EL DORADO COUNTY FIRE PROTECTION DISTRICT
BOARD MEETING

AGENDA

Meeting chat link
https://us02web.zoom.us/launch/jc/82286990762

Meeting ID: 822 8699 0762

One tap mobile
1(669)4449171

Mike Connelly (Div. 1)	**Lloyd Ogan (Div. 4)**
Mickey Kaiserman (Div. 2)	**Lloyd Rutherford (Div. 5)**
Vacant (Div. 3)	**Paul Gilchrest (Div. 6)**
	Michael Pettibone (Div. 7)

12:00P.M. OPEN SESSION

PUBLIC COMMENT:

Any person wishing to address the Board on any item on the closed session portion of the agenda may do so at this time.

12:05 P.M. CLOSED SESSION

A. Conference With Labor Negotiators
Agency Designated Representative: Fire Chief
El Dorado County Fire Professional Firefighters Association – Local 3556
The Management Employees Association
The Non-Safety Employees Association

B. ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case

1:00 P.M. OPEN SESSION

1. **CALL TO ORDER:**

2. **ROLL CALL:**

3. **PLEDGE OF ALLEGIANCE:**

4. **APPROVE AGENDA:**

5. **CONSENT CALENDAR:**
(All items approved on a single vote except those pulled for individual discussion and action).

A. Minutes: July 16, 2026, Board Meeting
B. Purchasing Policy
C. Remote Work Policy
D. Claim Payments/Deposits:

ECF Claims FY 26/27:	ECF Claims FY 25/26:	DSP Claims:	Deposits:
$111,164.37	$2,231.88	$24,488.61	$3,081.18
$66,195.96	$11,500.00	$2,278.35	$14,978.85
$1,201,380.00	$45,493.19	$2,692.14	$311.08
$2,000.00	$113,785.99	$12,719.36	$12,868.86
$7,158.80	$345.00	$15,665.50	$63,985.88
$55,492.75	$9,876.00	$456.03	$.04
$48,041.53	$48,472.90	$6,120.00	$5,028.00
$1,756.17	$3,016.51	$6,560.55	$8,982.06
$53,879.13	$1,401.04	$2,950.85	$9,462.50
$48,472.90	$5,000.00	$1,022.69	$8,582.94
$9,876.00	$2,755.00	$306.34	$86,541.76
$21,428.01	$16,802.24	$27,305.25	
$84,836.64	$35,823.31		
	$945.00		

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 three minutes per person.)

7. **REPORT OF ACTION TAKEN IN CLOSED SESSION:**
A. Conference With Labor Negotiators
Agency Designated Representative: Fire Chief
El Dorado County Fire Professional Firefighters Association – Local 3556
The Management Employees Association
The Non-Safety Employees Association

B. ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case

8. **DIVISION 3 CANIDATE INTERVIEWS (30 Minutes Per Candidate):**
- Kenny Vogele - 1:15

9. **DIVISION 3 BOARD OF DIRECTOR SELECTION:**
- Discuss and Appoint

10. <u>OATH OF OFFICE:</u>
- Division 3 Board of Director

11. <u>DEPARTMENTAL MATTERS:</u>

A. Administrative – FY 2024/2025 Final Audit
- Discuss/Review/Action

B. Administrative – Resolution 2026-20 – El Dorado County Fire CFD No. 1 Annexation No. 2.
- Discussion/Review/Action

C. Administrative – California Fire Foundation SAVE Program – MOU
- Discuss/Review/Action

D. Operational – Paramedic Internship Agreement with Sierra College
- Discuss/Review/Action

E. Administrative – Engagement Letter with SCI Consulting Group for Three Annual Reports and Three Five-Year Findings Reports.
- Discuss/Review/Action

12. <u>BOARD MATTERS:</u>

A. Board Elections
- Chair
- Vice Chair

13. <u>CORRESPONDENCE AND COMMUNICATION:</u>
- Fire Engine Response Statistics.
- Medic Unit Response Statistics.

14. <u>FIRE CHIEF'S REPORT:</u>

15. <u>BOARD COMMENTS:</u>

16. <u>FUTURE AGENDA ITEMS:</u>

Next regularly scheduled Board Meeting, September 17, 2026.

17. <u>ADJOURNMENT:</u>

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 Brad Gates by telephone at 530-644-9630 or by fax 530-644-9636. Requests must be made as early as possible and at least one full business day before the start of the meeting.

EL DORADO COUNTY FIRE PROTECTION DISTRICT
BOARD MEETING

July 16, 2026

12:30 P.M. Closed Session
1:00 P.M. Open Session

12:30 P.M. OPEN SESSION

PUBLIC COMMENT:

Any person wishing to address the Board on any item on the closed session portion of the agenda may do so at this time.

12:35 A.M. CLOSED SESSION

A. Conference With Labor Negotiators
Agency Designated Representative: Fire Chief
Deputy Chief/Fire Marshal

1:00 P.M. OPEN SESSION

1. **CALL TO ORDER:**

Director Ogan called the meeting to order at 1:19 P.M

2. **ROLL CALL:**

Present: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone
Absent: None

3. **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited.

4. **APPROVE AGENDA:**

It was moved by Director Rutherford and seconded by Director Pettibone to approve the agenda as presented. The motion was passed by the following vote:

Ayes: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone
Noes: None
Absent: None

5. **CONSENT CALENDAR:**

(All items approved on a single vote except those pulled for individual discussion and action)

A. Minutes: June 18, 2026, Board Meeting
B. Claim Payments/Deposits:

ECF Claims:	District Deposit:	DSP Claims:	DSP Deposit:
$70,452.71	$96,070.95	$17.592.53	$19,976.00
$16,019.11	$311.08	$18,250.00	
$7,532.97	$7,198.37	$1,294.66	
$5,130.00	$311.08	$1,800.00	
$1,821.18	$13,771.20	$943.74	
$543.05	$47,525.18	$352.18	
$884.20	$30,679.82	$1,002.00	
$1,237.35	$2,217.00	$2,800.00	
$11,475.25	$3,979.73	$882.10	
$2,352.38	$8,151.59	$1,025.00	
$58,597.70	$5,427.99	$20,030.39	
$921.00	$10,522.93	$821.88	
$29,658.00	$311.08	$113.12	
$1,600.00			
$250.00			
$2,512.92			
$47,800.00			
$43,300.00			
$35,823.31.			
$27,305.25			
$945.00			
$196,640.92			

It was moved by Director Gilchrest and seconded by Director Rutherford to approve the Consent Calendar as presented. The motion was passed by the following vote:

Ayes: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone
Noes: None
Absent: None

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).

No public comment.

7. REPORT OUT OF CLOSED SESSION:

A. Conference With Labor Negotiators
Agency Designated Representative: Fire Chief
Deputy Chief/Fire Marshal

It was moved by Director Gilchrest and seconded by Director Rutherford to approve the promotion of Fire Mashal Jacob Poganski to Deputy Chief at step D on the Salary Schedule. The Board is aware that Chief Poganski does contracted work with Sanoma Race way and Sonoma County and that there is no conflict of interest. The motion was passed by the following vote:

Ayes: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone
Noes: None
Absent: None

8. **DIVISION 4 CANIDATE INTERVIEWS (30 Minutes Per Candidate):**
   - Michael Connelly - 1:15

   The Board interviewed Michael Connelly

9. **DIVISION 1 BOARD OF DIRECTOR SELECTION:**
   - Discuss and Appoint

   It was moved by Director Gilchrest and seconded by Director Pettibone to appoint Michael Connelly to Director of Division 1. He will complete the term of Mark Brunton. The motion was passed by the following vote:

   Ayes: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone
   Noes: None
   Absent: None

10. **OATH OF OFFICE:**
    - Division 1 Board of Director

    Director Ogan administered the Oath of Office for Michael Connelly

11. **DEPARTMENTAL MATTERS:**

A. **Administrative –** Resolution 2026-17 – FY 2026/2027 Appropriation Limits
- Discuss/Review/Action

It was moved by Director Pettibone and seconded by Director Pettibone to approve Resolution 2026-17 – FY 2026/2027 Appropriation Limits. The motion was passed by the following vote:

Ayes: Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone, Connelly
Noes: None
Absent: None

B. **Administrative –** Resolution 2026-18 – Declaring be held in its jurisdiction consolidation with other districts requesting election services.
- Discuss/Review/Action

It was moved by Director Rutherford and seconded by Director Gilchrest to approve Resolution 2026-18 – declaring be held in its jurisdiction consolidation with other districts requesting election services. The motion was passed by the following vote:

Ayes: *Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone, Connelly*
Noes: *None*
Absent: *None*

C. **Administrative –** Resolution 2026-19 – FY 2025-2026 Budget Appropriation Limit Amendment.

- Discuss/Review/Action

It was moved by Director Rutherford and seconded by Director Gilchrest to approve Resolution 2026-19 – FY 2025-2026 Budget Appropriation Limit Amendment. The motion was passed by the following vote:

Ayes: *Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone, Connelly*
Noes: *None*
Absent: *None*

D. **Operational –** REACH Air Medical Services Letter of Intent

- Discuss/Review/Action

It was moved by Director Pettibone and seconded by Director Rutherford to approve and all the Fire Chief to move forward with discussions with REACH Air Medical Services Letter of Intent. Motion was passed by the following vote:

Ayes: *Kaiserman, Ogan, Pettibone, Gilchrest, Rutherford, Connelly*
Noes: *None*
Abstain: *None*
Absent: *None*

E. **Administrative –** Pacific Gas and Electric Land Easement Agreement

- Discuss/Review/Action

It was moved by Director Pettibone and seconded by Director Rutherford to approve the Land Easement Agreement with Pacific Gas and Electric in the amount of $5,000.00. The board is aware that an independent appraisal has not been completed. Motion was passed by the following vote:

Ayes: *Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone, Connelly*
Noes: *None*
Abstain: *None*
Absent: *None*

F. **Administrative –** Station 25 Mural

- Discuss/Review/Action

It was moved by Director Connelly and seconded by Director Rutherford to provide direction to Chief Gates to approve the work and administer agreements. Motion was passed by the following vote:

Ayes:	*Kaiserman, Ogan, Rutherford, Gilchrest, Pettibone, Connelly*
Noes:	*None*
Abstain:	*None*
Absent:	*None*

12. BOARD MATTERS:

- Division 3 Vacancy

13. CORRESPONDENCE AND COMMUNICATION:

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.

14. FIRE CHIEF'S REPORT:

1. New Paramedic Ambulance Operators — Medic 48 Staffing

The District welcomes [number] newly hired Paramedic Ambulance Operators who will be assigned to staff M48. [Insert names, hire dates, and academy/orientation completion status.] These positions restore continuous staffing on M48 and directly support the District's ALS transport commitments and system-wide response reliability.

Onboarding items completed or in progress include El Dorado County EMS Agency (LEMSA) accreditation verification, District policy and protocol orientation, apparatus and equipment familiarization, and field training officer assignment. [Confirm accreditation status for each new hire prior to independent assignment.]

The Chief will introduce the new personnel to the Board at the meeting.

2. Meeting with Ted Gaines — Fire Service Overview, Supervisorial District 4

The Chief met with Ted Gaines, a candidate for the El Dorado County Board of Supervisors, District 4, to provide an overview of the fire service generally and of District operations, service demand, and infrastructure within the territory that overlaps the 4th Supervisorial District. Topics included staffing levels, response times, station and apparatus condition, EMS transport, and the District's funding structure and revenue constraints.

The briefing was factual and informational. The District takes no position on any candidate or election, and no District endorsement was offered, sought, or implied. The Chief will make the same factual briefing available upon request to any candidate for the same office and to any sitting or incoming member of the Board of Supervisors.

3. El Dorado County Fair — After-Action Debriefing

The Chief participated in the El Dorado County Fair after-action debriefing. The District received high marks for the addition of a Captain position within the Fire/EMS branch of the Fair incident command structure. The increased resourcing was credited with improving span of control, on-site medical response, and coordination among the Fire/EMS branch, law enforcement, and Fair operations staff.

Staff recommends the Captain position be carried forward as a standing element of the District's Fair staffing plan in future years. [Confirm the cost of the position for the [YYYY] Fair and whether that cost was reimbursed, cost-shared, or absorbed by the District. If the District absorbed the cost, staff will pursue a written cost-recovery or reimbursement understanding with the Fair for the [YYYY+1] event.]

4. Meeting with Chief Administrative Office (Tara Stout) — Development Impact Fee Utilization

The Chief met with Tara Stout of the County Chief Administrative Office regarding the utilization of Development Impact Fee (DIF) funds collected for fire and emergency response facilities within the District's service area, and the development of a financial overlay that would allow the District to identify, sequence, and leverage eligible DIF revenue against completed and planned capital projects.

The concept discussed would map DIF collections and available balances against the District's capital project list, so that the Board can see which projects are eligible for DIF funding, which have already been financed from other District sources and may support a reimbursement or programming claim, and which future projects should be positioned within the County's capital improvement programming to draw on DIF revenue as it accrues.

Next steps discussed: (a) obtain the County's current DIF fund balance, collection, and expenditure reporting for the applicable fee category and benefit area; (b) reconcile that reporting against the District's completed and planned projects; and (c) return to the Board with a draft financial overlay and any recommended agreement with the County.

5. Meeting with REACH Air Medical Services — Letter of Intent, Public–Private Partnership

The Chief met with representatives of REACH Air Medical Services to discuss the Letter of Intent (LOI) submitted by REACH to the District concerning a potential public–private partnership. Discussion addressed the scope of the contemplated relationship, operational integration with District EMS delivery, siting and facilities considerations, and the sequence of approvals that would be required before any binding commitment.

No agreement has been reached, no binding commitment has been made, and no District resources have been committed. The LOI remains non-binding. Any resulting agreement would return to the Board as a noticed action item following District Counsel review and coordination with the El Dorado County EMS Agency (LEMSA).

6. Meeting with Chief Administrative Office (Sue Phillips and Emma Owens) — County–District Collaboration

The Chief met with Sue Phillips and Emma Owens of the County Chief Administrative Office to discuss County and District collaboration. Discussion focused on identifying areas where coordinated planning would benefit both agencies, improving information flow between the County and the District on matters affecting fire and EMS service delivery, and establishing a more regular working cadence at the staff level.

[Insert specific topics addressed and any commitments made by either agency.] The Chief will continue these discussions and will bring any proposed agreement, memorandum of understanding, or cost-sharing arrangement to the Board for consideration before it is executed.

FISCAL IMPACT

None. This report is informational and requests no appropriation, expenditure, or commitment of District funds.

The Paramedic Ambulance Operator positions described in this report are budgeted within the adopted FY 2026-27 Operations budget, including salary, benefits, and CalPERS employer contributions. [Confirm the positions are within the adopted position allocation and that no budget amendment is required.]

The DIF and REACH matters described above are preliminary and carry no present fiscal effect. Should either matter progress to a proposed agreement, staff will return to the Board with a fiscal analysis and any required appropriation at that time. No additional appropriation is anticipated at this time.

15. <u>BOARD COMMENTS:</u>

Connelly: No Comment

Ogan: No Comment

Kaiserman: No Comment

Vacant:

Rutherford: No Comment

Gilchrest: Director Gilchrest stated he attended a GOP meeting, and they completed a vote on El Dorado Ready. He stated they would like to meet with Chief Gates. Director Gilchrest stated they are going to start conducting their 2x2 meetings again with the Board of Supervisors.

15. <u>FUTURE AGENDA ITEMS:</u>

Next regularly scheduled Board Meeting – August 20, 2026

16. <u>ADJOURNMENT:</u> *At 3:03 P.M. it was moved by Director Rutherford and seconded by Director Connelly to adjourn; all in favor.*

EL DORADO COUNTY FIRE
FINANCE REPORT

1. Fire Operations Budget Summary
2. District Claims Submitted for Payment

District Claims FY 26/27:	District Claims FY 25/26:	DSP Claims:
$111,164.37	$2,231.88	$24,488.61
$66,195.96	$11,500.00	$2,278.35
$1,201,380.00	$45,493.19	$2,692.14
$2,000.00	$113,785.99	$12,719.36
$7,158.80	$345.00	$15,665.50
$55,492.75	$9,876.00	$456.03
$48,041.53	$48,472.90	$6,120.00
$1,756.17	$3,016.51	$6,560.55
$53,879.13	$1,401.04	$2,950.85
$48,472.90	$5,000.00	$1,022.69
$9,876.00	$2,755.00	$306.34
$21,428.01	$16,802.24	$27,305.25
$84,836.64	$35,823.31	
	$945.00	

<u>District Deposits:</u>

- $3,081.18
- $14,978.85
- $311.08
- $12,868.86
- $63,985.88
- $.04
- $5,028.00
- $8,982.06
- $9,462.50
- $8,582.94
- $86,541.76

<u>District Reserve Funds:</u>

Fund Balance -	$7,868,027.76
City of Placerville Dev. Fees -	$796,581.46
Development Fees – County -	$828,341.48

<u>Diamond Springs Reserve Funds:</u>

Fund Balance -	$2,102,467.60
Development Fees -	$1,300,605.37
CFD Funds -	$987,342.55

El Dorado County Fire Protection District

Fire Services Manual

Purchasing and Procurement

214.1 PURPOSE

This policy establishes the rules, controls, and approval requirements governing all procurement of supplies, equipment, materials, and services by the El Dorado County Fire Protection District (the "District"). It identifies the authorized methods of purchase, sets the dollar thresholds at which each method applies, defines the chain of command through which purchase requests are routed and approved, and assigns responsibility for budget verification, encumbrance, and issuance of Purchase Orders.

The District uses two procurement instruments. Low-dollar, routine, operationally necessary purchases under $500.00 are made with a District-issued California Purchase Card ("CAL-Card"). All purchases of $500.00 or more are made only after written approval through the chain of command and only under a Purchase Order issued by the Deputy Chief of Administration.

This policy is designed to be auditable and consistently enforceable. It establishes a documented chain of authorization, defined spending limits, verification of budget authority before commitment, and mandatory supporting documentation for every transaction, so that the District can demonstrate proper internal control in the event of an audit, public records request, grand jury inquiry, or litigation.

214.2 AUTHORITY AND SCOPE

This policy applies to:

(a) All District personnel, officers, and Board members who request, authorize, approve, or make purchases on behalf of the District;

(b) All purchases of supplies, equipment, materials, and services, regardless of dollar amount, funding source, or method of payment;

(c) All personnel issued a CAL-Card, and all CAL-Card transactions; and

(d) All Approving Officials and Finance/Accounting staff responsible for reviewing, approving, encumbering, reconciling, or paying District obligations.

This policy supersedes and rescinds the District's CAL-Card Purchasing Card Policy dated August 1, 2026, the substance of which is incorporated into Section 214.6. Where any other District policy, practice, or past course of dealing conflicts with this policy, this policy controls, except where a Memorandum of Understanding, a grant agreement, or a statute imposes a stricter or different requirement, in which case the stricter or externally imposed requirement controls.

Nothing in this policy authorizes any person to obligate the District except as expressly provided here. No District employee, officer, or Board member has authority to bind the District to a purchase except through a CAL-Card transaction within the limits of Section 214.6 or a Purchase Order issued under Section 214.7.

214.3 APPLICABLE LEGAL AUTHORITY

This policy is adopted under, and is intended to comply with, the following California statutory authority applicable to the District as an independent special district organized under the Fire Protection District Law of 1987, and, where applicable, federal law and guidance. Nothing in this policy is intended to conflict with or narrow any obligation imposed by these authorities; where a conflict exists, the statute or regulation controls.

214.3.1 Health and Safety Code — Fire Protection District Law of 1987

(a) Health and Safety Code § 13800 et seq. — Fire Protection District Law of 1987, the District's enabling statute and general source of organizational and financial authority.

(b) Health and Safety Code § 13861(f) — General powers of a fire protection district, including the power to enter into and perform all necessary contracts pursuant to Public Contract Code Article 53 (§ 20810 et seq.).

(c) Health and Safety Code § 13895 — Annual budget adoption requirements, including the District's appropriation limit. All expenditures under this policy must be made within the adopted budget.

214.3.2 Public Contract Code

(a) Public Contract Code §§ 20810–20813 (Article 53, Fire Protection Districts) — Competitive bidding requirements applicable to public works contracts let by a fire protection district.

(b) Public Contract Code § 22032 et seq. (Uniform Public Construction Cost Accounting Act, where adopted by the District) — Informal and formal bidding thresholds applicable to public projects.

(c) Public Contract Code § 1100 et seq. — Statement of legislative intent underlying California's competitive bidding statutes: protecting public funds, preventing favoritism and fraud, and ensuring fair competition.

214.3.3 California Government Code

(a) Government Code § 54202 — Requirement that local agencies adopt written policies governing the procurement of supplies, equipment, and services. Adoption of this policy satisfies that requirement.

(b) Government Code §§ 53232.2 and 53232.3 — Required written reimbursement policy, expense reporting, and documentation for Board of Directors travel and meal expenses.

(c) Government Code § 1090 and § 87100 et seq. — Prohibition on financial interests in contracts and on participation in decisions in which an official has a financial interest. Addressed in Section 214.13.2.

(d) Government Code § 7920.000 et seq. (California Public Records Act) — Public records status and retention of procurement records, addressed in Section 214.17.

(e) Penal Code § 424 — Misuse of public funds by a public officer; basis for referral of unauthorized or fraudulent purchasing activity for investigation or prosecution, addressed in Section 214.16.

Authority to issue purchasing cards to designated officers and employees, and to designate a Purchasing Officer, is exercised under the District's general contracting and procurement powers in Health and Safety Code § 13861(f), as implemented by resolution of the Board of Directors adopting this policy.

Where any purchase is financed in whole or in part with proceeds of bonds, assessments, community facilities district revenues, or other restricted funding sources, the Deputy Chief of Administration must confirm compliance with the specific statutory and contractual restrictions applicable to that funding source before the Purchase Order is issued.

214.3.4 Federal Authority and Guidance

Federal authority generally applies only where a purchase involves federal grant funds, federal financial participation, or federally funded equipment or programs (for example, Assistance to Firefighters Grants or Homeland Security grant programs). Where applicable:

(a) 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including 2 CFR §§ 200.317–200.327 governing procurement standards for purchases made with federal award funds.

(b) Internal Revenue Service rules governing accountable plan treatment of reimbursed employee expenses (26 CFR § 1.62-2).

(c) General Services Administration (GSA) per diem rates, where adopted by the District as the basis for meal and lodging reimbursement.

Any purchase charged against federal grant funds must independently satisfy the procurement standards of the applicable federal award and 2 CFR Part 200, in addition to the requirements of this policy. The Deputy Chief of Administration and the applicable grant program manager are jointly responsible for verifying compliance before the Purchase Order is issued. Requirements are addressed further in Section 214.10.

214.4 DEFINITIONS

Approving Official: The Division Chief, Deputy Chief of Administration, Fire Chief, or Board of Directors, as applicable to the dollar amount under Section 214.7.5.

CAL-Card: The District-issued purchasing card used for authorized official purchases under $500.00.

Card Administrator: The designated Finance/Accounting staff member or members responsible for card program oversight, issuance, reconciliation, and enforcement, under the direction of the Deputy Chief of Administration.

Cardholder: The individual employee to whom a CAL-Card is issued in their name. The Cardholder is personally accountable for all use of the assigned card.

Change Order: A written amendment to an issued Purchase Order changing price, quantity, scope, specification, or delivery. Governed by Section 214.14 and Form PUR-3.

Commitment: Any act that creates or purports to create an obligation of the District to a vendor, including placing an order, signing a quotation or agreement, authorizing work to begin, or accepting delivery.

Encumbrance: The reservation of budgeted funds against a specific account for an approved purchase, recorded when the Purchase Order is issued.

Monthly Billing-Cycle Limit: The maximum cumulative dollar amount a Cardholder may charge within one monthly billing cycle, as set by rank in Section 214.6.4.

Program Administrator: A District employee assigned responsibility for a program, function, or budget unit that is not station-based, including but not limited to training, EMS, fire prevention, fleet, facilities, and emergency management. For purposes of Section 214.7, a Program Administrator has the same requisition-initiating authority as a Station Captain.

Public Project: A project as defined by Public Contract Code § 22002, including construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving a District-owned facility. Governed by Section 214.9.

Purchase Order (Form PUR-1): The District's written order to a vendor, which encumbers funds and incorporates the District's standard terms and conditions. A Purchase Order is the only instrument by which the District orders goods or services of $500.00 or more.

Purchase Requisition, or Request Form (Form PUR-2): The internal request for authority to purchase. A Requisition is a request only; it is not an order and does not obligate the District.

Purchasing Officer: The Fire Chief, who may delegate day-to-day purchasing administration to the Deputy Chief of Administration as provided in this policy.

Single-Transaction Limit: The maximum dollar amount, including tax, shipping, and fees, that may be charged to a CAL-Card in a single purchase.

Split Purchase: Dividing what is functionally a single purchase, or a related set of purchases, into two or more transactions or requisitions for the purpose of remaining below a dollar threshold. Strictly prohibited under Section 214.13.1.

Station Captain: The company officer assigned command of a station, or the acting officer in that assignment.

214.5 AUTHORIZED PROCUREMENT METHODS

The following table identifies the instrument required for each category of purchase. The controlling figure is the total cost of the purchase, including tax, shipping, and fees, and including all items on a single order or reasonably related set of orders.

Instrument	Dollar Range	Requirement
CAL-Card	Under $500.00 per transaction, including tax, shipping, and fees	No prior written approval required, provided the purchase is within the Cardholder's monthly limit, is a permitted use under Section 214.6.5, and is within the adopted budget. Itemized receipt and coding required.
Purchase Requisition (PUR-2) followed by Purchase Order (PUR-1)	$500.00 and above	Advance written approval required through the chain of command in Section 214.7 before any commitment is made to a vendor. No goods may be ordered and no services authorized until the Purchase Order is issued.
Written agreement or contract, with Purchase Order	Any amount where the vendor requires a contract, or where the purchase involves professional services, ongoing services, or a term commitment	Reviewed as to form by District Counsel where required, executed by the Fire Chief or Board as applicable, and encumbered by Purchase Order.
Public project / public works contract	Any amount	Governed by Section 214.9 and the Public Contract Code. A Purchase Order is not a substitute for a public works contract.

A purchase may not be made by any method other than those listed above. Personal funds shall not be used with the expectation of reimbursement, except for authorized travel and meal expenses governed by the Travel and Expense Reimbursement Policy, or in a documented emergency under Section 214.11.

214.6 CAL-CARD PROGRAM — PURCHASES UNDER $500.00

The CAL-Card exists to allow the District to acquire low-dollar, routine, operationally necessary goods and services without the delay of a requisition and purchase order cycle. It is not a substitute for the approval process in Section 214.7, and it may not be used for any purchase of $500.00 or more.

214.6.1 Eligibility and Issuance

CAL-Cards are issued only to personnel whose assigned duties require regular purchasing authority, and only upon:

(a) Written request from the employee's Division Chief or higher, submitted to the Card Administrator;

(b) Completion of the mandatory training described in Section 214.6.6; and

(c) Execution of a signed Cardholder Agreement (Form PUR-5) acknowledging this policy.

214.6.2 Cardholder Responsibilities

(a) Safeguard the card and card number at all times, and report a lost, stolen, or compromised card to the Card Administrator and the card issuer immediately upon discovery.

(b) Use the card only for official, budget-approved District purchases within the Cardholder's authorized limits.

(c) Obtain and retain an itemized receipt for every transaction. A credit card slip showing only a total is not an itemized receipt.

(d) Submit complete transaction documentation — receipt, business purpose, and account coding — to the Card Administrator within five (5) business days of the purchase.

(e) Reconcile and sign the monthly statement of account, certifying that all charges are accurate, authorized, and supported by documentation.

(f) Surrender the card immediately upon transfer, separation, retirement, or at the request of the Fire Chief, Deputy Chief of Administration, or Card Administrator.

214.6.3 Single-Transaction Limit

The single-transaction limit is $500.00 for every Cardholder regardless of rank. A single purchase totaling $500.00 or more, including tax, shipping, and fees, may not be charged to a CAL-Card under any circumstance except a documented emergency under Section 214.11. Such a purchase must instead be requested and approved under Section 214.7 and made under a Purchase Order.

214.6.4 Monthly Billing-Cycle Limits

The single-transaction limit and the monthly billing-cycle limit operate independently. A transaction may not exceed the single-transaction limit even where the Cardholder has remaining monthly capacity, and cumulative monthly charges may not exceed the monthly limit even where every individual transaction is below $500.00.

Cardholder Rank	Single-Transaction Limit	Monthly Billing-Cycle Limit
Captain	Under $500.00	$500.00
Division Chief	Under $500.00	$1,500.00
Deputy Chief	Under $500.00	N/A
Fire Chief	Under $500.00	N/A
Administrative Staff	Under $500.00	$1,500.00

A Cardholder who anticipates that cumulative monthly charges will exceed the assigned monthly limit must obtain prior approval from the Card Administrator and the Deputy Chief of Administration before incurring the charge that would exceed the limit.

214.6.5 Permitted and Prohibited Uses

Permitted Uses (Within Authorized Limits)	Strictly Prohibited Uses
Office and station supplies	Cash advances or cash-equivalent transactions
Small tools and consumable equipment within limit	Personal purchases of any kind, even if later reimbursed
Approved training registration fees with an approved Training Request Form	Splitting a purchase into multiple transactions to stay under the limit
Approved travel-related expenses per the Travel and Expense Reimbursement Policy	Alcohol, firearms or ammunition (absent separate written authorization), or controlled substances
Subscriptions and memberships pre-approved by the	Gift cards, gifts, or donations

Deputy Chief of Administration	
Emergency operational purchases per Section 214.11	Sharing, lending, or allowing use of the card by any non-cardholder, including other employees
Fuel and minor repairs for District vehicles where a fleet card is not accepted	Any purchase of $500.00 or more, or any purchase that has not received the approval required by Section 214.7

214.6.6 Cardholder Training and Acknowledgment

Before a CAL-Card is issued, and at least annually thereafter, each Cardholder must complete District-provided training covering this policy, applicable purchasing law, and documentation requirements; sign a Cardholder Agreement; and acknowledge in writing that violations may result in card revocation, disciplinary action up to and including termination, personal financial liability for unauthorized charges, and referral for criminal prosecution where applicable.

214.6.7 Reconciliation

The Card Administrator reconciles all CAL-Card statements monthly, verifies supporting documentation against each transaction, confirms compliance with the single-transaction and monthly limits, confirms account coding, and reports any transaction lacking required documentation to the Deputy Chief of Administration.

214.7 PURCHASES OF $500.00 OR MORE — REQUEST FORM AND PURCHASE ORDER

Any purchase, or any reasonably related set of purchases, with a total cost of $500.00 or more, including tax, shipping, and fees, requires advance written approval before any commitment is made to a vendor. Approval is obtained by submitting a Purchase Requisition (Form PUR-2), referred to in this policy as the Request Form, through the chain of command described below. After-the-fact approval is permitted only in the limited emergency circumstances described in Section 214.11.

214.7.1 Initiation

A Requisition is initiated and signed by the Station Captain of the requesting station, or by the Program Administrator responsible for the affected program, function, or budget unit. Line personnel do not submit Requisitions directly; station-level needs are submitted to the Station Captain and the Captain consolidates them onto a Request Form.

The Requisition must identify, at a minimum: the item or service requested; the quantity; the estimated total cost; the operational justification; the date needed; and any quotations, catalog pricing, or other price documentation obtained under Section 214.8.

214.7.2 Routing — Chain of Command

Requisitions are routed in the following order. Each level must complete its review before the Requisition advances. A Requisition may not skip a level, and no level may approve a Requisition it originated.

(a) Station Captain or Program Administrator, prepares and signs the Requisition, verifies that the item is not already in station or District stock, and confirms the accuracy of the description, quantity, and estimated cost.

(b) Division Chief — reviews and endorses or denies the Requisition based on operational need, consistency with division priorities and standards, compatibility with existing District equipment, and whether the request should be consolidated with other pending requests.

(c) Deputy Chief of Administration — performs the fiscal review described in Section 214.7.3 and, if the Requisition is approved at the level required by Section 214.7.5, issues the Purchase Order.

214.7.3 Responsibilities of the Deputy Chief of Administration

Upon receipt of an endorsed Requisition, the Deputy Chief of Administration shall:

(a) Determine the correct budget line and account coding for the purchase, including fund, department, and object code, and record that coding on the Requisition;

(b) Verify that sufficient appropriated funds are available in that account for the full amount of the purchase, and that the purchase is consistent with the adopted budget and, where applicable, with the restrictions on the funding source;

(c) Determine whether the purchase requires a budget transfer or amendment, and, if so, obtain that authority before the Purchase Order is issued;

(d) Confirm that the competitive procurement requirements of Section 214.8 have been satisfied, or that a documented exception applies;

(e) Confirm that any applicable grant, public works, or restricted-funding requirements under Sections 214.9 and 214.10 have been satisfied;

(f) Obtain any additional approval required by Section 214.7.5;

(g) Issue the Purchase Order (Form PUR-1), assign the Purchase Order number, encumber the funds against the identified account, and transmit the Purchase Order to the vendor; and

(h) Return a copy of the issued Purchase Order to the initiating Station Captain or Program Administrator and to the endorsing Division Chief.

If the Deputy Chief of Administration determines that funds are not available, that the request requires a different funding source, or that the request does not satisfy the requirements of this policy, the Requisition shall be returned to the initiator with a written explanation. A returned Requisition is not an approval and does not authorize any purchase.

214.7.4 Purchase Order Issuance and Authority to Commit

The Deputy Chief of Administration is the issuer of Purchase Orders. Where the Deputy Chief of Administration is unavailable — due to leave, vacancy, or inability to act within the time the purchase requires — the Fire Chief may issue the Purchase Order directly, performing the fiscal review otherwise required by Section 214.7.3. No other employee or officer may issue, promise, or represent a Purchase Order number to a vendor.

No commitment of any kind may be made to a vendor before the Purchase Order is issued. Requesting a quotation is not a commitment; placing an order, signing a vendor agreement or quotation, authorizing work to begin, scheduling delivery of goods, or accepting delivery is. A purchase made without an issued Purchase Order is an unauthorized purchase under Section 214.7.6.

214.7.5 Approval Authority by Dollar Amount

The approval required before a Purchase Order may be issued is determined by the total amount of the purchase, as follows.

Total Purchase Amount	**Approval Required Before the Purchase Order Is Issued**
Under $500.00	None, CAL-Card purchase under Section 214.6, within the Cardholder’s monthly limit
$500.00 to $1,499.99	Division Chief, then Deputy Chief of Administration
$1,500.00 to $5,000.00	Division Chief, Deputy Chief of Administration, then Fire Chief
Over $5,000.00	Division Chief, Deputy Chief of Administration, Fire Chief, then Board of Directors

These thresholds apply to the total amount of the purchase, not to the increment above the preceding threshold. A purchase may not be divided across multiple Requisitions to bring it below a threshold.

A purchase over $5,000.00 that cannot reasonably wait for Board approval — including a facility system or apparatus failure that threatens habitability, safety, or operational readiness — may qualify as an emergency purchase under Section 214.11, which permits the purchase to proceed with retroactive Board notification rather than prior Board approval. Section 214.11 controls in that circumstance notwithstanding the Board-approval requirement of this section.

Where the Fire Chief is the initiator of a Requisition, the Fire Chief shall not approve that Requisition. Such a request shall instead be reviewed and approved by the Board of Directors or its designee. This recusal requirement applies notwithstanding the Fire Chief’s designation as Purchasing Officer.

Where the Deputy Chief of Administration is the initiator of a Requisition, the fiscal review required by Section 214.7.3 shall be performed and documented by the Fire Chief or by a designee who did not initiate the request.

214.7.6 Unauthorized Purchases

A purchase of $500.00 or more made without the prior written approval and issued Purchase Order required by this section is an unauthorized purchase, regardless of whether the underlying purchase would otherwise have been approved and regardless of whether the District ultimately receives the benefit of the goods or services.

An unauthorized purchase is subject to the consequences described in Section 214.16, and may result in personal financial liability for the individual who made the commitment. The District does not ratify unauthorized purchases as a matter of routine. A vendor invoice presented without a corresponding Purchase Order shall be referred to the Deputy Chief of Administration, who shall document the circumstances and refer the matter to the Fire Chief.

214.8 COMPETITIVE PROCUREMENT

It is the policy of the District to obtain the best value for public funds through competition. The following requirements apply to purchases of supplies, equipment, materials, and non-professional services. Public projects are governed instead by Section 214.9, and federally funded purchases are additionally governed by Section 214.10.

214.8.1 Quotation Thresholds

Estimated Purchase Amount	Competitive Procurement Required
Under $500.00	None. Best judgment of the Cardholder as to price reasonableness.
$500.00 to $1,500.00	Documented price comparison from at least two (2) sources, which may include catalog or website pricing.
$1,500.00 to $10,000.00	Written quotations from at least three (3) vendors, attached to the Requisition.

Over $10,000.00	Formal solicitation (Invitation for Bids or Request for Proposals) and Board award, except as provided in Section 214.8.3.

Price documentation obtained under this section must be attached to the Requisition. Where fewer than the required number of quotations can be obtained, the initiator shall document the sources contacted and the reason additional quotations were not available.

214.8.2 Award Basis

Award is made to the lowest responsive and responsible source, or, where the Requisition documents the basis in writing, to the source offering the best value considering price, quality, compatibility with existing District equipment, delivery time, service and warranty support, and total cost of ownership. A best-value award must be explained on the Requisition and endorsed by the Division Chief.

214.8.3 Exceptions to Competitive Procurement

Competitive quotations are not required where the Requisition documents, and the Deputy Chief of Administration accepts, one of the following:

(a) The item is available from only one known source.

(b) The item must be compatible with, or is a replacement part for, existing District equipment.

(c) The purchase is made through a cooperative, joint, or piggyback purchasing agreement lawfully available to the District, where the underlying contract was competitively awarded. The Requisition must identify the cooperative agreement and contract number.

(d) The purchase is of professional services, which are selected on the basis of demonstrated competence and professional qualifications at fair and reasonable price, consistent with Government Code § 4526 where applicable.

(e) The purchase is an emergency purchase under Section 214.11.

(f) The purchase is a utility service, regulated rate, government fee, insurance premium, membership, subscription, or similar item for which competition is not available or not meaningful.

Use of an exception must be documented on the Requisition before the Purchase Order is issued. A pattern of sole-source or emergency designations used to avoid competition will be treated as a policy violation under Section 214.16.

214.9 PUBLIC PROJECTS AND PUBLIC WORKS

This section uses two related but distinct terms, and the two determinations are made separately. A "public project," defined by Public Contract Code § 22002, is not procured by Purchase Order alone; it determines whether the purchase must be competitively bid and, if so, under which procedure. A "public work," defined by Labor Code § 1720 et seq., determines separately whether prevailing wage, apprenticeship, and Department of Industrial Relations registration requirements apply. Most construction, alteration, renovation, demolition, and repair work on a District facility will be both a public project and a public work, but the two definitions do not always overlap exactly, and each must be evaluated on its own terms. Any such work, and any maintenance work meeting either statutory definition, must be reviewed by the Deputy Chief of Administration before a Requisition is approved to determine whether it is a public project, a public work, or both, and which bidding and wage procedures apply.

Where a purchase is a public project, competitive bidding applies as described below. Where a purchase is a public work — regardless of whether it is also a public project — the prevailing wage and related labor requirements below apply in addition to this policy:

(a) Competitive bidding under Public Contract Code §§ 20810–20813, or under the Uniform Public Construction Cost Accounting Act where the District has adopted it;

(b) Prevailing wage, apprenticeship, and Department of Industrial Relations registration requirements under Labor Code §§ 1720 et seq. and 1771.1, including submission of certified payroll records;

(c) Payment and performance bonds, and insurance requirements, as specified by the District; and

(d) Award by the Board of Directors where required by statute or by the thresholds in Section 214.7.5.

When in doubt whether work constitutes a public project, the Deputy Chief of Administration shall obtain the advice of District Counsel before the Requisition is approved. The cost of an erroneous determination — including retroactive prevailing wage liability and statutory penalties — substantially exceeds the cost of the inquiry.

214.10 FEDERALLY FUNDED AND GRANT-FUNDED PROCUREMENT

Where a purchase is funded in whole or in part by a federal award, the procurement standards of 2 CFR §§ 200.317–200.327 apply in addition to this policy, and the stricter requirement controls. The Requisition must identify the grant, award number, and program, and must be endorsed by the applicable grant program manager before the Deputy Chief of Administration issues the Purchase Order.

Requirements that commonly apply include:

(a) Verification that the vendor is not suspended, debarred, or otherwise excluded, checked and documented before award;

(b) Flow-down of the contract provisions in 2 CFR Part 200, Appendix II, which are incorporated into the District’s standard Purchase Order terms and conditions;

(c) Domestic preference and, where applicable, Build America Buy America requirements;

(d) Prior written approval from the awarding agency for changes in scope, cost, or equipment specification, obtained before a Change Order is issued under Section 214.14; and

(e) Record retention for the period required by the award, which is frequently longer than the District’s general schedule.

Where a purchase is funded by state grant funds, community facilities district revenues, development impact fees, bond proceeds, or any other restricted source, the Deputy Chief of Administration shall verify that the purchase is an eligible use of that source before the Purchase Order is issued.

214.11 EMERGENCY PURCHASES

During an active emergency incident, or an imminent life-safety or operational-readiness situation in which obtaining prior approval is not practicable, a purchase necessary to address the situation may be made without prior approval, subject to all of the following:

(a) The purchase is directly necessary to address an active emergency, an equipment failure affecting operational readiness, or an imminent life-safety concern;

(b) The person making the purchase notifies their Division Chief who then notifies the Deputy Chief of Administration as soon as practicable, and in no case later than the next business day;

(c) A completed Requisition marked “EMERGENCY — RETROACTIVE” is submitted within two (2) business days of the purchase by either the person who made the purchase or the Division Chief, including a written explanation of the emergency circumstances and all receipts and documentation;

(d) The Deputy Chief of Administration reviews and documents approval or denial of the retroactive request, assigns account coding, and issues a confirming Purchase Order where the purchase was made other than by CAL-Card; and

(e) Where the purchase amount would otherwise have required Board of Directors approval under Section 214.7.5, the Deputy Chief of Administration reports the purchase to the Board at its next regular meeting, including the emergency circumstances and the amount.

Convenience, poor planning, a lapsed deadline, or the desire to obligate remaining budget before the close of a fiscal year is not an emergency. A pattern of emergency designations used to circumvent the approval process will be treated as a policy violation under Section 214.16.

214.12 TRAVEL AND TRAINING PURCHASES

Purchases related to District-authorized travel lodging, registration, rental vehicles, and similar expenses, must be supported by an approved Travel Request Form completed and approved before travel occurs, except where a true emergency exists under Section 214.11. Per diem, mileage, and incidental expense rules are governed by the District's Travel and Expense Reimbursement Policy.

Purchases for training registration, course materials, and certification examination fees must be supported by an approved Training Request Form completed and approved before registration or payment occurs. Travel and training purchases remain subject to the thresholds and approval requirements of Sections 214.6 and 214.7. Approval of a Travel Request Form or Training Request Form does not substitute for the approval required by Section 214.7 where the amount is $500.00 or more.

214.13 PROHIBITED PRACTICES

214.13.1 Split Purchasing

Dividing a single purchase, or a reasonably related set of purchases, into multiple transactions or Requisitions in order to remain below the CAL-Card single-transaction limit, a quotation threshold, or an approval threshold, is strictly prohibited and constitutes a material policy violation regardless of intent.

The Card Administrator and the Deputy Chief of Administration will monitor for patterns consistent with split purchasing, including multiple transactions with the same vendor on the same or consecutive days, sequential transactions just below a threshold, and repeated partial orders of a single identifiable item.

214.13.2 Conflicts of Interest

No employee, officer, or Board member shall participate in the selection, award, or administration of a purchase in which that person, a member of their immediate family, their business partner, or an organization employing or about to employ any of them has a financial interest, consistent with Government Code § 1090 and § 87100 et seq. and 2 CFR § 200.318(c). Any such interest must be disclosed in writing to the Fire Chief before the Requisition advances, and the person shall recuse themselves from the procurement.

No employee, officer, or Board member shall solicit or accept gratuities, favors, meals, or anything of monetary value from a vendor or potential vendor, except unsolicited items of nominal value consistent with the District's ethics policy and applicable gift limits.

214.13.3 Other Prohibited Practices

(a) Committing the District to a purchase without an issued Purchase Order, where one is required.

(b) Signing a vendor agreement, quotation, terms of service, or subscription agreement on behalf of the District without authority.

(c) Directing a vendor to begin work in advance of a Purchase Order with the expectation that paperwork will follow.

(d) Accepting substituted goods differing from those on the Purchase Order without a Change Order under Section 214.14.

(e) Using District purchasing authority to obtain a personal price, discount, or benefit.

214.14 CHANGE ORDERS

No change in price, quantity, scope, specification, or delivery date of an issued Purchase Order is effective until a Change Order (Form PUR-3) is approved and issued. A Change Order is approved at the authority level in Section 214.7.5 applicable to the revised total amount of the Purchase Order, not to the amount of the change alone.

Cumulative changes exceeding 10 percent of the original Purchase Order amount, or any change that alters the scope of the original competitive solicitation, require approval by the Board of Directors or the Fire Chief. Change Orders shall not be issued in a series in order to avoid an approval threshold. Where the purchase is grant-funded, any required grantor approval must be obtained before the Change Order is issued.

214.15 RECEIVING, INVOICING, AND PAYMENT

Goods and services shall be received and inspected by the requesting person, station or program. The receiving party shall verify quantity and condition against the Purchase Order, note any shortage, damage, or substitution, and forward the packing slip or signed delivery documentation to the Deputy Chief of Administration promptly.

Vendor invoices shall be submitted through the chain of command and on to the finance assistant and matched against the Purchase Order and receiving documentation before payment. An invoice that does not match the issued Purchase Order shall not be paid until the discrepancy is resolved, by Change Order where appropriate. Payment does not constitute acceptance of nonconforming goods or services.

214.16 MONITORING, AUDIT, AND ENFORCEMENT

214.16.1 Routine Monitoring

The Deputy Chief of Administration shall maintain a log of all Requisitions and Purchase Orders issued, monitor open encumbrances, and report periodically to the Fire Chief on procurement activity, including any unauthorized purchases, emergency purchases, and sole-source awards.

214.16.2 Periodic Audit

The District will conduct, or cause to be conducted, a periodic internal or external audit of procurement activity, including the CAL-Card program, not less than annually. Audit findings will be reported to the Fire Chief and to the Board of Directors.

214.16.3 Violations

Violations of this policy, including unauthorized purchases, missing documentation, split purchasing, personal use of District purchasing authority, undisclosed conflicts of interest, or failure to complete required training, may result in:

(a) Verbal or written counseling;

(b) Suspension or permanent revocation of CAL-Card privileges or requisition-initiating authority;

(c) Personal financial liability for unauthorized, undocumented, or improper charges;

(d) Disciplinary action up to and including termination, consistent with the District's disciplinary policy and any applicable Memorandum of Understanding; and

(e) Referral to appropriate authorities for investigation or prosecution where the conduct may constitute misuse of public funds under Penal Code § 424 or another criminal offense.

214.17 RECORDS RETENTION AND PUBLIC RECORDS

All Requisitions, Purchase Orders, Change Orders, quotations, CAL-Card transaction records, receipts, approval forms, and supporting documentation are public records subject to the California Public Records Act unless a specific exemption applies, and must be retained in accordance with the District's records retention schedule and applicable law.

Where a purchase is funded by a federal or state award, records shall be retained for the period required by that award if longer than the District's general schedule.

214.18 FORMS

The following forms implement this policy and are incorporated by reference. The Deputy Chief of Administration maintains the current version of each form.

Form	Title	Used For
PUR-1	Purchase Order	The District's order to a vendor. Issued only by the Deputy Chief of Administration under Section 214.7.4.
PUR-2	Purchase Requisition	The Request Form required by Section 214.7 for every purchase of $500.00 or more.
PUR-3	Change Order	Any change in price, quantity, scope, or delivery to an issued Purchase Order.
PUR-4	Station / Company Request	Optional station-level intake. Line personnel use it to submit needs to their Captain, who consolidates them onto a Requisition.
PUR-5	CAL-Card Cardholder Agreement	Signed acknowledgment required before a card is issued and annually thereafter.

214.19 POLICY REVIEW AND AMENDMENT

This policy will be reviewed not less than annually by the Fire Chief, the Deputy Chief of Administration, and Finance/Accounting, and updated as necessary to reflect changes in law, fiscal controls, or operational needs. Amendments take effect upon approval by the Board of Directors and distribution to all affected personnel, except that the Fire Chief may make non-substantive administrative corrections and update form versions without Board action.

Policy Approval

This policy is adopted as official District policy by resolution of the Board of Directors, effective on the date below, and supersedes the CAL-Card Purchasing Card Policy dated August 1, 2026.

Board President, on behalf of the Board of Directors

El Dorado County Fire Protection District — Resolution No. [XXX-XXXX]

Date

El Dorado County Fire Protection District

Fire Services Manual

Brad Gates, Fire Chief
Recommended for adoption

Date

EL DORADO COUNTY FIRE PROTECTION DISTRICT Fire Operations Budget Summary 2026-2027 July 1, 2026 Through July 31, 2026 8% Expended					
Sub	**Revenues / Sources**	**Final Budget 2026-2027**	**Expended 2026-2027**	**Over or Under Budget**	**Percentage Collected**
	Carry-over funds from previous year				
100	Property Taxes-Secured (current year)		$0.00	$0.00	
110	Property Taxes-Unsecured (current)		$0.00	$0.00	
140	Supplemental Property Taxes-Current		$0.00	$0.00	
174	Tax: Timber Yield		$0.00	$0.00	
342	Fund Balance (Measure S Fund Transfer St. 28)		$0.00	$0.00	
820	State Homeowners Property Tax Relief		$0.00	$0.00	
	Prior Years Property Taxes				
120	Property Taxes-Prior Secured		$0.00	$0.00	
130	Property Taxes-Prior Unsecured		$0.00	$0.00	
150	Supplemental Property Taxes-Prior		$0.00	$0.00	
360	Taxes-Penalties		$0.00	$0.00	
	Voter Approved Special Taxes				
175	Direct Assessment		$0.00	$0.00	
1310	Fire Suppression (Shingle Springs)		$0.00	$0.00	
	Other Fees & Service Reimbursements				
880	St: Other		$0.00	$0.00	
881	Federal/State Reimbursements		$8,883.32	$8,883.32	
400	Interest		$5,936.02	$5,936.02	
420	Rent: Land & Building		$0.00	$0.00	
1100	Station 17 Lease Payment		$10,056.00	$10,056.00	
1200	Temporary T.O.T. Reimbursement		$0.00	$0.00	
1400	Inspection Fee's		$14,763.75	$14,763.75	
1401	Plan Review Fee's		$9,905.50	$9,905.50	
1403	Development Fees Trust Fund		$0.00	$0.00	
1686	Ambulance Admin Reimbursement (1686)		$0.00	$0.00	
1744	Misc: Inspection or Services VHR		$4,550.00	$4,550.00	
1940	Miscellaneous		$9,799.64	$9,799.64	
1942	Misc: Reimbursement - First Responder Fee		$51,974.80	$51,974.80	
1947	Insurance Refunds & Safety Funds		$467.20	$467.20	
2000	Sale of Fixed Assets		$20,250.00	$20,250.00	
1207	Shingle Springs Rancheria		$0.00	$0.00	
1800	Interfund Rev: Service Between Fund Types		$0.00	$0.00	
	Total Revenue	**$0.00**	**$136,586.23**	**$136,586.23**	**#DIV/0!**

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Fire Operations Budget Summary 2025-2026
July 1, 2026 Through July 31, 2026 8% Expended

Sub	Salaries & Benefits Expenditures / Uses: Class I	Budget 2026-2027	Expended 2026-2027	Over or Under Budget	Percentage Expended
3000	Salaries and Wages		$770,100.82	$770,100.82	
3001	Directors/Apprentice FF/Prevention Consultants		$600.00	$600.00	
3002	Overtime		$294,587.55	$294,587.55	
3004	Other Compensation		$82,044.43	$82,044.43	
3020	Retirement		$2,755,456.63	$2,755,456.63	
3021	OASDI		$37.20	$37.20	
3022	Medicare		$16,172.87	$16,172.87	
3040	Health & Dental		$414,018.85	$414,018.85	
3041	Unemployment Insurance		$0.00	$0.00	
3042	Long Term Disability & Volunteer Program		$1,885.00	$1,885.00	
3043	Defer Comp Enployer Share		$11,323.27	$11,323.27	
3044	Vision		$2,896.07	$2,896.07	
3060	Workman's Compensation Insurance		$850,108.00	$850,108.00	
	Total	$0.00	$5,199,230.69	$5,199,230.69	#DIV/0!

EL DORADO COUNTY FIRE PROTECTION DISTRICT					
Fire Operations Budget Summary 2026-2027					
July 1, 2026Throug July 31, 2026 8% Expended					
Sub	**Expenditures / Uses: Class II**	**Budget 2026-2027**	**Expended 2026-2027**	**Over or Under Budget**	**Percentage Expended**
4020	Clothing		$0.00	$0.00	
4021	Safety Equipment		$0.00	$0.00	
4022	Uniforms		($925.04)	($925.04)	
4040	Communications		$3,784.31	$3,784.31	
4044	Cable/Internet Service		$0.00	$0.00	
4060	Food		$0.00	$0.00	
4080	Warehouse Expenses		$0.00	$0.00	
4085	Refuse Disposal		$0.00	$0.00	
4087	Extermination		$0.00	$0.00	
4100	Insurance Premiums		$56,671.15	$56,671.15	
4140	Maintenance - Equipment		$0.00	$0.00	
4142	Maintenance - Radios		$0.00	$0.00	
4145	Maintenance - Equipment Parts		$100.00	$100.00	
4160	Maintenance - Vehicles		$2,856.08	$2,856.08	
4162	Maintenance - Vehicle Supplies		$4,649.58	$4,649.58	
4164	Maintenance -Tires & tubes		$1,346.81	$1,346.81	
4180	Maintenance - Buildings & Improvements		$0.00	$0.00	
4197	Building Supplies		$307.00	$307.00	
4200	Medical Supplies		$2,536.25	$2,536.25	
4220	Memberships		$0.00	$0.00	
4260	Office Expense		$92.21	$92.21	
4261	Postage		$0.00	$0.00	
4263	Subscriptions		$0.00	$0.00	
4300	Professional & Specialized Services		$59,789.25	$59,789.25	
4304	Agency Administration		$0.00	$0.00	
4313	Legal Services - Being Paid out of 4300		$0.00	$0.00	
4324	Medical, Dental, & Lab Services		$8,063.00	$8,063.00	
4400	Publications & Legal Notices		$0.00	$0.00	
4420	Rent & Leases Equipment		$841.72	$841.72	
4460	Equip: Small Tools & Instrmnts		$0.00	$0.00	
4461	Minor Equipment		$0.00	$0.00	
4462	Equipment: Computers		$0.00	$0.00	
4500	Special Departmental Expense		$738.19	$738.19	
4501	Educational Training		$0.00	$0.00	
4503	Instructor Reimbursement		$0.00	$0.00	
4507	Fire & Safety Supplies		$0.00	$0.00	
4539	Software License		$18,745.05	$18,745.05	
4536	Retirement Benefit		$13,796.00	$13,796.00	
4617	Staff Development		$0.00	$13,796.00	
4600	Transportation & Travel		$0.00	$0.00	
4606	Fuel Purchase - Bulk		$0.00	$0.00	
4700	Utilities		$0.00	$0.00	
	Total	**$0.00**	**$173,391.56**	**$173,391.56**	#DIV/0!

EL DORADO COUNTY FIRE PROTECTION DISTRICT

Fire Operations Budget Summary 2026-2027

July 1, 2026 Through July 31, 2026 8% Expended

Sub	Expenditures: Class III	Budget 2026-2027	Expended 2026-2027	Over or Under Budget	Percentage Expended
5060	Retirement/Interest of Other Long Term Debt		$429,275.16	$429,275.16	
5100	Interest		$151,992.29	$151,992.29	
	Total	**$0.00**	**$581,267.45**	**$581,267.45**	**#DIV/0!**

Sub	Fixed Assets - Class IV	Final Budget 2026-2027	Expended 2026-2027	Over or Under Budget	Percentage Expended
6020	Fixed Assets - Structures & Improvements		$0.00	$0.00	
6040	Fixed Assets - Apparatus/Equipment		$86,836.64	$86,836.64	
6042	Fixed Assets - Computer Systems		$0.00	$0.00	
	Total	**$0.00**	**$86,836.64**	**$86,836.64**	**#DIV/0!**

EL DORADO COUNTY FIRE PROTECTION DISTRICT Final Fire Operations Budget Summary 2025-2026 July 1, 2026 Through July 30, 2026 8% Expended				
	Final Budget 2026-2027	Expended 2026-2027	Over or (Under) Budget	Percentage Collected
Expenditures: Class III	**Budget 2026-2027**	**Expended 2026-2027**	**Over or Under Budget**	**Percentage Expended**
Class I: Salaries/Benefits	$0.00	$5,199,230.69	$5,199,230.69	#DIV/0!
Class II: Service & Supplies	$0.00	$173,391.56	$173,391.56	#DIV/0!
Class III: Long Term Debt	$0.00	$581,267.45	$581,267.45	#DIV/0!
Class IV: Fixed Assets	$0.00	$86,836.64	$86,836.64	#DIV/0!
TOTALS	$0.00	$6,040,726.34	$6,040,726.34	#DIV/0!

EL DORADO COUNTY
FIRE PROTECTION DISTRICT
501 Pleasant Valley Road • Diamond Springs, CA 95619 • (530) 644-9630

STAFF REPORT

DATE:	August 13, 2026
TO:	Board of Directors
FROM:	Jacob Poganski, Deputy Fire Chief – Fire Marshal
THROUGH:	Brad Gates, Fire Chief
SUBJECT:	Approval of Annexation No. 2 into Community Facilities District No. 1 (Unincorporated Area)

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2026-20 approving Annexation No. 2 of Assessor's Parcel Number 109-240-032-000 into Community Facilities District No. 1 (Unincorporated Area) and authorizing the levy of the special tax.

BACKGROUND

On October 23, 2024, the Board adopted Resolution No. 2024-11 ordering the formation of the El Dorado County Fire Protection District Community Facilities District No. 1 (Unincorporated Area) and a Future Voluntary Annexation Area in accordance with the Mello-Roos Community Facilities Act of 1982 (the "Act").

On November 20, 2025, the Board adopted Resolution No. 2025-16, approving procedures for annexations into CFD No. 1.

DISCUSSION

Annexation No. 2 consists of Assessor's Parcel Number 109-240-032-000, a 7.31-acre parcel owned by Granade Business Properties CA LLC. The property owner executed a Unanimous Approval on July 17, 2026, consenting to annexation into CFD No. 1 and to the levy of the special tax. The Unanimous Approval also constitutes the property owner's unanimous vote and waiver of a separate public hearing, ballot, and election for the annexation proceedings.

FISCAL IMPACT

Annexation will make the property subject to the CFD special tax in accordance with the adopted Rate and Method of Apportionment. The exact annual revenue will depend on the property's development status and classification; undeveloped and tax-exempt property are not subject to the annual levy. Annexation processing costs may be recovered by the District.

POLICY AND LEGAL COMPLIANCE

CFD No. 1 and its Future Voluntary Annexation Area were formed pursuant to the Mello-Roos Community Facilities Act of 1982, Government Code section 53311 et seq. Resolution No. 2025-16 established administrative procedures allowing qualifying territory within the Future Annexation Area to be annexed by unanimous approval of the property owner. The property owner has executed the required Unanimous Approval, and Resolution No. 2026-20 authorizes completion of the annexation and related recordation actions.

CONCLUSION

Staff recommends Board approval of Resolution No. 2026-20 approving Annexation No. 2 into Community Facilities District No. 1 (Unincorporated Area) and authorizing the levy of the special tax.

____

Jacob Poganski, Deputy Fire Chief
El Dorado County Fire Protection District
Date: ____________________

ATTACHMENTS:

Resolution No. 2026-20

EL DORADO COUNTY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2026-20

RESOLUTION APPROVING ANNEXATION NO. 2 OF TERRITORY LOCATED IN THE FUTURE ANNEXATION AREA OF COMMUNITY FACILITIES DISTRICT NO. 1

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

RESOLVED, by the Board of Directors ("Board") of the El Dorado County Fire Protection District ("District"), County of El Dorado, State of California that:

WHEREAS, on September 19, 2024, the Board adopted Resolution No. 2024-07 (the "Resolution of Intention"), stating its intention to form El Dorado County Fire Protection District Community Facilities District No. 1 (Unincorporated Area) (the "CFD") and Future Voluntary Annexation Area (the "Future Annexation Area") pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act"); and

WHEREAS, the Resolution of Intention, incorporating a map of the proposed boundaries of the CFD and the Future Annexation Area, and stating the services to be provided, and the rate and method of apportionment of the special tax to be levied within the CFD to pay for the services, is on file with the Board Clerk and the provisions of the Resolution of Intention are incorporated herein by this reference as if fully set forth herein; and

WHEREAS, the Resolution of Intention called for a public hearing on October 23, 2024, at 12 p.m., as required by the Act relative to the proposed formation of the CFD and the Future Annexation Area; and

WHEREAS, at the hearing, all interested persons desiring to be heard on all matters pertaining to the formation of the CFD and Future Annexation Area, the services to be provided therein and the levy of such special tax were heard, and a full and fair hearing was held; and

WHEREAS, no written protests were filed with the Board Clerk by 50% or more of the registered voters residing within the territory of the CFD or Future Annexation Area, or property owners that own one-half or more of the area of land within the CFD or Future Annexation Area, and not exempt from the proposed special taxes; and

WHEREAS, on October 23, 2024, the Board adopted Resolution No. 2024-11 (the "Resolution of Formation"), which is on file with the Board Clerk and the provisions of the Resolution of Formation are incorporated herein by this reference, that ordered the formation of the CFD, defined the public Services (the "Services") to be provided by the CFD, authorized the levy of a special tax on property within the CFD and approved future qualifying projects the ability to voluntarily annex into the Future Annexation Area, all pursuant to the Act; and

WHEREAS, on October 23, 2024, the Board adopted Resolution No 2024-12 that called a special election for October 23, 2024, at which the questions of levying a special tax with respect to the CFD were submitted to the qualified electors within the CFD; and

WHEREAS, on October 23, 2024, the Board adopted Resolution No. 2024-13 that declared the results of the special election and finding that more than two-thirds (2/3) of all votes cast at the special election were in favor of the issue presented, and such measure passed; and

WHEREAS, on December 30, 2024, a notice of special tax lien was recorded with the Office of the County Recorder of the County of El Dorado, as Document No. 2024-0038089 (the "Notice of Special Tax Lien"), thereby giving notice that the lien to secure payment of the special tax was imposed on the land in the CFD; and

WHEREAS, the Board wishes to indicate that voluntary annexation into the CFD is one option to mitigate the fiscal impacts, and that applicants may continue to elect other alternatives to satisfy those fiscal impacts, such as an up-front one-time payment; and

WHEREAS, the territories of the CFD are set forth in the map of the CFD heretofore recorded in the El Dorado County Recorder's Office on October 10, 2024, as Document No. 2024-0028935, in the El Dorado County Recorder's Office at Book 5 of Maps of Assessment and Community Facilities Districts at Pages 58 and 58A, to which map is incorporated herein by this reference; and

WHEREAS, the Future Annexation Area of the CFD is set forth in the map of the CFD heretofore recorded in the El Dorado County Recorder's Office on October 10, 2024, as Document No. 2024-0028935, in the El Dorado County Recorder's Office at Book 5 of Maps of Assessment and Community Facilities Districts at Pages 58 and 58A, to which map is incorporated herein by this reference; and

WHEREAS, public convenience and necessity require that the future territories within the Future Annexation Area be added to the CFD when certain procedural requirements are met (the "Annexation Approval Procedure"); and

WHEREAS, the owner (the "Property Owner") of Assessor's Parcel Numbers 109-240-032-000 located within the Future Annexation Area (the "Property") has agreed to mitigate certain impacts of the proposed development of the Property by paying for certain Services and Facilities financed by the CFD; and

WHEREAS, pursuant to the Act, the Property Owner has executed a Unanimous Approval constituting a unanimous approval and unanimous vote by the Property Owner in favor of the annexation of the Property to the CFD and the levy of the Special Tax; and

WHEREAS, on November 20, 2025, the Board adopted Resolution No. 2025-16 approving administrative annexation procedures for the CFD, which permit territory to be annexed to the CFD pursuant to the Act by unanimous approval of the owner of the property proposed for annexation; and

WHEREAS, the annexation proceedings for Annexation No. 2 have been conducted in accordance with the Act and the administrative annexation procedures approved by the Board, including the execution of a Unanimous Approval by the owner of the property proposed for annexation approving the annexation of such property to the CFD and the levy of the Special Tax therein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the El Dorado County Fire Protection District, that it hereby makes the following findings and determinations and authorizes and directs the District staff identified herein to take the following actions:

Section 1. **Recitals.** The Board finds and determines that all the foregoing recitals are true and correct and incorporated herein.

Section 2. **Name.** The name of the existing CFD for the proposed annexation is "Community Facilities District No. 1 (Unincorporated Area)."

Section 3. **Approval of Annexation No. 2.** The Board hereby determines that Assessor's Parcel Numbers 109-240-032-000 are annexed into the CFD.

Section 4. **Amendment to Notice of Special Tax Lien.** The Board hereby directs the Clerk of the Board to record an Amendment to Notice of Special Tax Lien, evidencing that Assessor's Parcel Number 109-240-032-000 are added to the CFD.

Section 5. **Boundaries Described.** The revised boundaries of the CFD including Assessor's Parcel Number 109-240-032-000, are described in an amended boundary map entitled "Annexation Map No. 2 of Community Facilities District No. 1 (Unincorporated Area)," which is on file with the Board Clerk, a copy of which is attached hereto as Exhibit A and made a part hereof, which the Board hereby directs the Board Clerk to record with the El Dorado County Recorder's Office, pursuant to Streets and Highways Code sections 3113 and 3113.5.

Section 6. **Specification of the Type of Services Provided.** The services to be provided in the annexed territory are the same as those provided in the existing CFD and are described in Exhibit B attached hereto and incorporated here by reference. The cost of providing Services includes "incidental expenses," which include costs associated with the creation of the CFD, determination of the amount of special taxes, collection or payment of special taxes, or costs otherwise incurred in order to carry out the authorized purposes of the CFD. The services authorized through the Resolution of Formation) to be funded by the CFD are in addition to those currently provided in the territory of CFD and do not supplant services already available within that territory.

Section 7. **Notice of Special Tax Lien.** The Board of Directors hereby directs the Clerk of the Board to record a Notice of Special Tax Lien, pursuant to Streets and Highways Code section 3114.5, evidencing that Assessor's Parcel Numbers 109-240-032-000 are added to the CFD.

Section 8. **General Authority; Ratification of Previous Actions.** The officers of the District are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the transactions described herein or to otherwise effectuate the purposes of this resolution. Any actions previously taken by such officers that are consistent with the purposes of this resolution are hereby ratified and confirmed.

Section 9. **Effective Date**. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the El Dorado County Fire Protection District Board of Directors at a regular meeting of said Board held on the 20th day of August 2026, by the following vote:

AYES: Director(s)
NOES: Director(s)
ABSENT: Director(s)
ABSTAIN: Director(s)

By:_________________________________
________, Chair

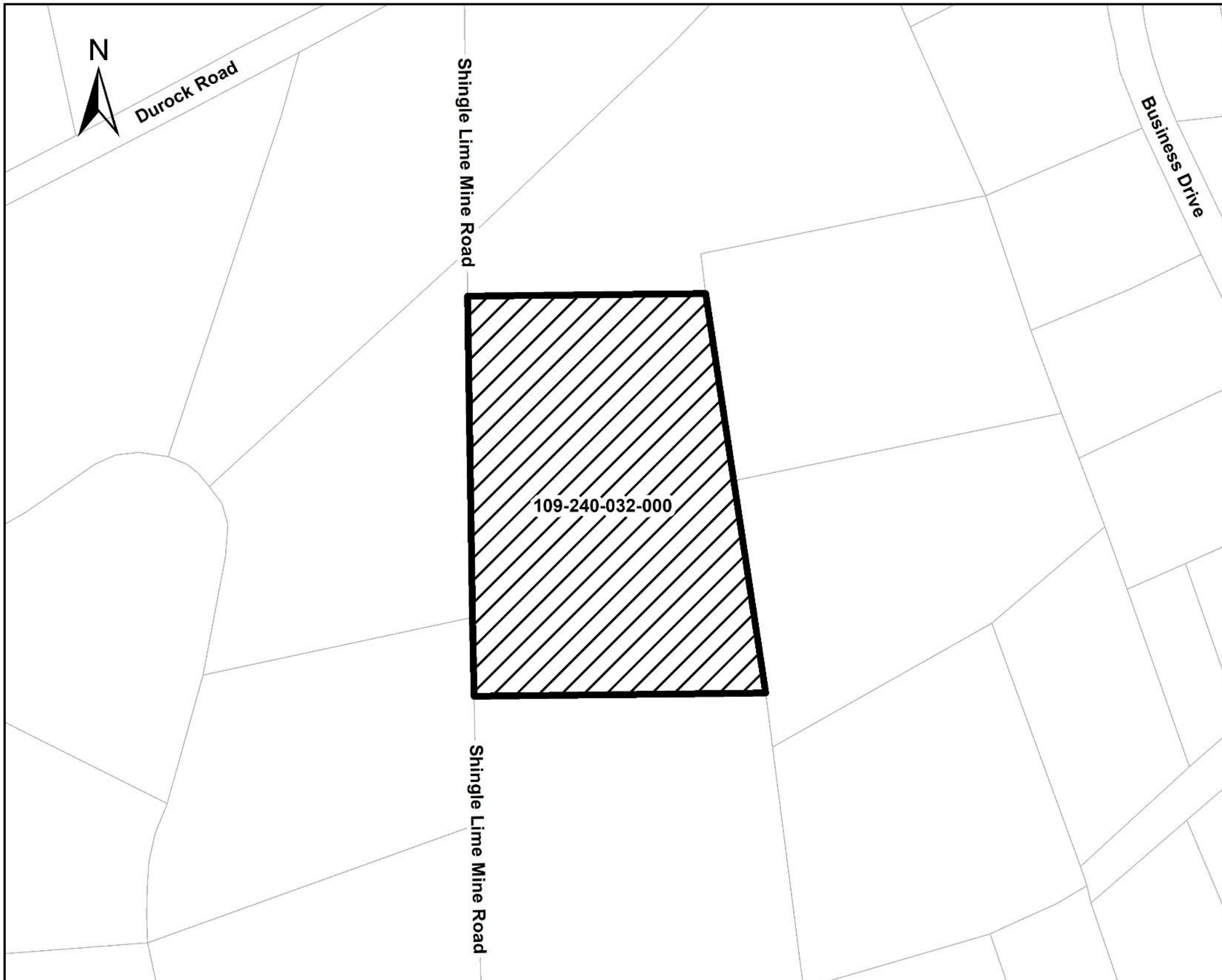
ATTEST:

By:_______________________________________ Date:______________________
Kathleen Freeman, Clerk of the Board

EXHIBIT A

Annexation Map No. 2 of
Community Facilities District No. 1
(Unincorporated Area)

Annexation No. 2



CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT, COUNTY OF EL DORADO, STATE OF CALIFORNIA, THIS _________ DAY OF ______________,20___.

____

CLERK OF THE BOARD

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1 (UNINCORPORATED TERRITORY) OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT, COUNTY OF EL DORADO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT AT A MEETING THEREOF,HELD ON THE _________ DAY OF _________________, 20___, BY ITS RESOLUTION NO. ___________________.

____

CLERK OF THE BOARD

RECORDER'S CERTIFICATE

FILED THIS _______ DAY OF ___________, 20___ AT THE HOUR OF __________ O'CLOCK _____ IN BOOK ________ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE ________, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF EL DORADO, STATE OF CALIFORNIA.

____

COUNTY RECORDER, COUNTY OF EL DORADO

NOTE:
REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "EL DORADO COUNTY FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 (FIRE SERVICES)" OF THE COUNTY OF EL DORADO RECORDED ON OCTOBER 10, 2024, AT THE HOUR 11 O'CLOCK 47M, (DOCUMENT NO. 2024-0028935) IN BOOK 05 AT PAGE 58 IN THE BOOK OF MAPS OF ASSESSMENTS AND COMMUNITY FACILITIES DISTRICTS IN THE EL DORADO COUNTY RECORDER'S OFFICE.

REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF EL DORADO FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN

Legend

Proposed CFD No. 1 Annexation No. 2 Boundary

District Parcels

Assessor's Parcel Number:
109-240-032-000

ANNEXATION MAP NO. 2 OF THE
EL DORADO COUNTY FIRE PROTECTION DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1
(UNINCORPORATED TERRITORY)
COUNTY OF EL DORADO

SCIConsultingGroup
Public Finance Consulting Services

EXHIBIT B

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD
EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

The services to be funded, in whole or in part, by the CFD include fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development including but not limited to (i) the costs of contracting services, (ii) equipment, vehicles, ambulances and paramedics, fire apparatus, supplies, (iii) the salaries and benefits of El Dorado County Fire Protection District staff that directly provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development. The Services include all direct and incidental costs related to providing for the maintenance of public infrastructure within the area of the CFD and areas adjacent to or in the vicinity of such areas. It is expected that the Services will be provided by the El Dorado County Fire Protection District (the "District"), either with its own employees or by contract with third parties, or any combination thereof.

The administrative expenses to be funded by the CFD include the direct and indirect expenses incurred by the District in carrying out its duties with respect to the CFD (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of El Dorado County related to the CFD or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to the CFD or the services authorized to be financed by the CFD, and expenses incurred by the District in undertaking action to foreclose on properties for which the payment of special taxes is delinquent, and all other costs and expenses of the District in any way related to the CFD.

The incidental expenses that may be funded by the CFD include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of the CFD .

EXHIBIT C

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

A Special Tax authorized under the Mello-Roos Community Services and Facilities Act of 1982 applicable to the land in the Community Facilities District No. 1 of the El Dorado County Fire Protection District (the "CFD") shall be levied and collected according to the tax liability determined by the El Dorado County Fire Protection District (the "District") through the application of the appropriate amount or rate, as shown below.

A. DEFINITIONS

“Accessory Dwelling Unit” means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a secondary dwelling unit with complete independent living facilities for one or more persons as defined by the County and shall not exceed 1,200 square feet.

“Act” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“Administrative Expenses” means the actual or estimated costs incurred by the District to determine, levy, and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CPD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs as determined by the District.

“Annual Escalation Factor” means an amount equal to the percentage increase during the preceding year as determined by the Consumer Price Index for All Urban Consumers (CPI), as published by the U.S. Department of Labor, Bureau of Labor Statistics, as reflected in the then current April update, or if this index ceases publication, an equivalent index. In the event that the percentage change in the CPI is negative, the Annual Escalation Factor shall be 0%.

“Annual Special Tax” means the annual Special Tax, determined in accordance with Section E below to be levied in the CPD in any Fiscal Year on any Assessor's Parcel.

“Assessor’s Parcel” means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.
“Authorized Services and Facilities" means those Services and Facilities listed in the Resolution of the Board of Directors of the El Dorado County Fire Protection District Declaration Intention to Establish the CPD.

"Base Year" means the Fiscal Year ending June 30, 2025.

"Board" means the Board of Directors of the El Dorado County Fire Protection District, acting as the legislative body of the District and the CFO.

"Building Area" means the total of the gross area of the floor surfaces within the exterior wall of the building constructed or to be constructed, including basements, garages, and enclosed patios, but not including covered public pedestrian circulation areas or unenclosed patio covers or other shelters.

"CFD" means Community Facilities District No. 1 (Unincorporated Territory) of the El Dorado County Fire Protection District.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

"County" means the County of El Dorado, California.

"District" means the El Dorado County Fire Protection District.

"Fire Protection Service and Facility Costs" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus, and supplies; c) the salaries and benefits of District staff that directly provide fire suppression services, emergency medical services, fire prevention activities, and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFO.

"Fiscal Year" means the period starting July 1 and ending the following June 30.

"High Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a high hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Low Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a low hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Sections B and C below that can be levied in the CFO in any Fiscal Year on any Assessor's Parcel.

"Multifamily Residential Property" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, condominiums, duplexes, triplexes, fourplexes, or mobile homes.

"Non-Residential" means all Assessor Parcels of Developed Property for which a building permit has been issued by the County for the construction of one or more units not classified as residential property.

"Residential Unit" or **"Residential Units"** means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

"Single-Family Residential" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of at least one single family residential unit and is not Multi-Family Residential.

"Single-Family Attached Property" means all Assessor Parcels of Developed Property for which a building permit has been issued for construction of a residential structure consisting of two or more Residential Units that share common walls, have separate Assessor's Parcel Numbers assigned to them (except for a duplex Residential Unit which may share an Assessor's Parcel Number with another duplex Residential Unit).

"Special Tax" means the Special Tax to be levied, in each Fiscal Year, on Taxable Parcels, pursuant to Sections B, C, and D below.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFO to: a) pay for Fire Protection Service and Facility Costs; b) pay for reasonable Administrative Expenses; c) pay any amounts required to establish or replenish any reserve funds ; and d) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"Square Foot" means the measured square footage of Building Area.

"State" means the State of California.

"Taxable Property" means any Parcel that is not exempt from Special Taxes as defined within this Rate and Method of Apportionment of Special Tax.

"Tax-Exempt Property" means any Parcel within the CFO which is not Developed or Undeveloped Property, and includes property owned or operated by a public District or exempted for some other reason.

"Undeveloped Property" means any Assessor's Parcel which is Zoned for any use, is not Tax-Exempt Property, and for which no building permit has been approved and issued by June 1 of the previous Fiscal Year.

"Unit" means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

"Zoned" means use, zoning, allowed or designated on the applicable General Plan, Specific Plan, or Community Plan which the County of El Dorado utilizes and relies upon for planning purposes and for the approval of development.

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the parcel records of the County Assessor's Secured Tax Roll of July l, the District shall cause each parcel of land in the CFD to be classified as Developed Property, Undeveloped Property, or Tax-Exempt Property. The District shall cause all Developed Property to be further classified as Single Family Residential, Multi-Family Residential, Accessory Dwelling Unit, Non-Residential, Low Hazard Non-Residential, and High Hazard Non-Residential.

2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax Rates shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax Rate for the upcoming Fiscal Year.

Parcel Classification	Base Year Maximum Tax Rate
Single Family Residential	$675 per Unit
Multi-Family Residential	$540 per Unit
Accessory Dwelling Unit	$540 per Unit
Non-Residential	$0.27 per Square Foot
Low Hazard Non-Residential	$0.14 per Square Foot
High Hazard Non-Residential	$0.54 per Square Foot
Tax-Exempt Property	$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning on July 1, 2025 and each July l thereafter, the Maximum Special Tax shall be adjusted by the Annual Escalation Factor.

D. CALCULATION OF THE ANNUAL SPECIAL TAX

Commencing with Fiscal Year 2024-25, and for each subsequent Fiscal Year, the Board shall determine the Special Tax Requirement and shall levy the Annual Special Tax on each Assessor's Parcel of Developed Property to fund the Special Tax Requirement. The Board shall not levy an Annual Special Tax on 1) Undeveloped Property or 2) Tax-Exempt Property. Subject to the foregoing, the amount of Annual Special Tax levied upon any Developed Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the Fire Chief or his or her designee, appealing the levy of the Special Tax on the subject property. The Fire Chief or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant and decide the merits of the appeal. If the findings of the Fire Chief or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made.

Any dispute over the decision of the Fire Chief or his or her designee shall be referred to the Board and the decision of the Board shall be final. Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate or the method of apportionment or the classification of properties or any definition applicable to the CFD.

G. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year.

The District may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of the District, and may collect delinquent Special Taxes through foreclosure or other available methods.

H. ANNEXATION OF TERRITORY

Any territory within the District and in the unincorporated area of El Dorado County has been identified as the future annexation area of the CPD. Any territory to be annexed to the CPD shall, in addition to payment of Special Taxes at the rate set forth above, may subject to payment of any costs incurred by the District in conducting the annexation process.

EXHIBIT D

UNANIMOUS APPROVAL LETTER
Annexation No. 2

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

ASSESSOR'S PARCEL NUMBERS AND OWNERS OF LAND

Assessor's Parcel No(s).	Name(s) of Property Owners
109-240-032-000	GRANADE BUSINESS PROPERTIES CA LLC

[Attached]

UNANIMOUS APPROVAL
of Annexation to a Community Facilities District
and Related Matters

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

Annexation No. 2

El Dorado County Fire Protection District
501 Pleasant Valley Road
Diamond Springs, CA 95619

To the Clerk of the Board of Directors:

This constitutes the Unanimous Approval (the “Unanimous Approval”) of GRANADE BUSINESS PROPERTIES CA LLC, the record owner(s) (the “Property Owner”) of the fee title to the real property identified below (the “Property”) contemplated by Section 53339.3 et seq. of the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), to the annexation of the Property to the "El Dorado County Fire Protection District Community Facilities District No. 1 (Unincorporated Area)” (the “CFD”), and it states as follows:

1. Property Owner. This Unanimous Approval is submitted by the Property Owner as the record owner(s) of fee title to the Property. The Property Owner hereby declares under penalty of perjury to be the Property Owner or the authorized representative of the Property Owner.

2. Approval of Annexation. This Unanimous Approval constitutes the unanimous approval and unanimous vote by the Property Owner in favor of the annexation of the Property to the CFD. The CFD was formed to finance the Services, which are incorporated herein by this reference (the “Services”) described in Exhibit A hereto and made a part hereof. In such connection Property Owner has reviewed the list of the Services and hereby agrees, consents and approves to the Services and the Annexation of the Property to the CFD for the benefit of the District and the CFD.

3. Approval of Special Tax and the Services. This Unanimous Approval constitutes the unanimous approval and unanimous vote by the Property Owner in favor of the levy of special taxes (the “Special Taxes”) on the Property to finance the Services. The Special Taxes will be levied according to the Rate and Method of Apportionment of Special Taxes for the CFD attached hereto as Exhibit B and made a part hereof (the "Rate and Method"). Exhibit B includes the cost estimate for the Services. In such connection the property owner consents and approves of the Rate and Method and understands that such taxes shall be levied against the Property.

4. Waivers and Vote. The Property Owner hereby confirms that this Unanimous Approval constitutes its unanimous approval and unanimous vote as described herein and as contemplated by Section 53339.3 *et seq*. of the Act and for purposes of the California Constitution Article XIII A and XIII C. In lieu of an approval by public hearing, ballot, and election, if any, the Property Owner intends for this Unanimous Approval to constitute its ballot and election and waiver of a public hearing. Further, the Property Owner hereby waives all other rights with respect to the annexation of the Property, and the other matters covered in this Unanimous Approval.

5. Recordation of Amendment to Notice of Special Tax Lien. The Notice of Special Tax Lien for the CFD was recorded in the Office of the County Recorder of the County of El Dorado, State of California on December 30, 2024, as Document No. 2024-0038089. The Property Owner hereby understands and agrees, consents, and approves to the District Clerk, or designee, to execute and cause to be recorded in the office of the County Recorder of the County of El Dorado an amendment to the Notice of Special Tax Lien for the CFD as required by Section 3117.5 of the California Streets and Highways Code. The amendment to the Notice of Special Tax Lien shall include the Description of Services and Rate and Method as exhibits thereto.

6. District Warranted. The Property Owner warrants to the District that the presentation of this Unanimous Approval, any votes, consents or waivers contained herein, and other actions mandated by the District for the annexation of the Property to the CFD shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the Property Owner for the Property, including any “due-on-encumbrance” clauses under any existing security instruments secured by the Property.

7. CFD Annexation is Voluntary. The Property Owner acknowledges that annexation of the Property to the CFD is voluntary and hereby expressly waives the option available to the Property Owner to deposit a sum of money, as determined by the District, equivalent to the present value of funding sufficient for the District to finance the cost of the Services attributable to the Property, in perpetuity.

8. Due Diligence and Disclosures. The Property Owner agrees to comply with Section 53341.5 of the Act with respect to disclosures about the Special Taxes to purchasers of the Property or any part of it.

9. Agreements. The Property Owner further agrees to execute such additional or supplemental agreements as may be reasonably required by the District to provide for any of the actions and conditions described in this Unanimous Approval, including any cash deposit required to pay for the District’s costs in annexing the Property to the CFD.

10. The Property. The Property is identified below, and such Property Owner approves, consents, and agrees that Property will be subject to the CFD upon the recordation of Amendment 2 to the Notice of Special Tax Lien attached hereto as Exhibit C. The map demonstrating the annexed Property area is entitled "Annexation Map No. 2 of El Dorado County Fire Protection District Community Facilities District No. 1 (Unincorporated Area)" and is attached hereto as Exhibit D.

Assessor's Parcel Number(s): 109-240-032-000

Acres: 7.31

By executing this Unanimous Approval, the Property Owner agrees to all of the above.

Annexation No. 1

Property Owner: GRANADE BUSINESS PROPERTIES CA LLC
4420 BUSINESS DR
CAMERON PARK CA 95682

By: ____________________

Name: Douglas Granade

Title: Owner

Date: 07/17/2026

EXHIBIT A

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

The services to be funded, in whole or in part, by the CFD include fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development including but not limited to (i) the costs of contracting services, (ii) equipment, vehicles, ambulances and paramedics, fire apparatus, supplies, (iii) the salaries and benefits of El Dorado County Fire Protection District staff that directly provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development. The Services include all direct and incidental costs related to providing for the maintenance of public infrastructure within the area of the CFD and areas adjacent to or in the vicinity of such areas. It is expected that the Services will be provided by the El Dorado County Fire Protection District (the "District"), either with its own employees or by contract with third parties, or any combination thereof.

The administrative expenses to be funded by the CFD include the direct and indirect expenses incurred by the District in carrying out its duties with respect to the CFD (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of El Dorado County related to the CFD or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to the CFD or the services authorized to be financed by the CFD, and expenses incurred by the District in undertaking action to foreclose on properties for which the payment of special taxes is delinquent, and all other costs and expenses of the District in any way related to the CFD.

The incidental expenses that may be funded by the CFD include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of the CFD .

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

A Special Tax authorized under the Mello-Roos Community Services and Facilities Act of 1982 applicable to the land in the Community Facilities District No. 1 of the El Dorado County Fire Protection District (the "CFD") shall be levied and collected according to the tax liability determined by the El Dorado County Fire Protection District (the "District") through the application of the appropriate amount or rate, as shown below.

A. DEFINITIONS

"Accessory Dwelling Unit" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a secondary dwelling unit with complete independent living facilities for one or more persons as defined by the County and shall not exceed 1,200 square feet.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or estimated costs incurred by the District to determine, levy, and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CPD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs as determined by the District.

"Annual Escalation Factor" means an amount equal to the percentage increase during the preceding year as determined by the Consumer Price Index for All Urban Consumers (CPI), as published by the U.S. Department of Labor, Bureau of Labor Statistics, as reflected in the thencurrent April update, or if this index ceases publication, an equivalent index. In the event that the percentage change in the CPI is negative, the Annual Escalation Factor shall be 0%.

"Annual Special Tax" means the annual Special Tax, determined in accordance with Section E below to be levied in the CPD in any Fiscal Year on any Assessor's Parcel.

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

“Authorized Services and Facilities" means those Services and Facilities listed in the Resolution of the Board of Directors of the El Dorado County Fire Protection District Declaration Intention to Establish the CPD.

"Base Year" means the Fiscal Year ending June 30, 2025.

"Board" means the Board of Directors of the El Dorado County Fire Protection District, acting as the legislative body of the District and the CFO.

"Building Area" means the total of the gross area of the floor surfaces within the exterior wall of the building constructed or to be constructed, including basements, garages, and enclosed patios, but not including covered public pedestrian circulation areas or unenclosed patio covers or other shelters.

"CFD" means Community Facilities District No. 1 (Unincorporated Territory) of the El Dorado County Fire Protection District.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

"County" means the County of El Dorado, California.

"District" means the El Dorado County Fire Protection District.

"Fire Protection Service and Facility Costs" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus, and supplies; c) the salaries and benefits of District staff that directly provide fire suppression services, emergency medical services, fire prevention activities, and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFO.

"Fiscal Year" means the period starting July 1 and ending the following June 30.

"High Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a high hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Low Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a low hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Sections B and C below that can be levied in the CFO in any Fiscal Year on any Assessor's Parcel.

"Multifamily Residential Property" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, condominiums, duplexes, triplexes, fourplexes, or mobile homes.

"Non-Residential" means all Assessor Parcels of Developed Property for which a building permit has been issued by the County for the construction of one or more units not classified as residential property.

"Residential Unit" or **"Residential Units"** means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

"Single-Family Residential" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of at least one single family residential unit and is not Multi-Family Residential.

"Single-Family Attached Property" means all Assessor Parcels of Developed Property for which a building permit has been issued for construction of a residential structure consisting of two or more Residential Units that share common walls, have separate Assessor's Parcel Numbers assigned to them (except for a duplex Residential Unit which may share an Assessor's Parcel Number with another duplex Residential Unit).

"Special Tax" means the Special Tax to be levied, in each Fiscal Year, on Taxable Parcels, pursuant to Sections B, C, and D below.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFO to: a) pay for Fire Protection Service and Facility Costs; b) pay for reasonable Administrative Expenses; c) pay any amounts required to establish or replenish any reserve funds ; and d) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"Square Foot" means the measured square footage of Building Area.

"State" means the State of California.

"Taxable Property" means any Parcel that is not exempt from Special Taxes as defined within this Rate and Method of Apportionment of Special Tax.

"Tax-Exempt Property" means any Parcel within the CFO which is not Developed or Undeveloped Property, and includes property owned or operated by a public District or exempted for some other reason.

"Undeveloped Property" means any Assessor's Parcel which is Zoned for any use, is not Tax-Exempt Property, and for which no building permit has been approved and issued by June 1 of the previous Fiscal Year.

"Unit" means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

"Zoned" means use, zoning, allowed or designated on the applicable General Plan, Specific Plan, or Community Plan which the County of El Dorado utilizes and relies upon for planning purposes and for the approval of development.

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the parcel records of the County Assessor's Secured Tax Roll of July I, the District shall cause each parcel of land in the CFD to be classified as Developed Property, Undeveloped Property, or Tax-Exempt Property. The District shall cause all Developed Property to be further classified as Single Family Residential, Multi-Family Residential, Accessory Dwelling Unit, Non-Residential, Low Hazard Non-Residential, and High Hazard Non-Residential.

2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax Rates shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax Rate for the upcoming Fiscal Year.

Parcel Classification	Base Year Maximum Tax Rate
Single Family Residential	$675 per Unit
Multi-Family Residential	$540 per Unit
Accessory Dwelling Unit	$540 per Unit
Non-Residential	$0.27 per Square Foot
Low Hazard Non-Residential	$0.14 per Square Foot
High Hazard Non-Residential	$0.54 per Square Foot
Tax-Exempt Property	$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning on July 1, 2025 and each July I thereafter, the Maximum Special Tax shall be adjusted by the Annual Escalation Factor.

D. CALCULATION OF THE ANNUAL SPECIAL TAX

Commencing with Fiscal Year 2024-25, and for each subsequent Fiscal Year, the Board shall determine the Special Tax Requirement and shall levy the Annual Special Tax on each Assessor's Parcel of Developed Property to fund the Special Tax Requirement. The Board shall not levy an Annual Special Tax on 1) Undeveloped Property or 2) Tax-Exempt Property. Subject to the foregoing, the amount of Annual Special Tax levied upon any Developed Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the Fire Chief or his or her designee, appealing the levy of the Special Tax on the subject property. The Fire Chief or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant and decide the merits of the appeal. If the findings of the Fire Chief or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made.

Any dispute over the decision of the Fire Chief or his or her designee shall be referred to the Board and the decision of the Board shall be final. Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate or the method of apportionment or the classification of properties or any definition applicable to the CFD.

G. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year.

The District may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of the District, and may collect delinquent Special Taxes through foreclosure or other available methods.

H. ANNEXATION OF TERRITORY

Any territory within the District and in the unincorporated area of El Dorado County has been identified as the future annexation area of the CPD. Any territory to be annexed to the CPD shall, in addition to payment of Special Taxes at the rate set forth above, may subject to payment of any costs incurred by the District in conducting the annexation process.

EXHIBIT C

AMENDED NOTICE OF SPECIAL TAX LIEN

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

[attached]

RECORDING REQUESTED BY AND AFTER RECORDATION RETURN TO:

Kathleen Freeman Board Clerk
Clerk of the Board of Directors
El Dorado County Fire Protection District
501 Pleasant Valley Road
Diamond Springs, CA 95619

SPACE ABOVE FOR RECORDER'S USE
Exempt from payment of recording fees per Gov't Code §§6103, 27383.

AMENDMENT NO. 2 TO
NOTICE OF SPECIAL TAX LIEN

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

Pursuant to the requirements of Sections 3114.5 and 3117.5 of the Streets and Highways Code of California and the Mello-Roos Community Facilities Act of 1982, as amended, section 53311, *et. seq*., of the California Government Code (the "Act"), the undersigned clerk of the legislative body of the El Dorado County Fire Protection District Community Facilities District No. 1 (Unincorporated Area) (the "CFD"), County of El Dorado, State of California, hereby gives notice that a lien to secure payment of a special tax, which special tax the El Dorado County Fire Protection District (the "District") is authorized to levy, is hereby imposed on the property described herein. The special tax secured by this lien is authorized to be levied for the purpose of paying for costs of the public services authorized to be funded by the CFD, as described in Exhibit A to the Notice of Special Tax Lien heretofore recorded in the Office of the County Recorder of the County of El Dorado, State of California on December 30, 2024 as Document No. 2024-0038089, and said special tax is to be levied according to the Rate and Method of Apportionment of Special Tax set forth in Exhibit B to the Notice of Special Tax Lien, to which recorded Notice of Special Tax Lien reference is hereby made and the provisions of which are hereby incorporated herein in full by this reference.

This Amendment No. 2 to Notice of Special Tax Lien amends the Notice of Special Tax Lien to add to the territory of the CFD. The territory and future voluntary annexation area included in the original CFD is set forth in the map of the CFD heretofore recorded on October 10, 2024, as Document No. 2024-0028935, in the El Dorado County Recorder's Office at Book 5 of Maps of Assessment and Community Facilities Districts at Pages 58 and 58A, to which map reference is hereby made, as such map has been supplemented in connection with subsequent annexations. The territory to be added from the future voluntary annexation area is that certain “Annexation Map No. 2 to Community Facilities District No. 1 (Unincorporated Area)” heretofore recorded on [ ] as Document Number [ ] in Book [ ] Page [ ] of Assessment maps of Assessment and Community Facilities Districts at in the Office of the County Recorder the County of El Dorado, State of California.

The special tax is authorized to be levied within the CFD and the lien of the special tax is a continuing lien which shall secure each annual levy of the special tax and which shall continue in force and effect until the special tax obligation is prepaid, permanently satisfied, and canceled in accordance with law or until the special tax ceases to be levied and a notice of cessation of special tax is recorded in accordance with section 53330.5 of the Government Code.

Notice is further given that upon the recording of this Notice in the Office of the County Recorder, the obligation to pay the special tax levy shall become a lien upon all nonexempt real property within the territory to be added to the CFD, in accordance with Section 3115.5 of the Streets and Highways Code.

The assessor’s tax parcel(s) numbers of all parcels or any portion thereof which are included in this Amendment No. 2 to Notice of Special Tax Lien in Exhibit C, together with the name(s) of the owner(s) thereof, as they appear on the latest secured assessment roll as of the date of recording hereof or as are otherwise known to the District are as set forth in Exhibit C hereto, and by such reference hereby made a part hereof.

The names of the owner(s) and assessor’s tax parcel number(s) of real property included within the CFD and not exempt from the special tax are set forth in Exhibit C attached hereto and by this reference made part hereof.

The revised boundaries of the CFD are described in an amended boundary map entitled “Annexation Map No. 2 of Community Facilities District No. 1 (Unincorporated Area),” which is attached hereto as Exhibit D.

For further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to this special tax lien, interested persons should contact the Board Clerk, El Dorado County Fire Protection District, 501 Pleasant Valley Road, Diamond Springs, CA 95619, telephone number (530) 644-9630.

Dated: As of ____________, 20__

By: ______________________________
Kathleen Freeman, Clerk of the Board of Directors
El Dorado County Fire Protection District

EXHIBIT A

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD
EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

The services to be funded, in whole or in part, by the CFD include fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development or planned development including but not limited to (i) the costs of contracting services, (ii) equipment, vehicles, ambulances and paramedics, fire apparatus, supplies, (iii) the salaries and benefits of El Dorado County Fire Protection District staff that directly provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services and any other services relating to the protection of lives and property necessitated by development. The Services include all direct and incidental costs related to providing for the maintenance of public infrastructure within the area of the CFD and areas adjacent to or in the vicinity of such areas. It is expected that the Services will be provided by the El Dorado County Fire Protection District (the "District"), either with its own employees or by contract with third parties, or any combination thereof.

The administrative expenses to be funded by the CFD include the direct and indirect expenses incurred by the District in carrying out its duties with respect to the CFD (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of El Dorado County related to the CFD or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to the CFD or the services authorized to be financed by the CFD, and expenses incurred by the District in undertaking action to foreclose on properties for which the payment of special taxes is delinquent, and all other costs and expenses of the District in any way related to the CFD.

The incidental expenses that may be funded by the CFD include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of the CFD .

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

A Special Tax authorized under the Mello-Roos Community Services and Facilities Act of 1982 applicable to the land in the Community Facilities District No. 1 of the El Dorado County Fire Protection District (the "CFD") shall be levied and collected according to the tax liability determined by the El Dorado County Fire Protection District (the "District") through the application of the appropriate amount or rate, as shown below.

A. DEFINITIONS

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Accessory Dwelling Unit" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a secondary dwelling unit with complete independent living facilities for one or more persons as defined by the County and shall not exceed 1,200 square feet.

"Administrative Expenses" means the actual or estimated costs incurred by the District to determine, levy, and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CPD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs as determined by the District.

"Annual Escalation Factor" means an amount equal to the percentage increase during the preceding year as determined by the Consumer Price Index for All Urban Consumers (CPI), as published by the U.S. Department of Labor, Bureau of Labor Statistics, as reflected in the thencurrent April update, or if this index ceases publication, an equivalent index. In the event that the percentage change in the CPI is negative, the Annual Escalation Factor shall be 0%.

"Annual Special Tax" means the annual Special Tax, determined in accordance with Section E below to be levied in the CPD in any Fiscal Year on any Assessor's Parcel.

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

“Authorized Services and Facilities" means those Services and Facilities listed in the Resolution of the Board of Directors of the El Dorado County Fire Protection District Declaration Intention to Establish the CPD.

"Base Year" means the Fiscal Year ending June 30, 2025.

"Building Area" means the total of the gross area of the floor surfaces within the exterior wall of the building constructed or to be constructed, including basements, garages, and enclosed patios, but not including covered public pedestrian circulation areas or unenclosed patio covers or other shelters.

"Board" means the Board of Directors of the El Dorado County Fire Protection District, acting as the legislative body of the District and the CFO.

"CFD" means Community Facilities District No. 1 (Unincorporated Territory) of the El Dorado County Fire Protection District.

"CFD Administrator" means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

"County" means the County of El Dorado, California.

“Developed Property” means all Assessor’s Parcels subject to the Special Tax for which a building permit has been approved and recorded by June 1 of the prior Fiscal Year.

"District" means the El Dorado County Fire Protection District.

"Fire Protection Service and Facility Costs" means the estimated and reasonable costs of providing the Authorized Services and Facilities, including, but not limited to, a) the costs of contracting services; b) the costs of equipment, vehicles, ambulances, paramedics, fire apparatus, and supplies; c) the salaries and benefits of District staff that directly provide fire suppression services, emergency medical services, fire prevention activities, and other services as defined herein, respectively; and d) District overhead costs associated with providing such Services and Facilities within the CFO.

"Fiscal Year" means the period starting July 1 and ending the following June 30.

"High Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a high hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Low Hazard Non-Residential" means Non-Residential property with a building occupancy determined to be a low hazard risk by National Fire Protection Association standards as identified by the Fire Chief or his or her designee.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Sections B and C below that can be levied in the CFO in any Fiscal Year on any Assessor's Parcel.

"Multi-Family Residential Property" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of a structure with more than one Residential Unit. This category includes but is not limited to apartment buildings, condominiums, duplexes, triplexes, fourplexes, or mobile homes.

"Non-Residential" means all Assessor Parcels of Developed Property for which a building permit has been issued by the County for the construction of one or more units not classified as residential property.

"Single-Family Residential" means any Assessor's Parcel of Developed Property for which a building permit has been issued by the County for construction of at least one single family residential unit and is not Multi-Family Residential.

"Special Tax" means the Special Tax to be levied, in each Fiscal Year, on Taxable Parcels, pursuant to Sections B, C, and D below.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFO to: a) pay for Fire Protection Service and Facility Costs; b) pay for reasonable Administrative Expenses; c) pay any amounts required to establish or replenish any reserve funds ; and d) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"Square Foot" means the measured square footage of Building Area.

"State" means the State of California.

"Residential Unit" or **"Residential Units"** means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units.

"Taxable Property" means any Parcel that is not exempt from Special Taxes as defined within this Rate and Method of Apportionment of Special Tax.

"Tax-Exempt Property" means any Parcel within the CFO which is not Developed or Undeveloped Property, and includes property owned or operated by a public District or exempted for some other reason.

"Undeveloped Property" means any Assessor's Parcel which is Zoned for any use, is not Tax-Exempt Property, and for which no building permit has been approved and issued by June 1 of the previous Fiscal Year.

"Unit" means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

"Zoned" means use, zoning, allowed or designated on the applicable General Plan, Specific Plan, or Community Plan which the County of El Dorado utilizes and relies upon for planning purposes and for the approval of development.

B. CALCULATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the parcel records of the County Assessor's Secured Tax Roll of July I, the District shall cause each parcel of land in the CFD to be classified as Developed Property, Undeveloped Property, or Tax-Exempt Property. The District shall cause all Developed Property to be further classified as Single Family Residential, Multi-Family Residential, Accessory Dwelling Unit, Non-Residential, Low Hazard Non-Residential, and High Hazard Non-Residential.

2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax Rates shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax Rate for the upcoming Fiscal Year.

Parcel Classification	Base Year Maximum Tax Rate
Single Family Residential	$675 per Unit
Multi-Family Residential	$540 per Unit
Accessory Dwelling Unit	$540 per Unit
Non-Residential	$0.27 per Square Foot
Low Hazard Non-Residential	$0.14 per Square Foot
High Hazard Non-Residential	$0.54 per Square Foot
Tax-Exempt Property	$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning on July 1, 2025 and each July I thereafter, the Maximum Special Tax shall be adjusted by the Annual Escalation Factor.

D. CALCULATION OF THE ANNUAL SPECIAL TAX

Commencing with Fiscal Year 2024-25, and for each subsequent Fiscal Year, the Board shall determine the Special Tax Requirement and shall levy the Annual Special Tax on each Assessor's Parcel of Developed Property to fund the Special Tax Requirement. The Board shall not levy an Annual Special Tax on 1) Undeveloped Property or 2) Tax-Exempt Property. Subject to the foregoing, the amount of Annual Special Tax levied upon any Developed Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

The Special Tax may not be prepaid.

F. APPEALS AND INTERPRETATION PROCEDURE

The Board reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Maximum Special Tax Rates. In addition, the interpretation and application of any section of this document shall be at the Board's discretion.

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the Fire Chief or his or her designee, appealing the levy of the Special Tax on the subject property. The Fire Chief or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant and decide the merits of the appeal. If the findings of the Fire Chief or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made.

Any dispute over the decision of the Fire Chief or his or her designee shall be referred to the Board and the decision of the Board shall be final. Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate or the method of apportionment or the classification of properties or any definition applicable to the CFD.

G. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year.

The District may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of the District, and may collect delinquent Special Taxes through foreclosure or other available methods.

H. ANNEXATION OF TERRITORY

Any territory within the District and in the unincorporated area of El Dorado County has been identified as the future annexation area of the CPD. Any territory to be annexed to the CPD shall, in addition to payment of Special Taxes at the rate set forth above, may subject to payment of any costs incurred by the District in conducting the annexation process.

EXHIBIT C

EL DORADO COUNTY FIRE PROTECTION DISTRICT
Community Facilities District No. 1
(Unincorporated Area)

Annexation No. 2

ASSESSOR'S PARCEL NUMBERS AND OWNERS OF LAND

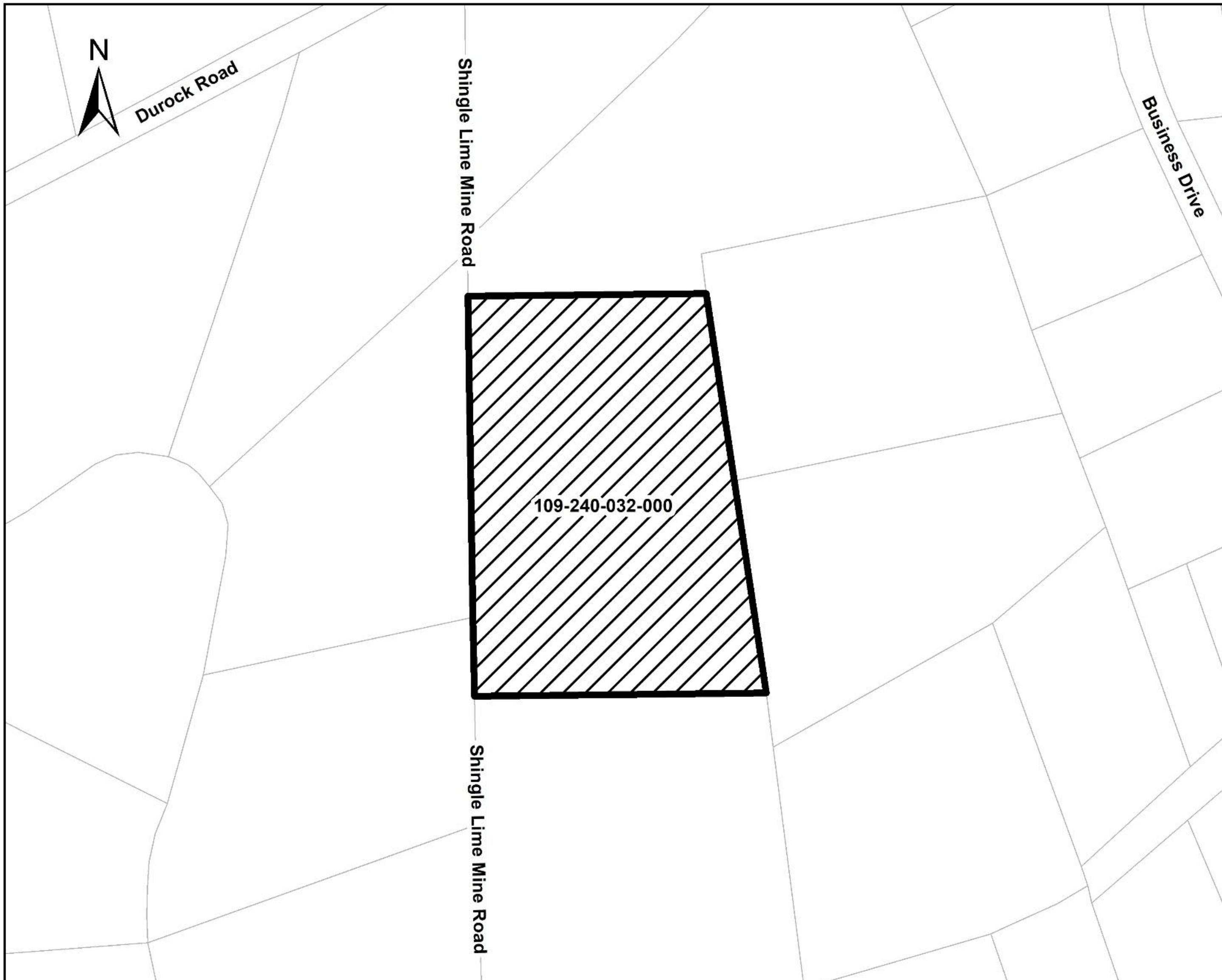
Assessor's Parcel No(s).	Name(s) of Property Owners
109-240-032-000	GRANADE BUSINESS PROPERTIES CA LLC

EXHIBIT D

EL DORADO COUNTY FIRE PROTECTION DISTRICT

Annexation Map No. 2 of
Community Facilities District No. 1
(Unincorporated Area)

Annexation No. 2



CLERK'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE CLERK OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT, COUNTY OF EL DORADO, STATE OF CALIFORNIA, THIS _________ DAY OF ______________,20___.

____
CLERK OF THE BOARD

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1 (UNINCORPORATED TERRITORY) OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT, COUNTY OF EL DORADO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY FIRE PROTECTION DISTRICT AT A MEETING THEREOF,HELD ON THE _________ DAY OF _________________, 20___, BY ITS RESOLUTION NO. ____________________.

____
CLERK OF THE BOARD

RECORDER'S CERTIFICATE

FILED THIS _______ DAY OF ___________, 20___ AT THE HOUR OF __________ O'CLOCK _____ IN BOOK ________ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE ________, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF EL DORADO, STATE OF CALIFORNIA.

____
COUNTY RECORDER, COUNTY OF EL DORADO

NOTE:
REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "EL DORADO COUNTY FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 (FIRE SERVICES)" OF THE COUNTY OF EL DORADO RECORDED ON OCTOBER 10, 2024, AT THE HOUR 11 O'CLOCK 47M, (DOCUMENT NO. 2024-0028935) IN BOOK 05 AT PAGE 58 IN THE BOOK OF MAPS OF ASSESSMENTS AND COMMUNITY FACILITIES DISTRICTS IN THE EL DORADO COUNTY RECORDER'S OFFICE.

REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF EL DORADO FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN

Legend

Proposed CFD No. 1 Annexation No. 2 Boundary

District Parcels

Assessor's Parcel Number:
109-240-032-000

ANNEXATION MAP NO. 2 OF THE
EL DORADO COUNTY FIRE PROTECTION DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1
(UNINCORPORATED TERRITORY)
COUNTY OF EL DORADO

SCIConsultingGroup
Public Finance Consulting Services

EL DORADO COUNTY

FIRE PROTECTION DISTRICT

501 Pleasant Valley Road • Diamond Springs, CA 95619 • (530) 644-9630

STAFF REPORT

DATE:	August 12, 2026
TO:	Board of Directors
FROM:	Jacob Poganski, Deputy Fire Chief - Fire Marshal
THROUGH:	Brad Gates, Fire Chief
SUBJECT:	California Fire Foundation SAVE Program - Memorandum of Understanding

RECOMMENDATION

Staff recommends that the Board of Directors approve participation in the California Fire Foundation Supplying Aid to Victims of Emergency (SAVE) Program, approve the associated Memorandum of Understanding (MOU), and authorize the Fire Chief to execute the agreement and related program documents on behalf of the District.

BACKGROUND

The California Fire Foundation (CFF) administers the SAVE Program to provide immediate, short-term financial assistance to residents affected by fires and other qualifying natural disasters. Participating fire agencies receive SAVE gift cards from CFF for direct distribution to eligible residents following an incident.

SAVE cards are currently valued at $250 and may be used for basic necessities including food, clothing, fuel, medication, temporary lodging, and household needs. The program provides the District with an established, no-cost resource to assist residents before insurance or other disaster-relief resources may be available.

Participation requires an MOU among CFF, the District, and the corresponding recognized bargaining unit or firefighters association. The Fire Chief signs on behalf of the District, and the association president or lead representative also signs as a participating party.

DISCUSSION

Eligible recipients are residents whose residence has sustained at least 25 percent damage from a qualifying fire, earthquake, flood, or landslide/mudslide. Businesses, vehicle-collision victims, precautionary wildfire evacuees, and residents without qualifying property damage are not eligible. Generally, one SAVE card may be issued per affected occupancy, whether occupied by a renter or homeowner.

District responsibilities include designating a program point of contact and authorized distributors; maintaining secure card inventory and tracking; briefing personnel on program requirements; determining recipient eligibility; activating and distributing cards; completing required post-incident reporting; and cooperating with CFF audits and program reviews.

The bargaining unit/association serves primarily in a collaborative role by designating a representative, reviewing program procedures with the District, and supporting firefighter awareness and compliance. The District retains responsibility for program administration, card custody, authorized distribution, and reporting.

Participation would provide District personnel with a simple mechanism to offer immediate assistance to residents experiencing significant residential loss without requiring the District to fund or create its own victim-assistance program. CFF provides the funding, cards, eligibility criteria, and administrative framework.

FISCAL IMPACT

There is no direct financial cost to the District or participating bargaining unit/association. CFF funds and provides the SAVE cards. District costs are limited to incidental staff time for administration, inventory control, personnel briefing, distribution, and reporting.

POLICY AND LEGAL COMPLIANCE

Board approval would authorize District participation and execution of the MOU. The agreement becomes effective after all required parties sign and remains in effect until terminated in accordance with its terms.

The MOU requires the District to safeguard and account for SAVE card inventory, ensure compliance with program requirements, report suspected misuse, and return unused cards upon withdrawal. It also provides for financial liability in the event of theft or misappropriation attributable to a participating party.

CONCLUSION

Participation in the SAVE Program would provide District personnel with a no-cost resource to offer immediate assistance to eligible residents following significant residential fire or disaster losses while requiring limited administrative support.

Staff recommends Board approval of the SAVE Program MOU and authorization for the Fire Chief to execute the agreement and related program documents on behalf of the District.

____

Jacob Poganski, Deputy Fire Chief
El Dorado County Fire Protection District
Date: ____________________

ATTACHMENTS:

1. California Fire Foundation SAVE Program Memorandum of Understanding

California Fire Foundation (Party A or CFF), and
being the lead partner

California Fire Department (Party B), and
Fire Chief must sign MOU

Corresponding Recognized Bargaining Unit (s) or Association (s) for "firefighters," as that term is defined in Section 19886 of the Government Code (Party C),
President or Lead Representative must sign MOU for each corresponding recognized bargaining unit or association. for the project, entitled **SAVE.**

Preamble:
The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of all parties as they relate to the CFF's *Supplying Aid to Victims of Emergency* (SAVE) program. The CFF is a non-profit 501 (c)(3) organization providing emotional and financial assistance to families of fallen firefighters, firefighters and the communities they protect. Formed in 1987 by California Professional Firefighters, the CFF's mandate includes an array of survivor and victim assistance projects and community initiatives.

Objective:

As part of its mission to provide victim assistance, the CFF (www.CAFireFoundation.org) has launched the SAVE program, to offer emergency financial assistance to fire and natural disaster victims. Through the SAVE program, the CFF aims to provide immediate short-term support in the aftermath of a fire or other natural disaster to displaced victims. Working together with the CFF, firefighters throughout the state of California, will distribute gift cards, in an amount designated by CFF at a minimum of $250, to eligible victims of fire or other natural disaster so they may purchase basic necessities such as food, clothing or medicine. Firefighters working with the CFF on the SAVE program provide assurance that those impacted by disaster will receive instant, direct relief before, during and after the alarm. All parties will work together in partnership to ensure the program is executed and overseen efficiently and effectively. All parties will work cohesively with CFF to ensure each party is carrying out their roles and responsibilities accordingly.

Lead partner and partners of the agreement:
The Partnership is led by:
[Chair of the California Fire Foundation, 1780 Creekside Oaks, Sacramento, CA 95833]

and consists of the following partners:
[Fire Department, Fire Chief; Corresponding Recognized Bargaining Unit (s) or Association (s) for “firefighters”, President or Lead Representative for each corresponding recognized bargaining unit or association].

Management arrangements:

1. Parties included in operation of SAVE:
   a) CFF - California Fire Foundation (Chair of the CFF and/or the designee)
   b) Party B - Local Fire Department
   c) Party C - Corresponding Recognized Bargaining Unit (s) or Association(s) for “firefighters”
2. CFF Roles/Responsibilities:
   a) SAVE program executer and facilitator
   b) Provider and initial distributer of SAVE gift cards
   c) Overseer of usage, will monitor SAVE gift card activity
   d) Maintains ultimate financial accountability for SAVE program
3. Party B / Party C Roles and Responsibilities:
   a) If the Fire Chief does not remain the main point of contact to manage the program for Party B, then Party B will appoint a point of contact (Operations Chief or Division Chief or equivalent) to oversee program for respective department.
   b) Party C to appoint lead representative (s) to oversee program for respective recognized Bargaining Unit (s) or Association (s) for “firefighters”.
   c) Party B oversees secure handling and internal distribution of SAVE gift cards.
   d) Party B maintains oversight and accountability of SAVE gift card inventory.
   e) Party B maintains oversight of educating and regular communication to participating firefighters on guidelines/protocol of program.
   f) Party B appoints distributers (such as the incident commander) of SAVE gift cards to fire or natural disaster victim.
   g) Party B provides post incident reporting to CFF upon usage of card.
   h) Parties B and C agree to read and review the enclosed sample SAVE Standard Operating Guidelines (SOG) in Appendix III. Parties B and C may adopt the procedures/protocol set forth in the sample SOG, or develop an alternative SOG document to be reviewed and approved by CFF. Should Parties B and C agree to adopt the sample SOG in Appendix III,
   they need to sign in the designated area in the SOG and send the signed SOG back to CFF with the MOU.
   i) Parties B and C agree to review and comply with the policies and procedures contained in Appendices I -V.
   j) Parties B and C understand that if, at any time, either has reason to believe that a SAVE card has been used fraudulently or activated inappropriately, either Party is required to immediately report the misuse to the CFF by email at save@cpf.org or by phone at
   (916) 641-1707 or (800) 890-3213.

General Conditions:

1. **Partnership:** The members of the partnership have **jointly** agreed to this MOU in which the intentions and agreements have been described for the SAVE program. The partners also agree on the following:

   1.1 **Responsibilities:**
   Party B agrees to be accountable for keeping inventory of SAVE cards, disbursement of SAVE cards and alerting CFF to any indiscretions.

   1.2 **Collaborative Partnership:**
   Both Parties B and C agree to work together in a collaborative arrangement regarding the SAVE program and hold periodic meetings together in order to ensure that participating firefighters are following protocol, utilizing the SAVE cards efficiently and effectively and addressing/resolving any potential issues that may arise.

   1.3 **Press:**
   Both Parties B and C agree to provide CFF with communication about the success of the SAVE program in order to help CFF promote SAVE's positive impact in the community, which will ultimately aid CFF's efforts in program funding and expansion. When legally and operationally appropriate, Parties B and C agree to grant CFF access to SAVE-related experiences. This includes but is not limited to: Firsthand accounts from Parties B and C demonstrating how the program is succeeding, opportunities for CFF to secure ride-alongs, photo/interview opportunities with participating firefighters (and victims, when is reasonably feasible) and other opportunities as needed and appropriate.

   1.4 **Training and Awareness:**
   Parties B and C may adopt the procedures/protocol set forth in the sample SOG, or develop an alternative SOG document to be reviewed and approved by CFF. Should Parties B and C agree to adopt the sample SOG in Appendix III, they need to sign in the designated area in the SOG and send the signed SOG back to CFF with the MOU.

   Party B agrees to train its participating firefighters on SAVE by sharing and reviewing the procedures set forth in the selected SOG with participants.

   Both Parties B and C agree to promote awareness of the program among their participating firefighters, **regularly** reminding participants about the program and procedures via meetings and e-communication. It will be important for Parties B and C to regularly remind participating firefighters about the SAVE program so that activating a SAVE card becomes part of their everyday routine rather than an afterthought. Opportunities to order SAVE stickers, decals or magnets will be available to Party B in order to utilize visual daily reminders of the program.

   Both Parties B and C agree to review the public relations tips and talking points listed in Appendix IV.

2. **Time frame:** The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences upon signature of all parties, contingent upon Party B sending the information to CFF as required in Appendix I. The term only expires upon written notification of intention to terminate from the program by either Party B or Party C. Alternatively, the term expires if CFF decides to terminate the SAVE program. Open enrollment for the program will be determined at the discretion of CFF.

3. **Eligibility:** Parties B and C declare that they:
   - Have discussed and met with each other and mutually agree to joint participation in the SAVE program.

   CFF declares that:
   - it is in good financial standing to ensure continuity during project implementation and execution,
   - it is equipped to oversee management of the SAVE program and to mitigate problems or issues that may arise during the implementation or execution of the program.
   - it has conducted a beta test of the SAVE program in the local Sacramento area and is prepared to conduct the program on a statewide scale.

4. **Expenditures:** Parties B and C incur NO financial cost to participate in this program.

5. **Project management:** Party B agrees to:
   - Communicate to CFF who the on-scene distributors of the SAVE cards are and relay those names and their contact information to CFF.
   - If the Fire Chief will not act as the main liaison for Party B, then the Party B Fire Chief must assign a main point of contact for the department (For example: the Operations Chief, Division Chief or equivalent) to handle all communication regarding SAVE with CFF and Party C. The main point of contact for Party B will also communicate with Party B's participating designees in the department.

6. **SAVE Card Marketing Restrictions:** Parties B and C understand that they are not to alter the physical SAVE gift card in any way. Parties B and C also understand that they are not to alter the card carrier that the SAVE card is affixed to, which describes the SAVE program, provides information about CFF, and guidelines for using the card. If either party B or C wishes to include ADDITIONAL information together with the SAVE card and the card carrier that it is affixed to, then the information must first be sent to CFF for approval before being disseminated. Additionally, that supplemental information must be drafted as a collaborative effort between Parties B and C. If either Party B or C does not comply with the above, they will be in violation of this MOU and may be terminated from the partnership.

7. **Withdrawal:** if either Party B or Party C no longer desires to be part of the partnership, a notice of thirty days is required to CFF. If either aforementioned partner notifies CFF of voluntary termination from the partnership, then the partnership is no longer valid and Party B is required to send back to CFF all remaining SAVE cards.

   If due to reasons of misconduct, CFF decides that one of the partners should no longer be part of the partnership, the aforementioned party will be terminated from the partnership.

If due to unforeseen reasons, CFF decides to terminate the SAVE program, both Parties B and C will be notified immediately and instructed in how to terminate their involvement. In this case, Party B is required to send back to CFF all remaining SAVE cards.

8. **Breach of Conduct, theft and misappropriation of funds:** general rules of good conduct are to be maintained by all staff active in the project at any time. Any occurrence, related with misuse of money or assets, shall not be tolerated and shall be immediately reported to CFF. If Party B or Party C are determined to be guilty of such aforementioned activity, the respective party will be held financially liable.

9. The following appendix are part and parcel of this MOU:
   - Partnership Proposal submitted to all Parties,
   - Appendices I - V

   This MOU has been established in 3 originals, one original for each member of the partnership.

10. This MOU will enter into force at the moment that all partners have signed the MOU, contingent upon Party B sending over ALL REQUIRED information to CFF as STATED in Appendix I.

11. If any section of the MOU is modified by CFF in the future, CFF will send an updated MOU to Parties B and C.

12. In case of dispute, the parties involved will endeavor in good faith to come to an arrangement acceptable to all parties, before seeking judicial action and/or seek arbitration.

Signatures and dates:

[*Authorized signature from Party B – Fire Chief, Fire Department*]	[*Authorized signature(s) from Party C – President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (s) or Association (s)]
[Print name of - *Fire Chief, Fire Department (Party B)*]	[Print name (s) of – *President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (s) or Association (s) *(Party C)*]
Date	Date
[*Authorized signature from California Fire Foundation*]	Date
[Print name of Authorized signature from California Fire Foundation]	

Please provide contact information for both Party B and Party C Signatories

Party B:

Email: ______________________________________

Phone: ______________________________________

Party C:

Email: ______________________________________

Phone: ______________________________________

Please send hard copy of MOU, AND required information as stated in Appendix I, to:

California Fire Foundation

1780 Creekside Oaks
Sacramento, CA 95833

Or email a signed/scanned copy to: save@cpf.org

APPENDIX I
ENCLOSURES TO SEND BACK TO CFF WITH SIGNED MOU

1) With signature of MOU, Party B must RETURN the following to CFF otherwise the MOU is not valid:

- Send excel sheet to CFF including the following information:
    - Department **Main Point of Contact** for Program Management (This person will be the point of contact to receive/accept the SAVE letters/cards. This person [such as an Operations Chief] will also distribute the SAVE letters/cards to participating designees in the department who will be in charge of monitoring/activating SAVE cards.), including their:
        - Name
        - Email
        - Cell Phone
        - Department Phone
        - Mailing Address
    - AND participating **designees who will be in charge of monitoring/activating SAVE cards (such as an Incident Commander)**, including their:
        - Name
        - Email address
        - Cell-phone
- Signed enclosed SOG by both Parties B and C, if Parties B and C agree to abide by the sample SOG enclosed. If both Parties B and C wish to adopt and develop an alternative SOG document, then Party B must submit a copy of their proposed mutually agreed upon SOG for review and approval to CFF.

2) Party B must comply with the following:

- Authorize that the assigned point of contact (as described above) will be responsible for acceptance of SAVE cards, and delivery of SAVE cards to participating designees.
- Be available to discuss issues that may come up regarding the SAVE program.
- Update the Foundation on changes in staff resulting in participating designees.

APPENDIX II

PROCEDURES FOR ACTIVATING SAVE CARDS:

1. **To activate a SAVE gift card, follow the below procedures:**
    a. **Call 800-955-7398**. **NOTE: Do not use the 800# printed on the card. The 800# on the card is for the victim's use.**
    b. When prompted, enter your unique **6 digit activation code** followed by the # key.

    NOTE: Each IC/BC's 6 digit activation code is listed on his/her personally addressed letter from the California Fire Foundation.

    c. When prompted, enter the card's admin number followed by the # key. The admin number is visible through the envelope window.
    d. Please allow 1 to 2 minutes for the system to validate the card's admin number.
    e. After the admin number is validated, you will hear: "Admin 1234567 was activated. The admin 1234567 balance is $250."
    NOTE: If at any time you are unable to activate your card, press 0 to speak to customer service. Once speaking to the customer service representative, please state that you are a Fire Chief or Incident Commander participating in the SAVE Program – this will ensure that the customer service rep is able to properly diagnose your problem and provide the best possible help.

    f. To activate an additional card, press 1.

2. Once activated, the Designee will mark down the card admin number that was activated and follow the below steps:
    a. The Designee will mark down the card admin number that was activated and then provide the card to the victim, which will come attached to a piece of paper that includes SAVE program information for them.
    b. Then, later, the Designee will enter a SAVE-post-report.
    c. Upon entry of the incident report, the Designee shall visit the following SAVE link as soon as feasibly possible to complete a quick 30 second post-SAVE-incident-form: https://caproff.wufoo.com/forms/save-ic-reporting-form/ and submit the following information for the CFF: Designee name, Designee email, Designee phone#, Unique Designee passcode, Unique activated gift card admin number, NFIRS#, Date, and any other information requested. This data will be posted and submitted by the Designees and sent to the CFF immediately following incident.

    d. **PLEASE NOTE:** Should a user error or any other type of error occur during the SAVE-post-report, it is ok. Simply email save@cpf.org with your error information and someone will respond with next steps within the next 24 hours.
    e. CFF will compile reports based on above data to assess status according to the following schedule: 10 days after launch, then every month thereafter.
    f. CFF requires the above information in order to facilitate financial settlement and to track card activity.

APPENDIX III

SAMPLE - SAVE OPERATING GUIDELINES

OBJECTIVE

As part of their mission to provide victim assistance, the California Fire Foundation (www.CAFireFoundation.org) has launched the Supplying Aid to Victims of Emergency (SAVE) program, to offer emergency financial assistance to fire and natural disaster victims. Through the SAVE program, the California Fire Foundation (CFF) aims to provide immediate short-term support in the aftermath of a fire or other natural disaster to displaced victims. Working together with the CFF, firefighters throughout the state of California, will distribute gift cards, in the amount of $250, to eligible victims of fire or other natural disaster so they may purchase basic necessities such as food, clothing or medicine. Firefighters working with the CFF on the SAVE program provide assurance that those impacted by disaster will receive instant, direct relief before, during and after the alarm.

BACKGROUND

The California Fire Foundation is a non-profit 501 (c)(3) organization providing emotional and financial assistance to families of fallen firefighters, firefighters and the communities they protect. Formed in 1987 by California Professional Firefighters, the California Fire Foundation’s mandate includes an array of survivor and victim assistance projects and community initiatives. The CFF is funding the SAVE program, in part, by specialty license plates available only to firefighters. For more information about the license plates or to order yours, visit: cafirefoundation.org.

IMPLEMENTATION

1. Program Strategy
    4. Start date: By Fall, 2014
    5. SAVE Cards will be distributed to Party B at the discretion of the CFF
    6. Number of SAVE cards will be distributed based on program data

2. Gift Card Information
    1. Each gift card will be worth $250 until otherwise noted.
    2. Proration of cards per agency will be based upon statistical analysis of working fires on an ongoing basis
    3. Gift cards are regional assets – reallocation will occur as a normal course of business to maximize opportunity for distribution
    4. Distribution of cards to victims will be determined by Incident Commanders

DEFINITIONS

1. Disaster is defined by this program as the following:
    a. Fire
    b. Earthquake
    c. Flooding
    d. Landslides/Mudslides

2. Items defined as basic allowable necessities for this program:
    a. Food/Water
    b. Over-the-counter or prescription medication as medically needed
    c. Gas
    d. Shelter as provided by a hotel/motel
    e. Clothing to replace any destroyed articles of clothing
    f. Basic household necessities

POLICY

1. Recipients:
    a. Eligible Gift Card Recipients:
        i. Residents impacted by fire or other natural disaster with a minimum of 25% damage to the property where they reside
    b. Ineligible Gift Card Recipients:
        i. Businesses
        ii. Victims of crisis or emergencies not impacted by damage caused by fire or natural disaster such as car crashes, evacuees forced to flee due to pending wildfires, or those victims who do not incur 25% damage to their residential property

2. Allocation
    a. Gift card allocation:
        i. Only 1 gift card will be provided per occupancy involved in the incident regardless of whether the victim is an individual or a family. A gift card shall be provided to the individual residing full-time at the damaged occupancy, regardless of whether that individual is a renter or a home-owner.
    b. Gift card expiration date:
        i. Each card contains an expiration date of 8 years past the date of card printing. If there are SAVE cards remaining with Party B at time of expiration that are inactive, they will be cancelled.

CARD DELIVERY TO DEPARTMENTS:

1. Prior to the start of the program, the CFF will send a portion of gift cards to Party B addressed to the named point of contact as mentioned in Appendix I.

2. In addition to the cards, Party B main point of contact will receive a spreadsheet listing all the cards by admin number (each SAVE card's admin number is printed on the carrier). Upon receipt of the cards, the Party B main point of contact will distribute an allotment of cards to their respective participating Incident Commanders and record/file which Incident Commander is receiving which admin number on the spreadsheet provided. This process is to facilitate keeping track of all SAVE cards provided to each department. The number of cards each department and each Incident Commander receives shall be based on incident response data tied to the department and the Incident Commander.

3. Additionally, along with the gift cards, the participating Party B main point of contact will separately receive **SEALED** personalized letters addressed to each participating, respective Incident Commander that will contain the Incident Commander's **unique passcode**. Each Party B main point of contact will give the **SEALED** letters to their respective Incident Commander

4. Each passcode is 6 digits long and each participating Incident Commander will be assigned a unique one. **<u>Incident Commanders should memorize or keep the passcode with them when running calls (Tip: Incident Commanders can keep their passcode in their mobile phone for easy access).</u>**

<u>SAVE ACTIVATION PROCEDURE:</u>

1. On scene Incident Commander (IC) will be sole authorized fire personnel in charge of gift card issuance.

2. In order to receive gift card relief assistance, there must be at least **25% damage minimum** to a victim's property caused by fire or other natural disaster responded to by a firefighter.

3. On scene IC will be charged as the decision maker to assess whether property damage meets the 25% minimum.

4. On scene IC will be designated personnel to carry through with reported information post incident.

5. All designated ICs, as assigned by the department, will be designated a unique passcode.

6. If IC assesses the property damage meets the minimum 25% required in order to distribute SAVE gift card, the IC shall issue one gift card per occupancy involved in the incident. **<u>To activate a SAVE gift card, follow the below procedures:</u>**
   - **a.** **<u>Call 800-955-7398</u>**. **<u>NOTE: Do not use the 800# printed on the card. The 800# on the card is for the victim's use.</u>**
   - **b.** When prompted, enter your unique **6 digit activation code** followed by the # key.

     NOTE: Each IC/BC's 6 digit activation code is listed on his/her personally addressed letter from the California Fire Foundation.
   - **c.** When prompted, enter the card's admin number followed by the # key. The admin number is visible through the envelope window.
   - **d.** Please allow 1 to 2 minutes for the system to validate the card's admin number.
   - **e.** After the admin number is validated, you will hear "Admin 1234567 was activated. The admin 1234567 balance is $250."

     NOTE: If at any time you are unable to activate your card, press 0 to speak to customer service.
   - **f.** To activate an additional card, press 1.

7. Once activated, the IC will mark down the card admin number that was activated and follow the below steps:
    - **a.** The Designee will mark down the card admin number that was activated and then provide the card to the victim, which will come attached to a piece of paper that includes SAVE program information for them.
    - **b.** Then, later, the Designee will enter a SAVE-post-report.
    - **c.** Upon entry of the incident report, the Designee shall visit the following SAVE link as soon as feasibly possible to complete a quick 30 second post-SAVE-incident-form: cafirefoundation.org/savereport and submit the following information for the CFF: Designee name, Designee email, Designee phone#, Unique Designee passcode, Unique activated gift card admin number, NFIRS#, Date, and any other information requested. This data will be posted and submitted by the Designees and sent to the CFF immediately following incident.

AUDITS & EVALUATIONS

1. SAVE Audit:
    - a. Quarterly, the CFF will call participating departments to make necessary adjustments and assess the function of the program.
    - b. The CFF will require data from ICs via post-incident-forms as described earlier.

2. SAVE Evaluation:
    - a. Each gift card will be tracked by unique IC code and activation code and will link to a report provided by card issuer company detailing:
        - i. Items purchased and/or establishment where card was used
        - ii. Total amount used on the card
        - iii. Date/time the card was used
    - b. Each report from the IC sent to the CFF upon issuance of gift card will provide: Unique IC passcode, Unique gift card number, NFIRS#, Date, Time
    - c. NFIRS# will tell us property protected versus loss by giving us the amount of property content value and the amount of property content loss
    - d. The CFF will match the card sales report to the report received by the IC to verify authorized use of funds and card activity
    - e. From these reports, we will be able to determine:
        - i. Average number of cards used
        - ii. Type of use
        - iii. Frequency of use
        - iv. We will also be able to examine whether the 25% threshold was adhered to and whether this system is a model for rolling out a statewide program

<u>Please sign below and return to CFF with signed MOU if you agree to comply with the above SOG:</u>

Signatures and dates:

[*Authorized signature from Party B – Fire Chief, Fire Department*]	[*Authorized signature(s) from Party C – President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (s) or Association (s)]
[Print name of - *Fire Chief, Fire Department (Party B)*]	[Print name (s) of – *President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (s) or Association (s) *(Party C)*]
Date	Date
[*Authorized signature from CFF – California Fire Foundation*]	Date
[Print name of authorized signature, California Fire Foundation (CFF)]	

Please send hard copy along with MOU to:
California Fire Foundation
1780 Creekside Oaks
Sacramento, CA 95833

OR - email a signed/scanned copy to: <u>save@cpf.org</u>

Please sign below and return to CFF with signed MOU and SOG if you agree to comply with the following:

I acknowledge that the Party B main point of contact will be responsible for tracking the inventory of any and all SAVE cards received from CFF. I understand that CFF will audit Party B, semi-annually, in order to ensure that all SAVE cards that have not been activated are accounted for.

Signatures and dates:

[*Authorized signature from Party B – Fire Chief, Fire Department*]	[*Authorized signature(s) from Party C – President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (t) or Association (s)]
[Print name of - *Fire Chief, Fire Department (Party B)*]	[Print name (s) of – *President (s) or Lead Representative (s) for Corresponding Recognized* Bargaining Unit (s) or Association (s) *(Party C)*]
Date	Date
[Authorized signature from California Fire Foundation]	Date
[Print name of Authorized signature from California Fire Foundation]	

Please send hard copy along with MOU to:
California Fire Foundation
1780 Creekside Oaks
Sacramento, CA 95833

OR - email a signed/scanned copy to: save@cpf.org

APPENDIX IV
PUBLIC RELATIONS GUIDELINES

Should any participating firefighter, who has provided a SAVE card to a victim, be captured on scene on film by the news, the participating firefighter should always remember to discuss SAVE and how the program works.

Points to remember when talking to the press/news about a recent incident that may have required a SAVE card activation:

- SAVE is a program of the California Fire Foundation, a non-profit organization aiding fallen firefighter families, firefighters and the communities they serve.

- SAVE is a program funded by the California Fire Foundation that provides immediate short, term relief to victims of fire or other natural disaster.

- The SAVE program is designed to bring immediate relief to disaster victims via a $250 gift card that they can use to purchase food, clothing or other basic necessities such as medicine.

- Victims of fire or other natural disaster do not need to fill out any questionnaires or answer any questions in order to receive their $250 gift card; they simply must have incurred at least 25% damage to their household in order to receive a card.

- Activation of the card is instant and immediately upon activation, the card can be used anywhere that MasterCard is accepted.

APPENDIX V
DEFINITIONS

Section 19886: As used in this article the term “firefighter of the state” or “firefighter” shall be deemed to include a member of a fire department or fire service of the state, including the University of California, whether these members are volunteer, partly paid, or fully paid, excepting those whose principal duties are clerical, such as stenographers, telephone operators and other workers not engaged in fire-suppression or rescue operations or the protection or preservation of life or property. These firefighters shall be regularly employed, or in the case of a volunteer, shall be regularly enrolled as such.

APPENDIX VI
LARGE-SCALE DISASTERS AND EMERGENCIES

The suggested SOG contained within this MOU may not outline the best course of action for card distribution/activation in cases of large-scale wildfires, earthquakes, floods, or mudslides that cause mass evacuations in your community. If your department is a responding agency under these circumstances, please refer to the suggested protocol below:

-In the event that a large-scale emergency situation occurs, the department's SAVE designees as appointed per the SOG, may not be able to assist during this time, as they may be on the frontlines. Therefore, the department shall plan ahead accordingly to appoint 'emergency designee (s)' to distribute SAVE cards.

-The department should be prepared to dispatch such 'emergency designees' to activate and distribute SAVE cards to eligible victims, whether the distribution occurs at a Cal-OES coordinated Local Assistance Center or evacuation center, or directly on-scene. An 'emergency designee' does not need to be an IC.

-**Should a large-scale disaster occur, the department shall immediately contact CFF in order to:**

- Obtain allocated 'disaster assistance' SAVE cards
- Obtain a ***special passcode*** to activate such 'disaster assistance' SAVE cards
- Relay the distribution plan of the 'disaster assistance' SAVE cards

-You may call the office at (916) 641-1707 or email save@cpf.org.

EL DORADO COUNTY

FIRE PROTECTION DISTRICT

501 Pleasant Valley Road • Diamond Springs, CA 95619 • (530) 644-9630

STAFF REPORT

DATE:	August 20, 2026
TO:	Board of Directors, El Dorado County Fire Protection District
FROM:	Brad Gates, Fire Chief
THROUGH:	N/A
SUBJECT:	Approval of the Affiliation Agreement with Sierra Joint Community College District for EMT, AEMT, and Paramedic clinical education; authorization for the Fire Chief to execute; direction regarding a compliance addendum and conditions precedent to student placement

RECOMMENDATION

Staff recommends that the Board of Directors:

- Approve the Affiliation Agreement between the Sierra Joint Community College District and the El Dorado County Fire Protection District for the clinical education of Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic students, for a term of July 15, 2026 through July 14, 2028;
- Authorize the Fire Chief to execute the Agreement on behalf of the District, subject to completion of District Counsel review and resolution of the items identified in this report;
- Direct the Fire Chief to negotiate and execute a written addendum addressing the regulatory compliance, insurance, payment, and notice-address items identified in the Discussion, and to return that addendum to the Board for ratification;
- Direct that no student be placed at a District facility or assigned to District apparatus until the Agreement is fully executed, a current certificate of insurance evidencing the limits required by Section 7.2 has been received and accepted, and all Local EMS Agency authorizations required for the placement are in place; and
- Direct the Fire Chief to designate the District's Educational Liaison required by Sections 1.5 and 3.1.1 of the Agreement and to report that designation to the Board.

BACKGROUND

Sierra Joint Community College District ("Sierra College") operates EMT, AEMT, and Paramedic training programs approved by the Sierra-Sacramento Valley Emergency Medical Services Agency (S-SV EMS), the designated Local EMS Agency for Placer County and nine other northern California counties. State regulation requires those students to complete supervised clinical and field experience with hospital and prehospital providers before they may be certified or licensed. Sierra College has asked the District to serve as one of those training sites.

Sierra College transmitted its standard-form affiliation agreement (form revision REV.05/24) to the District through DocuSign, Envelope ID 855A668A-348E-80BC-83EA-B49403392052. The document bears the notation “Board Date: July 14, 2026” and was executed on behalf of Sierra College by David Martin, Vice President, Administrative Services, on July 15, 2026, at 2:05 p.m. PDT. The District’s signature block is blank. The Agreement has not been executed by the District, and this is the first time it has been presented to this Board.

Section 10.1 recites that the Agreement commences July 15, 2026, and remains in effect until July 14, 2028. That commencement date precedes the Board’s consideration of this item by more than one month. The Agreement is a two-year term terminable by either party on thirty (30) days’ written notice, with rotations already in progress protected from the effect of a District-initiated termination.

Staff support the substance of this partnership. Hosting Sierra College students advances regional EMS workforce development, gives the District early contact with prospective candidates at no meaningful cost, and is consistent with the District’s role as an emergency medical services provider. Staff’s concerns are confined to specific terms of the form agreement. Those terms are identified below; several require District Counsel resolution before the Agreement is executed.

DISCUSSION

Agreement Overview

The Agreement designates Sierra College as “DISTRICT” and the El Dorado County Fire Protection District as “AGENCY.” Under it, the District would permit enrolled students access to training site facilities, provide orientation to Sierra College instructors, designate an Educational Liaison, supervise the clinical experience, and make facilities and equipment available. Sierra College would designate a Clinical Instructor, refer only students who have completed the prerequisite didactic instruction, maintain student performance records, carry professional and general liability insurance at $1,000,000 per occurrence and $3,000,000 aggregate, and carry workers’ compensation coverage for its students. Section 5.1.4 expressly provides that students are not District employees for workers’ compensation, employee benefit, or any other purpose. Indemnification under Sections 6.1 and 6.2 is mutual and limited in proportion to each party’s comparative fault, which is the appropriate structure.

The remainder of this Discussion identifies six terms that staff recommends be corrected or clarified before execution. None of them is a reason to decline the partnership; all of them are reasons to condition it.

1. Commencement Date Precedes Board Action

The Agreement states that it commenced on July 15, 2026. The District’s Board has not acted, and the District has not signed. Board action on August 20, 2026, would therefore either approve the Agreement prospectively from the date of Board action or ratify the stated July 15, 2026, commencement date. Staff have confirmed that no Sierra College student has been placed with the District during the interval.

3. Insurance Verification and Endorsements

Section 7.2 sets Sierra College’s limits at $1,000,000 per occurrence and $3,000,000 aggregate for professional and comprehensive general liability, and Section 7.3 obligates Sierra College to carry workers’ compensation coverage for its students. Section 7.4 requires proof of that coverage only “upon request.” Staff recommend the request be made now and that acceptable proof be a condition precedent to any student placement.

Organizational Justification

The District has a direct interest in the supply of certified and licensed EMS personnel in the region, and a recruitment interest in observing prospective candidates over a sustained rotation rather than in a single interview. Hosting students imposes minimal marginal cost, is performed by on-duty personnel, and can be discontinued on thirty days' notice if it proves burdensome. The conditions recommended above are ordinary contract administration, not obstacles to the partnership. With those conditions satisfied, the Agreement is a favorable arrangement for the District.

FISCAL IMPACT

The Agreement carries no direct appropriation request. Costs are limited to the staff time required for the Educational Liaison function, student orientation, and on-duty supervision, all of which are absorbed within existing staffing. Exact figures for supervision time cannot be fixed until the number of students and the length of each rotation are mutually agreed under Sections 1.6 and 1.7, which requires agreement at least thirty (30) days before each rotation commences.

Cost / Revenue Element	FY 2026-27 Estimate	Notes
Educational Liaison — administrative time	[$0 — absorbed]	Approx. [XX] hours annually within existing duties
Orientation and on-duty student supervision	[$0 — absorbed]	Performed by on-duty personnel; no overtime anticipated
Consumables, PPE, and training supplies	[$0- absorbed]	Minimal; absorbed in existing supply accounts
Revenue or expense under Section 2.1.6	Undetermined	Direction, rate, and ceiling are not stated in the Agreement
Net fiscal impact, FY 2026-27	**[$0]**	**Pending clarification of Section 2.1.6**

No salary, benefit, or CalPERS employer contribution effect results from this action, as students are expressly not District employees under Section 5.1.4 and no District position is created, reclassified, or compensated differently by reason of this Agreement. No additional appropriation is anticipated at this time. Should Section 2.1.6 be clarified in a manner that obliges the District to make payments, staff will return to the Board with a budget amendment before any payment is made.

POLICY AND LEGAL COMPLIANCE

This item has been placed on the agenda in compliance with the Ralph M. Brown Act. Board approval and authorization for the Fire Chief to execute are sought consistent with District policy governing contract authority. The following authorities bear on the action:

- Health and Safety Code, Division 2.5, sections 1797.200, 1797.220, and 1798 — Local EMS Agency authority, policy authority over prehospital care, and medical control.
- California Code of Regulations, title 22, division 9, chapter 3.3, sections 100091.02, 100092.02(h)(1)–(4), and 100092.05 — paramedic training program, preceptor qualification, and field internship requirements, including the written-agreement and out-of-jurisdiction provisions discussed above.
- El Dorado County Local EMS Agency policies governing student placement, preceptor designation, and medical control within the District's response area.

- Education Code section 81655 — validity of the Agreement as against Sierra College depends on approval or ratification by its Governing Board.
- California Public Records Act and the District's records retention schedule, as they bear on the confidentiality provisions of Section 3.1.10.

This action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, as it involves administrative and educational-affiliation activities that will not result in a direct or indirect physical change to the environment. No further environmental review is required.

CONCLUSION

The Affiliation Agreement gives the District a low-cost, low-risk role in regional EMS workforce development and a recruitment advantage the District would not otherwise have. The obligations it imposes on the District are modest and the indemnity structure is balanced. The form agreement, however, was drafted for general clinical affiliations and does not address the specific regulatory requirements that attach when a fire district in one Local EMS Agency's jurisdiction hosts students from a training program approved by another, nor does it protect the District on insurance endorsements, payment terms, or notice.

Staff recommends Board approval of all actions described in this report.

Respectfully submitted,

____

Brad Gates, Fire Chief
El Dorado County Fire Protection District
Date: ____________________

ATTACHMENTS:

A. Affiliation Agreement between Sierra Joint Community College District and El Dorado County Fire Protection District, DocuSign Envelope ID 855A668A-348E-80BC-83EA-B49403392052 (executed by Sierra College July 15, 2026; District signature pending)

AFFILIATION AGREEMENT

between

SIERRA JOINT COMMUNITY COLLEGE DISTRICT

and

EL DORADO COUNTY FIRE PROTECTION DISTRICT

AGREEMENT is entered into by and between Sierra Joint Community College District (hereafter referred to as "DISTRICT") and El Dorado County Fire Protection District – (hereafter referred to as "AGENCY")**.** DISTRICT and AGENCY may be collectively referred to as "PARTIES".

WHEREAS, DISTRICT desires the cooperation of the AGENCY and its staff in their instruction, development and implementation of the clinical education experience for its Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), Paramedic students; and

WHEREAS, the AGENCY is willing to make available its educational and professional resources to support the DISTRICT's education and professional preparation of students:

NOW THEREFORE, in consideration of the mutual agreements set forth herein, the DISTRICT and the AGENCY enter into this AGREEMENT based on the terms and conditions set forth below.

1.0 **GENERAL INFORMATION**

1.1 AGENCY shall permit students enrolled in the clinical education experience (PROGRAM) access to Training Site facilities as appropriate and necessary for the PROGRAM, provided that the students' presence shall not interfere with AGENCY's activities.

1.2 Orientation PROGRAM

1.2.1 AGENCY shall provide an orientation for DISTRICT instructors who will oversee students in the PROGRAM, and shall include all information and materials that DISTRICT instructors are to provide during the student orientation.

1.2.2 DISTRICT instructors shall attend an orientation provided by AGENCY, and shall provide a similar orientation to students at the beginning of their enrollment in the PROGRAM.

1.2.3 Students shall attend an orientation provided by the DISTRICT instructors.

1.3 Clinical Experience

1.3.1 AGENCY shall accept from DISTRICT the mutually agreed upon number of students enrolled in the PROGRAM and shall provide the students with supervised clinical experience.

1.3.2 DISTRICT shall notify AGENCY's Educational Liaison & Department Leadership of student's assignments, including the name of the student, level of academic preparation, and length and dates of proposed clinical experience.

1.4 DISTRICT shall maintain complete records and reports on each student's performance.

1.5 AGENCY shall designate a member of its staff (Educational Liaison) to participate with DISTRICT's designee (Clinical Instructor) in planning, implementing and coordinating the PROGRAM.

1.6 The maximum number of DISTRICT students who may participate in the PROGRAM during each training period shall be mutually agreed upon by the parties at least 30 days prior to the commencement of the student's clinical experience.

1.7 The starting date and length of each PROGRAM training period shall be determined by mutual agreement and may be altered by mutual agreement with due consideration given to both parties.

2.0 RIGHTS/RESPONSIBILITIES OF DISTRICT

2.1 The DISTRICT agrees to:

2.1.1 Designate a faculty member, Clinical Instructor, to coordinate with AGENCY's Educational Liaison, in planning the PROGRAM to be provided to students. The designated faculty member will administer responsibilities as related to the instruction, development and implementation of the clinical education of the PROGRAM.

2.1.2 Refer to the AGENCY only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.

2.1.3 Establish and maintain ongoing communication with the AGENCY's Educational Liaison on items pertinent to the PROGRAM. On-site visits will be arranged when feasible and/or upon mutual agreement between the DISTRICT and AGENCY.

2.1.4 Inform the students of the AGENCY's requirements for acceptance and direct and monitor student compliance with the existing rules and regulations of the AGENCY.

2.1.5 Prohibit the publication by the students, faculty or staff members of any material relative to their clinical education experience that has not been reviewed by the AGENCY and in order to assure that infringement of patient's right to privacy is avoided.

2.1.6 Payments for clinicals may occur under this Agreement.

3.0 RIGHTS/RESPONSIBILITIES OF THE AGENCY

3.1 The AGENCY agrees to:

3.1.1 Designate an Educational Liaison who will be responsible for facilitating the DISTRICT's curriculum in compliance with AGENCY requirements and in collaboration with the Clinical Instructor of the DISTRICT.

3.1.2 Require a student to render only those services within the student's educational preparation and qualifications, and related to the objectives of the PROGRAM with the type and amount of supervision in proportion to the student's level of competence.

3.1.3 Advise the DISTRICT of any changes in its personnel, operation, or policies which may affect the PROGRAM.

3.1.4 Permit, upon reasonable request, the inspection of the clinical facilities, the services available for the PROGRAM, and other such items pertaining to the PROGRAM.

3.1.5 Provide the students with copies of the AGENCY existing rules, regulations, policies, and procedures with which the student is expected to comply.

3.1.6 Make available the physical facilities and equipment necessary to conduct the PROGRAM and, whenever possible, the use of library facilities, reference materials, reasonable study and storage space, and any other specialized learning experiences.

3.1.7 Comply with all federal, state, and local laws and ordinances concerning the confidentiality of student records.

3.1.8 The AGENCY agrees to provide student rotations as agreed upon between the DISTRICT and AGENCY.

3.1.9 Emergency Health Care/First Aid. AGENCY shall, on any day when student is receiving education at its AGENCY, provide to student necessary emergency health care or first aid for accidents or conditions arising out of or in the course of said student's participation in the experience at the AGENCY. Except as provided regarding such emergencies, AGENCY shall have no obligation to furnish medical or surgical care to any student. Student will be financially responsible for all such medical or surgical care rendered in the same manner as any other patient. AGENCY shall promptly notify DISTRICT of any illness or injury received by student or DISTRICT faculty member resulting from participation of such student or faculty member in a clinical experience at AGENCY pursuant to this AGREEMENT.

3.1.10 Under the terms of this Agreement, AGENCY may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publicly available, which is covered by federal or state privacy laws, rules, and regulations, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S. § 1232g; the Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. 1232h, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 42 U.S.C.§ 300gg and 29 U.S.C § 1181 et seq. and 42 USC 1320d et seq., AB 1584, found at California Education Code § 49073.1, the Children's Online Privacy Protection Act of 1998 (COPPA) 15 U.S. Code §§ 6501 et seq., the Student Online Personal Information Privacy Act (SOPIPA) Cal. Bus. & Prof. Code § 22586 et seq., the Early Learning Personal Information Protection Act (ELPIPA) Cal. Bus. & Prof. Code § 22586 et seq., or which is otherwise considered confidential and protected from disclosure by the policies and procedures of DISTRICT ("Confidential Information"). AGENCY understands and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that Confidential Information shall be held strictly in accordance with the DISTRICT's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of DISTRICT.

4.0 <u>RIGHTS/RESPONSIBILITIES OF THE STUDENT</u>

4.1 **The Student agrees to:**

4.1.1 Abide by existing rules, regulations, policies, and procedures of the AGENCY.

4.1.2 Observe and respect all patient's rights, confidences, and dignity.

4.1.3 Notify the Assigned AGENCY Unit, the Clinical Instructor, and the District Nursing Department immediately whenever absence from the AGENCY becomes necessary.

4.1.4 Dress in appropriate/required clinical attire as established by DISTRICT and AGENCY, and to secure transportation and living accommodations as necessary, to participate in the PROGRAM.

4.1.5 Assume responsibility for providing own health insurance coverage, care for his/her personal illness, necessary immunizations, tuberculin test, and compliance/regulatory education as directed by AGENCY and PROGRAM policy.

5.0 <u>RIGHTS/RESPONSIBILITIES OF THE DISTRICT AND THE TRAINING SITE</u>

5.1 **The DISTRICT and the AGENCY mutually agree to**:

5.1.1 Pursue the educational objectives for the PROGRAM, devise methods for their implementation, and continually evaluate the effectiveness of the PROGRAM in meeting the objectives.

5.1.2 Make no distinction among students covered by this AGREEMENT on the basis of race, religion, gender, creed, age, disability, sexual preference or national origin. For the purpose of this AGREEMENT, distinctions on the grounds of race, religion, gender, creed, age, handicap, sexual preference or national origin include, but are not limited to the following: denying a student any service or benefit or availability of an AGENCY; providing any service or benefit to a student which is different or is provided in a different manner or at a different time from that provided to other students under this AGREEMENT; subjecting a student to segregation or separate treatment in any matter related to receipt of any advantage or privilege employed by others receiving any service or benefits; treating a student or potential student differently from others.

5.1.3 Determining whether they satisfy an admission, enrollment, quota, eligibility, membership or any other requirement or condition which individuals must meet in order to be provided any service or benefit.

5.1.4 Acknowledge that the students are fulfilling specific requirements for clinical experience as part of a degree requirement and therefore, the students are not to be considered employees of the AGENCY, regardless of the nature or extent of the acts performed by them, for purposes of Worker's Compensation, employee benefit PROGRAMs, or any other purpose.

5.1.5 Upon written notice, withdraw from the PROGRAM any student whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within the AGENCY, or whose health status is a detriment to the student's successful completion of the clinical education PROGRAM. The AGENCY will have the right to recommend a withdrawal with such a request to be in writing and to include a statement of the reason why the AGENCY recommends the student be removed from the PROGRAM at any time.

5.1.6 Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the PROGRAM is forbidden except as a necessary part of the practical experience. Students shall use de-identified information only in any discussions with DISTRICT, its employees or agents, unless the patient has first given express authorization using a form approved by AGENCY that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act ("HIPAA") and regulations thereunder.

6.0 <u>INDEMNIFICATION</u>

6.1 DISTRICT shall defend, indemnify and hold harmless AGENCY and its affiliates, parents and subsidiaries, and any of their respective directors, trustees, officers, agents, employees and volunteers from any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the DISTRICT its officers, employees, agents, instructors or students.

6.2 AGENCY shall defend, indemnify and hold harmless DISTRICT, its officers, employees, agents, volunteers, students and trainees from any and all liability, loss, expense (including reasonable attorney fees) or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the AGENCY, its officers, employees, or agents.

7.0 **INSURANCE**

7.1 DISTRICT shall procure and maintain in force during the term of this AGREEMENT, at its sole cost and expense, professional and general liability insurance to protect AGENCY against liability arising from or incident to the use and operation of AGENCY by the DISTRICT's students.

7.2 Coverage under such insurance shall be not less than One Million Dollars ($1,000,000) for each occurrence and Three Million Dollars ($3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.

7.3 Both AGENCY and DISTRICT agree to carry's worker's compensation insurance to protect its respective employees and DISTRICT agrees to carry worker's compensation insurance for its students at a limit determined by the Labor Code of the State of California.

7.4 DISTRICT shall provide AGENCY upon AGENCY'S request, with proof of insurance evidencing the insurance coverage required under this section. The DISTRICT shall also notify the AGENCY within ten (10) days of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

7.5 AGENCY will procure and maintain in full force and effect adequate insurance or will self-insure their obligations and liabilities under this AGREEMENT.

8.0 **ACCEPTANCE OF SCANNED/DIGITAL SIGNATURES**.

8.1 DISTRICT AND AGENCY agree that this AGREEMENT will be considered signed when the signature of a party is delivered by scanned image as an attachment to electronic mail (email) sent from the electronic mail account of the organization or digitally signed sent from a web-based solution including authentication code for verification. Such scanned or digital signature must be treated in all respects as having the same effect as an original signature.

9.0 **NOTICES.**

9.1 All notices and other communications pertaining to this AGREEMENT shall be in writing and shall be deemed delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, or by acknowledged e-mail or other verified receipt electronic communications. All notices or communications between DISTRICT and AGENCY pertaining to this AGREEMENT shall be addressed as shown below:

DISTRICT:
Sierra Joint Community College District
Chief Business Officer
5100 Sierra College Boulevard
Rocklin, CA 95677
contracts@sierracollege.edu

AGENCY:
El Dorado County Fire Protection District
ATTN: Brad Gates – Fire Chief
4040 Carson Road
Camino, CA 95709
gatesb@eldofire.com

10.0 **TERMS OF CONTRACT**

10.1 This AGREEMENT shall commence on July 15, 2026 and shall be in effect until July 14, 2028.

10.2 It is understood and agreed that the parties to this AGREEMENT may revise or modify this AGREEMENT by written amendment when both parties agree to such amendment.

10.3 If either party wishes to terminate this AGREEMENT prior to the end of its normal term, thirty (30) days written notice shall be given to the other party. However, any such termination by the AGENCY shall not affect any student who is participating in said PROGRAM until such student has completed the current clinical rotation.

10.4 This AGREEMENT shall be subject to, and governed by the laws of the State of California.

Validity of the contract is dependent upon formal approval by the Governing Board per Education Code Section 81655.

	SIERRA JOINT COMMUNITY COLLEGE DISTRICT		EL DORADO COUNTY FIRE PROTECTION DISTRICT
By	Signed by: David Martin E0987C29FA17459...	**By**	
Name	David Martin	**Name**	**Brad Gates**
Title	Vice President, Administrative Services	**Title**	**Fire Chief**
Date	July 15, 2026 | 2:05 PM PDT	**Date**	

EL DORADO COUNTY

FIRE PROTECTION DISTRICT

501 Pleasant Valley Road • Diamond Springs, CA 95619 • (530) 644-9630

STAFF REPORT

DATE:	August 20, 2026
TO:	Board of Directors, El Dorado County Fire Protection District
FROM:	Brad Gates, Fire Chief
THROUGH:	N/A
SUBJECT:	Approval of an engagement agreement with SCI Consulting Group for preparation of three Fire Impact Fee Program Annual Reports and three Five-Year Findings Reports for FY 2025-26; authorization for the Fire Chief to execute; and establishment of a not-to-exceed authorization

RECOMMENDATION

Staff recommends that the Board of Directors:

- Approve the engagement agreement with SCI Consulting Group for preparation of three Fire Impact Fee Program Annual Reports and three Five-Year Findings Reports for FY 2025-26, at a fixed professional fee of $16,250 plus incidental costs;
- Authorize the Fire Chief to execute the engagement agreement on behalf of the District, subject to District Counsel review and to the contract amendments described in this report;
- Establish a total not-to-exceed authorization of $18,250 inclusive of the fixed fee, incidental expenses, and out-of-scope services, and direct that no out-of-scope work be performed without the prior written approval of the Fire Chief;
- Direct the Fire Chief, on the advice of District Counsel, to determine whether the cost of the Reports may be paid from the three fire impact fee funds and, if it may not, to fund the engagement from the District's operating budget; and
- Direct staff to schedule public availability and Board review of the Reports in conformance with Government Code sections 66006(b) and 66001(d).

BACKGROUND

The District is the beneficiary of three fire impact fee programs: the El Dorado County FPD, County Fire Impact Fund, the El Dorado County. City of Placerville Fire Impact Fee Fund, and the Diamond Springs-El Dorado FPD, County Fire Impact Fee Fund. Fees deposited into these funds are subject to the Mitigation Fee Act, Government Code section 66000 et seq., which imposes an annual accounting obligation and a findings obligation every fifth fiscal year.

Government Code section 66006(b)(1) requires that specified financial information for each separate fee account be made available to the public within 180 days after the last day of each fiscal year. For the fiscal year ended June 30, 2026, that date is December 27, 2026. Section 66006(b)(2) requires the agency to review that information at the next regularly scheduled public meeting held not less than fifteen days after the information is made available, with mailed notice to any interested party who has filed a written request. Section 66001(d) requires additional findings as to unexpended balances for the fifth fiscal year following the first deposit into a fund and every five years thereafter, made in connection with the section 66006(b) information. Section 66001(d)(1) provides that if the findings are not made as required, the local agency shall refund the moneys in the account or fund as provided in subdivision (e).

The District's most recent Five-Year Findings Reports covered the fiscal year ended June 30, 2021. The next five-year cycle falls on the fiscal year ended June 30, 2026, the period covered by this engagement. Staff will confirm the cycle date against the prior reports before the Reports are finalized.

On July 21, 2026, SCI Consulting Group submitted the attached engagement letter, executed on its behalf by John Bliss, President. The letter proposes a fixed fee of $16,250 plus incidental costs to prepare all six Reports and to provide a draft resolution for Board approval. SCI has performed prior work for the District. The District's signature block is blank and the agreement has not been executed.

DISCUSSION

Scope of Services

SCI would prepare three Fire Impact Fee Program Annual Reports and three Five-Year Findings Reports for FY 2025-26, covering each of the District's three fee funds. The work begins with a kick-off meeting to collect financial data and review the applicable County and City ordinances, the District's Capital Improvement Plan, and related technical studies. SCI would prepare draft Reports for administrative review, revise them following consolidated District comment, produce Final Reports, and provide a draft resolution for the Board's approval. SCI performs the work as an independent contractor.

Reporting Schedule

The engagement letter proposes that the District Board approve the Reports at its regular September 17, 2026 meeting, and that the County Board of Supervisors and the City Council adopt them no later than December 31, 2026. The statutory date for making the information and findings available to the public is December 27, 2026. The table below sets out the milestones and their sources.

Milestone	Date	Basis
Fiscal year end	June 30, 2026	FY 2025-26 reporting period
Engagement execution date requested by consultant	August 20, 2026	SCI engagement letter, Timeline section
Public availability required for a September 17 Board review	September 2, 2026	Gov. Code § 66006(b)(2) — not less than 15 days before review
Board review of the Reports	September 17, 2026	Date proposed in the engagement letter
Reports and findings available to the public	December 27, 2026	Gov. Code § 66006(b)(1) — 180 days after fiscal year end
County and City adoption	December 31, 2026	Date proposed in the engagement letter
Engagement term expiration	**December 31, 2026**	**SCI engagement letter, Term section**

Two schedule items warrant the Board's attention. First, the engagement letter states that the agreement must be executed no later than August 20, 2026 and that preparation will require approximately one month; that sequence places delivery after the proposed September 17 Board review. Second, a September 17 review requires the information to be publicly available by September 2, 2026 under section 66006(b)(2). Staff will execute the agreement and convene the kick-off meeting promptly following Board approval. If the September 17 date cannot be met, the review will be scheduled for the following regular meeting, which remains within the December 27, 2026 statutory date. The December 31, 2026 County and City adoption date proposed in the letter falls after the statutory date and is among the items referred to District Counsel below.

Contract Terms Recommended for Amendment

Staff recommends the following amendments be made by side letter before execution. None affects the fee or the scope of services.

- Indemnification. The letter limits SCI's duty to defend and indemnify to claims arising from its willful misconduct. Staff recommends the provision be extended to negligent acts, errors, and omissions, consistent with the professional errors and omissions coverage SCI carries at $2,000,000 per occurrence and $2,000,000 aggregate.
- Payment schedule. The letter provides for invoicing of the full fee upon delivery of the draft Reports. Staff recommends seventy-five percent be payable on delivery of the drafts and the balance on District acceptance of the Final Reports.
- Term. The letter states variously that the engagement commences upon signing, that the term commences August 1, 2026, and that the agreement must be entered into no later than August 20, 2026. Staff recommends the term be stated to commence on the date of execution and to run through December 31, 2026. No work has been performed and no invoice has been received.
- Not-to-exceed amount. The letter states no ceiling for incidental expenses, billed at actual cost plus ten percent, or for out-of-scope services at $295 per hour. Staff recommends the not-to-exceed authorization in the Recommendation be incorporated into the agreement.
- Insurance. SCI will provide a certificate of insurance upon request. Staff recommends the certificate be obtained and accepted before execution, and that the District, its Board of Directors, officers, employees, and volunteers be named as additional insureds on the general liability policy.
- Key personnel. The letter identifies Blair E. Aas as project manager and principal-in-charge. Staff recommends the agreement identify key personnel and provide that they not be substituted without District consent.
- Scope description. The Work Plan refers to review of "County and Cotu ordinances." Staff reads this as "County and City ordinances" and recommends the text be corrected so the executed scope is unambiguous.
- Notice address. The letter is addressed to the District at 4040 Carson Road, Camino. Staff recommends the address for contractual notices be confirmed and stated in the agreement.

Source of Funds

The engagement letter states that the fee may be funded from the District's fire impact fee funds. Government Code section 66006(a) requires that fee revenue be expended solely for the purpose for which the fee was collected. Whether preparation of the statutorily required reports constitutes such a purpose is referred to District Counsel. If the funds may be charged, staff will allocate the fee among the three funds on a documented pro rata basis and place the supporting memorandum in the project file. If they may not, the cost will be paid from the District's operating budget.

Allocation of Statutory Responsibility

Two of the three funds are County funds and one is a City of Placerville fund, and the engagement letter anticipates adoption of the Reports by the County Board of Supervisors and the City Council. The Mitigation Fee Act imposes its obligations on the local agency that imposes and receives the fee. Staff has referred to District Counsel the allocation of statutory responsibility among the District, the County, and the City, whether any existing agreement or ordinance assigns the reporting obligation, and whether the District should seek cost sharing. Staff will also confirm that the District is the successor agency with authority over the Diamond Springs-El Dorado FPD — County Fire Impact Fee Fund, which is named for a predecessor entity.

Consultant Qualifications and Conflicts

SCI Consulting Group provides public finance consulting services to California local agencies and has performed prior work for the District, which reduces start-up time and cost. SCI states that it has no known past, ongoing, or potential conflicts of interest with respect to this engagement. Staff will request written confirmation as to whether SCI prepared any of the underlying fee nexus studies that the Reports will address, and will place that confirmation in the project file.

FISCAL IMPACT

The engagement provides for a fixed professional fee of $16,250 for all six Reports, or approximately $2,708 per report. Incidental expenses and any out-of-scope services would be additional and are not capped in the letter as submitted. The Recommendation establishes a total not-to-exceed authorization covering all three cost elements.

Cost Element	FY 2026-27 Amount	Basis
Fixed professional fee — six reports	$16,250	Three Annual Reports and three Five-Year Findings Reports
Incidental expenses	[$1,000]	Actual cost plus 10%; mileage at the IRS-approved rate
Out-of-scope and in-person meeting services	[$1,000]	Hourly rate of $295; authorized only on prior written approval
Total not-to-exceed authorization	**[$18,250]**	**Inclusive of all cost elements identified above**

The source of funds will be determined as described in the Discussion. If the three fire impact fee funds may bear the cost, no operating appropriation is required. If they may not, the cost will be absorbed within the [professional services] account of the FY 2026-27 operating budget. No salary, benefit, or CalPERS employer contribution effect results from this action, as SCI performs the work as an independent contractor. No additional appropriation is anticipated at this time.

POLICY AND LEGAL COMPLIANCE

This item has been placed on the agenda in compliance with the Ralph M. Brown Act. Board approval and authorization for the Fire Chief to execute are sought consistent with District policy governing contract authority. The following authorities apply:

- Government Code section 66006(a) — segregation of fee revenue and expenditure solely for the purpose for which the fee was collected.
- Government Code section 66006(b)(1) — public availability of specified fee information within 180 days after fiscal year end, here December 27, 2026.
- Government Code section 66006(b)(2) — review at the next regularly scheduled public meeting held not less than fifteen days after the information is made available, with mailed notice to interested parties who have filed a written request.
- Government Code section 66001(d) and (e) — five-year findings as to unexpended balances and the refund provision applicable if the findings are not made.
- Government Code section 53060 — authority to contract for special services with persons specially trained and experienced in financial and administrative matters, together with the District's purchasing policy and any applicable sole-source documentation requirement.

The following matters have been referred to District Counsel for review before the agreement is executed: the indemnification standard; whether the cost may be paid from fire impact fee funds under section 66006(a); the allocation of statutory reporting responsibility among the District, the County, and the City, including the December 31, 2026 adoption date stated in the engagement letter; and the commencement date of the term.

This action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, as it involves fiscal, administrative, and reporting activities that will not result in a direct or indirect physical change to the environment. No further environmental review is required.

CONCLUSION

The District is required to prepare annual and five-year impact fee reports for the fiscal year ended June 30, 2026 for each of its three fire impact fee funds, and the information and findings must be available to the public by December 27, 2026. SCI Consulting Group has proposed a fixed fee of $16,250 to prepare all six Reports and to provide a draft resolution for Board approval. The fee is reasonable for the scope of work, and the consultant's familiarity with the District's fee programs supports timely completion.

Approval of the engagement, authorization for the Fire Chief to execute it following District Counsel review and the amendments described in this report, and establishment of a not-to-exceed authorization will allow the work to begin without delay and the Reports to be completed within the statutory schedule.

Staff recommends Board approval of all actions described in this report.

Respectfully submitted,

____

Brad Gates, Fire Chief
El Dorado County Fire Protection District
Date: ____________________

ATTACHMENTS:

A. Engagement Letter, SCI Consulting Group, dated July 21, 2026, executed by John Bliss, President (District signature pending)

SCIConsultingGroup
Public Finance Consulting Services

Tuesday, July 21, 2026

Submitted via Email

gatesb@eldofire.com

Bradley Gates, Fire Chief
El Dorado County Fire Protection District
4040 Carson Road
Camino, CA 95709

Re: Engagement Letter for THREE ANNUAL REPORTS AND THREE FIVE-YEAR FINDINGS REPORTS for the El Dorado County Fire Protection District Fire Impact Fee Programs

Dear Chief Gates:

SCIConsultingGroup ("SCI") is pleased to submit this engagement letter, which will also serve as an agreement for services, to assist the El Dorado County Fire Protection District ("District") with the preparation of its three (3) Fire Impact Fee Program Annual Reports and Five-Year Findings Reports for FY 2025-26 ("Reports"). The funds are the El Dorado County FPD - County Fire Impact Fund, the El Dorado County - City of Placerville Fire Impact Fee Fund, and the Diamond Springs-El Dorado FPD - County Fire Impact Fee Fund. The formal adoption by the County Board of Supervisors is anticipated at one of their December 2026 meetings. We'd also recommend the Reports for the City be prepared and adopted concurrently.

As required by the Mitigation Fee Act (Government Code Section 66000 et seq.) ("Act"), local agencies must report specified financial information regarding their development impact fee programs annually and every five years. This Annual Report and Five-Year Findings Report will provide the findings that comply with the Act. The District's most recent Five-Year Findings Reports covered the fiscal year ending June 30, 2021.

WORK PLAN AND APPROACH

SCI will initiate the project with a kick-off meeting to coordinate the collection of all necessary financial data and to review relevant County and Cotu ordinances, the District's Capital Improvement Plan, and other related technical studies. During this meeting, SCI and District staff will establish a detailed timeline and task list for the project.

Using the gathered information, SCI will prepare draft Reports that comply with the Mitigation Fee Act (Government Code Section 66000 et seq.) for administrative review and comment. After receiving consolidated feedback from District staff, SCI will revise the draft and produce the Final Reports. SCI can assure the District that readers will find the Reports easy to read, calculations easy to follow, and assumptions well supported and documented. Additionally, SCI will provide a draft resolution for the District Board's approval of the Reports.

TIMELINE

To complete this project, we need to enter into an engagement no later than August 20, 2026. SCI anticipates that the preparation of the Reports will require approximately one month. The timeline will depend partly on the availability of the necessary data and information from the District. The District Board must approve the Reports at its regular September 17, 2026, meeting. The County Board of Supervisors and the City Council will adopt the Reports no later than December 31, 2026.

SCI PROJECT TEAM

If selected, I will serve as the project manager and the principal-in-charge.

FEE SCHEDULE / MANNER OF PAYMENT

For the work outlined in the Work Plan, SCI will be compensated with a fixed fee of $16,250 plus any incidental costs. The engagement will commence upon signing this letter and will extend through December 31, 2026. Any in-person meetings or out-of-scope services, including challenges or litigation support, will be billed at the hourly billing rate of $295. Customary incidental expenses, such as travel, lodging, printing, postage, data, and other out-of-pocket costs, will be billed at actual cost plus 10%. Mileage expenses will be billed at the IRS-approved rate. SCI will submit an invoice for the full fee upon delivery of the draft Reports to the District, with payment due within 30 days, which may be funded out of the District's fire impact fee funds.

OTHER INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace, against any applicant for such employment, or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statements. SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the scope of work, or any other service for this project.

Independent Contractor. SCI shall perform all services included in this proposal as an independent contractor if selected.

Insurance Requirements. SCI carries professional errors and omissions insurance in the amount of $2 million per occurrence and $2 million aggregate. SCI also carries general liability insurance in the amount of $2 million per occurrence and $4 million aggregate. SCI will provide the District with a certificate of insurance upon request.

Indemnification. SCI's duty to defend and indemnify the District shall apply only to claims that arise out of, or relate to, the willful misconduct of SCI.

Cancellation. The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.

Term. The term of this engagement shall commence on August 1, 2026, and shall remain in effect through December 31, 2026, unless earlier terminated as provided herein.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at 707-816-9101 or blair.aas@sci-cg.com. We look forward to the possibility of assisting the District with another important project and are ready to proceed.

Sincerely,

Blair Aas

Blair E. Aas, Vice President
SCI Consulting Group

ACKNOWLEDGEMENT AND ACCEPTANCE OF ENGAGEMENT

To confirm your acceptance of this engagement and the terms outlined in this letter, please sign and return a copy. Upon execution by both parties, this engagement letter shall serve as the agreement between the District and SCI for the services described herein.

ACCEPTED AND AGREED:

____

Bradley Gates, Fire Chief
El Dorado County Fire Protection District

Date: ____________________________

ACCEPTED AND AGREED:

John W. Bliss

John Bliss, President
SCI Consulting Group

Date: July 21, 2026

EL DORADO COUNTY FIRE PROTECTION DISTRICT

Monthly Run Review

July 2026

Engines 17 · 25 · 28 · 319 · 49 · 372 | Medics 17 · 19 · 25 · 28 · 48 · 49

899	1,378	2,277
Engine Calls	Medic Calls	Total Calls

DISTRICT OVERVIEW — JULY 2026

All ECFPD Stations · 6 Engine Companies · 6 Medic Units · Source: CAD Resource Activity Report

2,277	899	1,378	75%
Total District Calls	Engine Calls	Medic Calls	Med Aid — Engines
Engines + Medics	*6 engine companies*	*6 medic units*	*675 of 899 calls*

STATION BREAKDOWN — JULY 2026

Station	Engine	Medic Unit	Medic Calls	Station Total	Med Aid (Eng)	M/C Burden
Station 17	113	M17	180	293	90 (80%)	39%
Station 19	81	M19	188	269	59 (73%)	46%
Station 25	267	M25	268	535	211 (79%)	10%
Station 28	135	M28	273	408	91 (67%)	19%
Station 48 ★	—	M48	257	257	—	29%
Station 49	223	M49	212	435	161 (72%)	21%
Station 72	80	—	—	80	63 (79%)	—
TOTAL	**899**	**6 Units**	**1,378**	**2,277**	**675 (75%)**	**26% system**

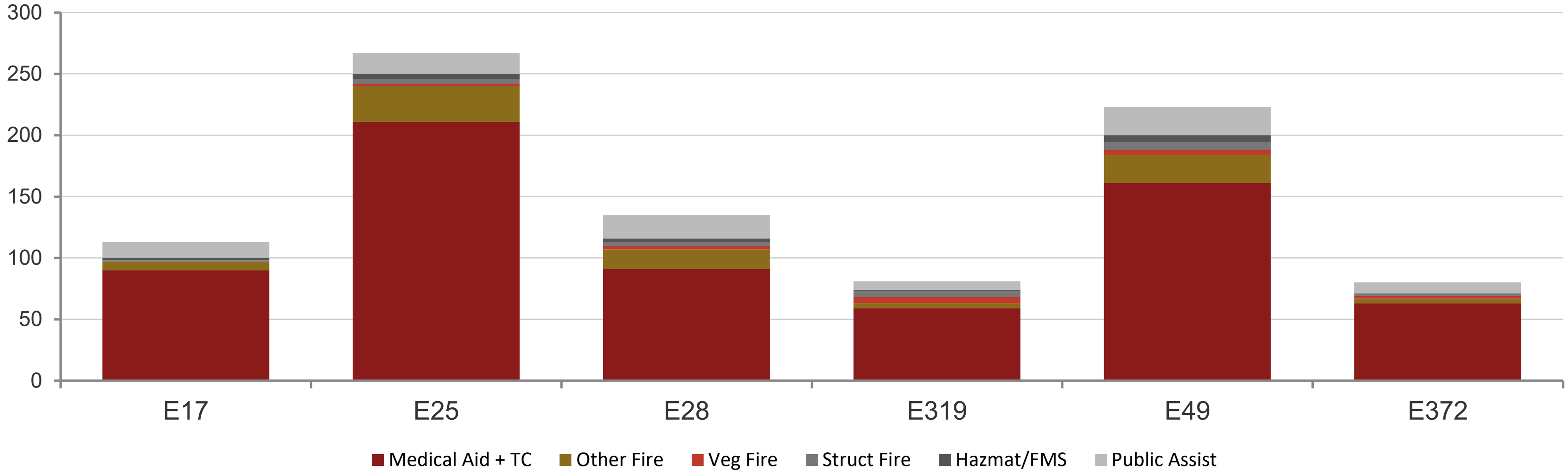
Medical Aid % for engines includes traffic collision responses

Move-ups fell again: 382 → 352 · District system UHU 0.30 (2,657 committed/assigned hrs ÷ 8,928 unit-hrs, 12 units) · M48 anchors at 74 assignments

ENGINE COMPANIES — JULY 2026 SUMMARY

899 total engine calls · 6 companies · Source: CAD Resource Activity Report

CALL TYPE BY ENGINE COMPANY



675	**16**	**21**	**83**	**120**	**88**
Medical Aid (75%)	Veg Fires	Struct Fires	Other Fires	Total Fire	Public Assist

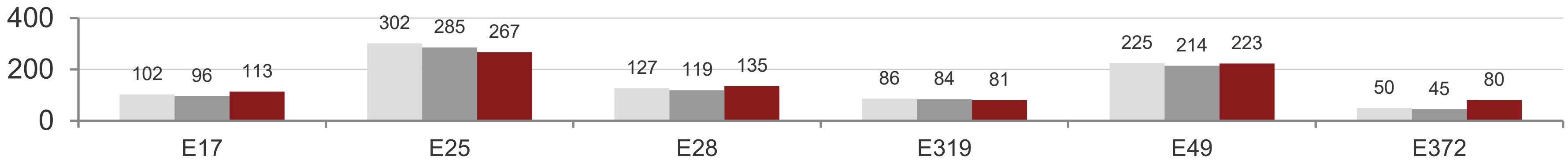
Fire activity climbed: 120 fire calls vs 98 in June (+22%), structure fires 8 → 21 · Engine system UHU 0.33 (899 responses + 558 collateral hrs ÷ 4,464 unit-hrs)

ENGINE COMPANIES — DETAILED CALL TYPE TABLE

All categories by unit · July 2026 · Medical Aid includes traffic collision responses

CALL TYPE BY ENGINE COMPANY — JULY 2026

Unit	Veg Fire	Struct Fire	Other Fire	Medical Aid	Hazmat/FMS	Public Assist	TOTAL
E17	0	1	7	**90**	2	13	113
E25	2	4	29	**211**	4	17	267
E28	3	3	16	**91**	3	19	135
E319	5	5	4	**59**	1	7	81
E49	4	6	23	**161**	6	23	223
E372	2	2	4	**63**	0	9	80
TOTAL	**16**	**21**	**83**	**675**	**16**	**88**	**899**



E17 (+17), E28 (+16), and E372 (+35) up notably · E25 (−18) eased off June's high · Engine volume 843 → 899 (+7%)

UNIT HOUR UTILIZATION — JULY 2026 DASHBOARD

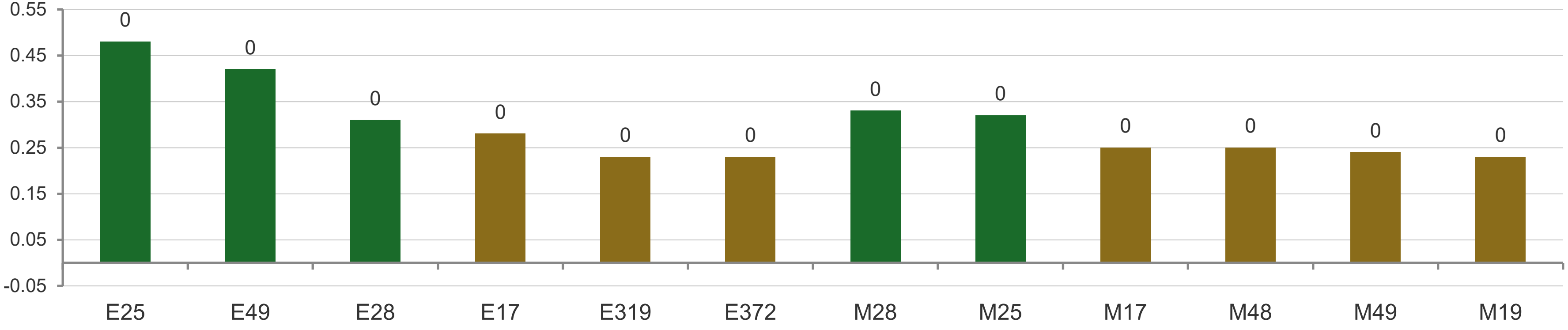
All 12 units on a 744 unit-hour basis (24-hr shifts, 31 days) · Benchmarked against the Fitch & Associates framework

0.33 ENGINE SYSTEM UHU
899 responses + 558 collateral hrs

0.30 DISTRICT SYSTEM UHU
2,657 hrs ÷ 8,928 unit-hrs (12 units)

0.27 MEDIC SYSTEM UHU
936 committed + 264 M/C-proxy hrs

UHU BY UNIT — GREEN = INSIDE FITCH 0.30–0.50 TARGET · GOLD = LOWER BAND (APPROPRIATE FOR 24-HR SHIFTS)



FITCH & ASSOCIATES BENCHMARK: 911-only EMS agencies typically target UHU between 0.30–0.50; agencies whose providers work 24-hour shifts deliberately target LOWER utilization for fatigue and crew safety. Every ECFPD unit operates inside this framework — the fleet is properly loaded, not idle.

Method: medics = CAD committed time + 45-min move-up posting proxy · engines = responses (1-hr proxy) + 3 hr/day collateral assigned time · all ÷ 744 unit-hrs

Engine 17 — JULY 2026

113 total calls · Medical Aid 90 (80%) · Fire: 8 calls

JULY 2026 SUMMARY

113 Total Calls	**90** Medical Aid *80%*
8 Fire Calls *Veg+Struct+Other*	**13** Public Assist

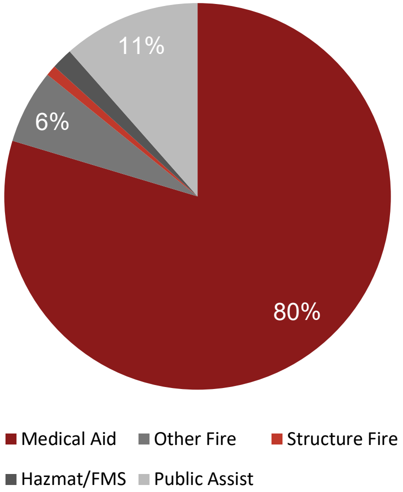
UHU 0.28 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

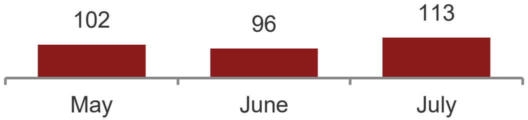
	MAY	JUN	JUL	CHANGE
Total Calls	102	96	**113**	▲ 17
Medical Aid	75	78	**90**	▲ 12
Fire Calls	8	12	**8**	▼ 4

Engine 17: +17 calls vs June — busiest month of the summer. Medical Aid up +12. Zero veg fires despite peak season.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



CALL TYPE BREAKDOWN

Medical Aid	90 (80%)
Public Assist	13 (12%)
Other Fire	7 (6%)
Hazmat/FMS	2 (2%)
Structure Fire	1 (1%)

Engine 17: 113 calls in July vs 96 in June (+17) · Medical Aid 90 (80%) · Fire 8 total

Engine 25 — JULY 2026

267 total calls · Medical Aid 211 (79%) · Fire: 35 calls

JULY 2026 SUMMARY

267 Total Calls	**211** Medical Aid *79%*
35 Fire Calls *Veg+Struct+Other*	**17** Public Assist

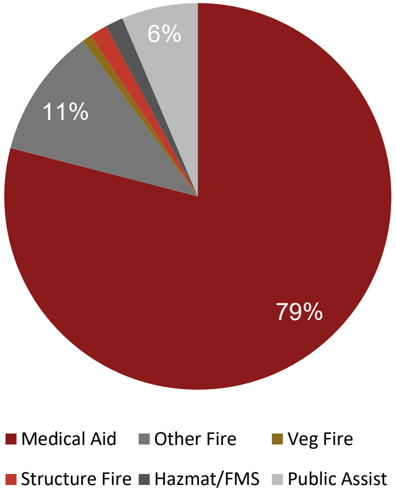
UHU 0.48 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	302	285	**267**	▼ 18
Medical Aid	233	237	**211**	▼ 26
Fire Calls	13	26	**35**	▲ 9

Engine 25: Third straight monthly decline (302→285→267) but still the district's busiest engine. Other Fire calls climbed to 29.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS

CALL TYPE BREAKDOWN

Medical Aid	211 (79%)
Public Assist	17 (6%)
Other Fire	29 (11%)
Veg Fire	2 (1%)
Hazmat/FMS	4 (1%)
Structure Fire	4 (1%)

Engine 25: 267 calls in July vs 285 in June (-18) · Medical Aid 211 (79%) · Fire 35 total

Engine 28 — JULY 2026

135 total calls · Medical Aid 91 (67%) · Fire: 22 calls

JULY 2026 SUMMARY

135 Total Calls	**91** Medical Aid *67%*
22 Fire Calls *Veg+Struct+Other*	**19** Public Assist

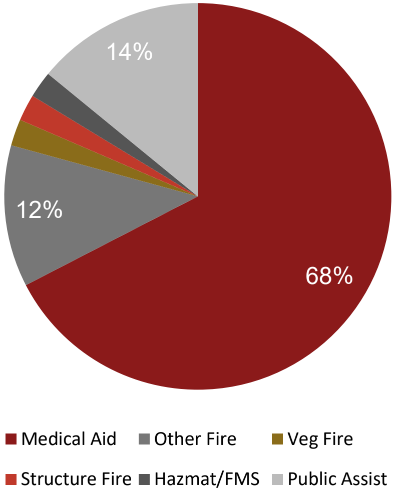
UHU 0.31 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

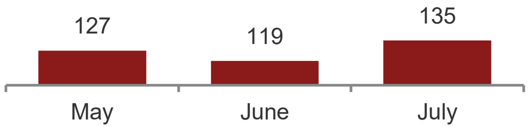
	MAY	JUN	JUL	CHANGE
Total Calls	127	119	**135**	▲ 16
Medical Aid	80	84	**91**	▲ 7
Fire Calls	14	15	**22**	▲ 7

Engine 28: +16 calls vs June, back above May levels. Fire activity rose to 22. Public Assist highest-proportion in district (14%).

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



CALL TYPE BREAKDOWN

Medical Aid	91 (67%)
Public Assist	19 (14%)
Other Fire	16 (12%)
Veg Fire	3 (2%)
Hazmat/FMS	3 (2%)
Structure Fire	3 (2%)

Engine 28: 135 calls in July vs 119 in June (+16) · Medical Aid 91 (67%) · Fire 22 total

Engine 319 — JULY 2026

81 total calls · Medical Aid 59 (73%) · Fire: 14 calls

JULY 2026 SUMMARY

81 Total Calls	**59** Medical Aid *73%*
14 Fire Calls *Veg+Struct+Other*	**7** Public Assist

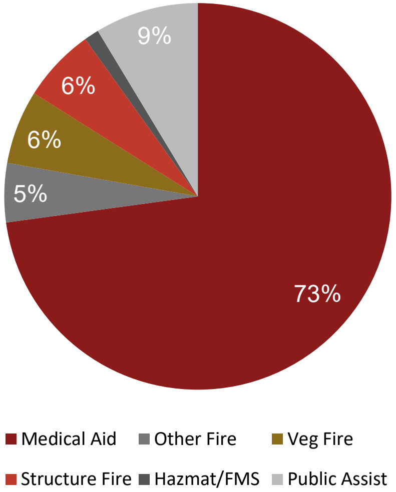
UHU 0.23 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

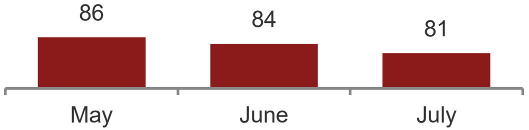
	MAY	JUN	JUL	CHANGE
Total Calls	86	84	**81**	▼ 3
Medical Aid	47	53	**59**	▲ 6
Fire Calls	18	18	**14**	▼ 4

Engine 319: Heaviest fire month — 5 veg + 5 structure fires, most structure fires of any company. Wildland interface active.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



CALL TYPE BREAKDOWN

Medical Aid	59 (73%)
Public Assist	7 (9%)
Other Fire	4 (5%)
Veg Fire	5 (6%)
Hazmat/FMS	1 (1%)
Structure Fire	5 (6%)

Engine 319: 81 calls in July vs 84 in June (-3) · Medical Aid 59 (73%) · Fire 14 total

Engine 49 — JULY 2026

223 total calls · Medical Aid 161 (72%) · Fire: 33 calls

JULY 2026 SUMMARY

223 Total Calls	**161** Medical Aid *72%*
33 Fire Calls *Veg+Struct+Other*	**23** Public Assist

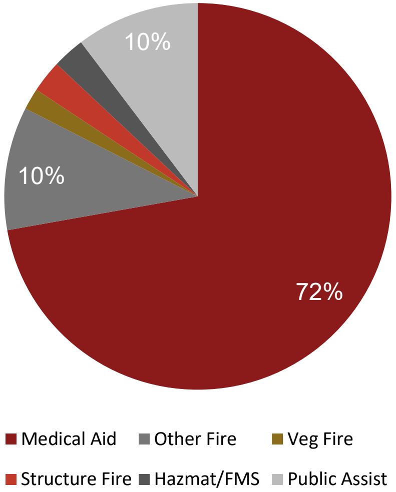
UHU 0.42 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	225	214	**223**	▲ 9
Medical Aid	157	169	**161**	▼ 8
Fire Calls	21	25	**33**	▲ 8

Engine 49: +9 vs June. 33 total fire calls — highest in the district. Public Assist (23) also district-leading.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS

CALL TYPE BREAKDOWN

Medical Aid	161 (72%)
Public Assist	23 (10%)
Other Fire	23 (10%)
Veg Fire	4 (2%)
Hazmat/FMS	6 (3%)
Structure Fire	6 (3%)

Engine 49: 223 calls in July vs 214 in June (+9) · Medical Aid 161 (72%) · Fire 33 total

Engine 372 — JULY 2026

80 total calls · Medical Aid 63 (79%) · Fire: 8 calls

JULY 2026 SUMMARY

80
Total Calls

63
Medical Aid
79%

8
Fire Calls
Veg+Struct+Other

9
Public Assist

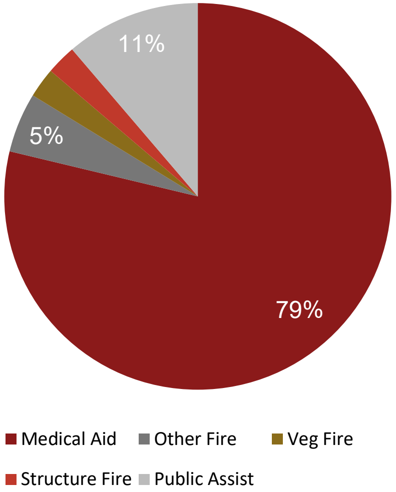
UHU 0.23 · 744 unit-hrs · incl. 0.13 collateral task load (3 hr/day assigned time)

MONTH-OVER-MONTH — MAY · JUNE · JULY

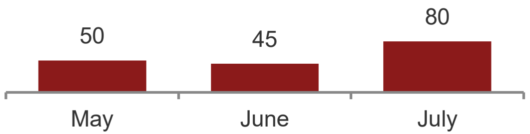
	MAY	JUN	JUL	CHANGE
Total Calls	50	45	**80**	▲ 35
Medical Aid	35	36	**63**	▲ 27
Fire Calls	4	2	**8**	▲ 6

Engine 372: +35 calls vs June (+78%) — the district's largest percentage jump. Engine company only; no assigned medic unit.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



CALL TYPE BREAKDOWN

Medical Aid	63 (79%)
Public Assist	9 (11%)
Other Fire	4 (5%)
Veg Fire	2 (3%)
Structure Fire	2 (3%)

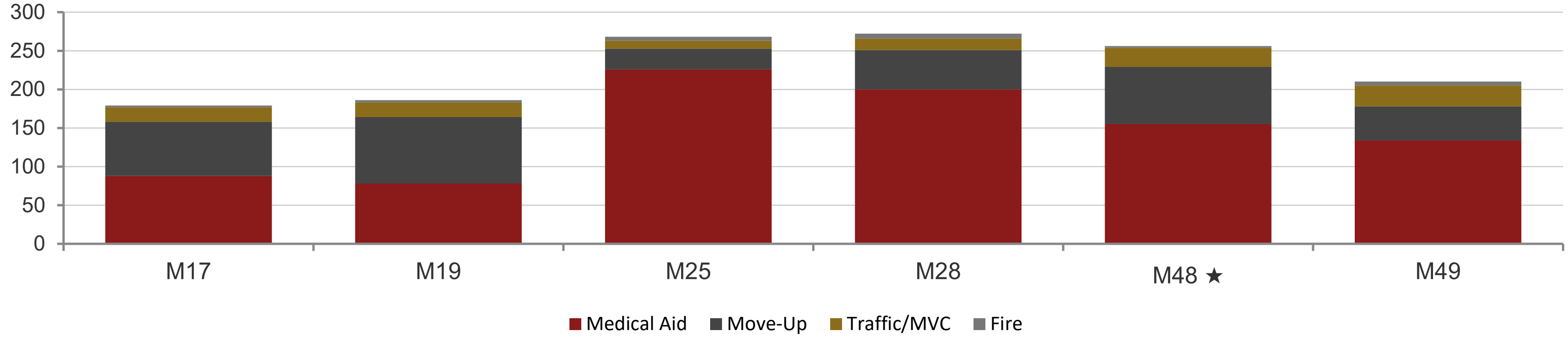
Engine 372: 80 calls in July vs 45 in June (+35) · Medical Aid 63 (79%) · Fire 8 total

MEDIC UNITS — JULY 2026 OVERVIEW

1,378 total medic calls · 6 units · Source: CAD Resource Activity Report

1,378	881	352	★ M48
Total Medic Calls	Medical Aid	Move-Up Assignments	257 Calls
All 6 units	*64% of medic calls*	*26% — down from 28% in June*	*Second full month*

CALL TYPE BY MEDIC UNIT — JULY 2026



MOVE-UP BURDEN AS % OF UNIT WORKLOAD

M17 39%	**M19 46%**	**M25 10%**	**M28 19%**	**M48 ★ 29%**	**M49 21%**

M19 (46%) again highest — M/C ROSE to 86 (+9) while all others improved or held · Medic system UHU 0.27 (936 committed + 264 M/C-proxy hrs ÷ 4,464)

MEDIC 17 — JULY 2026

180 total calls · 70 move-up assignments (39% of workload) · Medical Aid 88 (49%)

JULY 2026 SUMMARY

180
Total Calls

39%
Move-Up Burden
70 assignments

88
Medical Aid
49%

19
Traffic/MVC

UHU 0.25 · 183 hrs (131 committed + 70 M/C × 45 min) ÷ 744

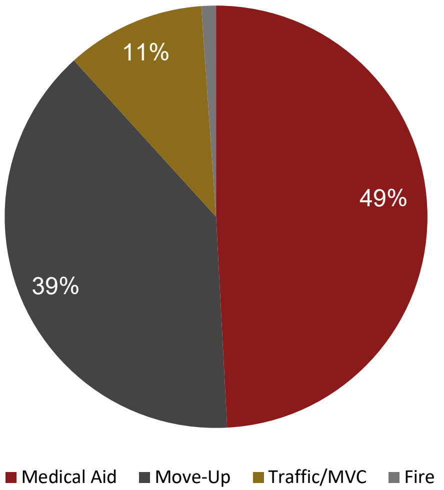
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	259	187	**180**	▼ 7
Move-Ups	142	74	**70**	▼ 4

Zone 21 still dominant — 55 of 70

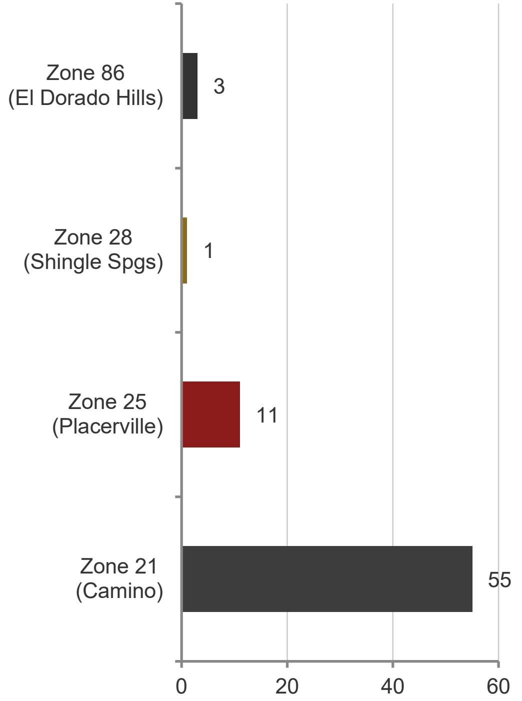
M17 improved again: 74 → 70 move-ups, 40% → 39%. Zone 21 remains 79% of its coverage burden.

CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS

MOVE-UP ZONES — M17 (70 total)



M17: 180 July calls vs 187 June (-7) · 39% move-up burden · 70 assignments across 4 zones

MEDIC 19 — JULY 2026

188 total calls · 86 move-up assignments (46% of workload) · Medical Aid 78 (41%)

JULY 2026 SUMMARY

188
Total Calls

46%
Move-Up Burden
86 assignments

78
Medical Aid
41%

19
Traffic/MVC

UHU 0.23 · 172 hrs (107 committed + 86 M/C × 45 min) ÷ 744

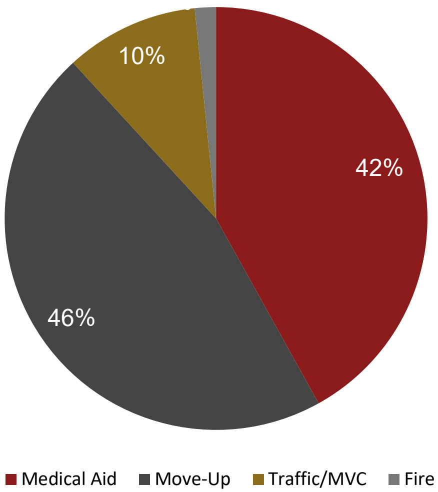
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	252	168	**188**	**▲ 20**
Move-Ups	128	77	**86**	**▲ 9**

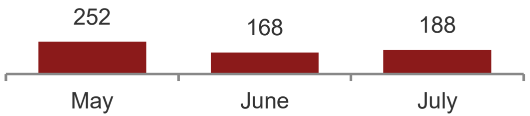
ONLY unit that worsened — 77 → 86

M19 move-ups ROSE +9 while everyone else improved. Zone 49 (38) + Zone 21 (31) dual pull persists. The system's clearest remaining gap.

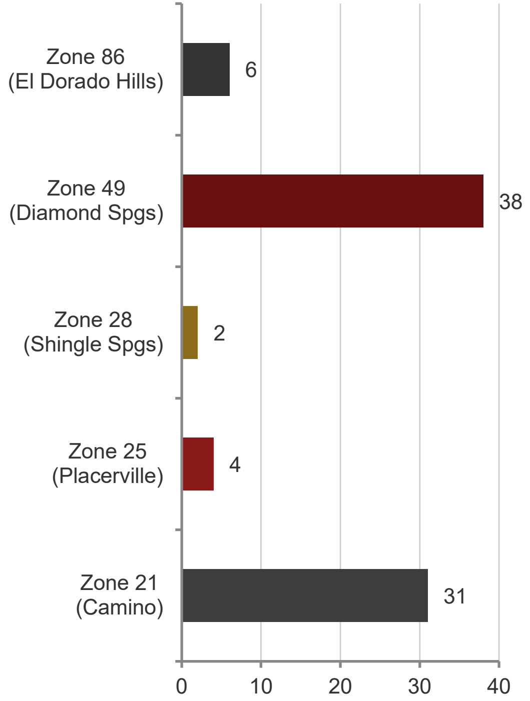
CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



MOVE-UP ZONES — M19 (86 total)



M19: 188 July calls vs 168 June (+20) · 46% move-up burden · 86 assignments across 5 zones

MEDIC 25 — JULY 2026

268 total calls · 27 move-up assignments (10% of workload) · Medical Aid 226 (84%)

JULY 2026 SUMMARY

268 Total Calls	**10%** Move-Up Burden *27 assignments*
226 Medical Aid *84%*	**10** Traffic/MVC

UHU 0.32 · 240 hrs (220 committed + 27 M/C × 45 min) ÷ 744

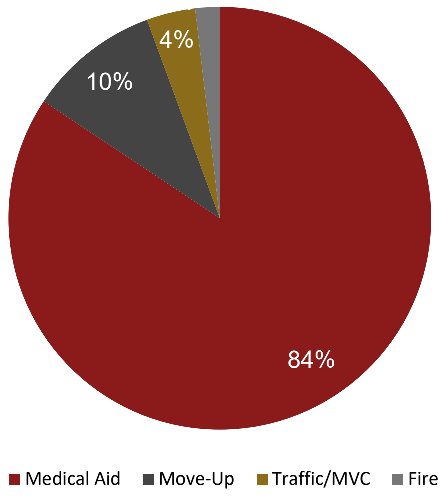
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	305	278	**268**	▼ 10
Move-Ups	48	35	**27**	▼ 8

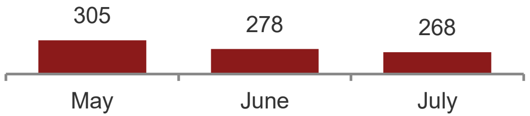
New system low — 10% burden

M25 dropped 35 → 27 move-ups (13% → 10%) — best coverage efficiency of any high-volume unit two months running.

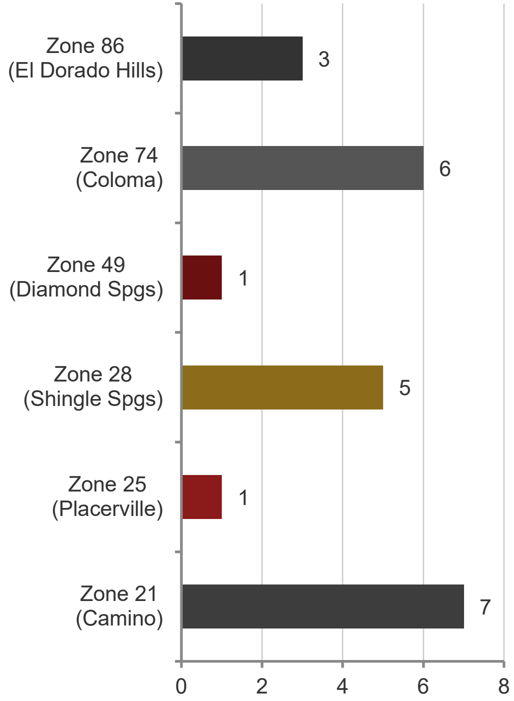
CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



MOVE-UP ZONES — M25 (27 total)



M25: 268 July calls vs 278 June (-10) · 10% move-up burden · 27 assignments across 6 zones

MEDIC 28 — JULY 2026

273 total calls · 51 move-up assignments (19% of workload) · Medical Aid 200 (73%)

JULY 2026 SUMMARY

273
Total Calls

19%
Move-Up Burden
51 assignments

200
Medical Aid
73%

15
Traffic/MVC

UHU 0.33 · 243 hrs (205 committed + 51 M/C × 45 min) ÷ 744

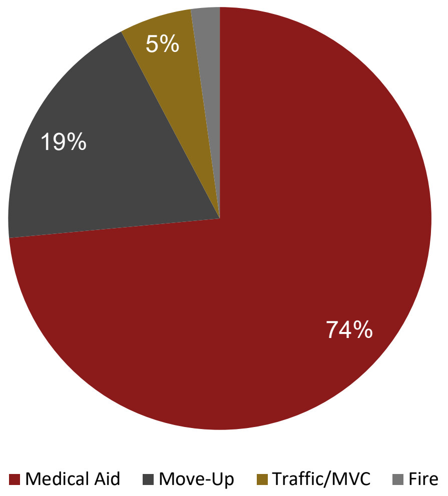
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	303	251	**273**	**▲ 22**
Move-Ups	66	50	**51**	**▲ 1**

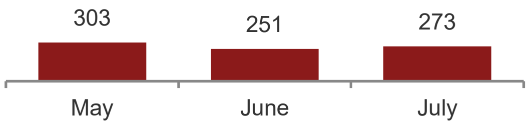
Coloma pull replacing EDH pull

Zone 74 (25) overtook Zone 86 (20) as M28's top destination — M48 continues absorbing EDH demand. Busiest month: 273 total.

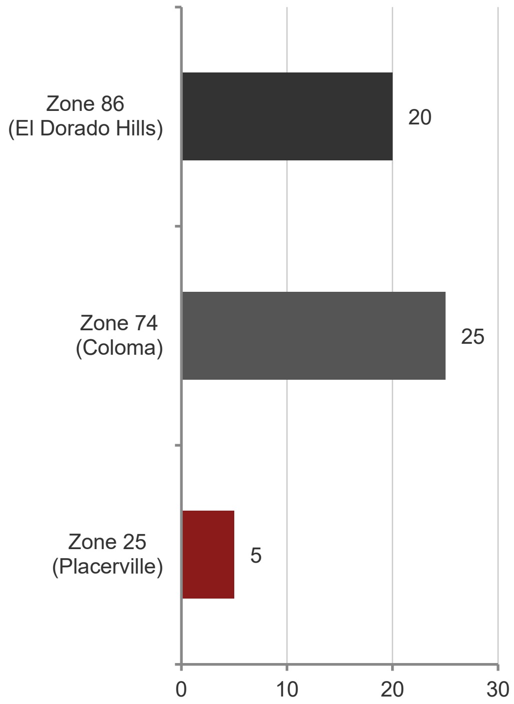
CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



MOVE-UP ZONES — M28 (51 total)



M28: 273 July calls vs 251 June (+22) · 19% move-up burden · 51 assignments across 3 zones

★ MEDIC 48 — JULY 2026

257 total calls · 74 move-up assignments (29% of workload) · Medical Aid 155 (60%)

JULY 2026 SUMMARY

257
Total Calls

29%
Move-Up Burden
74 assignments

155
Medical Aid
60%

25
Traffic/MVC

UHU 0.25 · 185 hrs (129 committed + 74 M/C × 45 min) ÷ 744

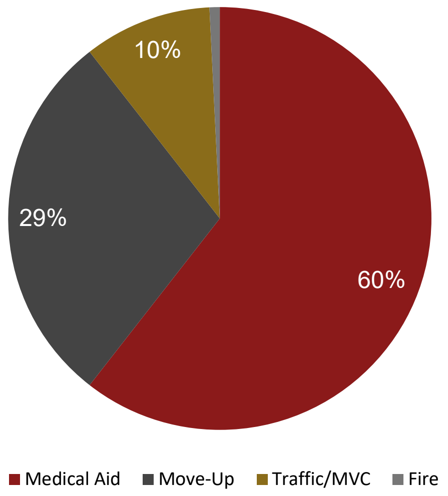
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	—	256	**257**	▲ 1
Move-Ups	—	83	**74**	▼ 9

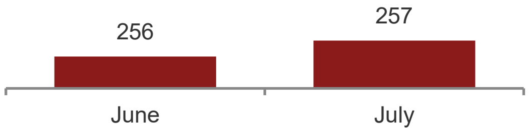
Consistent anchor — 2nd month

257 calls (256 in June) — remarkably stable. Move-ups eased 83 → 74; Zone 86 still primary (36) with Coloma rising (16).

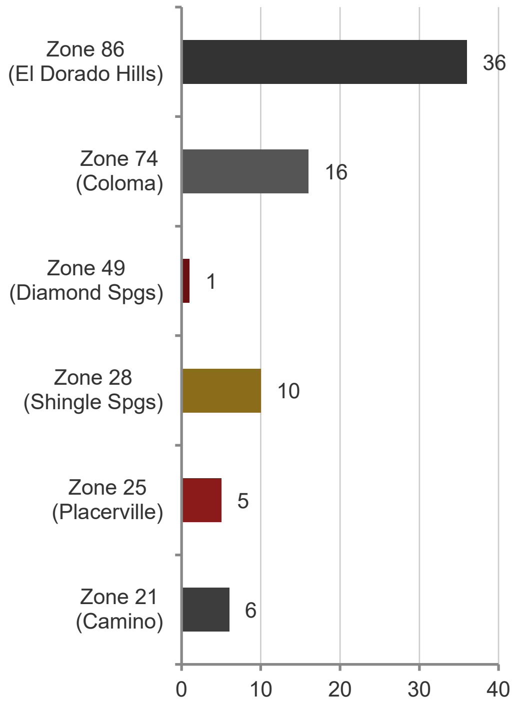
CALL DISTRIBUTION



JUNE · JULY — TOTAL CALLS



MOVE-UP ZONES — M48 (74 total)



M48: 257 July calls vs 256 June (+1) · 29% move-up burden · 74 assignments across 6 zones

MEDIC 49 — JULY 2026

212 total calls · 44 move-up assignments (21% of workload) · Medical Aid 134 (63%)

JULY 2026 SUMMARY

212
Total Calls

21%
Move-Up Burden
44 assignments

134
Medical Aid
63%

27
Traffic/MVC

UHU 0.24 · 178 hrs (145 committed + 44 M/C × 45 min) ÷ 744

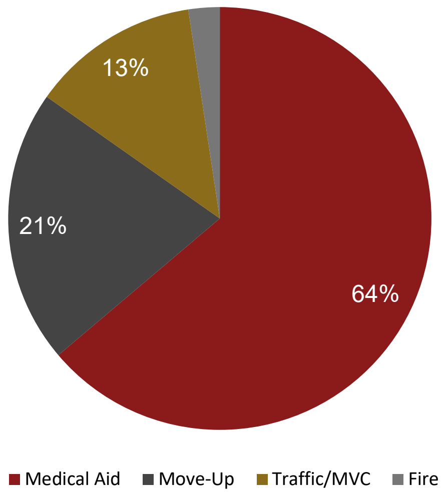
MONTH-OVER-MONTH — MAY · JUNE · JULY

	MAY	JUN	JUL	CHANGE
Total Calls	291	248	**212**	▼ 36
Move-Ups	65	63	**44**	▼ 19

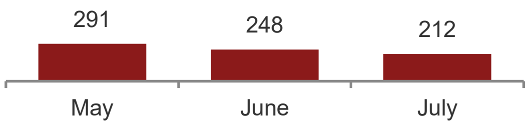
Biggest July improvement — −19 M/C

M49 move-ups fell 63 → 44 (25% → 21%) and total calls eased −36. Home Zone 48 (15) now its top coverage destination.

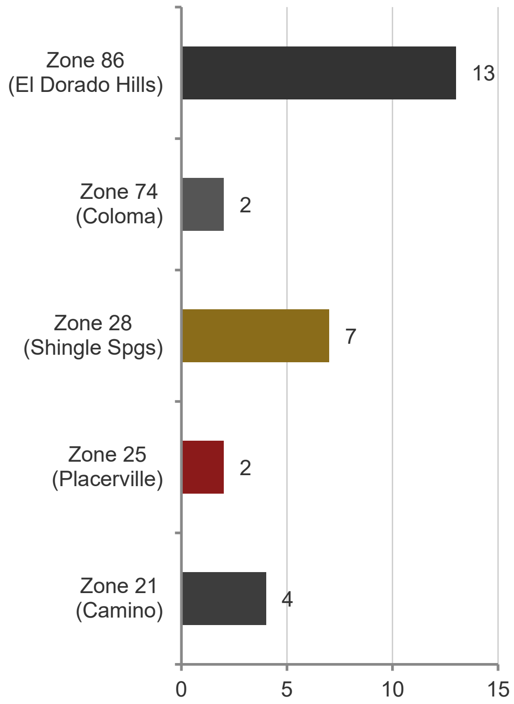
CALL DISTRIBUTION



MAY · JUNE · JULY — TOTAL CALLS



MOVE-UP ZONES — M49 (44 total)



M49: 212 July calls vs 248 June (-36) · 21% move-up burden · 44 assignments across 5 zones

JULY 2026 RUN REVIEW — COMPLETE

899	**1,378**	**2,277**	**352**
Engine Calls	Medic Calls	Total Calls	Move-Ups (▼30)
July 2026	*July 2026*	*July 2026*	*July 2026*

Engines 17 · 25 · 28 · 319 · 49 · 372 · Medics 17 · 19 · 25 · 28 · ★48 · 49

EL DORADO COUNTY
FIRE PROTECTION DISTRICT
501 Pleasant Valley Road • Diamond Springs, CA 95619 • (530) 644-9630

STAFF REPORT

DATE:	August 20, 2026
TO:	Board of Directors, El Dorado County Fire Protection District
FROM:	Brad Gates, Fire Chief
THROUGH:	Not applicable — submitted directly by the Fire Chief
SUBJECT:	Fire Chief's Report — Board and Prospective Member Community Engagements, Interagency Coordination (USFS, CHP), REACH/LEMSA Integration Kickoff, and Deputy Chief Appointment

RECOMMENDATION

This report is informational. Staff recommends that the Board of Directors:

- Receive and file the Fire Chief's Report for the reporting period; and
- Provide direction to staff on any matter described in this report that the Board wishes to return as a noticed action item on a future agenda.

No action beyond receipt and filing is required or recommended at this time.

BACKGROUND

The Fire Chief's Report is presented at each regular meeting to keep the Board informed of District operations, personnel actions, community and intergovernmental engagement, and partnership discussions occurring between meetings. Items reported here are informational unless separately agendized for action.

During this reporting period, the Chief's activity concentrated in four areas: (1) community engagement alongside Board members and prospective Board members, including visits with local Fire Safe Councils; (2) interagency coordination with the United States Forest Service (USFS) and the California Highway Patrol (CHP); (3) continued advancement of the REACH Air Medical Services partnership through a kickoff meeting with the El Dorado County Local EMS Agency (LEMSA); and (4) command staff development, including the swearing-in of a new Deputy Chief.

DISCUSSION

1. Community Engagement with Board and Prospective Board Members

The Chief conducted a series of community engagements alongside current and prospective Board members to observe local wildfire mitigation work and to understand community needs across the District.

a. Auburn Lake Trails — Fire Safe Council (with Director Connelly)

The Chief met with Board Member Connelly in the Auburn Lake Trails community to review the work completed by the community's Fire Safe Council. The visit provided a first-hand look at completed fuel reduction, defensible space, and community wildfire preparedness projects, and reinforced the value of the District's working relationship with the local Fire Safe Council.

b. Station 44 / Lotus — Fire Safe Council (with Director Rutherford)

The Chief met with Board Member Rutherford at Station 44, together with the Logtown Fire Safe Council, to discuss that community's wildfire risk profile, completed and planned mitigation work, and resource needs. The discussion informed the District's understanding of service priorities in the Station 44 response area.

c. Prospective Board Member Vogele

The Chief met with prospective Board Member Vogele to discuss the open Board position, the composition and governance of the District, and Mr. Vogele's interest in serving on the Board. The meeting was informational and intended to orient a potential future appointee to the District's structure, service area, and responsibilities

2. Meeting with Gina Posey — District Overview

The Chief met with Gina Posey to help her understand the District, its service area, and how it is represented and governed. As with comparable briefings, the meeting was factual and informational, addressing District operations, funding structure, and governance.

The District takes no position on any candidate or election, and no District endorsement was offered, sought, or implied. The Chief makes the same factual briefing available upon request to any candidate for the same office and to any sitting or incoming member of the Board of Supervisors.

3. Meeting with U.S. Forest Service — Interagency Resource Coordination

The Chief met with USFS Forest Supervisor Steward and Deputy Brown regarding the use of USFS resources and the development of a collaborative working relationship for the future. Discussion addressed mutual and automatic aid, coordinated response on federal lands within and adjacent to the District, shared use of resources, and opportunities for joint planning and training.

Staff will continue these discussions and will bring any proposed mutual aid, automatic aid, cooperative fire, or resource-sharing agreement to the Board for consideration before it is executed.

4. REACH Air Medical Services — LEMSA Integration Kickoff

The Chief convened a kickoff meeting with the El Dorado County Local EMS Agency (LEMSA) regarding the proposed REACH partnership and its integration into the local EMS system. The meeting initiated the coordination necessary to align any contemplated public–private partnership with LEMSA's authority over the EMS system, and represents the next step following the Letter of Intent previously submitted by REACH to the District.

5. CHP Helicopter Rescue Training — District Support

The Chief attended recent California Highway Patrol (CHP) helicopter rescue team training to lend District support to the program during its water rescue drill. The District's participation reinforced interagency relationships and shared readiness for technical and swift-water rescue operations that may require coordinated air and ground response.

No cost or commitment to the District arose from attendance; the item is reported for the Board's awareness of the District's ongoing interagency engagement. [Confirm whether any reimbursement, mutual aid, or training-cost consideration applies.]

6. Deputy Chief Appointment — Poganski

The Chief formally swore in Poganski as a Deputy Chief of the District. Deputy Chief Poganski has assumed the duties of the position and is actively engaged in District operations. The appointment strengthens the District's command staff and succession depth.

FISCAL IMPACT

None. This report is informational and requests no appropriation, expenditure, or commitment of District funds.

The Deputy Chief appointment described in this report is anticipated to be within the adopted position allocation and budget. [Confirm the position and its salary and benefit cost, including CalPERS employer contributions, are within the adopted FY 2026-27 budget and that no budget amendment is required.]

The USFS, CHP, and REACH/LEMSA matters described above are preliminary or cost-neutral and carry no present fiscal effect. Should any matter progress to a proposed agreement, staff will return to the Board with a fiscal analysis and any required appropriation at that time. No additional appropriation is anticipated at this time.

POLICY AND LEGAL COMPLIANCE

This report is presented consistent with District policy providing for a regular report of the Fire Chief to the Board of Directors. It is an informational item; no action is proposed and no District policy is amended, waived, or superseded by its receipt.

Receipt and filing of this report is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378, as it involves administrative and organizational activity that will not result in a direct or indirect physical change to the environment. No further environmental review is required for this item. Any future action arising from the matters described — including any facilities component of a REACH partnership or any USFS cooperative arrangement affecting the physical environment — will require independent CEQA analysis at the time that action is considered.

The specific legal questions raised by the matters described in this report are identified in the flags set out in the Discussion section above and are referred to District Counsel for review. Those questions include, without limitation: the process for filling a Board vacancy and orienting a prospective appointee (Gov. Code § 1780) and avoidance of serial-meeting concerns under the Ralph M. Brown Act (Gov. Code § 54950 et seq.); the use of public resources in connection with candidate briefings (Gov. Code § 8314; Gov. Code § 81000 et seq.); the form and terms of any federal cooperative fire agreement with the USFS; LEMSA authority over the local EMS system as applied to a REACH partnership (Health & Saf. Code § 1797 et seq.); the federal anti-kickback statute and corresponding California prohibitions (42 U.S.C. § 1320a-7b(b)); and the prohibition on gifts of public funds (Cal. Const. art. XVI, § 6).

Nothing in this report constitutes a legal determination. Counsel review is required before the District takes action on the Board vacancy, USFS cooperative, or REACH matters described above.

CONCLUSION

The reporting period reflects sustained community engagement, strengthened interagency relationships, and progress on command staff development. Field visits with Board members and prospective members deepened the District's understanding of local wildfire mitigation and community needs; coordination with the USFS and CHP reinforced the District's interagency readiness; the REACH/LEMSA kickoff advanced the partnership toward the coordination that any binding arrangement will require; and the swearing-in of Deputy Chief Poganski strengthened the District's command staff.

Staff recommends the Board receive and file this report and provide any direction it wishes on the matters described.

____

Brad Gates, Fire Chief
El Dorado County Fire Protection District
Date: ____________________

ATTACHMENTS:

- **A.** None. This report is informational.