much like to add El Dorado Hills County Water District to our client list. *Please note that we are on the CalPERS list of approved actuarial firms.*

This letter serves as our firm proposal to perform El Dorado Hills County Water District's June 30, 2015 valuation for a guaranteed fixed fee of \$3,300. This fee includes full audit support for two years plus all actuarial support required by CalPERS to maintain participation in the CERBT program. Please see Attachment C for a list of services included in this fee and our expected timeline for 2015 valuations.

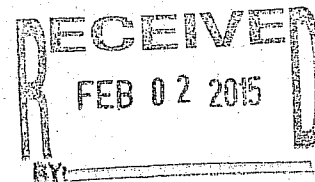
We invite you to compare our fees and services with other firms. Attachment B includes a list of our CERBT clients. Attachment A includes a list of our clients that are of the same type and/or nearby (many do not participate in CERBT). I encourage you to contact them to learn more about our services. Should you have questions, feel free to call me at (805) 496-1700. Also, I will be presenting at the CSMFO Annual Conference being held in Monterey February 17th - 20th. My session on upcoming big changes in GASB 45 will be at 10:15am on Thursday, February 19th. If you are going to be there, please stop by and introduce yourself.

Should you choose to proceed, I'm enclosing a contract. We would welcome the opportunity to work with you on GASB 43/45 compliance.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA  
Consultant



## **Total Compensation Systems**

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### **Attachment A**

#### **Clients similar to you**

Rescue Fire Protection District  
San Juan Water District\*  
El Dorado County Transportation Commission\*  
Carmichael Water District  
Mid-Placer Public Schools Transportation Agency  
Placer County Transportation Planning Agency\*  
Del Paso Manor Water District\*  
Amador Water Agency  
Reclamation District No. 1000\*  
Yolo County Transportation District\*

#### **Other Clients near you**

City of Folsom  
Loomis Union School District  
Rocklin Unified School District  
Sierra Joint Community College District  
Roseville City School District  
El Dorado Union High School District  
Auburn Union Elementary School District  
Placer County Office of Education  
Western Placer Unified School District\*  
Robla School District  
Placer Hills Union School District  
City of Ione  
Natomas Unified School District  
Galt Joint Union Elementary School District  
Washington Unified School District  
City of Elk Grove  
Elk Grove Benefit Employee Retirement Trust  
Wheatland School District  
Wheatland Union High School District  
Nevada Joint Union High School District  
Davis Joint Unified School District  
Marysville Joint Unified School District

\*CERBT participating agency



# Total Compensation Systems

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## Attachment B

### CERBT Clients

Acalanes Union High School District  
Antelope Valley Mosquito & Vector Control District  
Aptos - La Selva Fire Protection District  
Barstow Community College District  
Beaumont-Cherry Valley Recreation and Park District  
Big Bear City Airport  
Big Bear City Community Services District  
Butte-Glenn Community College District  
Camarillo Health Care District  
Castroville Community Services District  
City of Bellflower  
City of Buena Park  
City of Irwindale  
City of La Palma  
City of La Puente  
City of Lafayette  
City of Lakeport  
City of Loma Linda  
City of Los Banos  
City of Rancho Mirage  
City of Rolling Hills  
City of Seal Beach  
College of Marin  
Compton Creek Mosquito Abatement District  
Del Paso Manor Water District  
El Dorado County Transportation Commission  
El Dorado Union High School District  
FootHill-DeAnza Community College District  
Gold Coast Transit  
Goleta West Sanitary District  
Housing Authority of the City of Los Angeles  
Ironhouse Sanitary District  
Kensington Police Protection & Community Services District  
Kern County Law Library  
Lafayette School District  
Las Lomitas School District  
Las Virgenes Municipal Water District  
Livermore/Amador Valley Transit Authority  
Los Angeles County Law Library  
Los Angeles County West Vector & Vector-Borne Disease Control District  
Menlo Park City School District  
Monterey Peninsula Regional Park District  
Mosquito & Vector Management of Santa Barbara County  
Mount San Jacinto Community College District  
Napa County Office of Education  
North Tahoe Fire Protection District  
Northwest Mosquito and Vector Control District  
Placer County Transportation Planning Agency  
Reclamation District No. 1000  
Rincon del Diablo Municipal Water District  
Riverside Transit Agency  
San Bernardino City Unified School District  
San Gabriel Valley Mosquito & Vector Control District  
San Juan Water District  
Santa Cruz County Office of Education  
Santa Monica Community College District  
Selma Kingsburg Fowler County Sanitation District  
Shasta County Office of Education  
Siskiyou County Office of Education  
Successor Agency to the Redevelopment Agency of the City and County of San Francisco  
Tahoe-Truckee Sanitation Agency  
Truckee Fire Protection District  
Truckee Sanitary District  
Valley Sanitary District  
Victor Valley Wastewater Reclamation Authority  
West Valley Mission Community College District  
Western Placer Unified School District  
Yolo County Transportation District  
Yorba Linda Water District  
Yreka Union Elementary School District  
Yreka Union High School District

## **Total Compensation Systems**

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### **Attachment C**

#### **June 30, 2015 CERBT Valuation Timeline**

**May/June 2015:** Obtain data and documents needed for valuation

**June/July 2015:** Prepare for valuation

- Validate data
- Convert data
- Structure plans
- Determine plan costs
- Run valuation to determine liability

**August 2015:** CalPERS releases June 30, 2015 CERBT asset statements

**August /September 2015:** Calculate actuarial value of plan assets (AVA)

- Prepare draft valuation report
- Send draft report for client review

**September/October 2015:** Complete report

- Discuss draft
- Revise draft and/or issue final report

#### **Services Provided in Addition to Above**

- Support for the two audits using valuation
- Completion of actuary's share of CERBT paperwork
- Consultation on other aspects of CERBT participation
- Unlimited phone consultation regarding plan changes, funding changes, etc.

## CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of April, 2015 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and El Dorado Hills County Water District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2015, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer

harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

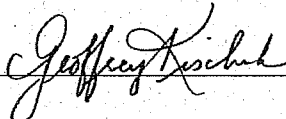
11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"  
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"  
EL DORADO HILLS COUNTY WATER  
DISTRICT

Signed: \_\_\_\_\_



Signed: \_\_\_\_\_

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

Geoffrey L. Kischuk

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

Title: \_\_\_\_\_

President

Title: \_\_\_\_\_

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

01/29/2015

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

## SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

A consulting report including all actuarial information necessary for Customer to comply with the requirements of current and future GASB accounting standards related to retiree health benefits. Study results will be separated between two employee classifications. Consultant will provide as many copies of the final report as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested at the fee shown in Schedule 2.

## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report a total of \$3,300. One-half, or \$1,650 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$1,650 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report (or within 30 days of contract termination, if earlier).

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,600 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting.

**Policy for Records Retention and Disposal**

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**Summary:**

The El Dorado Hills Fire Department is in need of a policy that provides clear guidelines and instructions for the retention and disposal of all records/documents, including electronic records/documents. This policy will ensure compliance with federal and state laws and regulations and prevent accidental destruction of records. The policy will also facilitate Department operations by promoting efficiency and freeing up valuable storage space. The Director of Finance is responsible for administering this policy which includes conducting annual reviews of the Records Retention Schedule and monitoring compliance.

**Fiscal Impact:**

None

**Staff Recommendation:**

Staff recommends the adoption of the Policy for Records Retention and Destruction.

# Records Retention and Destruction

Section I. Personnel  
Sub-Section: L. Miscellaneous  
Number: 2. Records Retention and Destruction  
Pages: 2  
Adopted: 3/5/2015  
Revised:

## **RECORDS RETENTION AND DESTRUCTION**

### **PURPOSE**

- To provide clear guidelines and instructions for the retention and disposal of all records/documents, including electronic records/documents.
- To ensure compliance with federal and state laws and regulations and prevent accidental destruction of records.
- To facilitate Department operations by promoting efficiency and freeing up valuable storage space.

### **RESPONSIBILITY**

- All Personnel

### **POLICY:**

1. The records of El Dorado Hills Fire Department (hereafter “Department”) are important assets. Department records include essentially all records produced by employees, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or an incident report, or something not as obvious as a computerized desk calendar or an expense record.
2. The Department’s Record Retention Schedule is set forth in Attachment A. The Director of Finance is responsible for administering this policy, which includes annually reviewing the Records Retention Schedule and monitoring compliance with this policy. The Director of Finance is authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes appropriate record/document categories.
3. Electronic records/documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in Attachment A will be maintained for the proper amount of time. If an employee has sufficient reason to keep an email message, the



message should be printed in hard copy and kept in the appropriate file or moved to a computer file folder.

4. This policy applies to all records/documents generated in the course of Department operations, including both original documents and reproductions.
5. No Director, employee or volunteer shall destroy, dispose of, conceal, or alter any record/document if he/she believes, has reason to believe, or has been informed that the record/document is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state, or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts; or an anticipated or ongoing internal investigation, audit or review by the Department.
6. During the occurrence of an anticipated or active investigation or legal proceeding as set forth above, the Director of Finance shall suspend any further disposal of documents until such time as the Director of Finance, with the advice of counsel, determines otherwise. The Director of Finance shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

This policy was approved by the Board of Directors of El Dorado Hills Water District (El Dorado Hills Fire Department) on \_\_\_\_\_

## Attachment A

### Records Retention Schedule

Category	Type of Record	Description or Example of Record	Legal Retention Period	Legal Reference
<b>Wages, hours, working conditions</b>	Employee Information, Payment of Compensation	Rate of pay and weekly compensation earned	7 years after date of payment	GC 60201
	Employment Agreements	Individual employment agreements	4 years after date of termination Administrative preference: 7 years	CCP 337
	Payroll Records	Records that specify compensation paid to employees – includes wages, salaries, bonuses, incentive awards	7 years after date of payment	GC 60201(d)(2)
	Payroll Reports	Annual W-2s, W-4s, Form 1099s, quarterly and year-end reports	7 years	GC 60201
	Payroll Deductions/Authorizations		Length of employment + 7 years	29 CFR 516.6(c) GC 60201
	Payroll records, terminated employees		7 years from date of last entry	29 CFR 516.5 GC 60201
	Payroll timecards/sheets		2 years Sec of State Guidelines recommend until audited + 6 years	29 CFR 516.6 8 CCR 110000-11150 LC1174 Sec of State Local Govt Records Mngmt Guidelines
	Union Collective Bargaining Agreements		3 years Recommended: Indefinitely, may be relevant if bargaining history is an issue.	FLSA 1938 (29 U.S.C. Sec 201-219)
	Wage Rates/Job Classifications	Employee records	While current + 7 years	GC 60201
	Wage Garnishment	Wage or salary garnishment	Active until	CCP 337

			garnishment is satisfied, then retain until audited + 4 years	
<b>Occupational Safety &amp; Health Records, Workers' Compensation</b>	Accident/Illness Reports	<p>Not a public record; for Employee Medical Records &amp; Employee Exposure Records regarding exposure to toxic substances or harmful physical agents – includes Material Safety Data Sheets (MSDS)</p> <p>Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination.</p>	Length of employment + 30 years	8 CCR 3204(d)(1)(A)(B) GC 6254 (c)
	OSHA and Cal-OSHA	Personnel logs, supplementary record, annual summary (Federal and State-Cal OSHA)	5 years	LC 6410; 8 CCR 14307 (Cal-OSHA shall not supersede Federal OSHA)
	Accidents/Damage	Documents related to accidents or damage to Department property	10 years	CCP 337.15
	Employee Exposure Records	<p>Medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does not include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or</p>	Length of employment + 30 years	29 CFR 1910.1020 8 CCR 3204 (D)(1)(A)(B)

		motion, or transfer to another job.		
	Workers' Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	Until settled + 5 years	8 CCR 10102 8 CCR 15400.2
<b>Union Related Records</b>				
<b>Pre-Employment Records</b>	Hired and non-hired applicant identification records	Data regarding race, sex, national origin of non-hired and hired applicants. Employee data must be kept separate from their personnel files	Current + 2 years	2 CCR 7827.0(b), (c)(2), (c)(3)
	Employment Applications – Not Hired	Applications submitted for existing or anticipated openings, including any records pertaining to failure or refusal to hire applicant.	2 years	GC 34090 GC 12946 29 CFR 1627.3
	Recruitment	Examination materials, answer sheets, job bulletins, eligible lists	Current + 2 years	GC 12946 GC 34090 29 CFR 1602 et. seq. 29 CFR 1627.3
	Selection/Promotion	Records relating to testing, hiring, promotion, or selection for training	3 years	29 CFR 1627.3
<b>Personnel Records</b>	Employee Information	Records containing name, address, date of birth, occupation, etc., including records which contain rate of pay and compensation	3 years	29 CFR 1627.3
	Personnel Files	Records containing employee information which may include release authorizations; certifications, reassignments, promotions, transfers; outside employment; commendations; disciplinary actions; Oaths of Office; evaluations;	Length of employment + 3 years	29 CFR 1627.3 GC 12946

		fingerprints; identification cards		
	DMV Driver Information Reports	Personnel – Not a public record	2 years Sec of State recommends until termination + 7 years	GC 34090 GC 6254(d)  Sec of State Local Govt Records Mngmt Guidelines
	Employment Eligibility Documents (I-9s)		3 years after date of hire, or 1 year after date of termination, whichever is later	8 USC 1324a (b)(3) Pub. Law 99-603 Immigration Reform/Control Act of 1986
	Training records	Paperwork documenting internal and external training	Length of employment + 2 years	GC 34090 GC 12946
	Personnel related surveys and studies	Includes classification, wage rates	2 years	GC 34090 GC 12946 29 CFR 516.6
	Employee Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates	Until superseded	GC 34090 GC 12946
	Employee Demographic/Statistical Data	Employee statistics, benefit activity, liability loss	Current + 2 years	GC 34090
	Ethics Training Records	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training.	5 years after completion of training	GC 53235.2
	Job Descriptions	Description of duties, qualifications, responsibilities for each position/classification/job title	While current + 3 years	29 CFR 1627.3
	Personnel Policies	Including employee handbooks, employee manuals, and other policies/procedures	Current + 3 years Administrative preference – permanent	29 CFR 516.6 29 CFR 1627.3 (a)

			retention for employee handbook	
<b>Benefits, Retirement, and Leave</b>	Employee Benefits	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees; insurance policies (health, vision, dental, deferred compensation, etc.)	For life of plan/policy + 6 years	29 USC 1027 28 CCR 1300.85.1 11 CCR
	Deferred Compensation Reports	Finance – pension/retirement funds	3 years	29 CFR 516.5 29 CFR 1627.3
	Employee Programs	Includes EAP and recognition	Current + 2 years	GC 34090 GC12946
	ERISA Records	Employee Retirement Income Security Act of 1974. Includes plan reports and certified information filed. Retirement Plan annual reports.	6 years Administrative preference; keep retirement records permanently	29 USC 1027
	ERISA Records	Employee Retirement Income Security Act of 1974. Records of benefits due.	Indefinitely	29 USC 1059
	PERS Employee Benefits	PERS Employee Benefit Plan - Original documents or copies	Current + 2 years Administrative preference; keep retirement records permanently	29 CFR 1627.3(b)(2) GC 34090
	Family and Medical Leave Act (Federal)	Records of leave taken, Department policies relating to leave, notices, communications relating to leave	While employed + 3 years (Federal) or 2 years (State)	29 CFR 825.500 GC 12946
	Retirement Records – Retired employees	Records of retired employees	Administrative preference – permanent retention	GC 34090
	Unemployment Insurance Records		4 years	IRC 3301-3311

<b>Financial Records</b>	Accounts Payable	Journals, statements, asset inventories, account posting with supporting documents, vouchers, invoices, reports, investments, purchase orders	Until audited + 4 years	CCP 337 26 CFR 31.6001-1(e)(2) Sec. of State Guidelines recommendations
	Accounts Payable	Expense reimbursements to employees; travel expense reimbursements or travel compensation	7 years after date of payment	GC 6201(d)(12)
	Accounts Receivable	Checks received, reports, investments, receipt books, receipts for deposited checks or currency, cash receipts, etc.	Until audited + 4 years	CCP 337 26 CFR 31.6001-1(e)(2) Sec. of State Guidelines recommendations
	Accounting Records	General Ledger	Until audited + 4 years [Published articles show 4 – 7 ears retention as typical]. Sec of State Guidelines recommend permanent retention	GC 34090 CCP 337 Sec of State Local Govt Records Mngmt Guidelines
	Accounting Records	Permanent Books of Accounts – Records showing items of gross income, receipts and disbursements (including inventories, per IRS regulations)	Permanent	26 CFR 1.6001-1(c)&(e)
	Annual financial report	Year-End Financial Statement, may include independent auditor analysis	Until audited + 7 years. Administrative preference: permanent	GC 34090 Sec of State Local Govt Records Mngmt Guidelines
	Audit hearing or review	Documentation created and or received in connection with an audit hearing or review	2 years	GC34090
	Audit reports	Financial services; internal and/or external reports.	Minimum retention: current + 4 years Sec of State Guidelines recommend permanent	GC 34090 Sec of State Local Govt Records Mngmt Guidelines

			retention Administrative preference: permanent	
	Bank account reconciliations	Bank statements, canceled checks, receipts, certificates of deposit, etc.	4 years Sec of State Guidelines recommends until audited + 5 years	CCP 337 26 CFR 31.6001-1(e)(2) Sec of State Local Govt Records Mngmt Guidelines
	Budget, annual	Annual operating budget approved by legislative body	Sec of State recommends permanent retention	GC 34090 Sec of State Local Govt Records Mngmt Guidelines
	California State Tax Records	Forms filed annually; quarterly; and year-end reports	6 years	R&TC 19530 R&TC 19704
	Checks – Department issued	Department checks paid – expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks	7 years	GC 60201(d)(12) CCP 337
	Checks – Department Issued	Department checks paid to vendors; other Department payments. Includes check copies; canceled or voided checks; electronic versions of checks	Until audited + 4 years.	Sec of State Local Govt Records Mngmt Guidelines
	Comprehensive Annual Financial Report (CAFR)		Until audited + 4 years.	GC 34090 CCP 337
	Department Credit Cards	Credit card bills/statements and other records related to use of Department credit cards.	7 years after date of payment	GC 60201(d)(12)
	Federal Tax Records	May include Forms 1096, 1099, W-4 and W-2	Current + 4 years Administrative preference: 5 years	26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6
	Fixed Assets Inventory	Reflects purchase date, cost, account number	Until audited + 2 years	GC 34090



	Fixed Assets Surplus Property	Action; disposal – listing of property; sealed bid sales of equipment	Until audited + 4 years	GC 34090 CCP 337
	Fund Transfers	Internal; banks transfers and wires	Until audited + 2 years	GC 34090
	Investment Reports; Transactions	Summary of transactions; inventory and earnings report	Permanent	GC 34090 CCP 337 Sec of State Local Govt Records Mngmt Guidelines
	Invoices	Copies sent for fees owed, billing, related documents	Until audited + 2 years	GC 34090
	Purchasing	Requisitions, purchase orders	Until audited + 4 years	GC 34090 CCP 337
	Returned checks	Adjustments, NSF, etc. (Not Department Checks)	Until audited + 4 years	GC 34090 Sec of State Local Govt Records Mngmt Guidelines
	Sales Documents	Final copies of sales documents	4 years	CCP 337 CCP 343
	Statements of Economic Interest	Form 700 (originals – FPPC filings, copies of statements forwarded to FPPC)	Originals – 7 years Copies – 4 years (can image after 2 years)	GC 81009 (e), (f), (g)
	Stop Payments	Finance – bank statements	2 years	GC 34090
	Vouchers – Payments	Account postings with supporting documents	Until audited + 4 years	GC 34090
	Warrant Register/Check Register	Record of checks issues; approved by legislative body (copy is normally retained as part of agenda packet information)	Until audited + 2 years	8 CCR 10102 8 CCR 15400.2
<b>Information Technology Records</b>	Information Services, Information Technology – Database – Service Management System	Database for management of maintenance and operations for network, software, and hardware systems.	Transitory record – Databases are maintained while active.	GC 34090

	Information Systems/Services – Licenses and Agreements	Licenses, Service Maintenance & Support Agreements. Includes renewal notifications supporting original agreements.	4 years	CCP 343
	Information Systems/Technology	Documentation, manuals, and procedures for maintaining and operating software applications. Provided by the software developer or vendor.	Until superseded	GC 34090
<b>Contracts, Purchasing Documents</b>	Contracts/Agreements	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	4 years after termination/completion	CCP 337, 337.2, 343
		Original contracts/agreements regarding the development of real property, design specifications, surveying, planning, supervision, testing, or observation construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	10 years after termination/completion	CCP 337.15
	Lease Agreements	Property or equipment	Until terminated + 4 years	CCP 337, 337.2, 343
	RFQs and RFPs	Requests for Qualifications, Requests for Proposals regarding goods and services	Current + 2 years	GC 34090
<b>Insurance, Claims &amp; Complaints</b>	Litigation and Claims filed against the Department	Paid/Denied, Case Files	Until settled + 2 years	GC 34090 GC 60201(d)(4)
	Complaints – Miscellaneous	Miscellaneous complaints, not related to specific lawsuits involving the Department and not otherwise specifically covered by the retention schedule.	2 years	GC 34090

	Insurance	Insurance Certificates – Liability, performance bonds, employee bonds, property. Insurance certificates filed separately from contracts, includes insurance filed by licensees.  May include liability, property, Certificates of Participation, deferred, use of facilities.	Current + 2 years	GC 34090
	Insurance, Risk Management Reports	Federal OSHA Forms 200 and 101, 300 and 301; Loss Analysis Report; Safety Reports; Actuarial Study	5 years (Federal) 2 years (State)	GC 34090 29 CFR 1904.44
<b>Public Notices and Board of Directors</b>	Notices of Public Meetings, Affidavits of Publication/Posting	Legal notices for public hearings, publication of resolutions, etc.	2 years	GC 34090
	Agendas/Agenda Packets	Includes original agendas for Board of Directors and Board Committee meetings/special meeting notices/certificates of posting/etc.	Current + 2 years Administrative preference: 3 years	GC 34090 Sec of State Local Gov't Records Mngmt. Guidelines
	Staff Reports	Documentation received, created, and/or submitted to Board of Directors or Board Committee	Current + 2 years Administrative preference: 3 years	GC 34090 Sec of State Local Gov't Records Mngmt. Guidelines
	Conflict of Interest Code	Conflict of Interest Code Documents – required under Political Reform Act; must be reviewed by July 1 <sup>st</sup> of every even-numbered year and amended if necessary.	Permanent	GC 83600 et seq.
	Minutes – Board and Board Committees	Minutes of Board of Directors meetings	Permanent	GC 34090
	Oaths of Office	Elected and public officials – Board members	Current plus 6 years	GC 34090 29 USC 1113 Sec of State Local Gov't Records Mngmt. Guidelines

	Recordings – Board meetings	Audio recordings of Board meetings solely for purpose of preparing Board meeting minutes	Until no longer required for meeting minutes (after minutes approved)	GC 34090 64 Ops. Atty. Gen 317
	Resolutions	Board resolutions.	Permanent	GC 34090
<b>Prevention</b>	Plans/Maps	Paper and electronic plan submittals and maps.	Permanent	GC 34090
	Weed Abatement/Vacant Lot Program	Vacant lot packets, including letters, emails, notes, photos pertaining to weed abatement	2 years	GC 34090
<b>General Information</b>	Correspondence	General correspondence, including letters and e-mail; various files, not otherwise specifically covered by the retention schedule.	2 years	GC 34090
	Brochures/Publications	Retain selected documents only for historical value.	2 years	GC 34090
	Policies, Procedures	General policies and procedures (not personnel) including procedure manuals and Board policies, not assigned a resolution number.	Current + 2 years	GC 34090
	Public Records Act Requests	Requests from the public to inspect of copy public documents.	2 years	GC 34090
	Routine video monitoring and recordings of telephone communications	Routine daily recording of telephone communications or routine video monitoring such as from building security systems.	Videos – 1 year; Phone – 100 days (destruction must be approved by legislative body, with written consent of General Counsel. If recordings related to a claim or pending litigation, they must be preserved until the matter is resolved	GC 34090.6; 53160

Legal Authority Abbreviations:

CCP Code of Civil Procedure (California)  
CCR California Code of Regulations  
CFR Code of Federal Regulations  
EC Elections Code

GC Government Code (California)  
H&S Health & Safety Code  
IRC Internal Revenue Code  
IRS Internal Revenue Service

LR Labor Code (California)  
PC Penal Code (California)  
R&TC Revenue & Taxation Code (California)  
USC United States Code

# EL DORADO LAFCO

## LOCAL AGENCY FORMATION COMMISSION

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

### MEMO

Date: March 30, 2015  
To: Funding Agencies  
CC: Kara K. Ueda, LAFCO Counsel  
From: José C. Henríquez, Executive Officer  
Subject: LAFCO Budget for Fiscal Year 2015-16

On March 25, 2015, the Commission approved the Final LAFCO Budget for Fiscal Year 2015-16, a copy of which is enclosed with this letter and sent to your agency in accordance with Government Code §56381(a). Under State Law, LAFCO is partially funded by three categories of agencies, the County, cities and special districts, with each category contributing a third.

Your agency's share of that contribution is calculated and determined by the County Auditor-Controller in accordance with the provisions of Government Code §56381(b). Your agency will receive an official notice from him on your actual contribution amount on or about August, 2015.

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

Thank you.

Enclosure: Final LAFCO Budget FY2015-16

S:\Staff Admin\Budget\Budget\FY2015-2016\2015-2016 Budget Letters\_Email Notifications\2015-2016 Final Budget Notification Memo\_Funding Agencies.docx

#### COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Niles J. Fleege  
City Members: Carol A. Patton, Austin C. Sass • Alternate City Member: John Clerici  
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli  
Special District Members: Ken Humphreys, Vacant • Alternate Special District Member: Alan Day

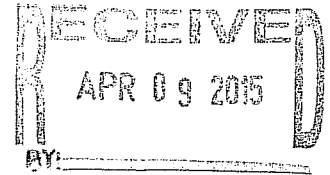
#### STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Policy Analyst  
Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

El Dorado LAFCO  
Resolution L-2015-06  
Exhibit A

APPROVED

<b>PROPOSED BUDGET FY 2015-16</b>						
	Fund (or line item)	DESCRIPTION	Final FY 2014-15 LAFCO Budget	Line Item	Proposed FY 2015-16 LAFCO Budget	
<b>Revenues</b>	4000	Fees	\$ 14,428	1	\$ 6,777	
	4100	Fund Balance	\$ 119,386	2	\$ 93,265	
	4120	Revenue - Agency Payments	\$ 349,092	3	\$ 365,075	
	4700	Revenue Interest	\$ 200	4	\$ 200	
	(5)	<b>Sub-Total - Revenues</b>	<b>\$ 483,106</b>	<b>5</b>	<b>\$ 465,317</b>	
<b>Employee Expense</b>	5200	Employee Wage - Regular	\$ 199,152	6	\$ 204,826	
	5230	Employee Wage - Overtime	\$ 1,329	7	\$ 1,353	
	5310	Flex Benefits	\$ 6,000	8	\$ 6,000	
	5311	Employee Assistance	\$ 408	9	\$ 408	
	5320	Health Insurance (Less In Lieu)	\$ 64,806	10	\$ 67,305	
	5340	Retirement - CALPERS	\$ 31,549	11	\$ 33,433	
	5400	Payroll Tax - Medicare (1.45% of Base)	\$ 2,888	13	\$ 2,970	
	5420	Payroll Tax - SUI/ETT	\$ 1,300	14	\$ 1,300	
	5440	Disability Insurance (.53% of Base)	\$ 1,056	15	\$ 1,086	
	6800	Accrued Leave	\$ 24,913	15	\$ 25,785	
	5100	<b>Sub-Total Employee Expenses</b>	<b>\$ 333,400</b>	<b>16</b>	<b>\$ 344,466</b>	
<b>Operating Expense</b>	5450	Workers Comp Insurance	\$ 1,100	17	\$ 800	
	5460	General Liability Insurance	\$ 14,636	18	\$ 14,000	
	6000	Information Services	\$ 12,000	19	\$ 11,014	
	6010	County Clerk Fee	\$ 250	20	\$ 250	
	6020	Accounting Services	\$ 5,114	21	\$ 4,777	
	6030	Annual Audit	\$ 7,835	22	\$ 8,050	
	6040	Cell & Telephone Services	\$ 3,840	23	\$ 3,840	
	6050	Copies	\$ 543	24	\$ 476	
	6060	GIS Maps	\$ 360	25	\$ 360	
	6070	Lease Payment - Building	\$ 20,416	26	\$ 21,028	
	6080	Legal Notices	\$ 435	27	\$ 398	
	6090	Legal Services	\$ 16,000	28	\$ 20,000	
	6100	Memberships	\$ 1,190	29	\$ 1,348	
	6105	Memberships - CALAFCO	\$ 2,335	30	\$ 2,381	
	6210	Office Expense	\$ 2,210	31	\$ 2,610	
	6400	Postage	\$ 1,000	32	\$ 1,069	
	6501	Professional Services - MSR Outsourcing	\$ 30,000	33	\$ -	
	6560	Direct Deposit	\$ 290	34	\$ -	
	6600	Publications	\$ 420	35	\$ 425	
	6705	Rents/Lease - Equipment	\$ 2,630	36	\$ 2,675	
	6750	Staff Development (incl. Commissioner Development)	\$ 8,356	37	\$ 7,520	
	6770	Transportation	\$ 5,136	38	\$ 6,844	
	(44)	<b>Sub-Total Operating Expense</b>	<b>\$ 136,096</b>	<b>39</b>	<b>\$ 109,865</b>	
	6300	Operating Contingency (10% of operating expenses)	\$ 13,610	40	\$ 10,987	
	(46)	<b>BUDGET TOTAL</b>	<b>\$ 483,106</b>	<b>41</b>	<b>\$ 465,317</b>	
<b>Disclosures related to but not part of the budget</b>						
<b>Agency Reserves</b>			\$ -		\$ 19,359.74	
<b>Unfunded Annual Liability for Pensions</b>			\$ 36,266.00		\$ 36,536.00	



April 7, 2015

cc: Board Packet

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

**NOTE OF APPRECIATION**

To Whom It May Concern:

On behalf of Golden Hills School and the Annual Auction Committee, I would like to extend a heartfelt THANK YOU for your contribution to our fundraising event. We appreciate your generosity and are especially grateful for your contribution of:

*Evening with EDH Firefighters*

GHS depends upon successful fundraising efforts in order to offer our students an enriched educational environment with high standards in academics, character development, and service to others. This year's auction was a tremendous success thanks to the generous support of businesses such as yours.

Gratefully,

*Elizabeth Stewart*

Elizabeth Stewart  
Business Director

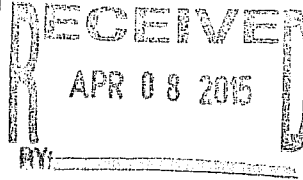
No goods or services were provided by GHS in consideration of this gift.  
Tax ID #31-1758772





**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 445-8200  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



March 30, 2015

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

cc: Tom Keating, Deputy Chief  
Megan Selling, Admin. Asst.  
Personnel Files  
Board Packet  
NOTE OF APPRECIATION

Dear Chief Roberts:

As a background investigator for CalFire/Office of the State Fire Marshal, I am required to review employee personnel files at former employing agencies. This helps us judge applicant suitability for peace officer positions with our department. Recently, I called your department to request an opportunity to view an EDH Fire Department Volunteer's file. Your receptionist, Meagan, quickly put me in touch with Chief Keating, who as it turned out, was in a meeting at the time. He said that as soon as he returned to his office he would work on producing the requested file. He soon returned my call, saying that he had the file ready for me. Judging by the time of day, I am sure that he worked during his lunch break to facilitate my request.

On Friday afternoon, I found that I additionally needed contact information for another one of your volunteers, so not knowing that your front office closed at 4 PM, I drove to the office at about that same time. As Meagan was just leaving the parking lot in her car, she saw me approaching the front door, changed directions, and drove over to inquire what I needed. She insisted on going back in her office to get the information for me, ultimately working past her quitting time on a Friday night.

The willingness of these two employees to go the extra mile is noticed and appreciated. Please pass along my thanks for making my job easier. If I can help you in the future, please do not hesitate to call.

Sincerely,

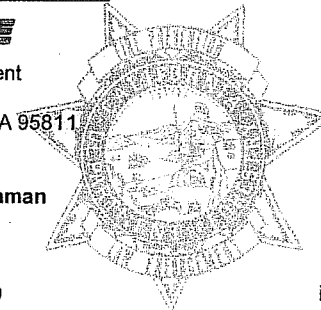
D.A. Eichman  
Investigator  
CalFire/ OSFM  
209-304-2491

**State of California**

**CAL FIRE**

Law Enforcement  
1131 S Street  
Sacramento, CA 95811

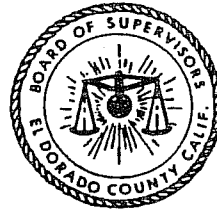
D.A. (IKE) Eichman  
FBINA 130<sup>th</sup>  
Investigations  
P.O. Box 1745  
Ione, CA 95640



(209) 304-2491  
[ike@volcano.net](mailto:ike@volcano.net)

NOTE OF APPRECIATION

RON "MIK" MIKULACO  
SUPERVISOR - DISTRICT I



EL DORADO COUNTY  
BOARD OF SUPERVISORS

Chief,

Thank you for your  
hospitality and thanks to all  
who helped with the meet. The  
feedback was great.

MIK



**NOTE OF APPRECIATION**

El Dorado Hills  
Community Services District Foundation  
*Planting seeds today for a better tomorrow*

**BOARD OF DIRECTORS**

**President**

Noelle Mattock

**Vice President**

Terry Crumpley

**Treasurer**

Wayne Lowery

**Secretary**

David Morris. Esq.

**Directors**

Ryan Jantzen

Julie Petrone

Allan Priest

**ADVISORY COUNCIL**

Hal Erpenbeck

Sue Hawkes

1021 Harvard Way  
El Dorado Hills, CA 95762  
916-933-6224  
EdhcsdFoundation@gmail.com  
www.edhcsdfoundation.org

David Roberts  
Fire Chief  
EDH Fire  
1050 Wilson Blvd  
El Dorado Hills  
CA 95762

03/31/15

Dear Chief Roberts

The EDHCSD Foundation is so very grateful for your Sponsorship of our inaugural event, Run for the Hills, on March 28th. We really appreciate your support in providing an ambulance and paramedic expertise to support the run - a very generous donation of time and resources. Fortunately your colleagues' medical services were not required and they provided a major cheering section at the end of the race, clapping enthusiastically for the runners as they came to the finish line. We so appreciate their active participation. I would like to send them a note of thanks also and will ask your office for their contact information.

It was a very successful event for the first time around and generated a lot of enthusiasm for another Run for the Hills in 2016!

Attached to this letter you will find a copy of the 'thank you' banner that was held aloft at the finish line. EDH Fire was also recognized in the banners acknowledging all who supported us and of course the flyers, email blasts, banners and our website advertising the event and the T-shirts. Also attached is the Village Life article that preceded the run, in case you did not see it. The event made it to the front page of the EDH Telegraph this week too.

On behalf of the Event Committee and the EDHCSD Foundation thank you again.

Sincerely,

*Sue Hawkes*

Sue Hawkes  
Noelle Mattock  
Julie Petrone  
EDHCSD Foundation Event Committee

Dear Fire Fighters,

Thank you for our Super Tour  
of your fire station.

Thank you for your service  
to El Dorado Hills.

Thank you  
Brownie Girl Scout Troop 919

