



EL DORADO COUNTY FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING

AGENDA

2850 Fair Lane Ct., Building "C"
Placerville, CA 95667

August 30, 2018
4:00 P.M. Open Session

Fire Chief, Michael Hardy

Mark Brunton (Div. 1)
Dennis Thomas, Chair (Div. 2)
Bill Draper (Div. 3)

Ken Harper (Div. 4)
Tara Mason (Div. 5)

4:00 P.M. OPEN SESSION

1. CALL TO ORDER:

2. ROLL CALL:

3. PLEDGE OF ALLEGIANCE:

4. APPROVE AGENDA:

5. OATH OF OFFICE:

- Ceremonial Badge Pinning for Captain Tom White
- Ceremonial Badge Pinning for Firefighter/Paramedic Justin Bautista
- Ceremonial Badge Pinning for Firefighter/Paramedic Jacob Bielby
- Ceremonial Badge Pinning for Firefighter/Paramedic Jeff Bode
- Ceremonial Badge Pinning for Firefighter/Paramedic Michael Deggelman
- Ceremonial Badge Pinning for Firefighter/Paramedic Zachary Hink
- Ceremonial Badge Pinning for Firefighter/Paramedic Lucio Vera
- Ceremonial Badge Pinning for Firefighter/Paramedic Michael Raffaini

6. PUBLIC COMMENT:

(Any person wishing to address the Board on any item that is not on the agenda may do so at this time. Public comments are limited to five minutes per person).

7. DEPARTMENTAL MATTERS:


- A. Resolution 2018-07 – Resolution of Intent
- B. Fire Year Strategic Plan
- C. Service Agreement with Fire Recovery USA, LLC

8. **ADJOURNMENT:**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Fire Chief Michael Hardy by telephone at 530-644-9630 or by fax 530-644-9636. Request must be made as early as possible and at least one full business day before the start of the meeting.



MEMORANDUM

To: Board of Directors
From: Michael Hardy, Fire Chief 
Date: August 14, 2018
Subject: Resolution 2018-07 – Resolution of Intention

Please see attached, Resolution 2018-07 – Resolution of intention between the Board of Administration California Public Employee's Retirement System and the Board of Directors El Dorado County Fire Protection District.

As per the Memorandum of Understanding between the El Dorado County Fire Protection District and the El Dorado County Professional Firefighters Association and the Memorandum of Understanding between the El Dorado County Fire Protection District and the Management Association, both approved July 1, 2018, Cal PERS Retirement Plan. As soon as administratively possible, the "Classic Member" employee contribution shall be reduced by three (3%) for a total employee contribution of twelve (12%). The "PEPRA Member" employee contributions shall be reduced for a total employee contribution of twelve (12%) of fifty percent (50%) of normal cost, whichever is greater in compliance with AB340.

The Public Employee's Retirement Law permits the participation of public agencies and their employee's in the Public Employee's Retirement System and under the current contract, employees may pay up to the full 9% of employee's portion of said retirement. When employees pay more than the full 9% or there is a change in the current contract, a new resolution approved by the board must take place.

Resolution 2018-07 amends the current contract and reduces employee contribution to twelve (12%).

Staff recommends approving Resolution 2018-07, Resolution of Intention, amending the contract between the El Dorado County Fire Protection District and the Board of Administration of the Public Employee's Retirement System.

2018-07

RESOLUTION OF INTENTION

TO APPROVE AN AMENDMENT TO CONTRACT

BETWEEN THE

**BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

AND THE

**BOARD OF DIRECTORS
EL DORADO COUNTY FIRE PROTECTION DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20516 (Employees Sharing Additional Cost) to reduce cost share of 3% for classic local safety members and 3.5% for new local safety members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved



MEMORANDUM

To: Board of Directors
From: Michael Hardy *MH*
Date: August 14, 2018
Subject: Service Agreement with Fire Recovery USA, LLC

Please find attached, Service Agreement between Fire Recovery USA, LLC and El Dorado County Fire Protection District.

Fire Recovery USA, LLC will bill the responsible party on our behalf for fire inspections and/or permit services rendered by the Client and recorded and processed by the Company.

A full list of services by Fire Recovery USA, LLC is included in attached agreement and listed in Schedule A.

Fire Recovery USA, LLC charges \$18.50 per inspection and is included within our Occupancy Inspection Fees.

Staff recommends the Board of Directors approve Service Agreement with Fire Recovery USA, LLC.

SERVICES AGREEMENT

This Services Agreement ("Agreement") is made effective as of _____, 2018 ("Effective Date"), by and between **FIRE RECOVERY USA, LLC**, a California limited liability company ("Company"), and **EI Dorado County Fire Protection District**, ("Client"). The Company and Client are referred to herein individually as a "party" and collectively as the "parties."

RECITALS

WHEREAS, Company engages in the business of performing billing services ("Company Services") for fire departments in connection with fire inspections and/or permits performed by department personnel;

WHEREAS, Client seeks the services of Company to assist with the billing for services that Client provides in connection with these inspections and/or permits; and

WHEREAS, Company and Client desire to enter into this Agreement to document their agreements regarding the Company Services to be provided to Client.

NOW, THEREFORE, in consideration of the mutual representations, warranties and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Company and Client agree as follows:

ARTICLE 1 ENGAGEMENT

1.1. Engagement: Client hereby engages Company to provide the Company Services described in Article 4 herein, and Client hereby accepts such engagement, all on the terms and conditions set forth herein. Company will determine the method, detail and means of performing the services detailed below.

ARTICLE 2 REPRESENTATIONS AND WARRANTIES

2.1. Representations and Warranties of Company: Company hereby represents and warrants to Client that, at all times during the term of this Agreement, Company is a limited liability company duly organized, validly existing and in good standing under the laws of the State of California.

2.2. Representations and Warranties of Client: Client hereby represents and warrants to Company that, at all times during the term of this Agreement, Client is a organized Client established pursuant to the laws and ordinances of the state in which Client is located.

4.2. Company Services: Company agrees to perform the Company Services as set forth in the "List of Company Services" attached hereto as Schedule "A" and incorporated herein by reference; including those additional services requested by Client and accepted in writing by the Company during the term of this Agreement.

4.3. Non-Exclusive Relationship: Company may represent, perform services for, and contract with as many additional clients, persons, or companies as Company, in Company's sole discretion, sees fit.

4.4. Time and Place of Performing Work: Company may perform the services under this Agreement at any suitable time and location Company chooses.

4.5. Materials and Equipment: Company will supply all materials and equipment required to perform the services under this Agreement.

4.6. Workers' Compensation: Company agrees to provide workers' compensation insurance for Company and Company's employees and agents and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability, or death of any of Company's employees or agents.

4.7. Assignment: Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Company without the prior written consent of Client, which consent shall not be unreasonably withheld.

ARTICLE 5 COMPENSATION OF COMPANY

5.1. Compensation for Company Services: All Company Services provided pursuant to this Agreement will be provided in accordance with the terms, including compensation amounts and schedule of remittance, set forth in the "List of Company Services," attached hereto as Schedule A.

5.2. The provisions of Article 11 of this Agreement will govern any dispute associated with compensation.

ARTICLE 6 OBLIGATIONS OF CLIENT

6.1. Cooperation of Client: The Client agrees to comply with all reasonable requests of Company and provide access to all documents reasonably necessary to the performance of Company's duties under this Agreement. The Client agrees to adopt, implement and enforce policies and procedures to assure Client personnel perform the steps necessary to provide Company with a database of inspection and/or permit businesses in a format acceptable to company and to perform the inspections in a full and complete manner to facilitate the provisions of Company Services.

a.) to help Company arrange for that coverage.

6.2. Assignment: Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Client or Company without the prior written consent of the

ARTICLE 9 PROPRIETARY RIGHTS

9.1. Confidential Information: Any written, printed, graphic, or electronically or magnetically recorded information furnished by Client for Company's use are the sole property of Client. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning the Client's employees, products, services, prices, operations, and subsidiaries. Company will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with the Client's approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to Company's employees, agents, and subcontractors. On termination of this Agreement, Company will return any confidential information in Company's possession to Client.

9.2 Confidential Information: Any written, printed, graphic, electronically or magnetically recorded information, computer-based hardware, software, applications, software scripts, or software links furnished by Company for Client's use are the sole property of Company. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning the Company's employees, products, services, prices, operations, and subsidiaries. Client will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with the Company's approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to Client's employees, agents, and subcontractors. On termination of this Agreement, Client will return any confidential information in Client's possession to Company.

ARTICLE 10 INDEMNIFICATION

10.1. Indemnification: To the extent permitted by applicable law, the Company will indemnify and hold the Client harmless from and against any and all loss, damage, liability, claims and/or injury resulting from all actions performed by the Company, or its agents on the Company's behalf, in connection with this Agreement. However, this indemnification shall not apply with respect to any legal cause, action or consequential liability or losses as a result from inaccurate or incomplete information or unfounded or unreasonable submissions furnished to the Company by the Client nor shall it apply to any act, omission or negligence of the Client.

ARTICLE 11 GENERAL PROVISIONS

11.1. Governing Law: This Agreement shall be governed in all respects by the laws of the State of California, without giving effect to any choice or conflict of law provision or rule (whether of the State of California or any other jurisdiction that would cause the application of the laws of any jurisdiction other than the State of California).

11.2. Entire Agreement: This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understanding of the parties.

(a) If at any time there shall be a dispute arising out of or relating to any provision of this Agreement, any Transaction Document or any agreement contemplated hereby or thereby, such dispute shall be submitted for binding and final determination by arbitration in accordance with the regulations then obtaining of the American Arbitration Association. Judgment upon the award rendered by the arbitrator(s) resulting from such arbitration shall be in writing, and shall be final and binding upon all involved parties. The site of any arbitration shall be at a site agreed to by the parties and the arbitration decision can be enforced in a "court of competent jurisdiction".

(b) This arbitration clause shall survive the termination of this Agreement, any Transaction Document and any agreement contemplated hereby or thereby.

11.9. Waiver of Jury Trial; Exemplary Damages: THE PARTIES HERETO HEREBY WAIVE THEIR RIGHTS TO TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING UNDER THIS AGREEMENT OR ANY TRANSACTION DOCUMENT. NO PARTY SHALL BE AWARDED PUNITIVE OR OTHER EXEMPLARY DAMAGES RESPECTING ANY DISPUTE ARISING UNDER THIS AGREEMENT OR ANY TRANSACTION DOCUMENT CONTEMPLATED HEREBY.

11.10 Cooperative Purchases: This Agreement may be used by other government agencies. Company has agreed to offer similar serves to other agencies under the same or similar terms and conditions as stated herein except that the revenue share percentage (Compensation) may be negotiated between the Company and other agencies based on the specific revenue expectations, agency reimbursed costs, and other agency requirements. The Client/County/or Client/Protection District will in no way whatsoever incur any liability in relation to specifications, delivery, payment, or any other aspect of purchase by other agencies.

Signatures on following page:

SCHEDULE A

LIST OF COMPANY SERVICES

1. Company agrees to bill the responsible party on the Client's behalf for fire inspection and/or permit services rendered by the Client and recorded and processed by Company. The inspection and/or permit fees are listed in EXHIBIT A, but may change over time. Client will provide notice to Company of changes to its fee schedule.
2. Company will provide, as a normal matter of business; processing and invoicing of inspections and/or permits and submission to the responsible party for payment, receipts of monies deemed due to the Client, payments of the agreed upon amounts of said monies to Client, and reporting of progress via RecoveryHub.
3. Company agrees to bill to the best of its ability all inspections and/or permits provided to Company by the Client.
4. Company agrees to remit to Client the full amount collected for each inspection less a processing fee of Eighteen-dollars and Fifty-cents (\$18.50) for each paid inspection. Company will also collect Fifty Percent (50%) of any late fee assessed by the Client and paid by the inspection client as compensation for Company's billing efforts.
5. If paid by credit card, a credit card fee of 3% will be passed along to the customer as a "convenience fee".
6. Company agrees to pay the funds due to the Client for its inspections and/or permits on a monthly basis, within seven (7) working days after the close and accounting of the monthly billing cycle.
7. Company agrees to make reports available via RecoveryHub, a password protected website, for the Client which will set forth the status of all inspections and/or permits and provide an accounting of all payments and amounts due the Client under the terms of this Agreement.
8. Company will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal inspections or permits performed by Client.
9. Parties acknowledge a critical component to the success of the billing effort is the acquisition by the Client of the necessary contact information for the responsible party at each inspection and/or permit location to whom the invoice will be sent. The Client agrees to obtain, for each business location, the e-mail address and telephone number for the responsible party for payment. If the Client does not maintain an 80% success rate for obtaining accurate contact information, the Company reserves the right to charge a fifteen-dollar (\$15) processing charge for attempting to identify the responsible party, whether that effort is successful or not. If this fee is charged by the Company the total fee for each month will be documented and subtracted from the monthly payment set forth in 4, above.
10. Client will, to the extent it deems appropriate and necessary, expend the resources and take the required actions to obtain payment for all invoices that remain unpaid after 60 days of the invoice date and arrange for those payments to be forwarded to the Company for processing under the terms of this Agreement.



EL DORADO COUNTY FIRE PROTECTION DISTRICT

Fire Prevention Bureau

Subject: ANNUAL INSPECTION/CODE ENFORCEMENT- FEE SCHEDULE

Exhibit 'B'

PERMIT/ACTIVITY

FEE

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<u>MISCELLANEOUS PERMITS</u>	
Aerosol Products Permit to store, manufacture or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	Included in Occupancy Inspection Fee
Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	Included in Occupancy Inspection Fee
Battery Storage Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	Included in Occupancy Inspection Fee
Cellulous Nitrate Permit for the storage, use or handling in a public assembly.	\$298.00
Change of Occupancy/Site Inspection/Miscellaneous Inspection Site Miscellaneous or requested inspection for the change of occupancy including but not limited to: Inspections conducted when required by Building Official, Planning, or other Governmental agency and where not elsewhere listed. <i>Provides 1 hour of site/inspection time.</i>	\$205.00
Christmas Tree Sales Permit to operate a Christmas Tree lot.	\$186.00
Combustible Dust Production Permit to operate facility with combustible dust operations (i.e., cabinet shops, milling & fiberglass cutting/forming operations, etc...) Less than 2500 sq. ft. More than 2500 sq .ft	Included in Occupancy Inspection Fee

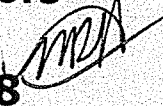
Magnesium Permit to melt, heat, casting or grinding in excess of 10 lbs.	Included in Occupancy Inspection Fee
Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets or similar combustible materials.	Included in Occupancy Inspection Fee
Model Rockets Permit to operate/launch motorized rockets	\$112.00
Open Flame & Candle Permit to use open flames in connection with assembly areas, dining areas, or drinking establishments	Included in Occupancy Inspection Fee
Pyroxylin Plastics Permit for the storage and handling of more than 25 lbs. of cellulose nitrate.	Included in Occupancy Inspection Fee
Refrigeration Equipment Permit to operate mechanical refrigeration unit or system.	Included in Occupancy Inspection Fee
Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	Included in Occupancy Inspection Fee
Smoke-Control Systems Test To conduct smoke-control testing for Atriums, Malls or other enclosed occupancies.	Included in Occupancy Inspection Fee
Tire Storage (new) Permit to store tires in excess of 1,000 cubic feet inside buildings (per chapter25)	Included in Occupancy Inspection Fee
Tire Storage and Scrap Tires Permit to establish, conduct or maintain storage of: <u>scrap tires</u> and tire by-products in excess of 2,500 cubic feet of total volume of scrap tires and indoor storage of tires or tire by-products.	Included in Occupancy Inspection Fee
Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	Included in Occupancy Inspection Fee
Waste Handling Facility Permit to operate a waste handling facility including: processing and storage of recycled, paper, hazardous chemicals, etc.	Included in Occupancy Inspection Fee
Wood Products/Recycling Operations Permit to store chips, hogged material, cuttings, lumber and plywood in excess of 200 cubic feet.	Included in Occupancy Inspection Fee

Model Rockets Motors (sales) Permit for the retail sales of model rockets.	Included in Occupancy Inspection Fee
<u>FIREWORKS</u> Fireworks Theatrical or Set Piece Permit to use fireworks, pyrotechnics <u>inside</u> . -Inspections during normal work hours-(4hrs) <u>Additional inspection time during normal business hours @ \$93.00 per ½ hour.</u> <u>Additional inspection time after normal business hours @ \$186.00 per hour.</u> Overtime & Weekend inspections: <u>Two hour minimum fee -\$372.00.</u>	\$432 includes 4 hour standby
Fireworks to Aerial Display Permit to use fireworks, pyrotechnics outside.	\$670.00 includes standby time
Motion Picture SpFX	\$186.00
Motion Picture Fire Marshal Standby	\$186.00/hr with a 4 hour minimum
<u>FLAMMABLE & COMBUSTIBLE LIQUIDS</u> Flammable/Combustible Liquids-Storage or Use Permit to store, handle or the use of: Class I liquids in excess of 5 gallons- <u>Inside</u> Class I liquids in excess of 10 gallons- <u>Outside</u> Class II or Class III A liquids in excess of 25 gallons- <u>Inside</u> Class II or Class III A liquids in excess of 60 gallons- <u>Outside</u>	Included in Occupancy Inspection Fee
Flammable/Combustible Liquids/Plants Permit to operate tank vehicles, wells, fuel-dispensing stations, refineries, distilleries & similar facilities where flammable &combustible liquids are: produced, processed, transported, stored or used.	\$326.00
<u>HAZARDOUS MATERIALS</u> Hazardous Materials Permit to store, transport on site, dispense, use or handle hazardous materials in amounts in excess of Table 105.6.20 CFC 1-5 Products 5-10 Products 11 or more Products	Included in Occupancy Inspection Fee
Semi-conductor Fabrication-Group H-5 Facility Permit to store, handle or use hazardous production materials.	\$558.00

LESS THAN 24 HOURS (Occupant load greater than six) Permit to operate a facility such as: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, Large Family Day Care Home Adult or Day Care Facility (non-amb) Adult or Child Large Family Day Care Adult or Child Day Care Center Licensed Clinic	\$205.00
<u>SCHOOLS</u> School (E Occupancy) To operate & maintain a school Occupant load 1-100 Occupant load 101 or more	 \$205.00 \$391.00
<u>HOSPITALS – INSTITUTION/JAILS</u> Hospitals (medical, surgical & psychiatric) Nursing Homes Up to 25 beds 26-100 beds 101-300 beds 301 or more beds Out Patient Clinics greater than 5 patients. Inspection of Police Services Facilities (holding cells) & DOJ Review. <i>(includes the approval of Evacuation & Life Safety Procedures)</i> Same as Hospitals (medical, surgical & psychiatric) Inspection of adult and/or juvenile detention facilities. Base Fee	 \$205.00 \$391.00 \$577.00 \$1,507.00 \$205.00 Same as Hospitals (medical, surgical & psychiatric) \$558.00
<u>MULTI RESIDENTIAL (HOTEL, MOTEL, APARTMENTS, CONDEMONIUMS)</u> Motel-Hotel To inspect & maintain a Hotel or Motel Base Fee Apartment To inspect & maintain Apartments/Condominiums under 10 units To inspect & maintain Apartments/Condominiums 11 units & over Special Inspection Request	 \$391.00 \$205.00 \$391.00 Based off Occupancy Group
<u>HOURLY INSPECTION- OVERTIME-INSTRUCTIONAL RATES</u> <u>Additional inspection or instructional time during normal business hours @ \$93.00 per ½ hour</u> <u>Additional inspection time after normal business hours @ \$186.00 per hour.</u>	 \$105.00 \$205.00 \$391.00



MEMORANDUM

To: Board of Directors
From: Michael Hardy 
Date: August 16, 2018
Subject: Five Year Strategic Plan

Please find attached, El Dorado County Fire Protection District, Five Year Strategic Plan.

The Five Year Strategic Plan is the collaboration of Management and Local 3556 and the vision of our Fire District over the next five years. The Strategic Plan is intended to be a living document and provides a roadmap for the District. It also acknowledges that due to the dynamics that affect our District, we must be flexible and adjust accordingly.

Programs within the attached Strategic Plan:

- **Apparatus Deployment and Replacement Plan**
- **Facilities: upgrades, repairs and enhancements**
- **Training**
- **Revenue Streams**
- **Paramedic staffing levels**
- **Fiscal Policies & Procedures**

Staff recommends the Board of Directors approve and support El Dorado County Fire Protection District 5 year Strategic Plan.



Five Year Strategic Plan

Submitted by
Michael Hardy, Fire Chief

Preface

As a result of the fiscal condition of the El Dorado County Fire District in 2012 and the subsequent economic recession, Chiefs' McVay and Dutch created a Strategic Plan outlining a path to restore the District to a positive financial position. The plan was presented to the Board of Directors and implemented. Through a collaborative effort of Management and the Local, the fiscal and operational changes were put into effect. In reviewing the plan that was implemented, the fiscal components have been met and in some cases exceeded. Operationally, there have been modifications to the plan; however, these modifications met the intent of the original plan. There are still some operational items that need to be met and they are addressed in the following plan. These strategic plans are intended to be living documents and provide a roadmap for the District. It is acknowledged that due to the dynamics that affect our District, we must be flexible and adjust accordingly.

Programs within this Strategic Plan

The committee discussed areas and programs within our District that should be captured within our Strategic Plan. The following programs are contained within this document:

- Apparatus Deployment and Replacement Plan
- Facilities: upgrades, repairs, enhancements
- Training
- Revenue Streams
- Paramedic staffing levels
- Fiscal Policies & Procedures

Apparatus

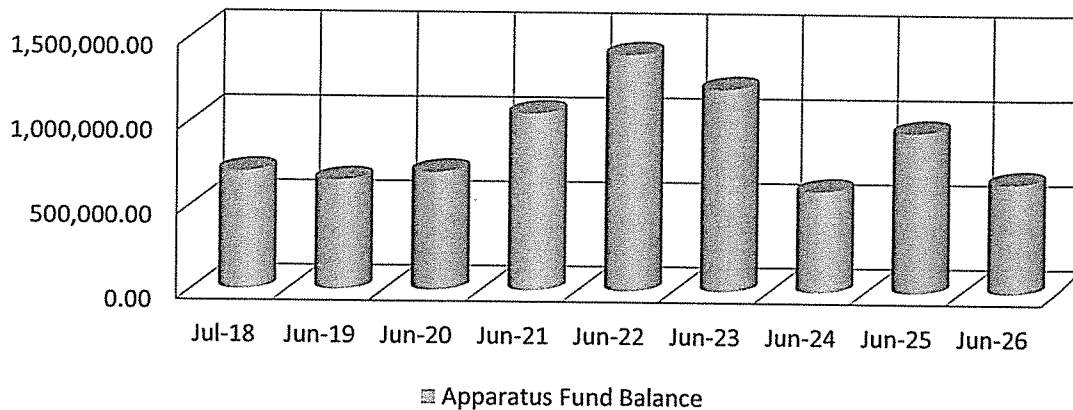
Our previous strategic plan provided, for the first time, a line item to secure monies for generational fire apparatus replacement. The initial line item provided for an annual amount of \$250,000 for replacement of apparatus. It was determined a few years into the plan that based on projected apparatus costs, the \$250,000 would not be sufficient to maintain our fleet. The apparatus replacement fund has been increased from \$250,000 to \$350,000 annually. It should also be noted that due to increasing costs in fire apparatus it is likely the current \$350,000 will need to be increased.

The apparatus committee, under the direction of Chief Lohan, has developed a deployment model for the District, along with a replacement plan. Our District will be moving towards a deployment model of maintaining both a Type 1 and Type 3 engine at all staffed stations with exception to Station 25. The following timeline identifies planned purchases and apparatus fund balances over the next five years.

- 2018 Fund Balance \$700,000
 - Purchase command vehicle, \$50,000
 - End Balance, \$650,000
- 2019 Fund Balance \$1,000,000
 - Purchase and outfit Type 3 Engine, \$300,000
 - End Balance, \$700,000
- 2020 Fund Balance, \$1,050,000
 - No planned purchases
- 2021 Fund Balance, \$1,400,000

- No planned purchases
- 2022 Fund Balance, \$1,750,000
 - Replacement E25, \$550,000
 - End Balance, \$1,200,000
- 2023 Fund Balance, \$1,550,000
 - Replace E28, \$550,000
 - Replace one Type 3 Engine, \$300,000
 - Replace two command vehicles, \$100,000
 - End Balance, \$600,000
- 2024 Fund Balance, \$950,000
 - No planned purchases
- 2025 Fund Balance, \$1,300,000
 - Replace E17, \$550,000
 - Replace 2 command vehicles, \$100,000
 - End Balance, \$650,000

Apparatus Fund Balance



Facilities

The District currently has an annual station inspection program in place and moving forward this program will remain in effect. The annual inspection program allows for an opportunity to for station crews and a Chief Officer to walk through the stations, identifying needs structurally, functionally and operationally. These needs are built into an annual plan with Level 1, 2 and 3 repairs identified. Through a planning process, the items are prioritized and funded. The annual plan also identifies items that can be completed in-house versus projects that must be contracted out for completion. During the years 2008 thru 2013, many of the repairs and preventive measures were deferred as a cost savings. This decision resulted in many of our stations needing substantial and costly repairs. Traditionally, the station/facilities budget has been \$50,000 annually. Given the condition of our stations, the previous plan allowed for an aggressive approach to make needed repairs and upgrades. The annual facilities budget was increased to \$150,000-\$175,000 annually. Currently, our stations are in significantly better condition than the past decade, however, there are still many projects that need to be addressed, along with a station replacement plan. Current projects identified and captured within this document are:

FY 2018/19:

- Station 15 – roof repair, tree removal, obtain siding quotes
- Station 17 – seal asphalt
- Station 19 – replace HVAC, partial interior remodel, exterior paint
- Station 21 – landscape, exterior paint
- Station 25 – replace 3 refrigerators *completed*
- Station 74 – complete siding project, exterior paint, repair sheetrock in bays
- Station 72 – new septic system, kitchen remodel, replace AC unit

FY 2019/20:

- Station 15 – replace siding
- Station 16 – obtain quotes for new roof
- Station 17 – replace fencing
- Station 19 – rebuild side storage unit
- Station 21 – replace rear asphalt, remodel front entrance
- Station 25 – replace one HVAC unit
- Station 28 – obtain quotes to repair stucco, paint & carpet

FY 2020/21:

- Station 19 – engine bays insulation
- Station 21 – replace front apron
- Station 25 – replace carpet
- Station 17 – remodel kitchen

FY 2021/22:

- Station 23 – training ground needs
- Station 25 – replace 2nd HVAC unit, remodel kitchen

FY 2022/23:

- Station 21 – replace HVAC unit, replace carpet, remodel kitchen
- Station 28 – replace 1 HVAC unit

Facility maintenance is ongoing and is subject to change as needed or to address unforeseen needs, repairs or damage

The District has taken a position regarding station repairs and upgrades to identify “needs” versus “wants”. Given the financial challenges the District faces, we must be diligent with regards to our expenditures and insure that monies allocated to stations are addressing the needs of the facility as a priority. If the economic climate of the District improves or monies are available, station “wants” may be addressed on a case by case basis.

Facility Replacement Plan

Several stations have been identified and needs for replacement and/or significant remodel based on age, condition and operational functionality.

- Station 25 – replacement
- Station 19 – significant remodel, expansion of crew living areas
- Station 17 – significant remodel

Currently, the District is not in a position to begin funding these projects. In the event we can successfully obtain additional revenue streams, line items will need to be established to address these needs.

Training Division

Our Training Division has expanded over the past several years, adding additional training / specialty programs, while maintaining and building upon existing programs. Such programs include:

- **Swift Water** - The District will maintain all personnel at a minimum of Swift Water Rescue 1 level as a standard. We currently have 19 of our members who are trained and equipped as Rescue Swimmers. This number will remain in place due to the costs for equipping Rescue Swimmers. If the needs and/or financial abilities increase in the future, this number may increase. In the spring of 2018 the District also acquired a swift water boat, training and SOG's are currently being implemented, with a target date of spring 2019 for qualified "Boat Operators".
- **Rope Rescue & USAR Program** – currently funding levels have allowed for us to adequately track, maintain and replace rope rescue equipment as needed to adhere to recognized standards. Funding levels for this program should remain constant, with no significant changes to the program in the foreseeable future.
- **Fire Captain / Training Program** – the District has recognized a need to provide additional training to our newly promoted Captains, as well as, Acting Captains. The training division is developing a training, mentorship, task book program to enhance the preparation of our firefighters when they take on the position of Captain (Acting). This program should be in place spring of 2019.
- **Career Development Track** – in addition to the Fire Captain training, the District will be establishing a career development track for employees. Target date for implementation 2018/19.
- **Fire Town Project** –
 - Five Year Development Plan for Container Based Training Props
 - Prepared by: Eric Caceres, Firefighter
- The following is a five year proposal to develop a training site, located at EDCFPD Station 23, 1823 Pleasant Valley Rd, for the primary purpose of Live Fire Training. The plan is broken down into one year increments, with the intent to illustrate each phase of construction. This plan is intentionally left variable and open for revision and future development.
- **YEAR ONE:** Site preparation is the primary focus for this stage of development. Grading the grounds at the rear of the parcel and creating a level surface for the shipping container's is our goal. After talking to several Heavy Equipment Operators, this seems it can be done in about two days worth of work. Approximate cost of equipment, labor and material is \$4,500.00. This is a high estimate with the potential for some material donation.
- **YEAR TWO:** Purchase of the shipping containers. The objective here is to purchase containers that are "water and wind" tight. Shipping containers come in two main lengths of 40' and 20'. 40' containers would be the most beneficial and serve our training needs for many, many years. Again, costs vary from distributors with the median purchase price of about \$2,600.00. The goal is to receive five containers that we can configure in a manner that reflects our districts numerous occupancies. Approximate price for just the purchase of five containers is \$13,000.00. Delivery is usually included with the price of purchase.

- **YEAR THREE:** Configuration and design. This is a critical phase of development. A crane and crane operator are needed to move and stack containers on top of each other. A four hour minimum is typically reserved for this work and cost is approximately \$700.00. Pre planning this phase will allow us to get the containers in place the first go around and hopefully eliminate the need to re-configure. Design and fabrication to the interior will be dynamic. This will also have to be thought out before any cut to the container is made. Depending on skill sets within our ranks and using contractors for fabrication and construction of false walls, doors, floors, windows etc, cost will vary for this portion.
- **YEAR FOUR:** Testing design and functionality. This is when we try our burn rooms and run skill based evolutions for the purpose of site evaluation. Purchase and acquisition of burn materials, interior furnishings, "muck out" tools etc, will be made during this time. Each fire set, consists of seven sheets of OSB and one bale of hay and costs \$100.00.
- **YEAR FIVE:** Site finalization. With everything in place we can begin to utilize the site for its intended purpose. Material such as furniture, fire making material, tools and safety equipment will be changing constantly. Operational cost will vary during the year to year operation of the training site.
- These containers can take an extreme amount of heat and abuse. Containers 18 years old that have had three fires a day, five days a week are still in use today. We will not get near that amount. Our personnel will receive some of the most realistic and beneficial training through the use these containers for years to come.

The training division currently utilizes a third party program "Target Solutions" to maintain all training records, files and assign training to our personnel. The program is working efficiently and is currently meeting the needs of the District. There is no plan to move away from Target Solutions during this strategic plan.

Revenue Streams

As the District continues to face economic challenges due to rising day-to-day operational costs, increased apparatus and facility costs and the significant increases to our CalPERS obligations, the need to explore and establish additional revenue streams is an District priority. The committee identified several areas that could potentially bring in additional monies to the Fire District:

- **Establish a new fee structure for Fire Prevention Bureau.** Additional revenue to fund an additional Fire Captain within the Bureau to address the State Mandated Inspections. This has been completed with the position scheduled to be filled August 2018.
- **Fire Recovery Program** – The District currently uses Fire Recovery, under Board Resolution, for billing of limited services provided to non-residents of El Dorado County. Several areas of improvement for this program were identified:
 - Establish a central point of contact for program management
 - Provide additional, updated training to line personnel
 - Research expanding billable calls
 - Maintain "soft" billing approach
 - Complete during 2018/19
- **PILT Monies** – The Federal Government current provides the County with Payment In-Lieu of Taxes money on an annual basis. The Fire District currently receives none of these funds, despite the areas serviced by the District which fall under FRA.

- Identify calls that occur annually within these areas
- Identify associated costs for these calls
- Petition County Board of Supervisors for funding via PILT monies
- Complete 2018/19
- **Special Tax Measure** – The overall sustainability of the Fire District will be reliant on consistent and stable revenue streams. The District currently receives augmented funds per parcel, from areas outside the City of Placerville. These voter approved special assessments were established in the late 70's and early 80's and did not include any form of escalator for inflationary costs. It is believed, that the philosophy at that time was such that growth within the District would provide a natural and sufficient increase in funding for fire protection. Economic down turns, limited to no-growth within the District has proven this philosophy to be flawed. The increased operational costs to the District have significantly outpaced the increased revenue from new growth and increased property values. There is an urgent need for the District to move forward on some form of special tax, benefit assessment or other voter approved steady revenue stream.
 - September 2018, identify and retain consulting firm
 - December 2018, overall plan in place
 - January 2019, Public education, brand messaging, etc
 - June / Nov 2019, ballot measure

Fiscal Policies and Procedures

The District reorganization plan developed in 2012/13 outlined multiple areas of changes for the District to yield savings and ultimately fiscal recovery. The fiscal goals that were identified within that plan have all been met and/or exceeded. In order to maintain financial stability for the District and the employees, our current conservative and proactive fiscal strategies need to remain as a cornerstone for our District.

- **Fiscal Policies & Procedures** – develop formal, Board approved, fiscal policies and procedures
- **Identify Reserve Fund Balances** – the District currently maintains a reserve fund balance with annual contributions to build the fund. At first glance, this fund currently projects a very healthy reserve for the District. Internally, however the fund is segregated for multiple earmarked obligations and planned needs, such as Station 28 payments, apparatus replacement fund etc. In an effort to enhance transparency and understanding-
 - establish an on-going breakdown of reserve funds
 - Establish a target goal of unrestricted or designated reserve fund balance

Operational Staffing Goals

The District has struggled over the past few years to hire and retain qualified personnel to meet staffing goals designated within the previous reorganization plan. It should be noted that the District is not alone in the issue, Statewide; Departments are experiencing similar concerns associated with hiring and retention of Firefighter Paramedics. The District will continue to seek out alternatives to broaden our hiring pool of candidates. Operationally, there are several staffing goals that the District will attempt to achieve, recognizing the need to fill current staffing models along with fiscal limitations.

- **Station 72** – as personnel become available, after current staffing obligations are met, phase out the Apprentice Program and create a staffing model of one (1) career Fire Captain and one (1) career Firefighter and/or Firefighter Paramedic
- **Station 21** – restore staffing model to previous levels of one (1) career Fire Captain and one (1) career Firefighter and/or Firefighter Paramedic

- **EMT Upgrade Sponsorship Program** – in an effort to maintain Paramedic levels within the District, the District will research the feasibility of creating an in-house sponsorship program for current Firefighter EMT's who wish to upgrade to Paramedic. This concept needs to be vetted out for feasibility and fiscal impact to the District.

In Closing...

This Strategic Plan is meant to serve as a roadmap for the District over the next five years. It is acknowledged that the environment we operate within is very dynamic and unforeseen items may arise that will need us to adjust and/or amend this plan. Our District has made tremendous strides during the previous re-organization plan, this document is meant to build off those successes, learn from the past and continue to guide our District into the future. Ultimately, maintaining the level of service provided to our constituents, while providing a response ready fleet of fire apparatus and facilities.