

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
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Sacramento, California 94814
(916) 874-6458

December 6, 2017

TO: Sacramento Local Agency Formation Commission

FROM: Donald J. Lockhart AICP, Assistant Executive Officer (916) 874-2937
Donald.Lockhart@SacLAFCo.org

RE: **FINAL HERALD FIRE PROTECTION DISTRICT MUNICIPAL SERVICE
REVIEW AND SPHERE OF INFLUENCE UPDATE (LAFC#06-14)
(CEQA EXEMPT)**

RECOMMENDATION:

Staff recommends that the Sacramento Local Agency Formation Commission accept the Final Municipal Service Review and Sphere of Influence Update for the Herald Fire Protection District.

The Final Municipal Service Review (MSR) for the Herald Fire Protection District and Sphere of Influence Update has been circulated for public review and comment for 60 days, in light of the cancellation of the November regular meeting.

The Final MSR is the result of collaboration with the Herald FPD Administration. Your staff would like to recognize the HFPD for their ongoing assistance.

DISCUSSION

The Draft MSR was considered by your Commission on October 4, 2017. At that time your Commission requested that the Final MSR provide clarification of any outstanding pension obligations, and the status of staffing accommodations at Station 87.

The HFPD has initiated the dissolution of their contract with CalPERS, which the Board deemed to be not sustainable for the District. The final dissolution valuation has not been presented to the District, therefore impact on current and past employees is undetermined. To date, only 1 past employee has received benefits from CalPERS.

Station 87: The fire station itself will require several upgrades. These upgrades include: repairs to the occupancy separation wall between the apparatus bay and the office/living quarters; containment of all vehicle exhaust emissions; finishing construction for the gross decontamination area, providing carbon monoxide detectors in the sleeping areas and living quarters, building of new toilet and shower facilities,

and suspension of all vehicle repair and maintenance. The above improvements will need to be completed to comply with various building code regulatory requirements.

The Board of Directors has designated funds within its annual budget to address capital improvements. Additionally, the Board adopted Policy 5011 – Committees, to establish standing committees, one of which is Facilities & Maintenance. This committee regularly reviews the facilities and makes appropriate plans for their maintenance and upgrades. The Board of Directors, have also addressed plans for facility maintenance and upgrades in their Master Plan and their Goals & Objectives.

MUNICIPAL SERVICE REVIEW

The Final Municipal Service Review (MSR) makes the following determinations:

- Regarding service demand, growth and population projections for the affected area, the Commission determines that the Herald Fire Protection District is capable of providing service that includes the growth and population projections for the affected territory for the next five years.

The Herald Fire Protection District is an effective fire district as it relates to emergency responses related to fire, medical aid and other critical services. The Herald Fire Protection District serves a rural population effectively and efficiently.

- Regarding financing constraints and opportunities, the Commission determines that the Herald Fire Protection District has no serious financing constraints at this time.

- Regarding cost avoidance opportunities, the Commission determines that the District uses its best efforts to take advantage of all reasonable cost avoidance and grant funding opportunities.

- Regarding opportunities for rate restructuring, the Commission determines that the District's Tax Rate Area method of financing is reasonable for providing emergency services. The District is a non-enterprise entity which does not charge fees for services, e.g., plan check and inspection fees for new development, due to the limited level of activity.

- Regarding local accountability and governance, the Commission determines that the District's Board of Directors represents an adequate level of Special District accountability and governance. The District is an independent District governed by a five member Board of Directors elected at-large from the service territory.

- Regarding evaluation of management efficiencies, the Commission determines the District operates with a high degree of efficiency and professional cooperation with the community and other private/ public agencies. This cooperation is exemplified by the active participation in the quarterly South County Chiefs meetings.

- Regarding government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, the Commission determines that the District currently provides services primarily to a clearly defined geographic area which is primarily rural and agricultural in nature.

Attachment: Final HFPD Municipal Service Review

FINAL MUNICIPAL SERVICE REVIEW

And

SPHERE OF INFLUENCE UPDATE

for the

HERALD FIRE PROTECTION DISTRICT (LAFC# 06-14)

Prepared for:

Sacramento Local Agency Formation Commission

December 6, 2017

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

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CORTESE -KNOX -HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000

Introduction

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 requires that each Local Agency Formation Commission (LAFCo) prepare a Municipal Service Review and Spheres of Influence Updates for all cities and independent special districts within its jurisdiction.

A *Sphere of Influence* is defined by Government Code 56425 as:

A plan for the probable physical boundary and service area of a local agency or municipality.

A *Municipal Service Review* is defined by Government Code Section 56430 as: A means of identifying and evaluating public services.

A Municipal Service Review may be conducted prior to, or in conjunction with, the update of a Sphere of Influence, as necessary.

MUNICIPAL SERVICE REVIEW

Purpose

The Municipal Service Review is intended to provide adequate information for the Commission to make decisions related to both current Spheres of Influence (SOI) and SOI Amendments to determine logical service providers and boundaries, to initiate additional studies in the event that the Commission determines that adequate services are not being provided.

In addition to MSR's, annexations, reorganizations, consolidations, and incorporations require detailed master service plans, fiscal analysis and environmental analysis and other special studies as may be required for these types of action.

Requirements

The Commission shall include a written statement of its determinations with respect to each of the following:

- Growth and population projections for the affected area.

- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
- Financial ability of agencies to provide services.
- Status of, and opportunities for, shared facilities.
- Accountability for community service needs, including governmental structure and operational efficiencies.
- Any other matter related to effective or efficient service delivery, as required by commission policy.

SPHERE OF INFLUENCE

Purpose

In order to carry out its purposes and responsibilities for planning and shaping logical and orderly development as well as the coordination of local governmental agencies so as to most advantageously provide for the present and future needs of the County and its communities, the Sacramento Local Agency Formation Commission must develop and determine the Sphere of Influence of each local governmental agency within the County.

Requirements

When adopting, amending or updating a Sphere of Influence, the Commission shall, according to Government Code, do all of the following:

- Require districts to file written statements specifying the functions or classes of services provided.
- Establish the nature, location and extent of any functions or classes of services provided by the districts.

In determining the Sphere of Influence of each local agency, the Commission shall consider and prepare determinations with respect to each of the following:

- The present and planned land uses in the area, including agricultural and open space lands.
- The present and probable need for public facilities and services in the area.

- The present capacity of public facilities and adequacy of public services that the agency provides, or is authorized to provide.
- The existence of any social or economic communities of interest in the area if the Commission determines they are relevant.

OVERVIEW

Introduction

Sacramento County has an estimated population of approximately 1.4 million people. Public and municipal services are provided by the County, cities, and special districts. The local government structure in Sacramento County is somewhat unique because a significant amount of development has occurred in the unincorporated area from 1950 to the present. Consequently, municipal services to the unincorporated areas are primarily provided by the County, and/or dependent and independent Special Districts. During the past 15 years there have been three incorporations of urbanized areas: City of Citrus Heights, City of Elk Grove, and the City of Rancho Cordova. For the most part, the new cities continue to use the county and special districts for some municipal service providers. Only the Cities of Sacramento, Folsom and Galt (except fire and emergency services) provide the full array of municipal services.

Most of the fire districts in Sacramento County were formed during the 1940's. However, Galt, Elk Grove, Natomas, Rancho Cordova, and Rio Linda can trace establishment back to the 1920's. With the exception of the town of Freeport, fire and emergency services are provided either by cities or special districts for the entire county. Note: The Town of Freeport receives fire service primarily from the City of Sacramento, however, it does not lie within either a city or fire protection district boundary.

FIRE DISTRICTS

Fire protection is an indispensable municipal service with which all areas in the County, regardless of their rural or urban nature, should be provided. Fire service is provided in the County of Sacramento by the Cities of Folsom and Sacramento, and eleven fire protection districts. The Board of Supervisors governs one district: Natomas Fire Protection District, ex officio. The other districts (which include the Cosumnes Community Services District) are independent special districts and are governed by elected Boards of Directors. There is one remaining area in the County that is not within any organized fire protection agency (see map). It contains the unincorporated community of Freeport. In addition to the eleven districts and two municipalities, Folsom State Prison provides fire protection services within Folsom State Prison and does not provide public protection. Finally, Sacramento International Airport provides rescue and fire support but does not provide emergency medical services.

Fire districts are formed and regulated pursuant to the Health and Safety Code, Section 13801 et seq. The enabling legislation authorizes fire districts to provide fire protection and ambulance and rescue services.

Seventy years ago, when the incorporated area was significantly less urbanized than it is today, fire protection was provided strictly on a volunteer basis. By 1940, increases in population and its attendant growth in fire and fire-related problems, created a need for more organized and widespread fire protection. Thus, the fire district system began to develop in the unincorporated area and professional fire fighting forces became full-time necessity. Districts developed from 1921 (Galt) through 1951 (North Highlands). However, in the more rural south County and Delta, the fire service remains largely staffed by volunteers. This is the case with Wilton FPD.

At the time of formation, fire districts normally encompassed the general area associated with each suburban or rural community. With the post-World War II rise in population and attendant development, the old central establishments in these communities frequently gave way to large shopping centers. The old, large, rural parcels in the unincorporated areas became new housing tracts, while county roads became freeways or other major thoroughfares. New developments did not follow district boundaries.

Numerous attempts toward reorganizing the historical fire district formation have been made in the past. Such endeavors include studies conducted by the Spink Corporation (1968-69), Fire Service Area Study Committee (1970-72), Sacramento Local Agency Formation Commission (1977), and the Local Government Reorganization Commission (1979-81).

As a result of these studies, several political consolidations occurred: Alta Mesa-Wilton (1980); Arden-Carmichael (1983); Arden and Carmichael as American River (1983); North Highlands- Citrus Heights (1984); American River-Arcade (1986); Rio Linda and Elverta (1987); Citrus Heights and Rancho Cordova as Sacramento County (1989); Rio Linda-Elverta with American River (1990); Sloughhouse with American River (1990); Fair Oaks with Sacramento County (1993); Florin with American River (1997); American River with Sacramento County to form Sacramento Metropolitan Fire District (2000); Fruitridge with Pacific to form Fruitridge Pacific Fire Protection District (2006); Elk Grove Community Services District with Galt Fire Protection District to form Cosumnes Community Services District (2006).

General Background

Fire Districts are formed and regulated pursuant to the California State Health and Safety Code, Section 13801, et. seq. The enabling legislation authorizes fire districts to provide fire protection, ambulance and rescue services. Fire districts in Sacramento County can be described as belonging to two broad categories: rural and urban. The definitions of rural and urban used here are developed in light of planning and zoning

parameters, and in recognition of the development forces that have and are occurring in Sacramento County. The rural fire districts are generally found in the southern portion of the County and within the area known as the "Northwest Territories" located north of the City of Sacramento. Except for the unincorporated town of Freeport, fire districts serve the entire County.

Uniform Fire Code

In July of 1972 the Sacramento County Board of Supervisors adopted a Uniform Fire Code. This ordinance provides that one fire code will be used for all fire agencies within the County. This code replaced and improved the various individual district codes that govern conditions hazardous to life and property from fire and explosion. The Uniform Fire Code does not standardize the operations of fire districts countywide, but it does speak to what the public can do with regard to inflammable/explosive material. State law requires that public buildings be inspected yearly for fire safety. Each district is responsible for inspection procedures, and these vary from district to district. Fire prevention in all districts is handled as an educational basis.

Communication

The Sacramento Regional Fire/EMS Communications Center (SRFECC) provides fire and emergency medical dispatch services to the Sacramento region. The SRFECC is a Joint Powers Authority (JPA) that is managed by the following fire agencies: Cosumnes Community Services District, Folsom Fire Department, Sacramento Fire Department, and Sacramento Metropolitan Fire District. For more information, please visit the following website: <http://www.srfecc.ca.gov/>

Agency Cooperation-Mutual Aid and Automatic Response

All fire protection districts and city fire departments within Sacramento County have mutual aid and response agreements. When a call for service is received, the nearest available response unit is dispatched regardless of jurisdictional boundary.

ISO Rating

The Insurance Service Office (ISO) is used to rate a fire district's ability to defend against major fires that might occur in the area it serves. The ISO rating procedure evaluates three principal features of fire protection as well as their weight of importance: water supply (40%), fire department staffing (50%), and communications (10%). The ISO devised a system that insurance companies use to compute fire insurance coverage and rates. The rating classes are numbered 1 through 10; the highest number represents the least protection with the highest fire insurance premium rates.

Some of the factors which are considered in the establishment of fire rating zones are: water supply, building codes and structural conditions of buildings, the distance of

structures from the nearest fire station, the type of equipment and number of firefighters available at the station, and factors and distances between residences and local street access circulation.

When two numbers are included in an ISO rating, the first number refers to the rating for "watered" areas (areas with a water distribution system and hydrant system,) while the second number refers to "unwatered" areas. In rural areas of Sacramento County, ISO ratings are found to be higher e.g. 9, while urban districts are rated in a range running from 2 to 6 for watered areas.

Finances

Independent special districts that provide fire protection and emergency medical services are funded primarily from property taxes and they are considered a non-enterprise district. City fire departments are typically funded by the city's General Fund that includes both property taxes, sales taxes, and a variety of other revenue sources.

The passage of Proposition 13 put a lid on the amount of revenues that non-enterprise districts could raise to finance needed services. Proposition 13 limited property taxes to one (1) percent of the assessed value. This one (1) percent is allocated to the county, cities, special districts, and school districts based on the districts share of revenue it received just prior to the adoption of

Proposition 13. This change removed the discretionary authority of special districts to raise tax rates to generate additional revenues for both on-going and new programs to increase service levels, or for that matter to keep up with inflation.

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite #100, Sacramento, California 95814
(916) 874-6458

MUNICIPAL SERVICE REVIEW WORKSHEET AND QUESTIONNAIRE
DISTRICT PROFILE

Date: December 6, 2017

Agency Name: Herald Fire Protection District
Address: 12746 Ivie Rd. (PO Box 52)
Herald, CA 95638

Website: heraldfire.com

Telephone: Station 87 (209) 748-2322 – Primary Contact
Station 87 Fax (209) 748-2363

Administrator: James Hendricks, Volunteer Fire Chief

Name of Contact: Andrea L. Adams, Business Manager

E-mail Address: andrea-adams@heraldfiredistrict.com

Agency's Principle Act: Health & Safety Code Section 13801

Services Provided: As described in Health & Safety Code Section 13862, the District provides fire protection services (both in prevention and suppression), rescue services, emergency medical services, hazardous material emergency response services and other services relating to the protection of lives and property.

Latent Powers: None

ISO: 8b – Structure. ISO for crop/wildland is currently under review.

Governing Body: Elected Board of Directors (5 members)

Total Number of Employees: 0 Represented, 33 Unrepresented

Acreage/ sq. Miles within Agency: 96.4 Square Miles, [23,235 Acres] (including Rancho Seco, Ethos Energy power plant, Rancho Seco Park, and Arcohe School) approximately 40% of the district is within a State Response Area (SRA)

Total Population within Agency: Approximately 4,500

Total Registered Voters within Agency: 1,862

INTRODUCTION

Background Information

The Herald Fire Protection District is an Independent Special District.

- **Mission:** See Appendix, Governing Documents - Exhibit A
- **Setting:** See Appendix, Boundary Maps - Exhibit A-K

History

The District was formed on October 21, 1946. The District was established to provide Fire Protection services.

Services Provided

Fire Prevention, Investigation, Suppression, Basic Rescue, Hazardous Materials and EMS services

Management and Staffing Structure

Management Structure

- Volunteer Fire Chief/Fire Marshal – non-paid
- Business Manager – paid hourly, part-time
- Volunteer Battalion Chief – paid stipend for training services only
- Volunteer Captains – shift and call stipends

Employment Structure

- Administrative Assistant – full-time employee
- Volunteer Engineers – shift and call stipends
- Volunteer Firefighters – shift and call stipends

Full-time Personnel: 1 - Administrative Assistant

Part-time Personnel: 32 – Business Manager, Chief, Captains, Engineers, Firefighters

Pay Schedule: See Appendix, Governing Documents – Exhibit I

Organizational Chart: See Appendix, Governing Documents – Exhibit C

Contracts and Consultants

The fire district has secured several contracts/agreements to assist in the delivery of Administrative Services, Fire Prevention, Suppression, Technical Rescue, Hazardous Materials, and Emergency Transportation.

- Automatic Aid Agreement between Sacramento County Fire Agencies for assistance in Suppression, Technical Rescue, Hazardous Materials, and Medical Transportation.

- Mutual Aid Agreement with Liberty Fire Protection District, San Joaquin County, for assistance in Suppression and Extrication along the southern border of the District.
- Mutual Aid Agreement with Ione City Fire Department, Amador County, for assistance in Suppression and Extrication along the eastern border of the District.
- Mutual Aid Agreement with Cal Fire for assistance in Suppression, Investigation, Code Enforcement, and Burn Permit authorization in the Wildland Urban Interface Zone/State Responsibility Area (SRA).
- Agreement with Sacramento Regional Fire/EMS Communications Center for dispatching and general communication infrastructure services.
- Cal OES for Local Government Fire and Emergency Assistance Rate Letter to receive payment for assistance during large scale emergency incidents.
- Agreement with the Knox Box Company to issue both high and low security locks.
- Contract with Firehouse Software to provide a cloud based record keeping system for emergency incident reporting.
- Contract with Conduent Medic NXT EULA to provide a cloud based record keeping system for EMS reporting.
- Maintenance Services Agreement with Cosumnes Community Services District to provide maintenance and repair of emergency vehicles.
- Contract with California Broadband Services to construct a taller communications tower providing a stronger signal for emergency radio and intranet communications.
- Contract with Active911 to provide cellular based emergency notification services.
- Agreement with Sling to provide internet based scheduling services.
- Contract with Target Solutions for internet based training and records management.
- Letter of engagement with Richardson and Company Certified Public Accountants to provide auditing services. Current engagement letter is to complete outstanding audits of FY 2010-2011 and FY 2011-2012. Upon completion, we will initiate a new letter of engagement for the remaining years of FY 2012-2013 through FY 2015-16.
- Letter of engagement with Robert Merritt Certified Public Accountant.
- Contract with Lodi Health Physicians West Occupational Medicine to provide pre-employment physical evaluations and post vehicle accident drug testing.
- Contract with Kronick, Moskovitz, Tiedemann, and Girard for legal services.
- Facility use agreement for Hendrickson Training Center with Sacramento Voter Registration & Elections

Awards & Recognition

- 2017, Volunteer Fire Chief, James Hendricks was the 2017 Herald Day Honoree, awarded by the Herald Community Club.

- 2017, The District was recognized in a Fire Agencies Self Insurance System (FASIS) letter for the personal protection hip packs that are given to each employee.
- 2012, Proclamation from the Sacramento County Board of Supervisors recognizing Herald Fire Protection District during Emergency Medical Services Week.
- 1996, The Herald Fire Protection District was honored for its contribution to the community during the Herald Day Community Festival
- 1996, Proclamation from the Sacramento County Board of Supervisors recognizing Herald Fire Protection District's 50th anniversary and its contribution to the community.
- 1992, Certificate of Appreciation from Calaveras County for the District's dedicated efforts during the wildfire season.
- 1986, Proclamation from the Sacramento County Board of Supervisors recognizing Herald Fire Protection District's 40th anniversary and its contribution to the community.
- 1986, The Herald Fire Protection District was honored for its contribution to the community during the Herald Day Community Festival.
- "Thank you" plaque for providing the facilities during the annual Barnyard Olympics, a local fundraiser for Special Olympics and the Make-A-Wish foundation.
- Ongoing donations to our Volunteer Firefighters Association and letters of thanks from community members.
- Donation from Sheldon Gas Company for a new BBQ.
- Donation from the Walnut Grove Fire Protection District for four 154mHz portable radios.

Training & Personnel Policies

In February 2016, the District re-evaluated its personnel training program. The training provided in past years was minimal and the associated record keeping was not adequate, per industry standards. The training program required a substantial overhaul in policies, procedures and protocols to become compliant with current regulatory standards. Additionally, the District invested in 6 new AED units to enhance our medical equipment.

In March 2016, the District purchased all new administrative computers and updated the Firehouse computer based software. This allowed the District to better manage employee training records. The District can now perform a more detailed analysis of individuals and their training needs. The District then purchased 25 new IFSTA FF1 training manuals and workbooks. The audio/visual equipment was also repaired and upgraded.

In July 2016, the District hired a part time Volunteer Battalion Chief to oversee the training of new volunteer personnel. The training was rescheduled from bi-monthly to weekly. In addition to the weekly training, volunteers are encouraged to participate in self-study programs. The volunteers that were working a shift (12-hr or 24-hr) were also encouraged to complete training requirements while on duty. Target Solutions, an

internet based training platform, was upgraded to make individual training more convenient and accessible when the volunteers were not at the station.

In July 2017, the District again upgraded the Firehouse software to an internet based platform to make documentation more streamlined and provided the ability to complete recordkeeping from both stations.

From January 1, 2016 to September 30, 2017, 381 training sessions have been completed, which includes internet based training through Target Solutions. The current training program follows Firefighter I curriculum modules.

Are salaries and pay scales comparable/ competitive with regional and industry standards?

The staffing committee will review salaries and pay scales of comparable districts during 2017-18 and make any necessary recommendations to the Budget Committee for further review.

Is organization structure similar with like service providers?

The Board of Directors and the Fire Chief, used the organizational structure of neighboring Wilton Fire Protection District as a model for its volunteer based personnel system.

MUNICIPAL SERVICE REVIEW INFORMATION AND DETERMINATIONS

GROWTH AND POPULATION PROJECTIONS

Current level and demand for services

Since January 1, 2013, there have been 1717 calls, averaging 1.01 calls per day.

Fire/Safety: 283

EMS: 1082

Other: 352

Projected demand for services

The projected demand for service would increase approximately .20% over the same period to about 1.16 calls per day. This figure is based on the average call volume, extended for the next 4.5 years.

Growth rate and population projections

Sacramento County is projected to grow at 1.1% per year for the next five years, based on their published growth projections.

See Appendix, Policies – Exhibit BB

Planning for future growth or changing demographics

The District will continue to explore all available options that improve services and cut costs to all residents regardless of economic status. This includes identifying potential areas of higher service levels as the populations continues to change over time.

LAFCo MSR Determination

Regarding service demand, growth and population projections for the affected area, the Commission determines that the Herald Fire Protection District is capable of providing service that includes the growth and population projections for the affected territory for the next five years.

The Herald Fire Protection District is an effective fire district as it relates to emergency responses related to fire, medical aid and other critical services. The Herald Fire Protection District serves a rural population effectively and efficiently.

Facilities and Programs

NAME	LOCATION	SIZE (Acres)	AMENITIES/SPECIAL FEATURES	DESCRIPTION
Station 87	12746 Ivie Rd Herald, CA 95638	5 Acres	Hendrickson Training Center (Formally known as the Hendrickson Hall) Barn Facility	3 command/utility vehicles 1 squad vehicle 2 structure engines 3 wildland engines 1 water tender
Station 88	11620 Clay Station Rd Herald, CA 95638	2 Acres	Station serves as the primary housing and staffed facility for 24- hour coverage.	1 squad vehicle 1 structure engine 1 water tender 2 wildland engines

See Appendix, Boundary Map - Exhibit G

Present and Planned Capacity of Public Facilities

Current and projected service capacity

The Hendrickson Training Facility has a maximum occupancy rating of 49 people. The District's ISO is an 8b.

Level of adequacy of services and facilities to serve current and future population

The building is adequate for its current use and the five-year projected population growth rate.

Performance Measures used by the District to determine service adequacy

The District looked at several areas to measure the improvement of services.

- First Unit Arrival Response Time
 - The District went from a high of 9:42 minutes (01/01/2015-12/31/2015) to 5:50 minutes (01/01/2017-09/30/2017). The District's goal is a 6-minute response time.

- Average Volunteer Turnout per Incident
 - The District went from a low of 5 personnel (01/01/2015-12/31/2015) to 8 personnel (01/01/2017-09/30/2017). The District's goal is 8 volunteers per structure incident, 5 volunteers per EMS incident and 7 volunteers per wildland incident.

Training Participation

As stated earlier, a reorganization of the training program was necessary to establish a better record keeping system and allow for greater accommodation for individual training needs. The District also hired several new personnel. Since the hiring of the Volunteer Training Chief in July 2016, the District has conducted 56 weekly training sessions with an average attendance rate of 12.2 people.

Infrastructure Needs or Deficiencies/Capital Improvement Program

Capital Improvement Program

The Board of Directors has designated funds within its annual budget to address capital improvements. Additionally, the Board adopted Policy 5011 – Committees, to establish standing committees, one of which is Facilities & Maintenance. This committee regularly reviews the facilities and makes appropriate plans for their maintenance and upgrades. The Board of Directors, have also addressed plans for facility maintenance and upgrades in their Master Plan and their Goals & Objectives.

Master Plan, See Appendix, Governing Documents – Exhibit D

Policy 5011, See Appendix, Policies – Exhibit X

Capital Improvement Schedule, See Appendix, Governing Documents – Exhibit H

Deferred maintenance strategy

No deferred maintenance policy has been adopted at this time

Policies and practices for depreciation and replacement of infrastructure

See Appendix, Policies – Exhibit Q

How will new or upgraded infrastructure and deferred maintenance be financed?

See Appendix, Policies – Exhibit V

Infrastructure Deficiencies

Barn

In June 2016, the Board of Directors suspended the public use of the barn facility based on multiple areas of compliance concerns. A statement to the public was approved on June 16, 2016 which highlighted the District's concerns and included a proposal of planned upgrades and maintenance. Additionally, Board Policy 3020 was revised in December 2016, and established a Barn Advisory Committee which would oversee the use of the barn facility for its appropriate uses, as determined by the building codes and Fire Marshal approval.

Hendrickson Training Center

The Hendrickson Training Center is not being rented for public use outside of the local community groups that currently utilize the facility for public meetings, and only in a reduced occupancy of 49 persons, per determination of the Fire Chief. There are planned upgrades for this facility including repair of the interior ceiling, exterior doors, replacement of panic hardware, and the removal or redesign of the cooking facilities to meet building code requirements.

Neither facility has received any permit or other regulatory violations.
See HFPD Facility Memo - Appendix – Exhibit AA

Fuel Tanks

In July 2016, a thorough inspection of the station and surrounding structures was conducted and several updates were made to address areas of concern. After inspection of the fuel tanks, a vender was hired to change the amount of gas and diesel within the tanks (changed levels from 500 gallons of gasoline and 250 gallons of diesel to 500 gallons of diesel and 250 gallons of gasoline), an additional fire extinguisher was added to the exterior of the building near the emergency shut off switch. A separate lock out/tag out system was installed to the electrical circuit for the fuel tank. The fuel tank will still require a set of bollards to further protect it.

Station 87

The fire station itself will require several upgrades. These upgrades include: repairs to the occupancy separation wall between the apparatus bay and the office/living quarters; containment of all vehicle exhaust emissions; finishing construction for the gross decontamination area, providing carbon monoxide detectors in the sleeping areas and living quarters, building of new toilet and shower facilities, and suspension of all vehicle repair and maintenance. The above improvements will need to be completed to comply with various building code regulatory requirements.

Station 88

In 2016-2017, simple upgrades were made on this station to become the primary sleeping quarters for on-shift personnel. These upgrades include new appliances in the kitchen facilities, workout equipment for on-shift personnel and a computer station for continuing education. Future station maintenance and improvements are planned, to continue to enhance the living quarters.

Neither station has received any permit or other regulatory violations.

Provide evidence of compliance with applicable regulatory standards

All licenses are kept within Fire District records.

- Health & Safety Code Section 13800-13806 – Fire Protection District Law
- Health & Safety Code Section 13861 – Policy 3050 and other business practices

- Health & Safety Code Section 13869.7 (d-f) – Fire Marshal guidelines, plan checks
- Health & Safety Code Section 13874 – Burn Permit
- Health & Safety Code Section 13879 – Policy 2290
- Sacramento County Code 16.04.030 – California Building Code
- Sacramento County Code 17.04.020 – Enforcement
- Sacramento County Code 17.04.010 – International Fire Code
- California Code of Regulations, Title 22, Division 9 and Sacramento County Emergency Medical Services Policy 4302 – Issuance of Continuing Education (CEs) to Emergency Medical Technician
- California Code of Regulations, Title 19, Division 2, Chapter 1, Sub-Chapter 2, Section 2530 – Issuance of Certification for FRA, FRO, FRO Decon, IC_WMD, FRA-R, FRO-R, and FRO-WMD
- California State Fire Marshal Training Division – Instructor ID #3038 – Issuance of Certifications for Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations, Fire Apparatus Driver/Operator 1B: Pump Operations, Fire Apparatus Driver/Operator 1A: Driver/Operator (2015), Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015), Basic Emergency Vehicle Operations, Basic Pump Operations and Vehicle Extractions (2015)
- California Department of Forestry and Fire Protection – Issuance of the Residential Burn Permit LE-62A in SRA lands
- 29 CFR 1910.134 Respiratory Protection Program – Policy 2220
- 29 CFR 1910.134 FIT Testing – Policy 2220
- CA DMV California Commercial Drivers Handbook as it relates Class B licensing and Emergency Vehicle Operation – Policy 2090, 2100, 2110, 2120
- DMV 15250.5-6, CCR T8-3203, 49 CFR 383
- US DOT 49 CFR 391.41-391.49 Federal Motor Carrier Safety Regulations – medical physical release
- California Labor Code Section 6400, 6401, 6402, 6403 – Employee Safety & Training
- CCR T8-5193 (e), 3203, OSHA Policy P&P C-47, 29 CFR 1910.130 – Blood Borne Pathogens and Communicable Disease – Policy 2210
- CCR T8-3401, 3409, 5144, ANSI Z88.5-6, T8-5144, 29CFR 1910.134 – Respiratory Protection and SCBA – Policy 2220
- 29 CFR 1910.132, CCR T8-3101 – PPE, Structural Turn Outs and Wildland Gear
- CCR T8-3203a4b, CCR T8-6773 – Basic Firefighter Skills/Procedures
- CCR T8 3203 (a)7, 3401, 3410, 6773 and NWCG 301-1 – Wildland Firefighting
- 8 CCR 5192 (q)(6)(A)+(B) – Haz Mat FRA/FRO
- 8 CCR 3203 – Illness and Injury Prevention Program – Policy 2260
- Government Code 12950 – Sexual Harassment – Policy 2010 (Pertains to both employees and Board Members)

- 8 CCR 2320.1 – Electrical Safety/ Lock Out, Tag Out
- Federal Law – Public Law 104-191 – Medical Records Privacy (HIPPA)
- 8 CCR 3395 – Heat Illness Prevention – Policy 2200
- 8 CCR 5194 – Hazard Communications (MSDS)
- DOJ Penal Code Section 11105(b)(11) and 13300(b)(11) – Resolution 2017-06
- California Public Records Act – Policy 1050
- Civil Rights Act of 1964 – Equal Employment Opportunities – Policy 2000
- Government Code Section 1090 – Conflict of Interest – Policy 2002
- Drug Free Workplace Act 1988 – Policy 3006
- Family Medical Leave Act 1993 – Policy 2007
- Firefighter Bill of Procedural Rights – Discipline – Policy 2011

Programs

Summary of Programs (Recreation, Education, Conservation, etc.)

Prevention Programs

- Organized meetings of local constituent groups to discuss reduction in potential hazards of trees falling on power lines and blocking roadways during a storm. District is working cooperatively with both constituents and SMUD to assist in the safe removal of the trees and reducing risk within the areas affected.
- The District updated its burn permits and can now issue Cal Fire permits for the SRA lands within the District.

Education Programs

- Safety announcements are made on social media platforms and our website to engage our community in a timely manner

LAFCo MSR Determination

Regarding the present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to ... structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

The Commission determines that there are no identified Disadvantaged Unincorporated Communities (DUC) within or contiguous to the sphere of influence. Structural fire protection is provided to all properties within the District's service area.

The Commission determines that the Herald Fire Protection District currently has no immediate unmet infrastructure needs or existing deficiencies at the current levels of coverage and service response.

Financial Information

Budget

2017-18 Budget – See Appendix, Governing Documents – Exhibit E

Revenue

Primary source of revenue is property taxes collected from within the boundaries of the District.

Rates, Fees, Charges, and Assessments

- Describe rate setting methodology – Not Applicable
- Explain constraints associated with agency's ability to generate revenue. What options are available – special assessments/ special taxes/ increases in sales tax/impact fees/grants, etc.? – The primary revenue source is a factor of the District's pro rata share of property taxes collected from within the boundaries of the District. The property taxes are directly related to the assessed value of the real property located within the District. The assessed value is based on the current real estate market. Consequently, funding is somewhat fixed. Generally, property taxes will increase as real estate values increase. Currently, the District does not have any special assessments, supplemental parcel taxes or developer impact fees. The District is currently evaluating a contract proposal for the lease of a portion of the data generated from the new communications tower that is anticipated to be installed in 2018. This will provide a supplemental revenue stream and reduced costs for internet usage.
- Please provide a comparison of rates and charges with similar service providers (favorable or less so). – We currently do not charge any fees for our burn permits or plan check/review inspections, making them favorable rates over neighboring districts.
- Describe revenue constraints. – Please see answer above in bullet #2

Expenditures

- Describe the agency's Service Levels compared to industry standards and measurements. – Our District provides fire suppression, prevention, EMS, burn permits, weed abatement, and fire inspection services to our community. Other rural volunteer fire districts within Northern California offer similar services to their communities.
- Describe the Cost of Service compared to industry standards and measurements. – We do not charge for burn permits or inspections at this time, as other volunteer districts do.

Assets, Liabilities, Debt, Equity, and Reserves

- Provide the Book Value of Assets. - \$884,832
- Provide a list of equipment, land, and other fixed assets. – See Appendix, Governing Documents – Exhibit F
- Provide a summary of long term debt and liabilities. – The District’s long-term debt includes a master lease for a command vehicle (Chevy 2500 truck) with option to purchase agreement dated 4/26/17. See Appendix, Governing Documents – Exhibit G
- Explain the agency’s bond rating; discuss reason for rating. Discuss amount and use of existing debt. Describe proposed financing and debt requirements. – There are no outstanding bonds
- Describe policies and procedures for investment practices – The District utilizes the Sacramento County Treasurer’s Office to manage its funds and reserves through the Sacramento County Pooled Investment Fund. The District has a practice of maintaining a 10 percent reserve to be used for capital expenditures, equipment and vehicle replacement. See Appendix, Policies - 3055 Debt Management
- Describe policies and procedures for establishing and maintaining reserves/retained earnings. - The District has a practice of maintaining 10 percent reserve to be used for capital expenditures, equipment and vehicle replacement.
 - What is the dollar limit of reserves/retained earnings? – The District does not have specific reserves set aside in the 2017-18 budget. However, as of June 30, 2017, the District had approximately \$422,000 cash in the fund balance. It is the intention of the Board to re-establish a reserve balance for the 2018-19 budget.
 - What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue? – Currently, there are no specific reserves designated in the 2017-18 budget, therefore a ration is unable to be calculated.

Summary of Revenue Sources

Fiscal Year	Past Year 2015	Past Year 2016	Current 2017	Projected 2018
Property Taxes	605,062	613,605	628,244	641,000
Interest	367	1,046	5,111	1,000
Rental Income				
HPTR	7,432	7,074	6,868	7,500
In-Lieu Fees				
State & Federal Grants				
Recreation Fees & Grants				
Miscellaneous	58,110	26,076	103,992	15,500
Fund Balance Avail.				
Total	670,971	647,801	744,215	665,000

Summary of Expenditures

Fiscal Year	Past Year 2015	Past Year 2016	Current 2017	Projected 2018
Salaries & Wages	407,275	259,347	305,478	357,100
Services & Supplies	246,753	365,979	467,560	266,990
Long-Term Debt	41,153	14,000		9,981
Capital Improvements				
Equipment		42,000	5,000	30,929
Contingency				
Total	695,181	681,327	778,038	665,000

Summary of Financial and Operational Information

	Current FY
Population	~ 4500
Area Served	~ 96 sq. miles
Developed Real Estate	Pending – awaiting figure from Sacramento County
Undeveloped Real Estate	Pending – awaiting figure from Sacramento County
Service Standard Ratios ¹	Unknown at this time
Full Time Employees	1
Average Part-Time Employees	2
Total Annual Budget	665,000
Per Capita Spending	148
Total Annual Administrative Costs	110,000

% Annual Administrative Costs to Total	16%
Estimated Deferred Maintenance	N/A
Average Capital Improvements (5 Years)	None
Reserve Amount	None
Operational Cost per Employee	22,167
Average Property Tax Rate	\$3099 – housing units with mortgages \$3711 – housing units without mortgages

LAFCo MSR Determination

Regarding financing constraints and opportunities, the Commission determines that the Herald Fire Protection District has no serious financing constraints at this time.

Regarding cost avoidance opportunities, the Commission determines that the District uses its best efforts to take advantage of all reasonable cost avoidance and grant funding opportunities.

Status of and Opportunities for Innovation and Shared Facilities

- a) Describe existing and/or potential shared facilities, infrastructure, and staff. Describe any joint power agreements or other agreements for sharing resources with other agencies.
- Mutual Aid agreement with Cosumnes CSD, Wilton FPD, Ione City Fire Department, Liberty FPD for fire protection services within Sacramento and Northern San Joaquin Counties
 - Mutual Aid agreement with the State of California Department of Forestry for wildland fire calls as well as joint training exercises
 - Contract with Sacramento Municipal Utilities District to provide personnel and equipment for emergency responses to Rancho Seco, which includes joint training exercises
 - Dispatch service through Sacramento Fire/EMS Emergency Communications Center
 - Installing an upgraded antenna on the radio tower at Station 87 to increase coverage in the southeast area of the County for the Sheriff's department and the fire entities that utilize the Sacramento Regional Fire/EMS Communications Center
 - Use of both stations as polling places for national, state and local elections
 - Use of District buildings for local community group monthly meetings
 - Use of District building for community information and public service meetings held by various agencies and organizations
 - Provide staging area for tactical operations for County Sheriff Department
 - Provide storage for parks and CSA Area 4-D

- Provide storage for County Public Works department
 - Provide on-site facilities for Cal Fire Inspection staff to utilize as needed
- b) Describe existing and/or potential joint use planning.
- At the time of construction, the Parks Department assisted with funds for the building of the Hendrickson Training Center, formerly Hendrickson Hall.
 - Existing mutual aid agreements between neighboring districts for emergency response.
- c) Describe existing and/or potential duplication with existing or planned facilities or services with other agencies.
- We are not aware of any duplication at this time
- d) Describe availability of any excess capacity to serve customers or other agencies.
- We have the ability to provide administrative services to agencies within our sphere of influence, co-terminus with our District boundary, including existing water and park districts.
- e) Describe any economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.
- We currently contract for liability insurance through the Northern California Fire Districts Association which continues to result in substantial savings. We have secured our worker's compensation through the Fire Districts Association of California/ Fire Association Self Insurance System which continues to provide a substantial savings. We participate in a cost-savings program with the State of California Federal Surplus program with Department of General Services for discounted office furniture and other supplies We will be actively pursuing grant opportunities throughout the next fiscal year. We are exploring cost – sharing opportunities within our District but no contracts have been executed at this time.
- f) Describe any duplication (overlap), or gaps in services or boundaries.
- Services – we are not aware of any duplication in services
 - Boundaries – we are not aware of any duplication in boundaries
- g) Describe ongoing cost avoidance practices. (For example, if you hire contract vs. in-house employees, is the bidding process cost effective and efficient)?
- The District hired a Business Manager which has allowed us to significantly reduce our reliance on an outside accountant and bookkeeping services.
 - The District hired a Training Officer which has allowed us to provide enhanced in-house training, and removed the need to outsource training. Additionally, we have enhanced our software to offer more internet based training, thus reducing costs in that area as well.

- h) Describe any opportunities to reduce overhead and operational costs.
- We have initiated the dissolution of our contract with CalPERS, which was not sustainable for the District. At present time a final dissolution valuation, has not been presented to the District, therefore impact on current and past employees is undetermined. To date, only 1 past employee has received benefits from CalPERS.
 - We transitioned to all-volunteer personnel, which has streamlined our spending in that area and increased our coverage.
 - We have evaluated operational contracts and reduced services that were deemed unnecessary and purchased equipment that allowed us to service items in-house without seeking outside vendors.
- i) Describe any opportunities to reduce duplication of infrastructure.
- None at this time
- j) Identify any areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.
- None at this time
- k) Identify any areas within agency boundary which could be more efficiently served by another agency.
- None at this time
- l) Are your service plans compatible with those of other local agencies?
- Yes, which is the foundation of our mutual aid agreements with all neighboring agencies.

LAFCo MSR Determination

Regarding opportunities for rate restructuring, the Commission determines that the District's Tax Rate Area method of financing is reasonable for providing emergency services. The District is a non-enterprise entity which does not charge fees for services, e.g., plan check and inspection fees for new development, due to the limited level of activity.

Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies

- a) Explain the composition of the agency's governing board.
- Number of Directors: 5 Directors
 - Nature/ Length of Terms: 4-year terms, staggered with 3 elected in one cycle and 2 in another
 - Is governing body landowner or population based? – population based
 - Are Directors elected or appointed? - elected

- Are elections or appointments at large or by district? – at large
- b) Explain compensation and benefits provided to the governing board, including any benefits that continue after term of service.
- Directors are solely volunteer and receive no monetary compensation or benefits for their service
- c) Where and how frequently does the governing board meet?
- Standard monthly meetings on the 3rd Thursday of each month
 - Special meetings as needed
- d) Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc.
- How is public participation encouraged? - Per policy, all meeting agendas are posted in 3 community locations and the public is invited to attend all meetings.
 - Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.? - Meetings are held at 7 pm in the evening, at the Hendrickson Training Center and are open to the public
- e) Describe public education/outreach efforts, (i.e., newsletters, bill inserts, website, etc.)
- The District operates a website which includes meeting information, community updates and other pertinent documents
 - The District operates a Facebook page which allows for direct communication to the public
 - The Fire Chief attends various community meetings to answer questions concerning the districts activities.
 - The public can also send emails to district employees through the website.
 - The district is now registered on the Pulse Point mobile device application so citizens that are certified in CPR will be able to respond directly to that type of emergency.

See Appendix, Governing Documents - Exhibit B

- f) Describe level of public participation, and ways that staff and Directors are accessible to the public.
- The public has an opportunity to address the Board at Board Meetings, on items not included on the agenda, per Brown Act
 - The Board participates in open dialogue with attendees throughout Board meetings, including answering questions regarding items on the agenda, clarifying Board action and listening to concerns as they are presented
 - The Fire Chief attends regular community meetings to provide updates on the District and answer constituent questions and concerns

- The public can also contact the District directly through a contact form on the website
- g) Describe ability of public to access information and agency reports.
- See Appendix, Policies - Exhibit A
- h) Describe any opportunities to eliminate service islands, peninsulas and other illogical service areas.
- We transitioned to primarily a Volunteer Staffing Model which has reduced costs, increased coverage, and reduced emergency response times.

LAFCo MSR Determination

Regarding local accountability and governance, the Commission determines that the District's Board of Directors represents an adequate level of Special District accountability and governance. The District is an independent District governed by a five member Board of Directors elected at-large from the service territory.

Issues, Concerns and Opportunities

Please provide information regarding any issues or concerns related to operations, and effective or efficient service delivery (financial, managerial, legal, organizational, etc.)

Compliance with Environmental Justice requirements.

The District does not alter or adjust any services to varying parts of the District. All citizens of our District are serviced in the same manner regardless of their race, culture, and income level.

Compliance with regulatory reporting requirements.

Upon a complete review of the district in 2015/2016, several areas of inadequacy were identified and those have since been updated in our policies and procedures accordingly. We comply with all known state and federal requirements as it relates to emergency service. We conduct an annual policy review and make amendments to those policies as deemed necessary to ensure our policies match with changes in state and federal law as appropriate. These policies and procedures are reviewed through both our Policy and Safety committees.

Compliance with regulatory agencies and public health and safety issues.

See response above.

LAFCo MSR Determination

Regarding evaluation of management efficiencies, the Commission determines the District operates with a high degree of efficiency and professional cooperation with

the community and other private/ public agencies. This cooperation is exemplified by the active participation in the quarterly South County Chiefs meetings.

Regarding government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, the Commission determines that the District currently provides services primarily to a clearly defined geographic area which is primarily rural and agricultural in nature.

Attachment: Appendices

MUNICIPAL SERVICE REVIEW

October 2017



APPENDIX GOVERNING DOCUMENTS

APPENDIX

GOVERNING DOCUMENTS

MISSION STATEMENT	A
BOARD OF DIRECTORS GOALS & OBJECTIVES	B
ORGANIZATIONAL CHART	C
MASTER PLAN	D
2017-18 BUDGET	E
FIXED ASSETS – INSURANCE COVERAGE	F
LEASE AGREEMENT	G
CAPITAL IMPROVEMENT SCHEDULE	H
2001 – PAYROLL PROCESSING	I

BOUNDARY MAPS

SACRAMENTO COUNTY FIRE DISTRICT BOUNDARY MAP	A
SACRAMENTO COUNTY FIRE HAZARD SEVERITY ZONES IN SRA	B
SMUD BOUNDARY	C
SACRAMENTO COUNTY PARK DISTRICTS MAP	D
SACRAMENTO AREA WATER SERVICES	E
SACRAMENTO COUNTY WATER AGENCY ZONE 13	F
COMMUNITY PLAN AREAS AND CITIES	G
COMMUNITY SERVICES DISTRICT	H
SACRAMENTO COUNTY GENERAL PLAN – LAND USE DIAGRAM	I
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URBAN SERVICES BOUNDARY	K

POLICIES

1050 – ACCESS TO PUBLIC RECORDS	A
2000 – EQUAL EMPLOYMENT OPPORTUNITY	B
2002 – NEPOTISM	C
2006 – DRUG FREE WORKPLACE	D
2007 – FAMILY MEDICAL LEAVE ACT	E
2011 – DISCIPLINE	F
2090 – PERSONAL VEHICLE OPERATING GUIDE	G
2100 – EMERGENCY VEHICLE DRIVER OPERATOR RESPONSIBILITY	H
2110 – EMERGENCY VEHICLE DRIVER OPERATOR SELECTION	I
2120 – DEPARTMENT OF MOTOR VEHICLES TRANSCRIPT EVALUATION REQUIREMENTS	J
2130 – EMERGENCY VEHICLE DRIVER TRAINING AND EDUCATION	K
2200 – HEAT ILLNESS PREVENTION PROGRAM	L
2210 – BLOOD BORNE PATHOGENS AND INFECTIOUS CONTROL POLICY	M
2220 – RESPIRATORY PROTECTION PROGRAM	N
2260 – INJURY AND ILLNESS PREVENTION PROGRAM	O
3020 – USE OF PUBLIC BUILDINGS	P
3031 – INFRASTRUCTURE REHABILITATION REPLACEMENT POLICY	Q
3040 – EXPENSE AUTHORIZATION	R
3050 – CONTRACTS	S
3055 – DEBT MANAGEMENT	T
3090 – RECORDS RETENTION	U
4020 – CONFLICT OF INTEREST	V
5010 – BOARD MEETINGS	W
5011 – COMMITTEES	X
5020 – CONSTRUCTION AND POSTING OF AGENDA	Y

RESOLUTION 2017-06 – ACCESS TO BACKGROUND INFORMATION
HFPD FACILITY MEMO
SACRAMENTO COUNTY ECONOMIC FORECAST
SACRAMENTO COUNTY GENERAL PLAN

Z
AA
BB
CC



Herald Fire Protection District

MISSION STATEMENT

THE HERALD FIRE PROTECTION DISTRICT SHALL PROVIDE PROTECTION OF LIFE AND PROPERTY, FROM BOTH EMERGENCY AND NON-EMERGENCY SITUATIONS. THIS INCLUDES THE PROTECTION FROM THE THREAT OF FIRE, MEDICAL EMERGENCIES AND THE RELEASE OF HAZARDOUS MATERIALS. WITH DEDICATION AND INTEGRITY, OUR FIREFIGHTERS DESIRE TO PROVIDE A SAFE COMMUNITY THROUGH PLANNING, PREVENTION, EDUCATION, TRAINING, FIRE SUPPRESSION AND RESCUE ACTIVITIES.



Herald Fire Protection District

Objectives

1. To continue to improve the level of service to our community.
2. To continue to streamline business operations and improve efficiency in our administrative functions.
3. To continue to enhance our training and development programs for our volunteer personnel.

Administrative Goals

- Establish and utilize annual policy review schedule
- Maintain monthly, real-time budget reporting to Board of Directors
- Maintain quarterly budget updates to Community via website
- Continue offering training opportunities for administrative staff
- Maintain a record retention program and record archival process
- Streamline and document administrative procedures and processes
- Enhance HFPD brand awareness within community

Personnel Goals

- Maintain volunteer personnel retention plan
- Continue developing incentive program and host volunteer appreciation events
- Implement volunteer recognition program
- Continue training and education programs
- Actively pursue grant and alternative funding sources to expand training program
- Maintain on going recruitment efforts within our community
- Strive to achieve a 2-person staffing model for full 24-hour shift coverage

Facility Goals

- Continue to address critical needs for immediate repair and maintenance
- Develop timeline for long-term repairs
- Secure funding for facility improvements
- Implement key card access program to all facilities

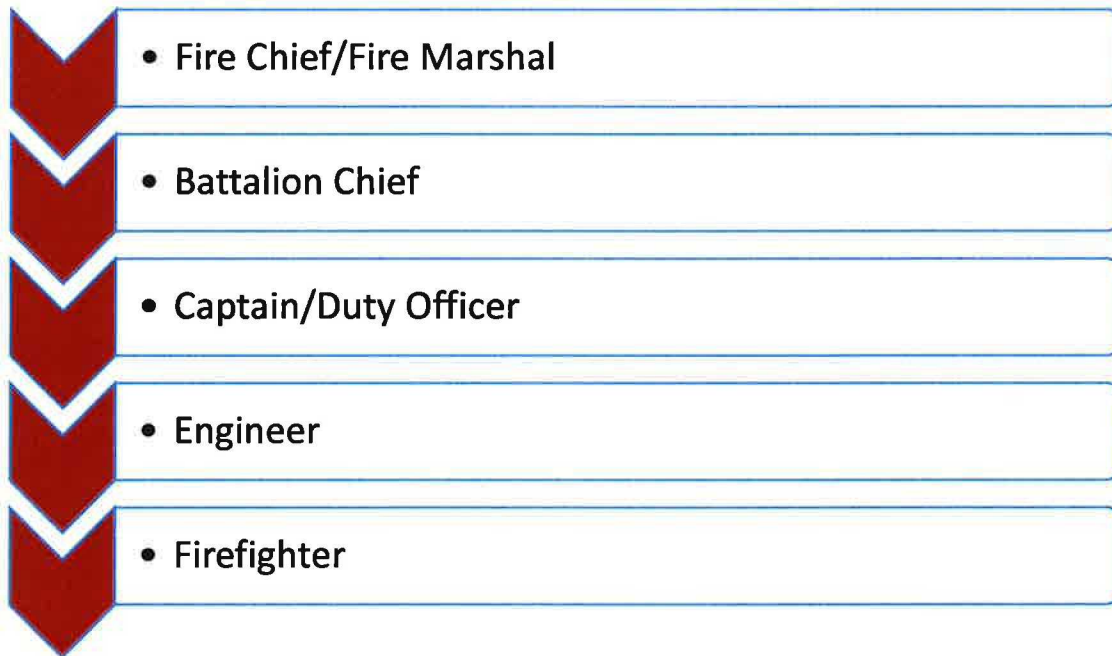
Apparatus Goals

- Establish a secondary maintenance contract
- Identify long-term equipment maintenance and acquisition plan
- Secure grant or alternative funding sources for apparatus acquisition
- Enhance specialized equipment on apparatus



Herald Fire Protection District

Safety Personnel Organizational Chart



Administrative Personnel Organizational Chart





Herald Fire Protection District

12746 IVIE ROAD
PO BOX 52
HERALD, CA 95638
P: (209) 748-2322
F: (209) 748-2363

MASTER PLAN

INTENT:

This Master Plan identifies the direction of the Herald Fire Protection District through the year 2026. The Plan is a compilation of discussion, deliberation, evaluation and establishing goals and objectives by the Board of Directors. The Plan is a living document influenced by citizen and District need, demand for services and annual budget parameters. The Plan will be updated as needed to consistently reflect the direction of the District.

It is the goal of the Herald Fire Protection District to provide quality and cost-effective emergency services for the preservation of life and property. This service shall be compatible with the needs of the community and at the levels reasonably permitted by approved funding.

MISSION STATEMENT:

To care for, protect and serve the community.

PRIORITIES:

A. Funding Sources:

1. Pursue funding for the improvements of Station #87 and Station #88
2. Continue to pursue grants as an additional funding source for capital improvements and expenditures

B. Station #87:

Station #87 at 12746 Ivie Road was built in 1975 and expanded in 1985. It is in a good location for response to the western part of the District. Although it is functional in its present condition, the following maintenance and additions are desirable to improve the efficiency and effectiveness of the facility:

1. Renovate office interior to improve visual appearance including walls, flooring, furniture, and lighting fixtures
2. Upgrade electrical throughout building to reduce/eliminate power surges
3. Purchase backup generator
4. Upgrade communication station
5. Create records storage space in the apparatus bay. Transfer all pertinent documents from the storage trailer to the filing cabinets and remove the trailer from the property
6. Install keyless access to station, as well as to fuel tanks
7. Perform energy efficient upgrades; i.e. double-pane windows, LED light fixtures
8. Expand living quarters to accommodate separate showering/sleeping area for male/female firefighters

9. Expand training prop area
10. Improve irrigation system throughout property
11. Replace siting on utility garage and add gutters
12. Replace Station roof
13. Remove antenna from roof and relocate/secure on ground
14. Relocate fuel tank or install guard rails or bollards around current location

C. Station #88:

Station #88 is located at 11620 Clay Station Road. The station is currently unmanned, but it is in a good location to cover the eastern part of the District. Volunteers living in the eastern part of the District respond from it. Although it is functional in its present condition, the following maintenance and additions are desirable to improve the efficiency and effectiveness of the facility:

1. Purchase backup generator
2. Install keyless entry
3. Perform energy efficient upgrades; i.e. double-pane windows, LED light fixtures
4. Upgrade communication station/alerting system
5. Improve property drainage system, including the installation of new gutter system
6. Upgrade kitchen, including the addition of a dishwasher

D. Hendrickson Training Center

Hendrickson Training Center is located behind Station #87 at 12746 Ivie Road. Although it is functional in its present condition, the following maintenance and additions are desirable to make it available for renting:

1. Make appropriate updates to bring it up to ADA regulations
2. Install up-to-code "EXIT" signs at all exits
3. Permanently remove stove/oven and microwave from building

E. Apparatus:

The current standard of use for first-line firefighting apparatus is twenty years. HFPD apparatus range in age from 2 years old to 36 years of age. Although all HFPD apparatus met safety standards when purchased, they are coming to the end of their productive and useful lives and need to replacement.

1. Begin the process of replacing the oldest apparatus
2. Develop a replacement schedule of one apparatus every five years or as reasonably permitted by approved funding

F. Full-Time Volunteer Staffing:

1. Maintain current stipend schedule for 12-hour and 24-hour shifts
2. Provide 24/7 staffing with no less than two volunteer firefighters at each location

BEFORE THE GOVERNING BOARD OF THE HERALD FIRE PROTECTION DISTRICT
County of Sacramento, State of California
RESOLUTION ADOPTING FINAL BUDGET
No. 2017-05

WHEREAS, hearings have been terminated during which time all additions and deletions to the proposed budget for 2017-2018 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Code 29098, the Final Budget for the Fiscal Year 2017-2018 be and is hereby adopted in accordance with the following:

1.	Salaries and Employees Benefits	\$	357,100
2.	Services and Supplies	\$	266,990
3.	Other Charges	\$	9,981
4.	Fixed Assets:		
	A. Land		0
	B. Structures and Improvements	\$	30,929
	C. Equipment	\$	0
5.	Expenditure Transfers		0
6.	Contingencies	\$	0
7.	Provision for Reserve Increases		0
	TOTAL BUDGET REQUIREMENTS	\$	665,000

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Revenue to Accrue, Fund Balance Available and Property Taxes.

BE IT FURTHER RESOLVED that the Final Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

Attachments:

Financing Requirements Summary Schedule
Expenditure Detail Schedule
Revenue Detail Schedule
Fixed Asset Schedule
Appropriations Limit Schedule

"Yes" Votes _____ "No" Votes _____ Abstentions _____ Absent _____

Dated: August 23, 2017

Lindsey Liebig
Director

Heidi Braziel
Director

Brian Hurlbut
Director

Dennis Johnson
Director

George Vander Dussen
Director

**EXPENDITURE DETAIL SCHEDULE - FY 2017/18 FINAL BUDGET
SPECIAL DISTRICT (305) - HERALD FIRE DISTRICT**

Account No.	Description	FY 14-15 History	FY 15-16 History	FY 16-17 Budget	FY 16-17 As of 06/30/17	Computed Est for FY 16-17	Final
10111000	Salaries & Wages - Regular Employees	228,504	181,728	250,000	239,570	239,570	300,000
10114300	Allowances	0	0	0	0	0	3,000
10121000	Retirement - Employer Cost	98,607	17,119	0	0	0	0
10122000	OASDHI - Employer Cost	17,481	13,902	20,000	17,561	17,561	18,000
10123000	Group Insurance - Employer Cost	1,764	6,750	0	0	0	0
10124000	Workers Compensation - Employer Cost	30,828	32,084	30,000	32,824	32,824	18,100
10125000	SUI Insurance - Employer Cost	30,091	7,764	30,000	15,522	15,522	18,000
	Object 10	407,275	259,347	330,000	305,477	305,477	357,100
20200500	Advertising/Legal Notices	999	4,573	500	0	0	0
20201500	Blueprint/Copying Service	0	133	500	0	0	0
20202200	Books/Periodical Supply	2,518	4,528	3,000	145	145	0
20202900	Business/Conference Expense	506	666	0	0	0	0
20203500	Education & Training Service	3,195	2,278	14,600	5,367	5,367	14,600
20203600	Education & Training Supplies	42	4,737	10,000	2,769	2,769	0
20204100	Expendable Office Equipment	1,514	2,304	0	0	0	0
20205100	Insurance - Liability	18,622	18,821	20,000	16,535	16,535	18,000
20206100	Membership Dues	3,610	2,217	3,000	2,619	2,619	3,600
20207600	Office Supplies	329	1,511	3,500	2,591	2,591	5,000
20208100	Postage Service	58	154	500	402	402	660
20208500	Printing Services	329	0	1,000	0	0	1,000
20211100	Building Maintenance Service	1,998	9,039	20,000	9,358	9,358	12,600
20211200	Building Maintenance Supplies	5,170	11,218	0	0	0	0
20212200	Chemical Supplies	393	1,216	0	0	0	0
20214100	Land Improvement Maintenance Services	7,000	676	5,500	994	994	0
20214200	Land Improvement Maintenance Supplies	1,940	22	0	0	0	0
20215100	Mechanical Systems Maintenance	0	1,366	10,500	0	0	0
20219100	Electricity	5,692	10,609	12,000	11,754	11,754	12,000
20219300	Refuse Collection/Disposal Service	806	2,118	3,000	3,205	3,205	2,000
20219700	Telephone Service	3,286	5,067	4,000	3,705	3,705	1,600
20220500	Automotive Maintenance Service	9,724	28,142	88,000	98,531	98,531	25,000
20220600	Automotive Maintenance Supplies	3,798	3,012	0	0	0	0
20222600	Expendable Tools	2,451	1,668	1,000	647	647	500
20223100	Fire Crash/Rescue Service	0	4,959	4,000	4,693	4,693	12,000
20223200	Fire/Crash Rescue Supplies	23,609	10,777	35,000	30,959	30,959	6,500
20223600	Fuel & Lubricants	15,115	9,285	10,000	19,792	19,792	20,000
20225200	Medical Equipment Supply	0	0	0	0	0	4,000
20226100	Office Equipment Maintenance/Services	1,644	7,916	10,000	9,326	9,326	1,850

**EXPENDITURE DETAIL SCHEDULE - FY 2017/18 FINAL BUDGET
SPECIAL DISTRICT (305) - HERALD FIRE DISTRICT**

Account No.	Description	FY 14-15 History	FY 15-16 History	FY 16-17 Budget	FY 16-17 As of 06/30/17	Computed Est for FY 16-17	Final
20226102	Equipment Repair	0	267	0	0	0	0
20226200	Office Equipment Maintenance Supply	2,386	3,544	0	0	0	0
20227100	Radio/Electronic Maintenance Services	28,078	29,195	60,000	47,619	47,619	23,500
20227200	Radio/Electronic Maintenance Supply	0	76,528	0	5,858	5,858	0
20228300	Shop Supplies	237	0	0	0	0	0
20231400	Clothing/Personal Supply	11,887	22,494	125,000	121,607	121,607	20,000
20232200	Custodial Supplies	1,617	660	2,500	2,983	2,983	2,000
20233200	Food/Catering Supplies	588	2,292	2,300	747	747	1,700
20244300	Medical Services	1,303	9,209	35,000	33,141	33,141	12,500
20244400	Medical Supplies	3,626	217	0	-9,110	-9,110	0
20250500	Accounting Services	2,950	21,460	30,000	23,198	23,198	25,000
20250700	Assessment Collection Services	8,850	20,902	18,000	9,490	9,490	2,100
20253100	Legal Services	65,460	11,462	10,000	3,006	3,006	5,000
20281100	Data Processing Maintenance Services	0	0	0	0	0	1,500
20281200	Data Processing Supplies	0	0	0	0	0	16,680
20281700	Election Services	3,377	0	5,000	1,669	1,669	0
20293100	Communication Services	0	0	0	0	0	16,100
20294300	Leased Property Use Charges	2,356	0	500	0	0	0
Object 20		247,063	347,242	547,900	463,600	463,600	266,990
30321000	Interest Expense	-1,852	0	0	0	0	1,565
30323000	Lease Obligation Retire	41,153	14,000	0	0	0	8,416
30345000	Taxes/Licenses/Assessments	669	18,454	20,000	3,960	3,960	0
Object 30		39,970	32,454	20,000	3,960	3,960	9,981
42420200	Structures & Improvements	0	0	20,000	0	0	30,929
Object 42		0	0	20,000	0	0	30,929
43430300	Equipment-SD-Non-Recon	0	42,000	50,000	5,000	5,000	0
43430500	Computer Equipment	0	0	0	0	0	0
Object 43		0	42,000	50,000	5,000	5,000	0
79790100	Contingency Appr	0	0	121,199	0	0	0
Object 79		0	0	121,199	0	0	0
Fund Center 2279227		694,308	681,043	1,089,099	778,037	778,037	665,000
Fund Total 227A		694,308	681,043	1,089,099	778,037	778,037	665,000
District Total		694,308	681,043	1,089,099	778,037	778,037	665,000

REVENUE DETAIL SCHEDULE - FY 2017/18 FINAL BUDGET SPECIAL DISTRICT (305) - HERALD FIRE DISTRICT

Account No.	Description	FY 14-15 History	FY 15-16 History	FY 16-17 History	FY 16-17 As of 06/30/17	Computed Est for FY 16-17	Final
91910100	Prop Tax Cur Sec	(558,811)	(566,957)	(588,000)	580,393	580,393	595,000
91910200	Prop Tax Cur Unsec	(23,348)	(22,222)	(23,000)	21,725	21,725	23,000
91910300	Prop Tax Cur Sup	(9,730)	(11,431)	(9,000)	13,481	13,481	10,000
91910400	Prop Tax Secured Delinquent	(5,667)	(5,308)	(5,500)	4,277	4,277	5,500
91910500	Prop Tax Supplemental Delinquent	(311)	(460)	(300)	682	682	300
91910600	Property Tax Unitary	(6,391)	(6,529)	(6,300)	7,218	7,218	6,500
91912000	Property Tax Redemption	(14)	(14)	0	38	38	0
91913000	Property Tax Unsecured	(504)	(553)	(500)	323	323	500
91914000	Property Tax Penalties	(285)	(129)	(100)	107	106	200
	Object 91	(605,061)	(613,603)	(632,700)	628,244	628,243	641,000
94941000	Interest Income	(367)	(1,046)	(350)	5,111	5,111	1,000
	Object 94	(367)	(1,046)	(350)	5,111	5,111	1,000
95952200	Home Property Tax Rel	(7,432)	(7,074)	(7,500)	6,868	6,868	7,500
	Object 95	(7,432)	(7,074)	(7,500)	6,868	6,868	7,500
97974000	Insurance Proceeds	0	(322)	0	0	0	0
97979000	Miscellaneous Other Revenues	(58,110)	(25,754)	(20,000)	103,992	103,992	15,500
	Object 97	(58,110)	(26,076)	(20,000)	103,992	103,992	15,500
	FUNDCENTER 2279227	(670,970)	(647,799)	(660,550)	744,214	744,214	665,000
	FUND TOTAL 227A	(670,970)	(647,799)	(660,550)	744,214	744,214	665,000
	DISTRICT TOTAL	(670,970)	(647,799)	(660,550)	744,214	744,214	665,000

Lindsey Liebig
Director

Heidi Brazier
Director

Brian Hurlbut
Director

Dennis Johnson
Director

George Vander Dussen
Director

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
BUDGET SUMMARY

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
10111000	Salaries & Wages - Regular Employees	300,000
10114300	Allowances	3,000
10122000	OASDHI - Employer Cost	18,000
10124000	Workers Compensation - Employer Cost	18,100
10125000	SUI Insurance - Employer Cost	18,000
Total 1000 Accounts		357,100
20203500	Training	14,600
20205100	Liability Insurance	18,000
20206100	Memberships	3,600
20207600	Office Supplies	5,000
20208100	Postage Service	660
20208500	Printing Services	1,000
20211100	Building Maintenance Service	12,600
20219100	Electricity	12,000
20219300	Refuse Collection/Disposal Service	2,000
20219700	Telephone	1,600
20220500	Automotive Maintenance Services	25,000
20222600	Expendable Tools	500
20223100	Fire/Crash Rescue Services	12,000
20223200	Fire/Crash Rescue Supplies	6,500
20223600	Fuel/Lubricant Supply	20,000
20225200	Medical Equipment Supply	4,000
20226100	Office Equipment & Services	1,850
20227100	Radio/Plectron Maintenance/Services	23,500
20231400	Clothing/Personal Supply	20,000
20232200	Custodial Supplies	2,000
20233200	Food Supplies	1,700
20244300	Medical Services	12,500
20250500	Accounting Services	25,000
20250700	Assessment Collection Services	2,100
20253100	Legal Services	5,000
20281100	Data Processing Maintenance Services	1,500
20281200	Data Processing Supplies	16,680
20281700	Election Services	0
20293100	Communication Services	16,100
Total 2000 Accounts		266,990
30321000	Interest Expense	1,565
30323200	Lease Obligation Retire	8,416
Total 3000 Accounts		9,981
42420200	Structures & Improvements	30,929
Total 4000 Accounts		30,929
TOTAL EXPENDITURE ACCOUNTS:		665,000
91910100	Prop Tax Cur Sec	595,000

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
BUDGET SUMMARY

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
91910200	Prop Tax Cur Unsec	23,000
91910300	Prop Tax Cur Sup	10,000
91910400	Prop Tax Secured Delinquent	5,500
91910500	Prop Tax Supplemental Delinquent	300
91910600	Property Tax Unitary	6,500
91912000	Property Tax Redemption	0
91913000	Property Tax Unsecured	500
91914000	Property Tax Penalties	200
94941000	Interest Income	1,000
95952200	Home Property Tax Rel	7,500
97974000	Insurance Proceeds	0
97979000	Miscellaneous Other Revenues	15,500
	Total 9000 Accounts:	665,000
	TOTAL REVENUE ACCOUNTS:	665,000

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
LINE ITEM DETAIL

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
1110	Staff/Volunteers (Payroll @ \$25,000/Month)	300,000
1143	Allowances Staff & Volunteer Uniforms	3,000
1220	OASDHI	18,000
1240	Workers Compensation	18,100
1250	SUI Insurance	18,000
TOTAL 1000 ACCOUNTS:		357,100
2035	Training	14,600
	Conferences	1,000
	Miscellaneous Training Materials	9,610
	Books - Essentials of Firefighting (\$85/Per Book)	800
	Target Solutions	2,800
	County of Sacramento Continuing Education	390
2051	Insurance - Liability Liability/Vehicle Insurance	18,000
2061	Memberships	3,600
	Barclay's	150
	California Special District's Association	1,477
	LAFCo	110
	NFPA	1,700
	Sacramento County Fire Chief's Association	100
2076	Office Supplies	5,000
	Miscellaneous Office Supplies	4,400
	Labor Law Posters	600
2081	Postage Service Postage Stamps, UPS, Etc.	660
2085	Printing Services	1,000
	Burn Permits	500
	Miscellaneous Forms for Operational Use	500
2111	Building Maintenance Miscellaneous Building Improvement Repairs & Supplies	12,600
2191	Electricity	12,000
	Electricity Expense at Station 87	6,000
	Electricity Expense at Station 88	3,000
	Electricity Expense at Hall/Barn	3,000

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
LINE ITEM DETAIL

ACCOUNT NO.	ACCOUNT NAME		AMOUNT
2193	Refuse Collection/Disposal Service		2,000
2197	Telephone Services	1,380	1,600
	Web Hosting	144	
	Long Distance		
2205	Automotive Maintenance Service		25,000
	Vehicle Maintenance Parts & Repairs	25,000	
2226	Expendable Tools		500
	Miscellaneous Tools for Station & Apparatus	500	
2231	Fire Equipment Maintenance		12,000
	Compressor Maintenance	1,500	
	Cylinder Testing (Future)	100	
	Fire Extinguisher Testing	800	
	Fit Testing Mask	1,000	
	Hurst Tool Maintenance	2,000	
	Ladder Inspections	500	
	SCBA Bottles & Packs	1,000	
	SCBA Inspections & Repairs	5,000	
2232	Fire Equipment Supplies		6,500
	Chainsaws	2,000	
	FATS	500	
	Hose & Miscellaneous Appliances	4,000	
2236	Fuel/Lubricant Supply		20,000
	Fuel Oil and Lubricants	18,000	
	Propane	2,000	
2252	Medical Equipment Supply		4,000
	Medical Equipment Inspection & Maintenance	1,000	
	EMS Supplies	3,000	
2261	Office Equipment & Services		1,850
	Maintenance Contract for BizHub Copy Machine	850	
	Computer Replacement (1)	1,000	
2271	Radio Plectron Maintenance/Services		23,500
	Mobile Radios	3,500	
	Pager Replacement		
	Portable Batteries		
	Radio Equipment & Supplies		
	Radio Repairs		
	VHF Radios		

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
LINE ITEM DETAIL

ACCOUNT NO.	ACCOUNT NAME		AMOUNT
2314	Protective Equipment/Clothing		20,000
	Protective Clothing & Miscellaneous Safety Gear Repairs	20,000	
2322	Custodial Supplies		2,000
	Daily Use - Cleaning and Maintenance Supplies	2,000	
2332	Food Supplies		1,700
	Bottled Water for use at Extended Incidents	600	
	Coffee for Station	700	
	Food for use at Extended Incidents	400	
2443	Medical Services		12,500
	Medical Testing & Vaccines	10,000	
	Supplies	2,500	
2505	Auditing/Financial Services		25,000
	CPA Services	15,000	
	Audit Services	10,000	
2507	Assessment Collection Services		2,100
	Air Quality Management District	1,050	
	Miscellaneous Fees	450	
	Hazardous Materials Permit	600	
2531	Legal Services		5,000
	Consultation Fees - Kronick, Moskovitz, Tiedemann & Girard	5,000	
2811	Data Processing Maintenance Services		1,500
	Softcom Internet Communications	1,500	
2812	Data Processing Supplies		16,680
	Carbonite Back Up System	280	
	Computer Services - Hardware & Software Maintenance	1,000	
	Xerox Business Services (Firehouse)	15,400	
2817	Election Services		0
2931	Communication Services		16,100
	Active 911	700	
	County 800MHz Backbone Charges	15,000	
	Direct TV	400	
TOTAL 2000 EXPENDITURE ACCOUNTS:			266,990
3210	Interest Expense		1,565
3230	Lease Obligation Retire		8,416

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
LINE ITEM DETAIL

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
TOTAL 3000 EXPENDITURE ACCOUNTS:		9,981

HERALD FIRE PROTECTION DISTRICT
FY 2017/2018
LINE ITEM DETAIL

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
4202	Structures and Improvements	30,929
	Remodel Station 87 Administration Office	5,429
	Remodel Station 88 (Paint/Blinds/Dishwasher)	3,000
	Replace Siding on Garage @ Station 87	2,500
	Electrical Work @ Station 87	10,000
	HVAC Unit	10,000
TOTAL 4000 EXPENDITURE ACCOUNTS:		30,929
TOTAL EXPENDITURE ACCOUNTS:		665,000
9101	Prop Tax Cur Sec	595,000
9102	Prop Tax Cur Unsec	23,000
9103	Prop Tax Cur Sup	10,000
9104	Prop Tax Secured Delinquent	5,500
9105	Prop Tax Supplemental Delinquent	300
9106	Property Tax Unitary	6,500
9120	Property Tax Redemption	0
9130	Property Tax Unsecured	500
9140	Property Tax Penalties	200
9410	Interest Income	1,000
9522	Home Property Tax Rel	7,500
9740	Insurance Proceeds	0
9790	Miscellaneous Revenues and Reimbursements	15,500
TOTAL REVENUE ACCOUNTS:		665,000
Net Over/Under:		0



Allied World Insurance Company
199 Water Street, 24th Floor
New York, NY 10038
(646) 794-0500

PROPERTY COVERAGE FORM SUPPLEMENTAL DECLARATIONS

NAMED INSURED: Herald Fire Protection District		POLICY NUMBER: 6300-0042-01	
		EFFECTIVE DATE: 11/1/2016	
Real Property & Business Personal Property Limit		\$	2,125,954
Coverage Extension Blanket Limit		\$	750,000
Mobile Equipment Limit (Incl. Scheduled, Unscheduled, and L/B/R Limits)		\$	75,000
Unscheduled Mobile Equipment Limit (part of, and not in addition to, the Mobile Equipment Limit)		\$	25,000 (\$10,000 per item maximum Limit)
Scheduled Mobile Equipment Limit (part of, and not in addition to, the Mobile Equipment Limit)		\$	0 (Per Schedule on File with Company)
Portable Equipment Limit		\$	INCL
Policy Deductible		\$	500
Mobile Equipment Deductible		\$	250
Portable Equipment Deductible (emergency services and commandeered)		\$	250
Earthquake Deductible (Per Item)		\$	5%
Flood Deductible (Per Premises)		\$	1000
Equipment Breakdown Deductible (aboveground and less than 50 feet belowground)		\$	1,000
Equipment Breakdown Deductible (greater than 50 feet belowground)		\$	N/A
Real Property Inflation Guard			4%
Personal Property Inflation Guard			4%

DESCRIPTION OF PREMISES AND COVERAGES PROVIDED: THE REAL PROPERTY & BUSINESS PERSONAL PROPERTY LIMIT ABOVE ONLY APPLIES AT THE DESCRIBED PREMISES FOR WHICH AN ENTRY IS MADE BELOW. THIS LIMIT HAS BEEN ARRIVED AT BY A SCHEDULE ON FILE WITH THE COMPANY. SPECIAL CAUSES OF LOSS APPLIES.

Premise Number	Building Number	DESIGNATED PREMISES (Address, City, State, Zip Code)
		Per Schedule on File with Underwriter

DESCRIPTION OF PREMISES AND COVERAGES PROVIDED:

Coverages included in the coverage extension blanket limit of insurance:

The following coverages are included and limited to the Coverage Extension Blanket Limit listed above:

- ✔ "Business Income"
- ✔ "Tenants Leasehold Interest Loss"
- ✔ Extended "Business Income"
- ✔ "Electronic Data"
- ✔ "Extra Expense"
- ✔ Preservation of Property
- ✔ Civil Authority
- ✔ "Commandeered Property"

ADDITIONAL COVERAGES:

The following is only a summary of the Limits of Insurance and Additional Coverages provided by the Property Coverage Form attached to this policy. This is provided only for your reference and convenience. For the Limits of Insurance and the Additional Coverages provided by the Property Coverage Form, read the Provisions and the Coverage Forms.

<u>Property Coverages</u>	<u>Limit of Insurance</u>
Property in Transit	\$ 100,000
Pollution "Remediation Expenses"	\$ 250,000
Limited Coverage for "Fungus", Wet Rot or Dry Rot	\$ 25,000
"SCADA" Upgrades	\$ 100,000
New Locations or Newly Constructed Property	\$ 1,000,000
Debris Removal	\$ 50,000
Fire Department Service Charge	\$ 5,000
"Dependent Business Premises"	\$ 250,000
Property at Other Locations	\$ 250,000
Tools and "Portable Equipment" Owned by Your Employees	\$ 5,000
"Personal Effects" and Property of Others	\$ 5,000
"Outdoor Property"	\$ 25,000
Trees, Shrubs, and Plants	\$ 25,000
Non-owned Detached Trailers	\$ 5,000
Accounts Receivable	\$ 500,000
"Valuable Papers and Records"	\$ 500,000
Fire Protection Devices	\$ 5,000
Cost of Inventory or Adjustment	\$ 5,000
Utility Services – Direct Damage	\$ 250,000
Utility Services – "Business Income" and "Extra Expense"	\$ 250,000
Contract Penalties	\$ 100,000
Arson Reward	\$ 10,000
Indoor and Outdoor Signs	\$ 25,000
"Fine Arts"	\$ 25,000
Unintentional Errors	\$ 100,000

THE COVERAGES LISTED IN THE SUMMARY ABOVE ARE PROVIDED AS EXTENSIONS OR ADDITIONS TO YOUR INSURANCE PROGRAM. OUR PAYMENT FOR LOSS OR DAMAGE UNDER THESE EXTENSIONS AND ADDITIONS IS SUBJECT TO THE DEDUCTIBLE STATED ABOVE UNLESS OTHERWISE STATED IN THE PROPERTY COVERAGE FORM.

FORMS AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE PART:

FR-PR 00003 00 (06/15)

FR-PR 00004 04 (05/15)

FR-PR 00005 00 (05/15)

FR-PR 00008 00 (05/15)

FR-PR 00039 00 (05/15)

FR-PR 00041 00 (09/15)

FR-PR 00042 00 (05/15)

FR-PR 00043 00 (05/15)

FR-PR 00044 00 (05/15)

FR-PR 00045 00 (05/15)

FR-PR 00046 04 (09/15)

Countersigned:

11/8/2016

By:

Date

Authorized Representative

In Witness Whereof, the Insurer has caused this Policy to be executed by its authorized officers.

PRESIDENT

ASST. SECRETARY

MASTER LEASE WITH OPTION TO PURCHASE AGREEMENT

Lessee: Herald Fire PD, CA
12746 Ivie Road
Herald CA 95638

Lessor: Hoblit Chrysler Jeep Dodge
333 Main Street
Woodland CA 95695

Dated as of 4/26/2017

This Master Lease with Option to Purchase Agreement dated as of the date listed above is between Lessor and Lessee listed directly above. Lessor desires to lease to Lessee from time to time the Vehicles described in Exhibit "A" of Vehicle Schedules (each a "Schedule") to be attached hereto and Lessee desires to lease the Vehicles from Lessor subject to the terms and conditions of this Agreement which are set forth below.

I. Definitions:

Section 1.01. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Master Lease with Option to Purchase Agreement. "Budget Year" means the Lessee's fiscal year. "Commencement Date" is the date when Lessee's obligation to pay rent begins. "Vehicles" means the vehicles listed on Exhibit "A" to each Schedule and all replacements thereof and repairs thereto. "Lease" means this Agreement and an Individual Schedule hereto which shall collectively constitute the terms and conditions applicable to the lease of the Vehicles subject thereto. "Lessee" means the entity listed above as Lessee and which is leasing the Vehicles from Lessor under the provisions of this Agreement and a Schedule. "Lessor" means the entity originally listed above as Lessor or any of its assignees. "Lease Term" means the Original Term and all Renewal Terms applicable to a Lease. "Original Term" means the period from the Commencement Date until the end of the Budget Year of Lessee. "Renewal Term" means the annual term which begins at the end of the Original Term or any previous Renewal Term and which is simultaneous with Lessee's Budget year. "Rental Payments" means the payments Lessee is required to make under this Agreement as set forth on Exhibit "B" of each Schedule made subject hereto. "State" means the state in which Lessee is located.

II. Lessee Warranties:

Section 2.01. Lessee represents. Warrants and covenants as follows for the benefit of Lessor or its assignees: (a) Lessee is the State or a political subdivision of the State within the meaning of Section 103(c) of the Internal Revenue Code of 1986, as amended, (the "Code"). Lessee is authorized under the Constitution and laws of the State to enter into this Agreement and each Schedule, and has used such authority to properly execute and deliver this Agreement and each Schedule. Lessee has followed all proper procedures of its governing body in executing this Agreement and each Schedule. The Officer of Lessee executing this Agreement and any Schedule has the authority to execute and deliver this Agreement and such Schedule. This Agreement and each Schedule constitute a legal, valid, binding and enforceable obligations of the Lessee in accordance with their terms. (b) Lessee shall use the Vehicles only for essential, traditional government purposes. (c) Lessee has never non-appropriated funds under an agreement similar to this Agreement. (d) Lessee presently intends to continue this Agreement and each Schedule for the Original Term and all Renewal Terms applicable thereto. The official of Lessee responsible for budget preparation will include in the budget request for each Budget Year the Rental Payments to become due in such Budget Year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Rental Payments coming due therein. Lessee reasonable believes that moneys can and will lawfully be appropriated and made available for this purpose. (e) Upon request by Lessor, Lessee will provide to Lessor with current financial statements. (f) Lessee has not issued, and reasonably anticipates that it and its subordinate entities will not issue, tax-exempt obligations (including this Agreement and Schedules thereto) in the amount of more than \$10,000,000 during the current calendar year; hereby designates this Agreement and each Lease as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code; and agrees that it and its subordinate entities will not designate more than \$10,000,000 of their obligations as "qualified tax-exempt obligations" during the current calendar year. (g) Lessee will take no action that will cause the interest portion of the Rental Payments to become includible in gross income of the recipient for federal income tax purposes, and will take all action legally within its power necessary to ensure that such interest portion does not become includible in gross income of the recipient for federal income tax purposes.

III. Acquisition of Vehicles, Rental Payments and the Purchase Option Price

Section 3.01. Acquisition. Upon agreement by Lessor and Lessee as to the lease of any Vehicles and applicable lease terms, Lessee shall be solely responsible for the ordering of the Vehicles and for the delivery, inspection and acceptance of the Vehicles. Lessor shall furnish to Lessee a Schedule relating to such Vehicles, which shall become effective upon the execution and delivery of such Schedule, all documents contemplated hereby and thereby with respect to such Schedule, and Lessee's written acceptance of such Vehicles. Nothing herein shall obligate Lessor to lease any Vehicles to Lessee until Lessor shall have concurred in writing to the lease of such Vehicles.

Section 3.02. Rental Payments. Lessee shall pay Rental Payments, from any and all legally available funds, exclusively to Lessor or its assignees in lawful money of the United States of America. The Rental Payments shall constitute a current expense of the Lessee and shall not constitute an indebtedness of the Lessee. Lessor shall have the option to charge additional interest at the highest lawful rate on any Rental Payment received later than the due date. The Rental Payments will be payable without notice or demand.

Section 3.03. Rental Payments Unconditional. Except as provided under Section 4.01, THE OBLIGATIONS OF LESSEE TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS AGREEMENT OR ANY SCHEDULE SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE.

Section 3.04. Purchase Option Price. Upon 30 days written notice, Lessee shall have the option to pay, in addition to the Rental Payment, the corresponding Purchase Option Price listed on Exhibit B of the applicable Schedule. If Lessee chooses this option and pays the Purchase Option Price and any other amounts then due to Lessor then Lessor will transfer any and all of its rights, title and interest in the Vehicles subject to such Lease to Lessee.

Section 3.05. Lease Term: The Lease Term of each Lease shall be the Original Term and all Renewal Terms thereunder until all the Rental Payments are paid as set forth on Exhibit B to the applicable Schedule except as provided under Section 3.04, Section 4.01 or Section 9.01, if, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Lessee has not terminated a Lease pursuant to Section 4.01 then the Lease Term shall be extended into the next Renewal Term and the Lessee shall be obligated to make all the Rental Payments relating thereto that come due during such Renewal Term.

Section 3.06. Disclaimer of Warranties. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, AND FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE VEHICLES. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE ACQUISITION, OPERATION, POSSESSION, STORAGE OR USE OF THE VEHICLES BY LESSEE.

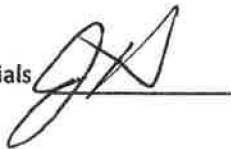
IV. Non-Appropriation

Section 4.01. Non-Appropriation. If insufficient funds are available in Lessee's budget for the next Budget Year to make the Rental Payments for the next Renewal Term with respect to any Lease, then Lessee shall have the option to terminate such Lease at the end of the current Budget Year. Lack of a sufficient appropriation shall be evidenced by the passage of an ordinance or resolution by the governing body of Lessee specifically prohibiting Lessee from performing its obligations under such Lease and from using any moneys to pay the Rental Payments due under such Lease for a designated Budget Year and all subsequent Budget Years. If Lessee chooses this option, then all obligations of the Lessee under such Lease regarding Rental Payments for all remaining Renewal Terms relating thereto shall be terminated at the end of the then current Original Term or Renewal Term of such Lease without penalty or liability to the Lessee of any kind provided that if Lessee has not delivered possession of the Vehicles subject to such Lease to Lessor as provided herein and conveyed to Lessor or released its interest in the Vehicles by the end of the last Budget Year for which Rental Payments were paid, the termination shall nevertheless be effective but Lessee shall be responsible for the payment of damages in an amount equal to the amount of the Rental Payments thereafter coming due under such Lease which are attributable to the number of days after such Budget Year during which Lessee fails to take such actions, and for any other loss suffered by Lessor as a result of Lessee's failure to take such actions as required. Lessee shall immediately notify the Lessor as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Lessee shall deliver the applicable Vehicles to Lessor or to a location designated by Lessor at Lessee's expense. Lessee shall be liable for all damage to such Vehicles other than normal wear and tear. If Lessee fails to deliver such Vehicles to Lessor, then Lessor may enter the premises where such Vehicles are located and take possession of the Vehicles and charge Lessee for costs incurred.

V. Insurance, Damage, Insufficiency of Proceeds, Lessee Negligence

Section 5.01. Insurance. Lessee shall maintain both casualty insurance and liability insurance at its own expense with respect to the Vehicles. Lessee shall be solely responsible for selecting the insurer(s) and for making all premium payments. (a) Lessee shall insure the Vehicles against any loss or damage with the standard all-risk coverage then in use in the State in an amount at least equal to the then applicable Purchase Option Price of the Vehicles. (b) The liability insurance shall insure Lessor from all liability from injury, death or property damage in any way arising from the condition or operation of the Vehicles. (c) All insurance policies shall be so written or endorsed such that Lessor and its assignees are named additional insured and loss payees and that all losses are payable to Lessee and Lessor or its assignees as their interests may appear. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term.

Initials



Section 5.02. Damage to or Destruction of Vehicles. Lessee assumes the risk of loss or damage to the Vehicles. At the option of Lessor, Lessee shall either (1) apply the Net Proceeds to replace or repair the Vehicles or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term "Net Proceeds" shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03. Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement or repair of the Vehicles, then Lessee shall, at the option of Lessor, either complete such replacement or repair and pay any costs thereof in excess of the amount of the Net Proceeds or apply the Net Proceeds to the Purchase Option Price and pay the deficiency to the Lessor.

Section 5.04. Lessee Negligence. Lessee assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Vehicles and for injury to or death of any person or damage to any property. Lessee hereby assumes responsibility for and agrees to reimburse Lessor for all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorneys' fees) incurred by or asserted against Lessor that relate to or arise out of a claim, suit or proceeding, based in whole or in part upon the negligent conduct of Lessee, its officers, employees and agents, to the maximum extent permitted by law.

VI. Title and Security Interest

Section 6.01. Title. Title to the Vehicles shall vest in Lessee when Lessee acquires and accepts the Vehicles. Title to the Vehicles will automatically transfer to the Lessor in the event Lessee non-appropriates under Section 4.01 or in the event Lessee defaults under Section 9.01.

Section 6.02. Security Interest. To secure the payment of all Lessee's obligations under each Lease, Lessee hereby grants to Lessor a security interest under the Uniform Commercial Code and applicable common law constituting a first lien on the Vehicles subject thereto. The security interest established by this Section includes not only all additions, attachments, repairs and replacements to the Vehicles but also all proceeds therefrom. Lessee agrees that Lessor may execute and/or record such additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Lessee which Lessor deems necessary or appropriate to perfect Lessor's security interest in the Vehicles. Lessee shall be responsible for obtaining certificates of title for the Vehicles from the appropriate State department and shall ensure that Lessor is listed as first lien holder thereon. Lessor shall have authority, upon filing of the manufacturer's certificate of origin for any Vehicle with the appropriate State department, to require such department to note Lessor's security interest and/or lien on its records and the certificate of title for such Vehicle.

VII. Assignment

Section 7.01. Assignment by Lessor. All of Lessor's rights, title and/or interest in and to each Lease are assigned to Santander Leasing, LLC, 3 Huntington Quad Suite 101N Melville, NY 11747, and Lessee is hereby given notice thereof. Lessee shall pay all Rental Payments due under each Lease to or at the direction of Santander Leasing, LLC. Such rights, title, and/or interest in and to each Lease may be reassigned in whole or in part to one or more assignees or sub-assignees by the owner thereof at any time without the consent of Lessee. No such assignment shall be effective as against Lessee until there shall have been filed with Lessee written notice of assignment identifying the assignee. Lessee shall pay all Rental Payments due under any subsequently assigned Lease to or at the direction of the assignee named in the notice of assignment. Lessee shall keep a written record of all such assignments.

VIII. Maintenance of Vehicles

Section 8.01. Lessee shall keep the Vehicles in good repair and working order. Lessor shall have no obligation to inspect, test, service, maintain, repair or make additions to the Vehicles under any circumstances. Lessee will be liable for all damage to the Vehicles, other than normal wear and tear, caused by Lessee, its employees or its agents. Lessee shall pay for and obtain all permits, licenses and taxes necessary for the operation, possession, storage or use of the Vehicles. Lessee shall not during the Lease Term create, incur or assume any liens or encumbrances of any kind with respect to the Vehicles except those created by this Agreement. The Vehicles are and shall at all times be and remain personal property. Lessee shall allow Lessor to examine and inspect the Vehicles at all reasonable times.

IX. Default

Section 9.01. Events of Default defined. The following events shall constitute an "Event of Default" with respect to a Lease: (a) Failure by Lessee to pay any Rental Payment listed on Exhibit "B" to the Schedule for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit "B". (b) Failure to pay any other payment required to be paid under the Lease as the time specified herein and therein and a continuation of said failure for a period of fifteen (15) days after written notice by Lessor that such payment must be made. If Lessee continues to fail to pay any payment after such period, then Lessor may, but is not obligated to, make such payment and charge Lessee for all costs incurred plus interest at the highest lawful rate. (c) Failure by Lessee to observe and perform any warranty, covenant, condition, promise or duty under the Lease for a period of thirty (30) days after written notice specifying such failure is given to Lessee by Lessor, unless Lessor agrees in writing to an extension of time. Lessor will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Lessee. Subsection (c) does not apply to Rental Payments and other payments discussed above. (d) Any statement, material omission, representation or warranty made by Lessee in or relating to the Lease which proves to be false, incorrect or misleading on the date when made regardless of Lessee's intent and which materially adversely affects the rights or security of Lessor. (e) Any provision of the Lease ceases to be valid for whatever reason and the loss of such provision, would materially adversely affect the rights or security of Lessor. (f) Lessee admits in writing its inability to pay its obligations or Lessee defaults on one or more of its other obligations or Lessee applies or consents to the appointment of a receiver to manage its affairs or makes a general assignment for the benefit of creditors.

Section 9.02. Remedies on Default. Whenever any Event of Default exists with respect to a Lease, Lessor shall have the right to take one or any combination of the following remedial steps: (a) With or without terminating the Lease, Lessor may declare all Rental Payments and other amounts payable by Lessee thereunder to the end of the then current Budget Year to be immediately due and payable. (b) With or without terminating the Lease, Lessor may require Lessee at Lessee's expense to redeliver any or all of the Vehicles subject thereto to Lessor to a location specified by Lessor. Such delivery shall take place within 15 days after the event of default occurs. If Lessee fails to deliver such Vehicles, Lessor may enter the premises where the Vehicles are located and take possession of the Vehicles and charge Lessee for cost incurred. Notwithstanding that Lessor has taken possession of such Vehicles, Lessee shall be obligated to pay the remaining Rental Payments due up until the end of the then current Original Term or Renewal Term. Lessee will be liable for any damage to the Vehicles caused by Lessee or its employees or agents. (c) If the Lease is terminated, sell the Vehicles subject thereto and retain all sale proceeds. (d) Lessor may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights.

Section 9.03. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed so as to be a waiver thereof.

X. Miscellaneous

Section 10.01. Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 10.02. Binding Effect. This Agreement and each Lease shall inure to the benefit of and shall be binding upon Lessee and Lessor and their respective successors and assigns.

Section 10.03. Severability. In the event of any provision of this Agreement or any Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof or thereof.

Section 10.04. Amendments, Addenda. Changes or Modifications. This Agreement and any Lease may be amended, added to, changed or modified by written agreement duly executed by Lessor and Lessee.

Section 10.05. Execution in Counterparts. This Agreement and each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

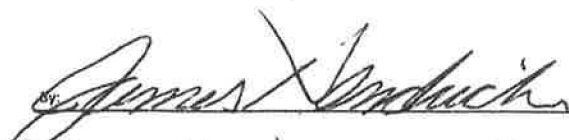
Section 10.06. Captions. The captions or headings in this Agreement do not define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 10.07. Entire Writing. This Agreement and all Schedules constitute the entire writing between Lessor and Lessee. No waiver, consent, modification or change of terms of this Agreement or any Lease shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Agreement, any Lease, any Schedule or the Vehicles. Any terms and conditions of any purchase order or other documents submitted by Lessee in connection with this Agreement or any Lease which are in addition to or inconsistent with the terms and conditions of this Agreement or any Lease will not be binding on Lessor and will not apply to this Agreement or such Lease.

Initials

Lessee Herald Fire PD, CA

LESSOR Hoblit Chrysler Jeep Dodge

By: 
Typed Name and Title: James Hendricks, Fire Chief

By: 

Typed Name and Title: Rhys Baganz Flt Mgr

Attested By: 

Typed Name and Title: ANDREA ADAMS, BUSINESS MANAGER

ASSIGNMENT AND SECURITY AGREEMENT

relating to
Master Lease with Option to Purchase Agreement
dated April 26, 2017, between the
Assignor listed below and Herald Fire PD, CA ("Lessee")
and Vehicle Schedule No. 000 thereto dated
(collectively, the "Lease")

Assignor: Hoblit Chrysler Jeep Dodge

Assignee: Santander Leasing, LLC

Dated as of 4/26/2017

THIS ASSIGNMENT AND SECURITY AGREEMENT, dated as of the date listed above (the "Agreement") is between Assignor and Assignee listed directly above. In consideration of the mutual covenants herein contained, the parties hereto recite and agree as follows:

Section 1. Recitals.

- 1.01 Assignor and Lessee have entered into the Lease, a true and correct copy of which has been furnished to Assignee.
- 1.02 The Lease provides for the lease by Assignor to Lessee of certain vehicles described in Exhibit A to the Vehicle Schedule described above (the "Vehicles"); for the transfer of legal title to the Vehicles to Lessee; for the payment of payments described in Exhibit B to such Schedule (the "Rental Payments") by Lessee with respect to the Vehicles; and for the retention by Assignor of a security interest in the Vehicles until payment of all Rental Payments due under the Lease or the exercise by Lessee of its option to purchase the Vehicles.
- 1.03 Assignor desires to assign all of its right, title and/or interest in and to the Lease, the Rental Payments and other amounts due thereunder, the Vehicles and its right to exercise all rights conferred upon it under the Lease to Assignee, and Assignee desires to obtain such assignment, on the terms and conditions specified in this Agreement.
- 1.04 Assignor and Assignee each have authority to enter into this Agreement, have duly authorized its execution and delivery, and through their duly qualified officers have duly executed and delivered this Agreement.

Section 2. Assignment and Acceptance.

- 2.01 Assignor hereby sells, assigns and transfers to Assignee, without recourse, all of its right, title and/or interest in and to the Lease and all regularly scheduled Rental Payments due under the Lease and all other payments due to Assignor under the Lease; to its security interest in the Vehicles and the proceeds thereof; and to its right to exercise all rights conferred upon it under the Lease.
- 2.02 Assignee hereby agrees to accept the assignment made in Section 2.01, upon completion by Assignor of its obligations under Section 4.01 of this Agreement.
- 2.03 Assignor irrevocably constitutes and appoints Assignee and any present or future officer or agent of Assignee, or the successors or assigns of Assignee, as its lawful attorney, with full power of substitution and resubstitution, and in the name of Assignor or otherwise, to collect the Rental Payments and any other amounts due under the Lease and to sue in any court for payments due under the Lease, or any part thereof, to withdraw or settle any claims, suits or proceedings pertaining to or arising out of the Lease upon any terms, and to enforce the security interest created by the Lease, all without notice to or assent of Assignor, and, further, to take possession of and to endorse in the name of Assignor any instrument for the payment of money received on account of payments due under the Lease.

Section 3. Continuing Obligations of Assignor.

- 3.01 Assignor specifically agrees that all of the obligations imposed upon Assignor under the Lease are not assigned to Assignee and shall be performed by Assignor, whether the obligation of performance arises before or after the effective date of the assignment made in Section 2.01 of this Agreement.
- 3.02 In the event of a default by Lessee under the Lease or a termination of the Lease by Lessee for nonappropriation of funds thereunder, Assignor agrees to make all reasonable efforts to cooperate fully with Assignee or its assigns in the exercise of the rights under the Lease vested in Assignee by this Agreement, provided that Assignor shall not be required to incur any expenses (other than internal administrative costs) in connection therewith.
- 3.03 From and after the payment of the amount specified in Section 4.01 of this Agreement, Assignor shall have no beneficial interest in the Vehicles, and shall make available to Assignee all authorizations, documents, legal opinions and other like items in its possession relating to the Lease or the Vehicles.

Section 4. Obligations of Assignee.

- 4.01 In consideration of the assignment made in Section 2.01 of this Agreement, Assignee agrees to pay Assignor the sum of \$892.06, the receipt of which is hereby acknowledged, upon receipt of the following items: (1) the completed and executed Lease and all related closing papers and certificates reasonably requested by Assignee; (2) evidence of the perfection of Assignor's security interest in the Vehicles and the proceeds thereof; (3) evidence of the assignment of such security interest from Assignor to Assignee; (4) the legal opinion of counsel to Lessee required to be provided by Lessee under the Lease; (5) an acknowledgment of the effectiveness of the assignment herein made by Lessee; and (6) a financing statement showing Assignor as debtor evidencing Assignee's right, title and interest in and to the Lease and the Rental Payments and other amounts due thereunder.
- 4.02 Except as provided in Section 4.01 of this Agreement, Assignee shall incur no obligation with respect to the Lease or the Vehicles.

Section 5. Assignment. Assignee's rights under the Lease and in the Vehicles, including, without limitation, its rights to receive and enforce payment of the Rental Payments to be made by Lessee and its security interest in the Vehicles and the proceeds thereof, may be assigned and transferred and reassigned and transferred in whole or in part to one or more assignees or subassignees of Assignee at any time, without the consent of Assignor. All such assignments and transfers shall be subject to the rights of Lessee under the Lease.

Section 6. Warranties and Covenants of Assignor. Assignor hereby represents, warrants and covenants to and with Assignee that, upon the date of execution of this Agreement and the performance of the actions specified in Section 4.01 hereof, the following facts are and will be true and correct:

- (a) Assignor is a corporation duly organized, validly existing and in good standing under the laws of the state of Missouri, with corporate powers and authority to own its property and carry on its business as now being conducted.
- (b) Assignor has full power, authority and legal right to enter into and perform its obligations under the Lease and this Agreement and the execution, delivery and performance thereof have been duly authorized by all necessary corporate actions on the part of Assignor, do not require any stockholder approval or the approval or consent of any trustee or holder of any indebtedness or obligations of Assignor or such required approvals and consents have heretofore been duly obtained.
- (c) Assignor covenants, warrants and represents that the execution, delivery and performance of the Lease and this Agreement do not contravene any provision of the Articles of Incorporation or Bylaws of Assignor and do not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which Assignor is a party or by which it or its property is bound.
- (d) Assignor reasonably believes that there is no pending or, to the knowledge of Assignor, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of Assignor to perform its obligations under the Lease and this Agreement.
- (e) Assignor covenants, warrants and represents that the Lease and the Vehicles are free and clear of all claims, liens, security interests and encumbrances of any kind or character except the rights of Lessee under the Lease, and that the same shall be and remain free of all claims, liens, security interests and encumbrances arising through any act or omission of Assignor or any person claiming by, through or under it.
- (f) Assignor covenants, warrants and represents that Assignor will make appropriate notations on its books and records with entries regarding the Lease and the Vehicles indicating the making of this Agreement.

(g) This Agreement and the Lease are valid and binding obligations of Assignor enforceable in accordance with their terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or similar laws relating to the enforcement of creditor's rights.

(h) The Lease is in full force and effect, there is currently no default in payments to be made by Lessee pursuant thereto, Lessee has asserted no set off, counterclaim or defense with respect to its obligations to perform in accordance with the terms of the Lease, and to the best of Assignor's knowledge there has been no default in the performance of any other material obligation thereunder or breach of any other material term therein by Lessee.

(i) To the best of Assignor's knowledge, there is no dispute between Lessee and any vendor of Vehicles relating to the performance of such vendor under its contract to manufacture, deliver or furnish Vehicles. Lessee has not failed to accept, or failed to provide a certificate of acceptance with respect to, any Vehicles delivered to it.

(j) This Agreement, upon payment of the purchase price set forth in Section 4.01, will vest in Assignee all right, title and interest in and to the Lease, the Vehicles, and the right to receive the Rental Payments and other amounts due under the Lease, subject to no lien, encumbrance or claim adverse to Assignee and subject only to the rights of Lessee under the Lease.

(k) Assignor has a first priority security interest in the Vehicles, superior to any other liens and encumbrances. Assignor has no knowledge of liens or encumbrances created by Lessee which have attached to the Vehicles, Lease or Rental Payments. Assignor has not assigned or pledged or otherwise encumbered its right, title and interest in and to the Lease, Rental Payments or Vehicles and will not do so in the future.

Section 7. Administrative Provisions.

7.01 This Agreement shall inure to the benefit of and shall be binding upon Assignor and Assignee and their respective successors and assigns.

7.02 In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

7.03 This Agreement may be amended or any of its terms modified only by written amendment authorized and duly executed by Assignor and Assignee.

7.04 This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

7.05 This Agreement shall be governed by and construed in accordance with the laws of the state of Missouri.

IN WITNESS WHEREOF, Assignor has caused this Agreement to be executed in its corporate name by its duly authorized officer; and Assignee has caused this Agreement to be executed in its name by its duly authorized officer, as of the date first above written.

ASSIGNOR: Hoblit Chrysler Jeep Dodge

ASSIGNEE: Santander Leasing, LLC.

By: _____

By: _____

Typed Name and Title: _____

Typed Name and Title: _____

Vehicle Schedule No. 000

EXHIBIT A - DESCRIPTION OF VEHICLES

RE: Master Lease with Option to Purchase Agreement dated 4/26/2017 between Hoblit Chrysler Jeep Dodge (Lessor) and Herald Fire PD, CA (Lessee)

Below is a detailed description of all Vehicles including quantity, model number and serial number subject to this Vehicle Schedule:

Quantity	Serial Number(s)	Type, Make, Model
1	3C6UR5CJ3HG686400	2017 RAM 2500 CREW CAB

VEHICLE LOCATION Complete only if Vehicles will not be garaged at Lessee's address

Address _____ City _____ State _____
County _____

EXHIBIT B - SCHEDULE OF PAYMENTS

Interest Rate: 5.85%					Purchase Price	
	Date	Payment	Interest	Principal	after scheduled payment(s)	Balance
Loan	4/26/2017					26,750.73
1	4/26/2018	9,979.95	1,564.92	8,415.03	18,656.57	18,335.70
2	4/26/2019	9,979.95	1,072.64	8,907.31	9,593.39	9,428.39
3	4/26/2020	9,979.95	551.56	9,428.39	0.00	0.00
Grand Totals		29,939.85	3,189.12	26,750.73		

Insurance Information

Insurance Carrier: ISL INSURANCE SERVICES
ATWOOD AGENCY
Address: 800 PACIFIC STREET
Telephone: 530.626.2533

Agents Name: JENNIFER KIME
City and State: PLACERVILLE, CA 95647
Fax: 530.626.2539

Initials



Acceptance of Vehicles Certification. By signing and attesting directly below, Lessee hereby certifies that the Vehicles described in Exhibit A to this Vehicle Schedule have been delivered in accordance with Lessee's specifications. Lessee further certifies that it has conducted such inspection and/or testing of the Vehicles as it deems necessary and hereby acknowledges that it accepts the Vehicles for all intended purposes.

Resolution and Authorization. By signing and attesting directly below, Lessee hereby warrants and certifies that the governing body of the Lessee at either a special or regular meeting has determined that the Master Lease with Option to Purchase Agreement identified above and this Vehicle Schedule (the "Lease") are in the best interests of the Lessee and the governing body did at such meeting approve the entering into of the Lease by the Lessee and specifically designated and authorized the individual(s) who have signed directly below to execute this Lease on Lessee's behalf along with any related documents necessary to the consummation of the transaction contemplated by the Lease.

Lessee Herald Fire PD, CA

By:

James Hendricks, Fire Chief

Attested By:

Typed Name and Title:

TALORSA ADAMS, BUSINESS MANAGER

LESSOR Hoblit Chrysler Jeep Dodge

By:

Rhys Baganz Flt Mgr.

Opinion of Counsel. As legal counsel to Lessee, I have reviewed the Master Lease with Option to Purchase Agreement identified above, any applicable amendments thereto and this Vehicle Schedule and Exhibits A and B thereto, as well as such other materials necessary for this opinion. Based upon such review, it is my opinion that the Master Lease with Option to Purchase Agreement and this Vehicle Schedule thereto have been duly authorized, approved, executed and delivered by Lessee, and constitute a valid and binding contract of Lessee enforceable against Lessee in accordance with their terms, except to the extent limited by State and Federal laws affecting remedies and by bankruptcy, reorganization or other laws of general application relating to or affecting enforcement of creditors' rights.

By:

Attorney, Kronick Noskovitz Tiedemann & Gian

Date:

May 17, 2017



Herald Fire Protection District

Capital Improvement Schedule

Remodel Station 87 Administration Office	\$5429
Remodel Station 88 (Paint/Blinds/Dishwasher)	\$3000
Replace Siding on Garage @ Station 87	\$2500
Electrical Work @ Station 87	\$10,000
HVAC Unit	\$10,000
Total:	\$30,929

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Payroll Processing

Adopted Date: 01/20/2017

POLICY NUMBER: 2001

Revision Date:

2001.1 Purpose: The purpose of this policy is to establish a procedure for processing payroll.

2001.2 Policy: This policy sets forth the District's rules and regulations regarding when Volunteers will be paid for shifts, call pay, drill pay, and stipends.

2001.3 Procedure: Effective December 1, 2016, the Volunteer Drill and Call Payroll will be processed in combination with the HFPD monthly payroll and approved at the regular Board Meeting. The payroll processing procedures for the District are as follows:

1. The Administrative Assistant collects the timesheets, drill, and call forms on a daily basis and reviews for completeness and accuracy. If additions or revisions are required, the Administrative Assistant contacts the appropriate individual(s) for clarification.
2. Timesheets, call, and drill forms are then forwarded to the Fire Chief for approval and signing purposes.
3. The Administrative Assistant enters the timesheet, drill, and call information into the appropriate spreadsheet.
4. The spreadsheets are then forwarded to the Business Manager for review and compared to the timesheets, drill and call documents for accuracy.
5. The Business Manager processes the entire payroll (dated the 15th to the 14th of the following month) with the County of Sacramento Payroll Department.

2001.4 Call Pay: The Volunteers earn \$15.00 per call only if they are not currently working a shift or not attending a drill. They must remain at the site of the call for the duration of the call or at the station until the crew returns.

2001.5 Stipend Schedule:

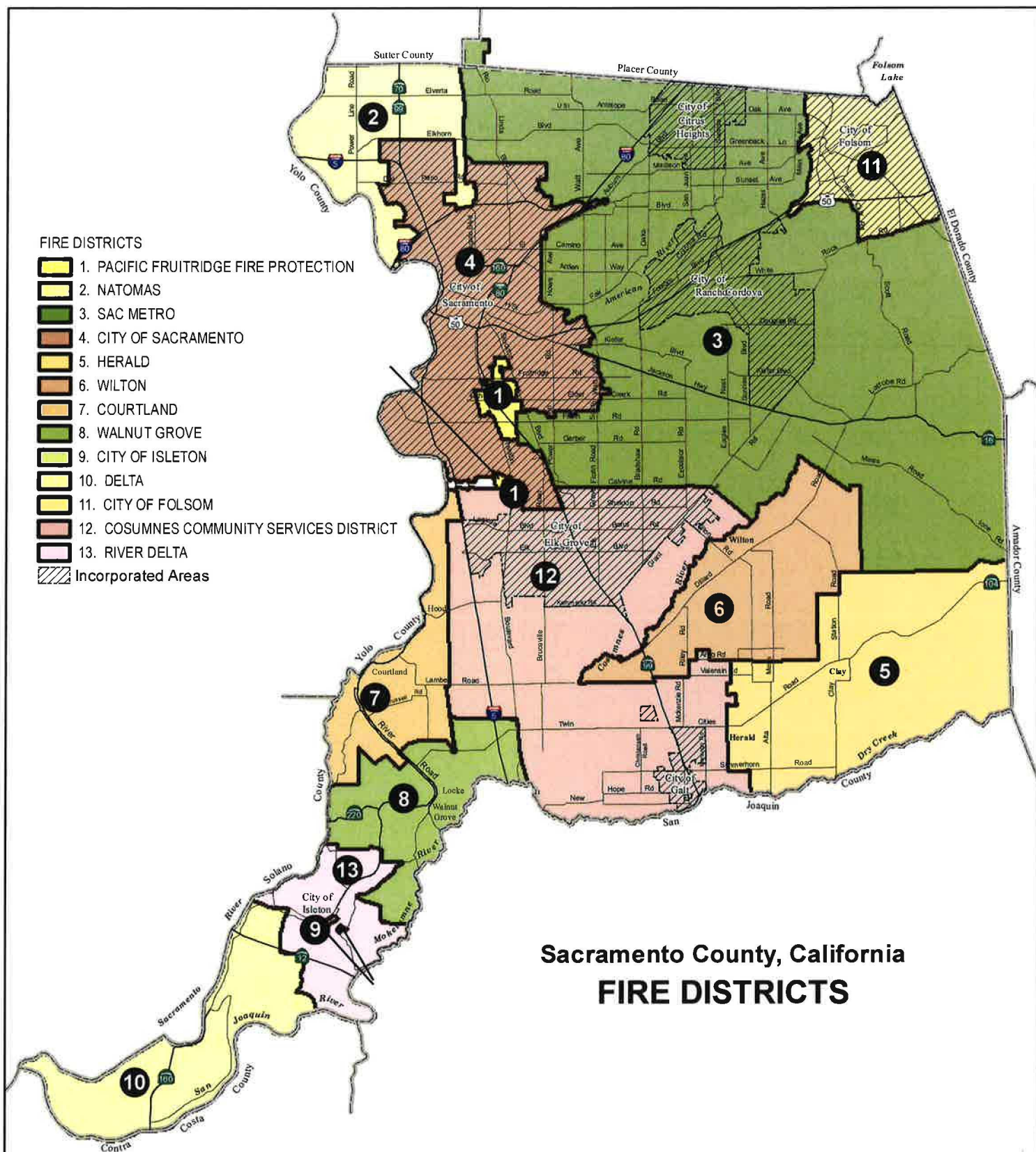
Volunteer Shift Captain	24-hour Shift \$ 200 12-hour Shift \$ 100
Volunteer Shift Engineer	24-hour Shift \$ 150 12-hour Shift \$ 75
Volunteer Firefighter	24-hour Shift \$ 125 12-hour Shift \$ 62.50
Volunteer Training Officer	\$ 1300 per month
Non-Shift Volunteer Firefighters	\$ 15 per call, paid monthly
Volunteer Firefighter w/ Class A or B CDL	\$ 25 per month
Volunteer Firefighter who obtains: <i>Commercial Class B License that includes an airbrake and tank Endorsement</i>	\$200 one-time only
Administrative Assistant	\$4,000 per month (Salary)
Business Manager	\$45.00 per hour

MUNICIPAL SERVICE REVIEW

October 2017



APPENDIX BOUNDARY MAPS

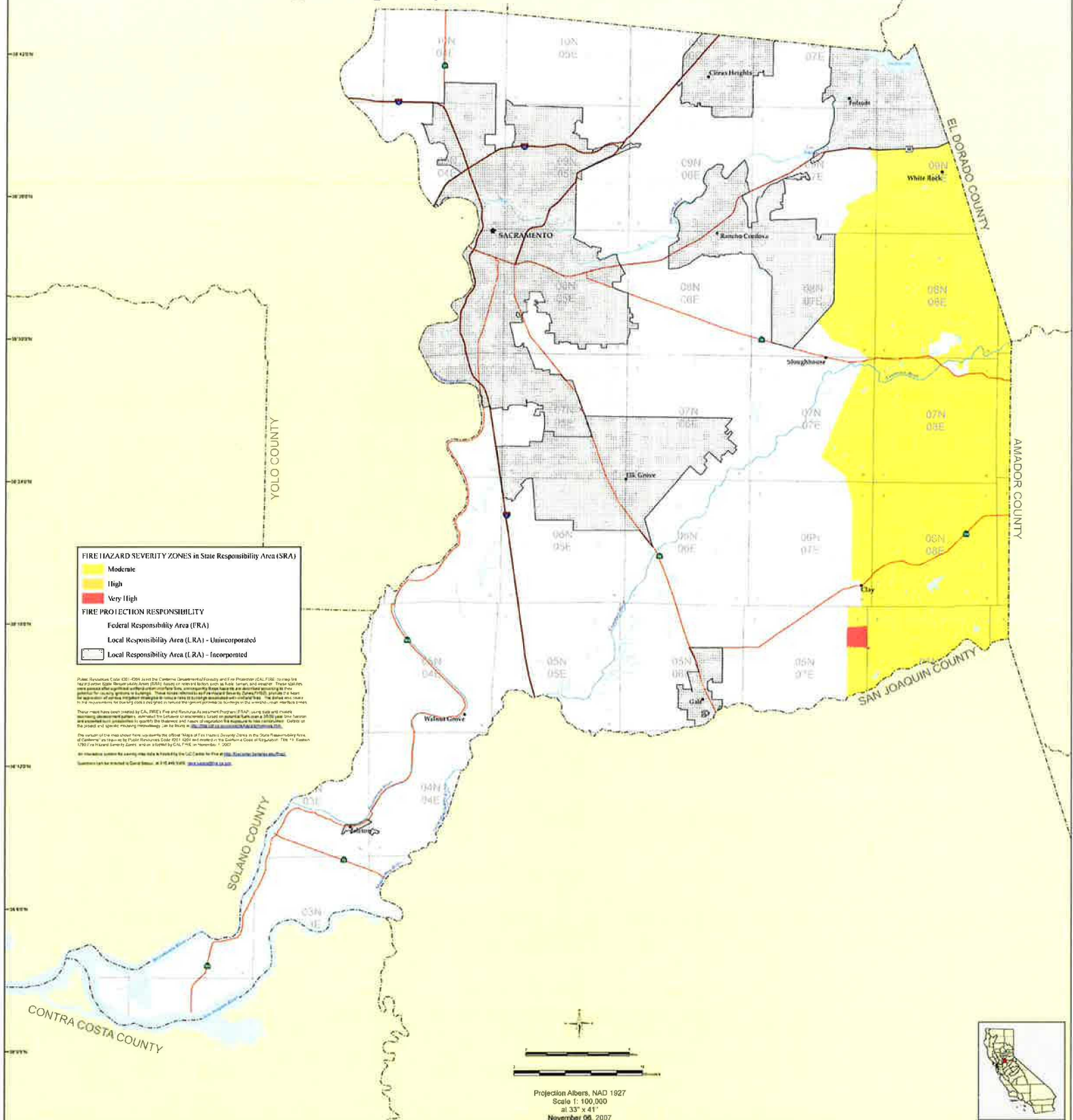


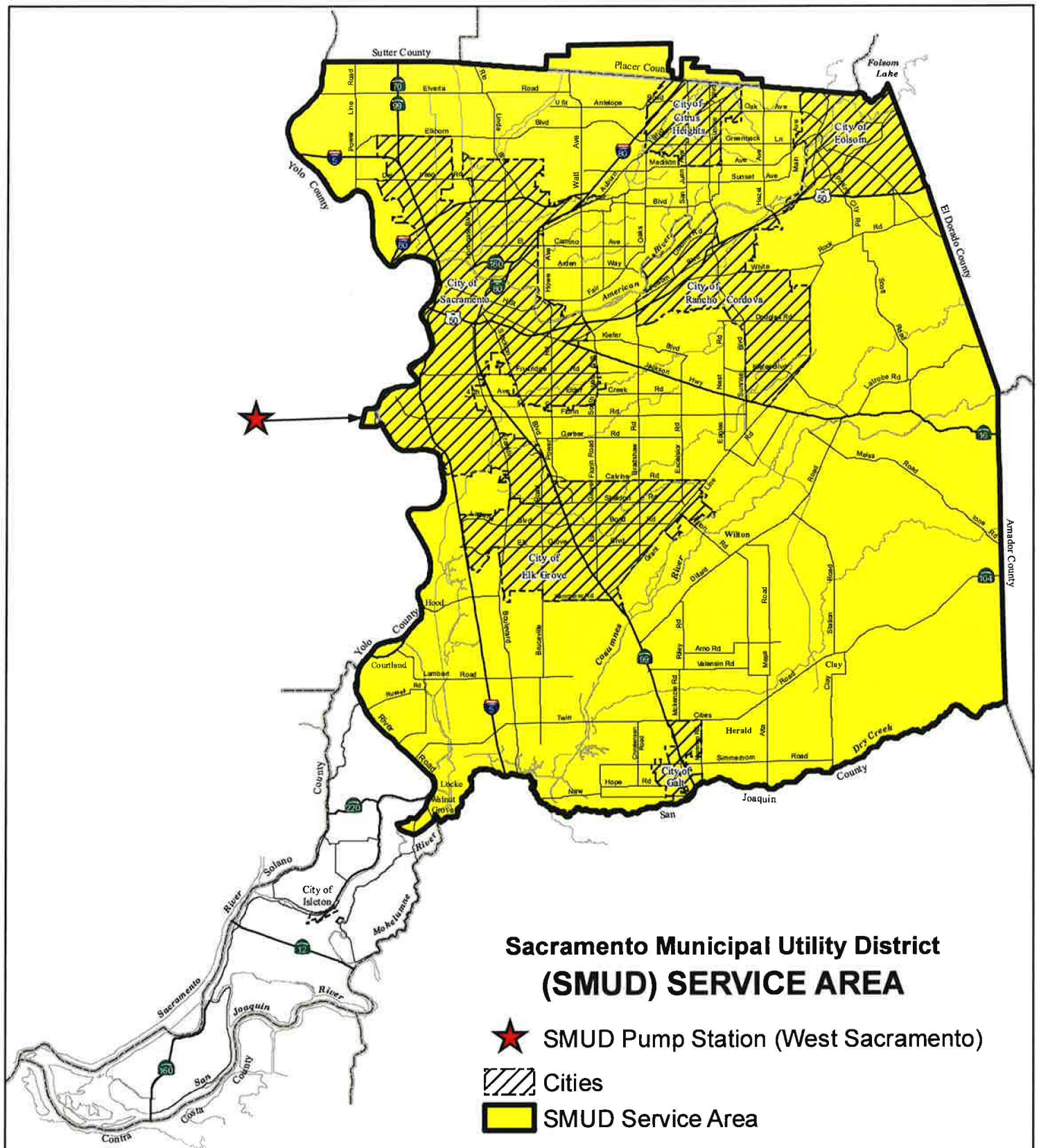
Sacramento County, California FIRE DISTRICTS



FIRE HAZARD SEVERITY ZONES IN SRA

Adopted by CAL FIRE on November 7, 2007





Legend

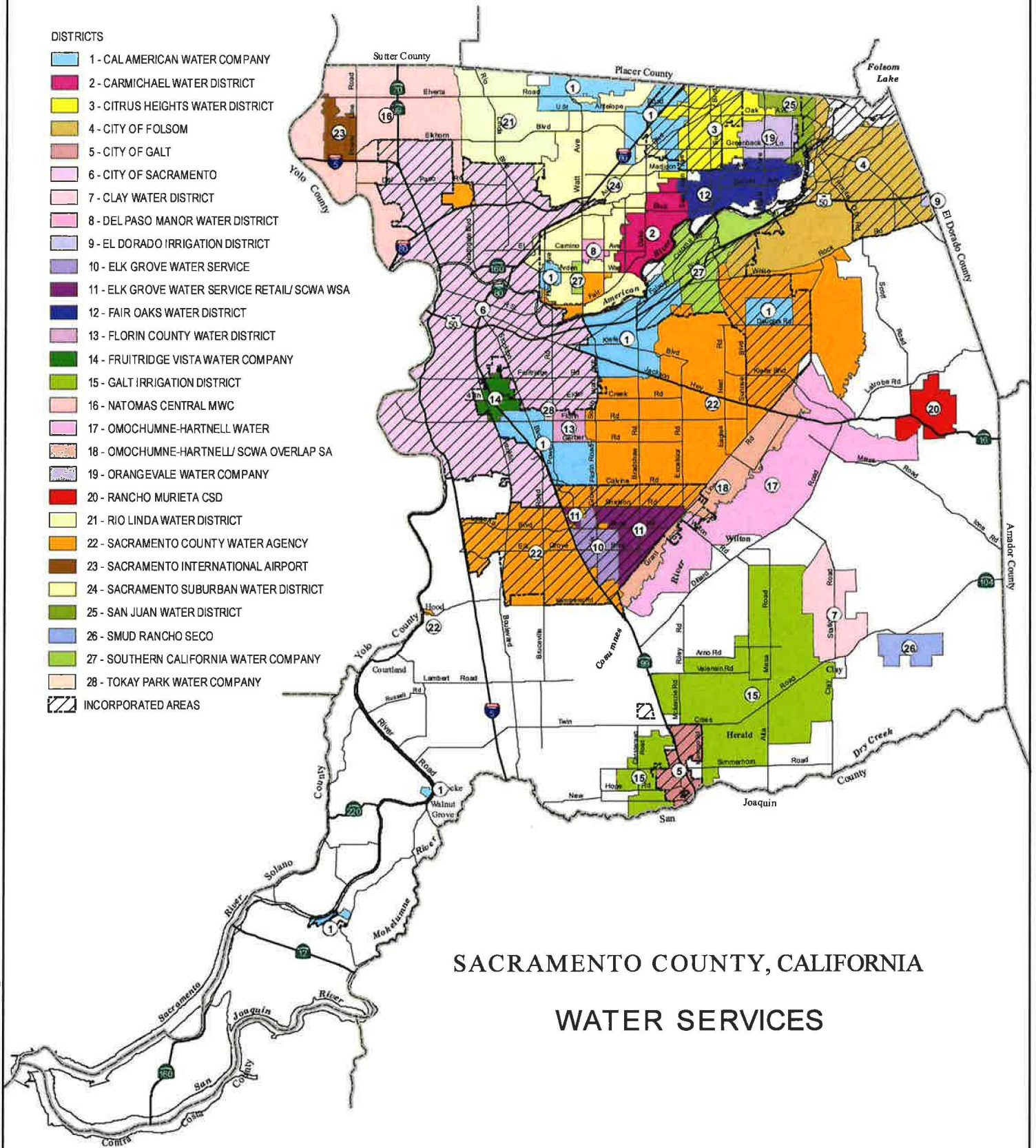
- 1 RIO LINDA ELVERTA PARK
- 2 NORTH HIGHLANDS
- 3 SUNRISE PARK
- 4 ORANGEVALE PARK
- 5 CITY OF FOLSOM PARKS AND RECREATION
- 6 CITY OF SACRAMENTO PARKS AND RECREATION
- 7 FULTON EL CAMINO PARK
- 8 ARDEN MANOR PARK
- 9 ARDEN PARK PARK
- 10 ARCADE CREEK PARK
- 11 MISSION OAKS PARK
- 12 CARMICHAEL PARK
- 13 FAIR OAKS PARK
- 14 CORDOVA PARK
- 15 COUNTY SERVICE AREA 4B WILTON CONSUMNES
- 16 SOUTHGATE PARK
- 17 COSUMNES COMMUNITY SERVICES DISTRICT
- 18 COUNTY SERVICE AREA 4D GALT
- 19 CITY OF GALT PARKS AND RECREATION
- 20 COUNTY SERVICE AREA 4C DELTA
- 21 CITY OF ISLETON PARKS AND RECREATION
- 22 UNSERVED
- INCORPORATED AREAS

SACRAMENTO COUNTY, CALIFORNIA PARK DISTRICTS



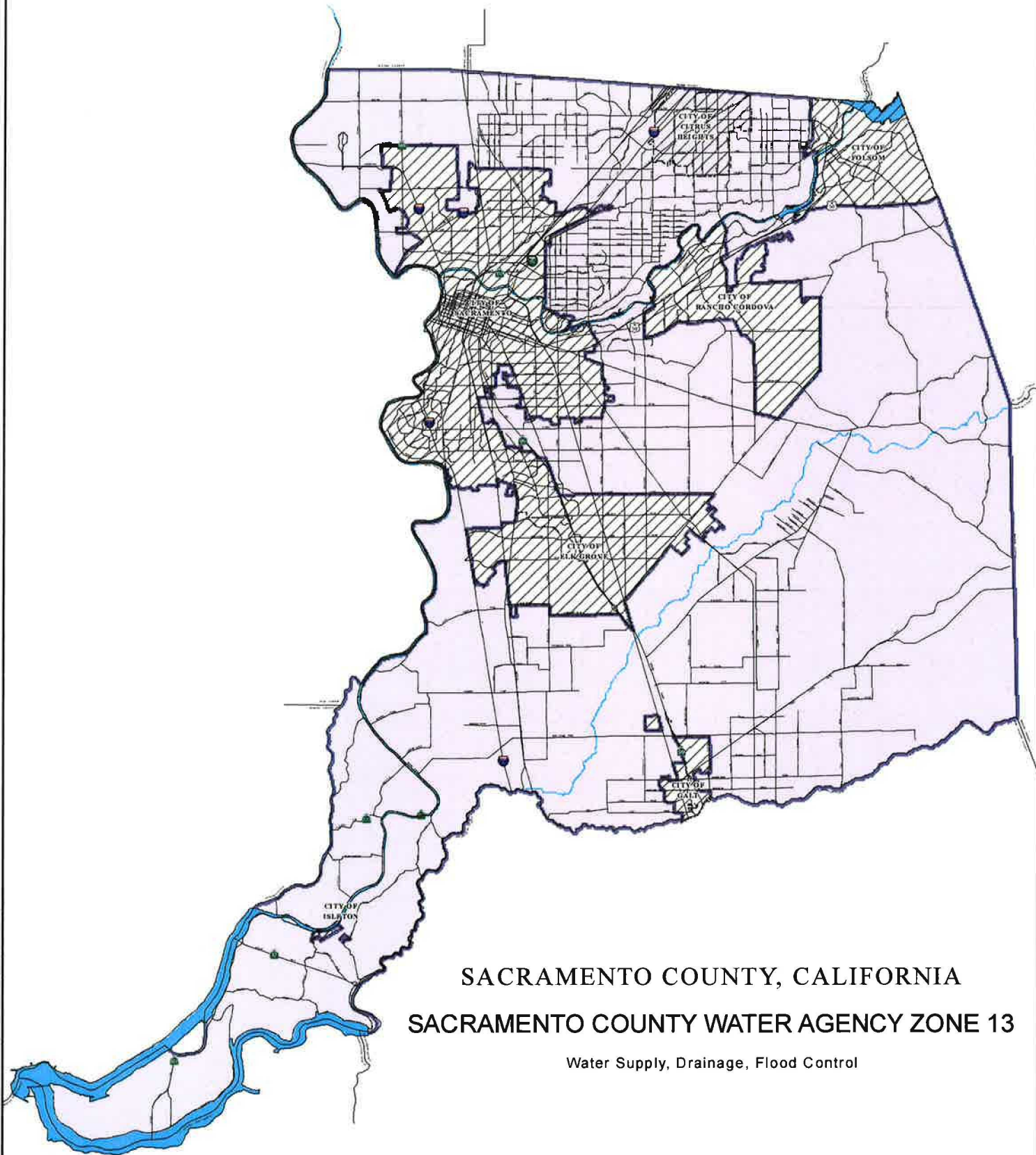
DISTRICTS

- 1 - CALAMERICAN WATER COMPANY
- 2 - CARMICHAEL WATER DISTRICT
- 3 - CITRUS HEIGHTS WATER DISTRICT
- 4 - CITY OF FOLSOM
- 5 - CITY OF GALT
- 6 - CITY OF SACRAMENTO
- 7 - CLAY WATER DISTRICT
- 8 - DEL PASO MANOR WATER DISTRICT
- 9 - EL DORADO IRRIGATION DISTRICT
- 10 - ELK GROVE WATER SERVICE
- 11 - ELK GROVE WATER SERVICE RETAIL/ SCWA WSA
- 12 - FAIR OAKS WATER DISTRICT
- 13 - FLORIN COUNTY WATER DISTRICT
- 14 - FRUITRIDGE VISTA WATER COMPANY
- 15 - GALT IRRIGATION DISTRICT
- 16 - NATOMAS CENTRAL MWC
- 17 - OMOCHUMNE-HARTNELL WATER
- 18 - OMOCHUMNE-HARTNELL/ SCWA OVERLAP SA
- 19 - ORANGEVALE WATER COMPANY
- 20 - RANCHO MURIETA CSD
- 21 - RIO LINDA WATER DISTRICT
- 22 - SACRAMENTO COUNTY WATER AGENCY
- 23 - SACRAMENTO INTERNATIONAL AIRPORT
- 24 - SACRAMENTO SUBURBAN WATER DISTRICT
- 25 - SAN JUAN WATER DISTRICT
- 26 - SMUD RANCHO SECO
- 27 - SOUTHERN CALIFORNIA WATER COMPANY
- 28 - TOKAY PARK WATER COMPANY
- INCORPORATED AREAS



SACRAMENTO COUNTY, CALIFORNIA WATER SERVICES





SACRAMENTO COUNTY, CALIFORNIA
SACRAMENTO COUNTY WATER AGENCY ZONE 13

Water Supply, Drainage, Flood Control

-  INCORPORATED AREAS
 ZONE 13

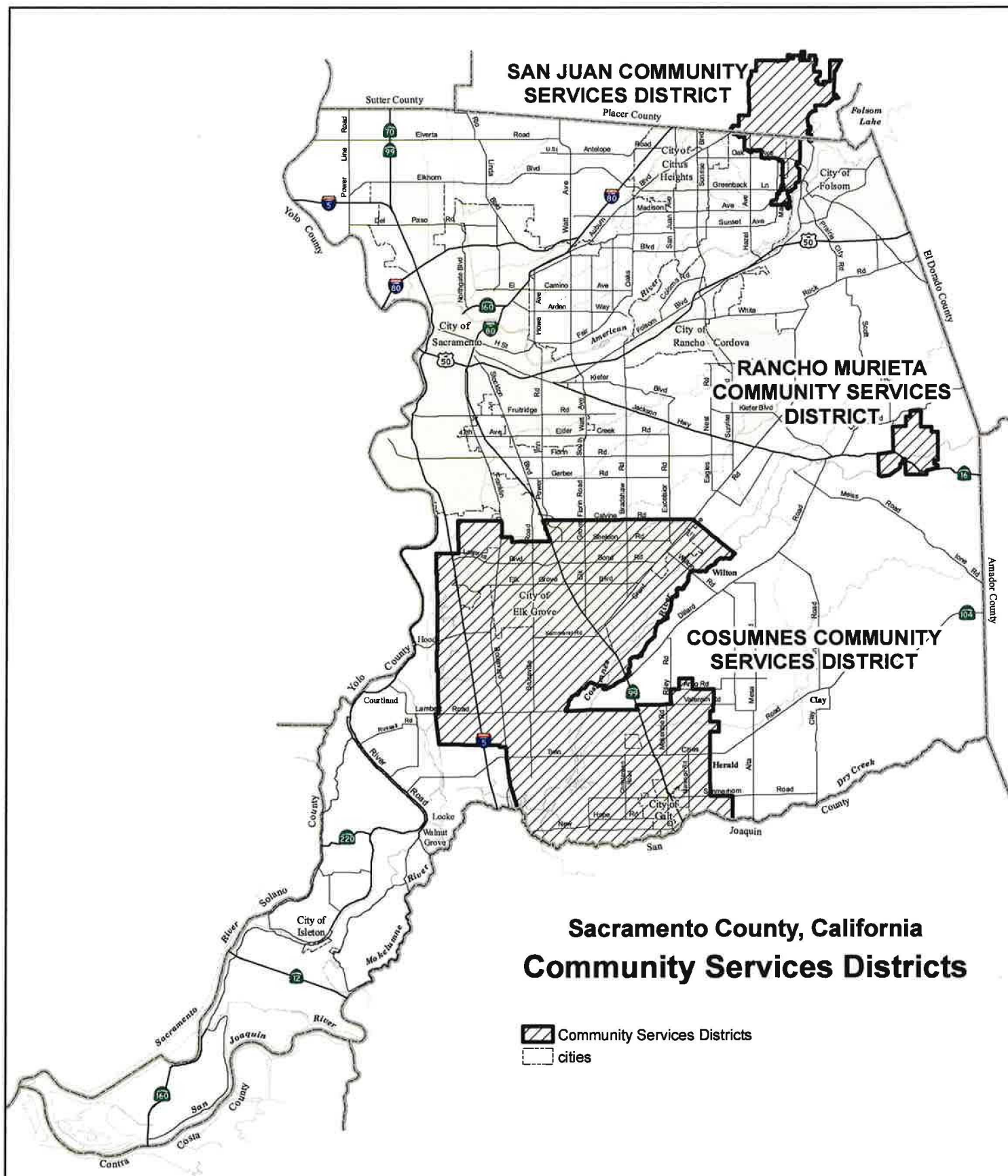


COMMUNITIES

- Antelope
- Arden Arcade
- Carmichael
- Citrus Heights
- Cosumnes
- Delta
- Downtown
- East City
- Elk Grove
- Fair Oaks
- Folsom Area
- Franklin/Laguna
- Galt
- Land Park/Pocket/Meadowview
- North Highlands/Foothill Farms
- North Natomas
- North Sacramento
- Orangevale
- Rancho Cordova
- Rancho Murieta
- Rio Linda/Elverta
- South Natomas
- South Sacramento
- Southeast
- Vineyard
- INCORPORATED AREAS




SACRAMENTO COUNTY, CALIFORNIA COMMUNITY PLAN AREAS AND CITIES





**Sacramento
LAFCo**



-  URBAN SERVICES BOUNDARY
-  URBAN POLICY AREA
-  INCORPORATED AREAS

SACRAMENTO COUNTY, CALIFORNIA 1993 COUNTY GENERAL PLAN URBAN SERVICES BOUNDARY & URBAN POLICY AREA

MUNICIPAL SERVICE REVIEW

October 2017



APPENDIX POLICIES

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Access to Public Records **Adopted Date:** 4/20/2016

POLICY NUMBER: 1050 **Revision Date:** 4/20/2016

PURPOSE: The California Public Records Act (CPRA) requires Herald Fire Protection District to provide timely access to public records.

“Records” includes all forms of communication related to public business “regardless of physical form or characteristic, including any writing, picture, sound, symbol, whether paper, fiber, magnetic, or other media.” (6252(e)) Electronic records are included, but software may be exempt. (6253.9(a), (g), 6254.9(a)(d))

The Public Records Act is designed to give the public access to information in possession of public agencies: “public records are open to inspection at all times during the office hours of the agency and every person has a right to inspect any public record, except as provided [and to receive] an exact copy” of an identifiable records unless impracticable. Specific exceptions to disclosures are listed in California Public Records Act, Government Code sections 6253.2, 6253.5, 6253.6, 6254, 6254.1-6254.22, 6255, 6267, 6268, 6276.02-6276.48; to ensure maximum access, they are read narrowly. The agency always bears the burden of justifying nondisclosure, and “any reasonably segregable portion shall be available for inspection after deletion of portions which are exempt.” (6253(a))

1050.1 Access is immediate where practicable and allowed at all times during office hours. (6253(a)) Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. An agency may not adopt rules that limit the hours records are open for viewing and inspection. (6253(d); 6253.4(b))

1050.2 Herald Fire Protection District must provide assistance by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access. (6253.1) HFPD must justify the withholding of any record by demonstrating that the record is exempt or that the public interest in non-disclosure outweighs the public interest in disclosure.

1050.3 Herald Fire Protection District has ten (10) days to decide if copies will be provided. In “unusual” cases (request is “voluminous”, seeks records not held in the business office, OR requires consultation with other agencies), HFPD may, upon written notice to the requestor, give itself an additional 14 days to respond. (6253(c)) These periods may not be used solely to delay access to the records. (6253(d))

1050.4 Request for copy of public records must be in writing on the form provided by HFPD (see Exhibit “A” attached). E-mailed requests will not be accepted. The District requests that residents provide a mobile storage device, in the form of a compact disc, USB drive, etc. to conserve paper copies. However, hard-copy paper copies are available upon request. Access is always free of charge. Copying costs are limited to “Statutory fees” set by Legislature (not by local ordinance) or the “direct cost of duplication”, usually 10 to 25 cents per page. Charges for search, review, or deletion are not allowed. (6253(b)) If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming. (6253.9(a), (b)) {00033678.1}

1050.5 Attorney-Client discussions are confidential, but the agency (not the lawyer) may waive secrecy. Records concerning agency litigation are exempt, but only until the claim is resolved or settled. (6254(b), 6254.25, 6254(k), 6254.25, 6276.04)

1050.6 Some records are exempt from the CPRA: These may include, by way of illustration and not limitation: Personnel, medical, home addresses, voter registration, gun license, public housing, local agency utility, tax, welfare, family adoption/birth, public employee records, incident reports, arrest records, misconduct complaints, are exempt as are addresses of certain crime victims and/or those set forth in 6254(c), 6254(d), (k), (l), 6254 (f), (u), 6254.1, 6254.3, 6254.4, 6254.16, 6254.21, 6276, 1043, 11075, 11105, 11105.1. Personnel, medical, and similar files of employees are exempt only if disclosure would constitute an unwarranted invasion of privacy (6254(c)). Employment applications are exempt but employee contracts are not. Personnel evaluations, home addresses, and contact information of employees are typically exempt. Generally, any record pertaining to the public business of the fire district is not exempt: education background, employment background, timesheets, and training records of employees are not exempt.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Equal Employment Opportunity** **Adopted Date: 09/18/2002**

POLICY NUMBER: **2000** **Revision Date: 12/16/2015**

2000.1 The Herald Fire Protection District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

2000.2 The Herald Fire Protection District is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Herald Fire Protection District and prohibits unlawful discrimination by the employees, volunteers and/or Board of Directors of the Herald Fire Protection District.

2000.3 To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Herald Fire Protection District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant, employee or volunteer unless undue hardship would result.

2000.3.1 Any applicant, employee or volunteer who requires an accommodation in order to perform the essential functions of the job should contact the Fire Chief with day-to-day personnel responsibilities and request such accommodation. The individual with the disability should specify what accommodation he/she needs to perform the job. The Herald Fire Protection District then conduct an investigation to identify the barriers that make it difficult for the applicant, employee or volunteer to have an equal opportunity to perform his/her job. The Herald Fire Protection District will identify possible accommodations, if any, that will help eliminate limitation. If the accommodation is reasonable and will not impose an undue hardship, the Herald Fire Protection District will make the accommodation.

2000.3.2 If an applicant, employee or volunteer believes he/she has been subjected to any unlawful discrimination, he/she can provide a written complaint tot eh Fire Chief. The complaint should be specific and should include details of the incident or incidents, the manes of the individuals involved and the names of any witnesses. The Fire Chief will

immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

2000.3.3 If the complaint believes the grievance has not been resolved by the Fire Chief to his/her satisfaction, he/she can refer the matter to the Board of Directors by requesting the matter be placed on the next regular meeting agenda. This must be done in writing at least five (5) days prior to the legally required public posting of the agenda. The Board of Directors would hear the matter during closed session and may require that the complainant put the grievance in writing. Any determination made by the Board of Directors will be final. This does not limit the right of any complainant to seek other assistance.

2000.4 If the Herald Fire Protection District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the Herald Fire Protection District will not retaliate against any complaint for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Nepotism**

Adopted Date: 10/22/2008

POLICY NUMBER: **2002**

Revision Date: 08/16/2016

2002.1 It is the District's objective to avoid both the appearance as well as the actual presence of favoritism in the employment of its personnel. To achieve this objective, Board Members, the Fire Chief, personnel and all other individuals in the selection, recruitment and hiring process shall not participate in the process when the candidate for employment is a family member. A Board Member shall also disqualify him or herself from participating in, or taking action on, a matter concerning an employment decision of a family member including, but not limited to, selection, recruitment, hiring, promotion, transfer or grant/denial benefits.

2002.2 For the purpose of this policy, "family member" means mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, step-children, step-parents, brother, sister, in-laws, aunt, uncle, nieces or nephews, or any other close relative.

2002.3 Conflict of Interest

2002.3.1 This policy does not relieve a Board member from the conflict of interest provisions found in the Government Code at 1090 et. seq. These Sections preclude the Board from taking action on any contract in which a Board member is financially interested.

2002.3.2 Nor does this policy modify the requirements set forth in Government Code 87100 et. seq. These sections prohibit a public official from making, participating in making, or attempting to use his/her official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.

2002.4 Legal Reference

2002.4.1 Government Code Section 1090 et. seq., Conflict of interest, Sales and Purchases Government Code Section 87100 et. seq., Public Officials; State and Local Financial Interest

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Drug Free Work Place

Adopted Date: 02/21/2001

POLICY NUMBER: 2006

Revision Date: 12/16/2015

2006.1 The Herald Fire Protection District is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Herald Fire Protection District employee uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes or sells drugs in the workplace. The Herald Fire Protection District has established the following policy with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees and the public.

2006.2 The goal of this policy is to balance our respect for individuals with the need to maintain a safe productive and drug-free environment. The intent of the policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use and alcohol abuse are incompatible with working for the Herald Fire Protection District.

2006.2.1 It is a violation of our policy for any employees to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.

2006.2.2 It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in his/her body.

2006.2.3 It is a violation of our policy for anyone to use prescription drugs illegally. It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job.

2006.3 Violations of this policy are subject to disciplinary action ranging from a letter of reprimand, to suspension from work with pay, up to and including dismissal.

2006.4 It is the responsibility of our supervisors to counsel employees whenever they see changes in performance or behavior that suggest that an employee has an alcohol or other drug problem. Although it is not the supervisor's job to diagnose the employees' problem, the supervisor should encourage such employee to seek help and tell him/her about available resources for getting help.

2006.5 Because all employees are expected to be concerned about working in a safe environment, they also should encourage their fellow employees who may have an alcohol or other drug problem to seek help.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Family Medical Leave

Adopted Date: 12/16/2015

POLICY NUMBER: 2007

Revision Date: 06/15/2016

2007.1 Purpose: The purpose of this policy is to provide information concerning the Family and Medical Leave Act.

2007.2 Policy: Under the Family and Medical Leave Act of 1993, certain employees are eligible for up to twelve weeks of leave, per year, for any of the following reasons:

1. Birth of a child or to care for a newborn child (The leave must be within 12 months of the date of birth).
2. Placement with the employee of a child by way of adoption or foster care. (The leave must be taken within 12 months of the date of placement).
3. To care for a spouse, child or parent who has a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of his/her job.
5. The district will pay the employee a maximum of ten (10) days at his/her normal pay rate.

2007.2 Definitions: For the purpose of this policy, the following definitions shall apply:

2007.2.1 Family or medical leave: Any leave taken pursuant to this policy or for any of the reasons listed above.

2007.2.2 Serious health condition: Any illness, injury, impairment or physical or mental condition that involves:

1. Inpatient care.
2. Continuing treatment by a health care provider for a long term health condition that is incurable or so serious that, if not treated would result in a period of incapacity or more than three calendar days, or;

3. Any period of incapacity requiring absence from regular daily activities for more than three calendar days and that also involves continuing treatment by a health care provider. Voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

2007.2.3 Parent: The biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

2007.2.4 Child: a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age or who is older than eighteen years of age and incapable of self-care because of a physical or mental disability.

2007.2.5 In Loco Parentis: An individual who has day to day responsibility to care for and financially support a child in the place of a parent.

2007.2.6 Eligibility: An employee who has been employed for at least 12 months is eligible for 12 weeks of family and medical leave in a 12 month period shall be measured backward from the date the employee uses family and medical leave (except that any leave used prior to the effective date of this policy shall not be included).

2007.3 Procedures: Any employee who desires an unpaid leave as described in this policy must notify the Fire Chief of his/her intent to take a 12 week leave in advance of the date the leave is to begin, unless the need for the leave cannot be anticipated, in which case notification must be given as soon as practicable. If an employee will be using only paid leave time during his/her leave of absence, District requirements for use of such leave time must be fulfilled.

2007.3.1 All paid leave time must be exhausted prior to beginning the unpaid portion of the leave (sick leave shall be exhausted only if the leave is for serious health condition of the employee). Once paid leave time has been exhausted, the remainder of the leave shall be unpaid.

2007.3.2 An employee on family or medical leave due to his/her serious health condition or the serious health condition of a parent, child, or spouse will be required to submit a medical certification from a health care provider to his/her supervisor. The District may require such employees to obtain additional medical certification at the District's expense.

1. Intermittent or reduced work schedule: Employees may take family and medical leave on an intermittent basis or by reducing the number of hours worked if medically necessary and if the leave is taken in order to care for a sick family member as defined above or for the employee's own serious health condition. Intermittent leave must be taken in increments of one hour.

2. At the end of his/her leave: An employee shall be restored to the same position that the employee held when leave commenced. Upon reinstatement, an employee who has allowed his/her health insurance coverage to lapse will be entitled to re-enroll. Certain key employees (as defined by the Family and Medical Leave Act) may be denied reinstatement if necessary to prevent substantial and grievous economic injury to the District.
3. Additional leave: Upon exploration of family and medical leave, additional leave may be requested in accordance with HFPD Policy and Procedures pertaining to extended leave.

2007.4 If there are any questions or concerns regarding this Family and Medical Leave Act Policy, please contact the Fire Chief.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Discipline Policy

Adopted Date: 12/08/2014

POLICY NUMBER: 2011

Revision Date: 12/16/2015

2011.1 Progressive Discipline

The Herald Fire Protection District supports the principle of progressive discipline, thus discipline shall typically be imposed on a progressive basis and the degree of discipline imposed should bear a reasonable relationship to the violation. However, the District has the discretion to initiate discipline at any level that is appropriate to the seriousness of the alleged violation.

2011.2 At Will Status

Except as otherwise required by federal or state law, the provisions of this policy are applicable to permanent employees only. Nothing contained herein shall in any way detract from the “at will status” of non-permanent employees only.

2011.3 Interrogation Pursuant to Investigation

2011.3.1 Any interrogation pursuant to an investigation of a firefighter that may lead to his or her discipline shall comply with the Fire Fighter Bill of Procedural rights (FFBOPR) and other applicable laws. Nothing in the policy is intended to expand or detract from the FFBOPR (including any revisions subsequent to the adoption of this policy).

2011.3.2 Interrogation shall occur at a reasonable hour on paid duty, or if occurring off duty due to imminent threat to the District or the public, shall be compensated. No firefighter shall be disciplined for failure to perform work because of the interrogation.

2011.3.3 Prior to interrogation, the firefighter shall receive notice of the nature of the allegations, and the name, rank, and command of the person conducting the interrogation, and all other persons present during the investigation. There shall be no more than two interrogators questioning the firefighter at any one time.

2011.3.4 Interrogation may occur for a reasonable period of time, with reasonable breaks to attend to the firefighter’s physical needs. Interrogation shall not include the use of offensive language, threats of punitive action, or promise of reward in exchange for information.

Statements made under duress, coercion or threat of punitive action shall not be admissible in a subsequent judicial proceeding, subject to exceptions as set forth in the FFBOPR or as otherwise required under federal or state law.

2011.3.5 Interrogations may be recorded at the behest of the District. The firefighter interrogated shall have access to any recording if further proceedings are contemplated or prior to any further interrogation at a subsequent time. The firefighter shall also be entitled to a transcript copy of any notes made by a stenographer or to any reports or complaints made by stenographers or other persons, except those portions that are otherwise required by law to be kept confidential. Notes that are deemed to be confidential shall not be entered into the firefighter's personnel file. The firefighter being interrogated shall have the right to bring his or her own recording device and record any and all aspects of the interrogation.

2011.3.6 Should it become apparent that the firefighter may be charged with a criminal offense, he or she shall be advised of his or her rights against self-incrimination under the Constitutions of the United States and State of California.

2011.3.7 Upon the filing of a formal written statement of charges, or whatever an interrogation focuses on matters that may result in punitive action against the firefighter, he or she shall have the right to be represented by a representative of his or her choice who may be present at all times during the interrogation. The representative shall not be a person subject to the same investigation. The representative shall not be required to disclose, or be subject to any punitive action for refusing to disclose, any information received from the firefighter under investigation for noncriminal matters. The section shall not be construed to apply to counseling, instruction, or informal verbal admonishment or other routine or unplanned contact with a supervisor or any other firefighter.

2011.4 Grounds for Disciplinary Action

Grounds for disciplinary action include, but are not limited to:

2011.4.1 Fraud or misrepresentation in securing employment.

2011.4.2 Incompetence

2011.4.3 Inefficiency

2011.4.4 Inexcusable neglect of duty

2011.4.5 Insubordination

2011.4.6 Dishonesty

2011.4.7 Drunkenness on duty

2011.4.8 Intemperance

2011.4.9 Addiction to narcotics or habit-forming drugs, or the use of narcotics, or habit-forming drugs while on duty.

2011.4.10 Inexcusable absence without leave.

2011.4.11 Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.

2011.4.12 Immorality

2011.4.13 Discourteous treatment of the public or other members

2011.4.14 Disobedience of any lawful order

2011.4.15 Misuse of public property

2011.4.16 Intentionally, willfully or wrongfully violating any of the rules set forth in the Rules and Regulations of the District, or the Operations and Procedures Manual used by the District, or any of the Bulletins issued by the District and in effect at that time.

2011.4.17 Any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his/her duties or with the duties, functions or responsibilities of the District.

2011.4.18 Refusal to take and subscribe any oath of affirmation which is required by law in connection with his/her employment.

2011.4.19 Revocation of suspension of the member's driver's license or evidence of a poor driving record.

2011.5 Corrective Action

Verbal counseling, whether or not accompanied by a counseling memorandum, is not designated as discipline for purposes of this policy.

2011.6 Levels of Discipline

2011.6.1 Verbal Reprimand

2011.6.2 Written Reprimand

2011.6.3 Suspension

2011.6.4 Salary Reduction

2011.6.5 Disciplinary Demotion

2011.6.6 Dismissal

2011.7 Notice of Discipline

The Fire Chief, or any person authorized by the Fire Chief may initiate disciplinary action against a member for one (1) or more of the causes for discipline specified in Section 2011.4 by notifying the member of the proposed action. The notice shall be served upon the member either personally or by mail and shall include:

2011.7.1 The name of the employee

2011.7.2 The section number or numbers of the Rules and Regulations violated constituting the charge.

2011.7.3 The reason for which the disciplinary action is proposed to be taken on such charges.

2011.7.4 Any Materials upon which action is based.

2011.7.5 A statement informing the employee of his/her rights to respond, either orally or in writing, to the appointed authority within five (5) working days.

2011.8 Filing Charges

At the expiration of the time specified in section 2011.7, and after investigation and consideration such responses, oral or written, as the employee may have made, the Fire Chief or person authorized by the Fire Chief, may file charges against a member either personally, or by mail and shall include;

2011.8.1 The name of the employee.

2011.8.2 The section number or numbers of the rule and Regulations violated constituting the charge.

2011.8.3 The reason for which the disciplinary action is proposed to be taken on such

charges.

2011.8.4 Any materials upon which action is based.

2011.8.5 A statement informing the employee of his/her rights to respond, either orally or in writing, to the appointed authority with five (5) working days.

2011.9 Predetermination (“Skelly”) Meeting

2011.9.1 For any proposed discipline consisting of a verbal reprimand, written reprimand and/or suspension without pay or a period of less than five (5) working days, the discipline may be imposed immediately, but shall be vacated if reversed pursuant to a Discipline Appeal.

2011.9.2 For all other levels of discipline, including suspension for a period of five (5) work days, the firefighter shall have the right to request a predetermination (“Skelly”) meeting.

2011.9.3 Failure by the firefighter, with five (5) calendar days of the receipt of a notice of proposed discipline, to file a written request with the immediate supervisor of the Fire Chief for a Skelly meeting, shall constitute a waiver of the right to such a meeting.

2011.9.4 Upon receipt of a written request, the District shall appoint a Skelly Officer who shall meet with the firefighter, listen to arguments and receive documents presented by the firefighter. Within a reasonable time thereafter, the Skelly Officer shall issue a written determination dismissing, sustaining or modifying the proposed discipline. Any modification may reduce, but shall not increase the level of proposed discipline.

2011.10 Imposition of Discipline

2011.10.1 If there is no Skelly Hearing due to the nature of the proposed discipline, or if the firefighter does not file a timely request for a Skelly Hearing, the discipline shall be deemed final as of the date of the written notice of proposed discipline.

2011.10.2 If following a hearing, the Skelly officer sustains or modifies the discipline, the action shall be deemed final on the date of the Officer’s written decision.

2011.11 Appeal Hearing

2011.11 In the event the member wishes to appeal the proposed disciplinary action, the member shall file notice of such intent with the Fire Chief with fifteen (15) calendar days of the effective date of the order of disciplinary action.

2011.11 Appeals shall be heard by the Board of Directors or at its discretion, by the hearing officer appointed by the Board of Directors, or by mutually agreed upon hearing

officer.

2011.11 Appeals of disciplinary actions shall proceed in accordance with Government Code Section 3254.5.

2011.11 The employee appealing the discipline shall be entitled to appear personally, be represented by legal counsel, produce evidence and witness, and cross examine all witnesses of the District.

2011.11 The decision of the Board of Directors shall be final.

2011.12 Personnel Files

2011.12.1 No information adverse to a firefighter's interest shall be entered into his/her personnel file or other file used for personnel purposes, with the firefighter having first read and signed the document containing the adverse comment, indicating that he or she is aware of the document. However the entry can be made if after reading the instrument the firefighter refuses to sign is.

2011.12.2 The firefighter shall have thirty (30) days in which to file a written response to any adverse comment entered into his or her personnel file. The written response shall be attached to, and shall accompany, the adverse comment.

2011.12.3 Upon request, a firefighter shall, at reasonable time and at reasonable intervals, during usual business hours and without loss of compensation, be allowed to inspect his or her personnel file (as set for the in Government Code Section 3254.6).

2011.12.4 A firefighter shall have the right to request removal from the personnel file any material that he or she believes to have been unlawfully or mistakenly included in the file. The firefighter may appeal any refusal to remove such materials as set forth in Government Code Section 3256.5.

2011.13 The Firefighters Procedural Bill of Rights

Nothing contained herein shall be interpreted or constructed to detract from the rights afforded eligible employees under "The Firefighters Procedural Bill of Rights".

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE:	Personal Vehicles Standard Operating Guide	Adopted Date: 11/19/2003
POLICY NUMBER:	2090	Revision Date: 12/13/2016

2090.1 Herald Fire Protection District relies on the services of firefighters who must drive to District fire stations to retrieve apparatus to respond to calls. Firefighters responding to the stations for calls shall obey the California Motor Vehicle codes.

2090.2 No personal vehicles are to be used in responding to calls.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Emergency Vehicle Driver
Operator Responsibility** **Adopted Date: 05/18/2010**

POLICY NUMBER: **2100** **Revision Date: 12/16/2015**

2100.1 Drivers of Emergency Vehicles need to recognize that the Emergency Vehicle response is the basis for the success or failure of all other emergency functions. These expensive apparatus carry all of the portable emergency equipment in addition to all District personnel to the emergency send and then back. Without the safe conveyance of these vehicles the Herald Fire District cannot achieve its mission of saving lives and protecting property.

2100.2 Scope: This policy shall serve to direct Fire District personal in the safe operation of Fire District apparatus.

2100.3 Purpose: Fire District response to and from emergency incidents, as well as emergency operations on roadways, presents a high level of risk to firefighter safety. This procedure shall be enforced for all Fire District vehicle operations. The Captain, Acting Captain, Engineer, Acting Engineer, or other driver is responsible for the safety of all vehicle operations and managing compliance of this standard operating procedure. Where this policy specifies Captain or Engineer, whoever is driving the vehicle assumes said responsibility.

2100.4 Safety: One very basic concept of emergency services is that we must safely arrive on scene before we can help. The safe operation of an emergency vehicle depends solely on the competency of the driver. All drivers shall maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Driving to and from incident scenes are among the most frequent, and therefore dangerous, activities firefighters do during most emergency responses. Apparatus accidents are responsible for a considerable percentage of firefighter injuries and deaths every year. We must practice safe driving techniques at all times. Understanding and following this policy shall ensure that our members do everything possible to avoid accidents and keep or personnel, and others on our roadways safe.

2100.5 Policy:

2100.5.1 Emergency/Non-Emergency: Emergency vehicle drivers should be aware that the civilian vehicle operations may not react in a manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can

the emergency vehicle driver assume the right of way, therefore, the emergency vehicle driver does not have the right of way until the other vehicle yields to you.

Fire District vehicles shall be operated either in emergency mode, utilizing vehicles emergency lights and sirens (Code 3), or non-emergency mode (Code 1). Regardless of the mode, it is the responsibility of the driver of each emergency vehicle to drive in a safe and prudent manner at all times

2100.5.2 Speed: Fire District vehicles are not authorized to exceed more than 10 mph over the posted speed limits at any time, especially during emergency responses, when adrenalin is pumping and senses may be blurred.

Many independent studies have shown that excessive speed does not hasten response times, as previously thought. Furthermore, every year, traffic accidents are one of the leading causes of firefighter fatalities across the nation. In consideration for the safety of our members and other drivers, and reducing wear and tear on our apparatus, the 10 mph over posted limit shall be the absolute maximum permissible by Fire District apparatus.

2100.5.3 Intersections: Intersections present the greatest potential danger to emergency vehicles. When approaching an intersection against a red light or stop sign, the vehicle shall come to a complete stop, and shall proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way. When apparatus must use oncoming traffic lanes to approach controlled intersections, they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has a green light. When approaching and crossing an intersection with the right-of-way, drivers shall exercise caution by decelerating and braking, or covering the brake.

Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall not be permitted. If the first Fire District apparatus arrives on scene and confirms that there is no emergency, the Officer should advise dispatch and all responding units should shut down to Code 1.

2100.5.4 Backing: Backing Fire District apparatus provides an array of situations that could compromise vehicle and personnel safety. Driver must avoid backing whenever possible. Where backing is unavoidable, at least one spotter shall be used. As a last resort, if no spotter is available, the driver shall dismount and walk completely around the apparatus to determine if obstructions are present before backing. Backing apparatus into station bays must never be done without spotters. Such situations shall wait until other members of the crew can assist with backing. Members shall not be permitted to ride on the tailboard or running boards while backing the vehicle.

2100.5.5 Driver Responsibility:

1. Driver of emergency vehicles shall be directly responsible for the safe and prudent operation of the vehicle under all conditions.

2. The Driver's first priority shall be for the safe arrival of the emergency vehicle and its personnel to the emergency scene and back to the Fire Station.
3. The Driver will not move emergency vehicle until all personnel on the vehicle are seated, secured and with all appropriate safety clothing and equipment.
4. During emergency response, the driver of an emergency vehicle shall bring the vehicle to a complete stop for any of the following:
 - a. When directed by a law enforcement officer.
 - b. Red traffic light.
 - c. Stop signs.
 - d. Controlled intersections.
 - e. Blind intersection.
 - f. When the driver cannot account for all lanes of traffic in an intersection.
 - g. When other intersection hazards are present.
 - h. When encountering a stopped school bus with flashing warning lights.
5. During non-emergency travel, drivers of emergency vehicles shall obey all traffic control signals, signs and all laws and regulation set forth by state and local jurisdiction.
6. The driver shall be aware of his/her rate of closure on other vehicles and pedestrians.
7. A safe following distance is to be established and maintained, allowing one (1) second of following distance for every ten (10) feet of vehicle length for speeds under 40 mph and two (2) seconds of following distance for every ten (10) feet of vehicle length for speeds over 40 mph.

2100.5.6 Emergency Scenes: The unique hazards of driving on, or adjacent to, the foreground requires drivers to use extreme caution and to be alert and prepared to react to the unexpected. Drivers must consider the dangers their moving vehicles poses to fairground personnel and spectators who may be preoccupied with the emergency, and who may inadvertently step in front of, or behind, a moving vehicle. When stopped at the scene of an incident, vehicles shall be placed to protect personnel who may be working in the street and road flairs shall be used to make approaching traffic aware of the incident.

During roadway emergency operations, vehicles shall be angled to block at least one lane of traffic and the shoulder. All personnel working in or near traffic lanes shall wear high visibility vests.

At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. The total amount of lighting used at nighttime emergencies shall be managed to prevent blinding other drivers as they approach the scene.

2100.5.7 Privately Owned Vehicle (POV): When dispatched to an emergency, Fire personnel are to respond directly to the Fire Station to respond to the emergency scene in an emergency vehicle, Fire District personnel are not to respond to emergency scenes in their POV's.

When responding to the Station you must travel at the posted speed limit, must stop at all stop signs and/or traffic lights, if passing another vehicle must pass on the left side and in a safe manner, and must follow all California traffic laws. District personnel must have and provide the District a copy of proof of insurance that will be added to their personnel file.

2100.5.8 Co-Driver Responsibility: The individual riding in the front passenger seat of an emergency vehicle takes on the role of co-driver. While not in physical control of the operations of the vehicle, the co-driver provides an additional set of eyes and ears for the driver and should also be responsible for making certain that the driver operates the vehicle in a safe manner. If the driver is negligent in the operation of the vehicle and causes injury and/or property damage, the co-driver may also be found to be jointly negligent.

1. The co-driver shall ensure the driver is operating the vehicle in a safe and prudent manner during response in accordance with District policy and state law.
2. The co-driver shall issue warnings about road and physical hazards to the driver.
3. The co-driver shall direct the driver to cease any unsafe driving, such as excess speed or unsafe intersection practices.
4. The co-driver shall be responsible to operate the radio and communication equipment during the response.
5. The co-driver shall operate the audio and visual warning devices.
6. The co-driver shall check map book, run cards or computer aided responses to assist the driver in determining the safest and most direct route to the emergency scene.

7. The co-driver shall assist the driver at the intersection and at stop signs to look for oncoming traffic and shall also be the spotter for backing the emergency vehicle.

2100.6 Disciplinary Procedures:

1. If it is brought to the District's attention that a driver and/or co-driver is exposing the District to undue liability poor driving techniques and habits, such complaint will be investigated and acted upon accordingly.
2. A driver will be permanently suspended of District driving privileges if said driver:
 - a. Receives a citation for Driving Under the Influence (DUI)
 - b. Receives two (2) or more citations for reckless driving or for speeding that appears on your driving record.
 - c. Of if Personnel loses their driver's license for any reason.
3. Failure to follow this policy will be grounds for disciplinary actions up to and including removal from the District.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Emergency Vehicle Driver
Operator Selection** **Adopted Date: 11/19/2003**

POLICY NUMBER: **2110** **Revision Date: 12/16/2015**

2110.1 Emergency vehicles are one of the most important assets of the Herald Fire Protection District. The safe operation of these vehicles, particularly during emergency responses, depends greatly on the ability and skills of the driver. Selecting, training and maintaining good, safe drivers shall be of utmost importance and the following criteria shall be used:

2110.1.1 Age and Maturity:

1. No emergency vehicle driver shall be under 21 years of age. No exceptions.
2. Youthful or inexperienced drivers of any age shall not be utilized as a front line driver until acceptable from an experience, maturity and training standpoint.

2110.1.2 Health: Each driver, paid or volunteer shall complete an Annual Medical Statement of Personnel in January of each year.

Said annual statement shall be utilized by chief officer to evaluate an individual's health and fitness status as it applies to his/her ability to safely perform his/her duties as an emergency vehicle driver/operator. If there is any question as to the individual's ability to safely perform his/her duties, the individual's personal physician shall be asked to clarify and/or the individual shall be referred to an independent physician for a medical evaluation.

2110.1.3 Driving Record and Financial Responsibility: A Department of Motor Vehicles Driver Record Report (commonly referred to as a MVR) review, Shall be completed for every trainee before initial entry into their training phase and annually thereafter until the trainee has been qualified as a front line driver.

An MVR shall be run on all drivers annually. This report must reflect not more than two (2) Class B and no Class A violations in a three (3) year period. See Board Policy #2120.

Upon application as a volunteer firefighter and every January thereafter, each driver shall produce a valid driver's license and financial responsibility card (proof of insurance), copies of which shall be retained in each member's personnel file.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Department of Motor Vehicles Transcript Evaluation Requirements
POLICY NUMBER: 2120
Adopted Date: 11/19/2003
Revision Date: 12/13/2016

2120.1 A Department of Motor Vehicles Driver Record Report (commonly referred to as a MVR) review, shall be completed on all drivers annually.

2120.1.1 Disciplinary Actions for Driving Violations: Designation of Class A and Class B violations are based on a survey of state point systems. Violations receiving higher numbers of points are classed as Class A.

2120.1.1.1 Class A Violation: The Department of Motor Vehicles suspends the license of any individual who has been convicted of a Class A violation within the past three (3) years. Examples of Class A violations are as follows:

1. Driving while intoxicated or under the influence
2. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
3. Operating during a period of suspension or revocation
4. Using a motor vehicle for the commission of a felony
5. Operating a motor vehicle without owner's authority
6. Permitting an unlicensed person to drive
7. Reckless driving

Herald Fire Protection District shall suspend the driving privileges of anyone convicted of a Class A violation for a period of three (3) years. Additionally, any such individual shall be required to be re-certified to operate emergency vehicles through successful completion of Herald Fire Protection District's driver training program.

2120.1.1.2 Class B Violations: Class B violations are any moving violation or point-carrying violation not considered a Class A violation. Speeding, unlawful

lane change and traveling too fast for conditions are examples of Class B violations.

Any individual who has a combination of two (2) Class B moving violations convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter for the chief officer or administrative officer of the Herald Fire Protection District.

2120.1.1.3 Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving District vehicles for a period of ninety (90) days by the chief officer or administrative officer of the Herald Fire Protection District.

2120.1.1.4 Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination or more than three (3) of the formally stated violations in a three (3) year period will be issued a suspension of driving District vehicles until they have cleared the violations and have a valid driver's license. In addition, the same individual would be required to be re-certified to operate emergency vehicles through successful completion of the District's driver training program.

Note: Unusual circumstances with individual cases would be evaluated on a one-on-one basis.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Emergency Vehicle Driver
Training and Education** **Adopted Date: 11/19/2003**

POLICY NUMBER: **2130** **Revision Date: 12/13/2016**

2130.1 All drivers, regardless of age, experience or maturity, need training to understand the laws and legal liabilities associated with operating an emergency vehicle. Additionally, all drivers need to have continuing refresher training to keep their skill and knowledge levels high. This applies to behind-the-wheel training and classroom/online training.

All drivers shall successfully complete a recognized emergency vehicle driver training program which would include but not be limited to:

2130.1.1 A minimum of four (4) hours of classroom training concentrating on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of the District's emergency vehicle response guidelines.

2130.1.2 Four (4) hours of documented maneuvering skills course. (cone course)

2130.1.3 Eight (8) hours of documented behind-the-wheel training, to be broken up into two (2) hours per apparatus, two (2) hours on water tender, two (2) hours on engine, two (2) hours on grass rig, two (2) hours on squad, and a final road test with a training/qualifying officer.

2130.1.4 Annual classroom/online refresher training and/or behind the wheel training that will focus on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of the District's emergency vehicle response guidelines.

2130.1.5 Drivers returning to driving duties from suspension of privileges should be required to re-certify on the apparatus or vehicles previously qualified on.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Heat Illness Prevention Program **Adopted Date:** 02/20/2011

POLICY NUMBER: 2200 **Revision Date:** 03/16/2017

2200.1 Purpose: To ensure all District Personnel while working outdoors or working in locations where environmental conditions exist, or while performing emergency operations and/or training exercises where strenuous activity or exposure to heat adds to risk factors for heat illness are present and are at risk for developing heat related illness if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illness by making District Personnel aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

2200.2 General Considerations: When persons work, train, or engage in activities subjected to heat and high temperatures, precautions must be in place to prevent heat related illnesses and injuries. Heat related illnesses and injuries can lead to a serious medical condition and may even be fatal when emergency treatment is not provided or delayed. An effective approach to preventing a heat related illness or injury is vital to protecting the lives of persons involved in outdoor activities that are subjected to heat and high temperatures.

Heat related illness and injuries result from a combination of factors including environmental temperatures and humidity, direct radiant heat from the sun or other sources, air speed and workload. Personal factors such as age, weight, level of fitness, medical conditions, use of medications and alcohol, and acclimatization affect how well the body deals with heat.

When persons work and perform activities in hot conditions, heated environments, or in outdoor situations, provisions must be taken to prevent heat related illnesses and injuries. In order to ensure that persons are protected from heat related illness injuries, a Heat Illness Prevention Program must be in place. There are five key components to the District's Heat Illness Prevention Program. The key components are:

1. Written Policy
2. Training
3. Emergency Scene Rehabilitation
4. Availability of Drinking Water
5. Access to Shade

2200.3 Implementation: By the nature of the fire service, personnel will be subjected to outdoor conditions in direct sunlight where temperatures may be high. In addition, personnel may be exposed to radiant heat and high exertion levels.

Since the above conditions are likely to occur, Heat Illness Prevention Program will be implemented and followed by all Herald Fire Protection District Personnel.

2200.4 Definitions:

1. Acclimatization: Means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people with four to fourteen days of regular work for at least two hours per day in the heat.
2. Heat Illness: Means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, Heat exhaustion, heat syncope and heat stroke.
3. Environmental Risk Factors for Heat Illness: Means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
4. Personal Risk Factors for Heat Illness: Means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
5. Shade: Means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.
6. Temperature: Means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object from direct contact by sun light.

2200.5 Training: Employees

1. Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personnel risk factors for heat illness.
3. The importance of frequent consumption of small quantities of water, up to one (1) quart per hour or more if needed by the employee when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
4. Importance of acclimatization.
5. Different types, signs and symptoms of heat illness.
6. Importance of immediately reporting symptoms or signs of heat illness in themselves or in other personnel to their supervisory or to a fellow crew member.
7. Procedures for responding to symptoms of possible heat illness, including how to initiate a medical response should it become necessary based on the nature of the incident.
8. The District's procedures for emergency medical services, and if necessary, for transportation of personnel to a point where they can be reached by an emergency medical service provider.
9. The procedures for ensuring that, in the event of emergency, clear and precise directions are given at the incident site.
10. The importance of seeking shade to help cool the body.

Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

2200.6 Controls for Heat Exposure: In accordance with this program, the following controls will be in place in an effort to prevent heat related illness or injury.

2200.6.1 Provisions of Water: All personnel of the Herald Fire Protection District shall have immediate access to fresh drinking water. Each Herald Fire Protection District response vehicle will have drinking water available. Water shall be provided in sufficient quantity at the beginning of the emergency scene to provide one quart per employee per hour for drinking for the entire call, in containers that keep the water suitably cool. Employers may begin the emergency scene with smaller quantities of water if they have effective procedures for replenishment during the call as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

2200.6.2 Access to Shade:

2200.6.2.1 Shade is required to be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature at an emergency scene or during training exceeds 80 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate employees in the rehab area, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shaded area shall be located as close as practicable to the areas where employees are working.

2200.6.2.2 Shade is required to be available when the temperature does not exceed 80 degrees Fahrenheit; employers shall either provide shade or provide timely access to shade upon an employee's request.

2200.6.2.3 Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five (5) minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.

2200.6.2.4 Personnel suffering from heat related illness or injury, or if a preventative recovery period is needed, personnel shall be provided with an area with shade, these areas may include shade from trees, structures, or vehicles. These areas will be for cooling and rehabilitation for no less than five (5) minutes.

2200.7 Access to shade exception: Where the District can demonstrate that it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, the employer may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.

2200.8 High heat procedures: The District shall implement high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable.

2200.8.1 Ensure that effective communication by voice, observation, or electronic means is maintained so that employees at work can contact a supervisor when necessary. An electronic device such as a portable radio or text messaging device may be used for this purpose only if reception in the area is reliable.

2200.8.2 Observing employees for alertness and signs or symptoms of heat illness.

2200.8.3 Reminding employees throughout the call or training to drink plenty of water.

2200.8.4 Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer.

2200.9 The District rehab policy: The Herald Fire Protection District rehab policy shall apply to all emergency operations and training exercises where strenuous activities or exposure the heat exist.

2200.10 Heat related illness and injury: Personnel will be trained on the signs and symptoms of heat related emergencies. Types of heat related emergencies are:

Heat Stroke

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

Heat Cramps

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

2200.11 Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to appendix A for a detailed list of heat illnesses) the supervisor will ensure the following procedures are taken:

- Will be assessed by medical personnel on scene
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing from the stricken employee
- Fan and mist the employee with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink
- Call for immediate medical transport, if needed
- Transport employee in district vehicle to local hospital if medical transport is delayed or not available

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Blood Borne Pathogens and Infection Control Policy **Adopted Date:** 05/18/2011

POLICY NUMBER: 2210 **Revision Date:** 12/16/2015

2210.1 Purpose: The purpose of this policy is to provide all members of the Herald Fire Protection District with the information necessary to prevent the spread of infectious disease in the workplace. This information includes, but is not limited to, principles of infection control, the infectious disease process and the use of personal protective equipment and supplies as they relate to the prevention occupational acquired infectious disease.

2210.2 Introduction: The Herald Fire District recognizes the potential for exposure of its members to communicable diseases. To minimize the risk of exposure, the District will implement an infection control policy. The infection control policy is to protect Fire District personnel and their families, and the patients from exposures to communicable diseases. This policy will also serve to minimize liability for the transmission of communicable disease and to reduce District costs by preventing long term disability claims and promote District personnel productivity.

2210.3 Definitions:

1. Blood borne Pathogens: means, pathogenic microorganisms that are present in human blood, certain bodily fluids, and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (HBV) and human immunodeficiency virus (HIV).
2. Contaminated: means, the presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Decontaminated: means, the use of physical or chemical means to remove, inactivate or destroy blood borne pathogens on a surface or item to the point where they are no longer viable and the surface or item is rendered safe for handling, or disposal.
4. Exposure: means, a specific eye, mouth, or other mucous membrane, non-contact, or parenteral contact with blood or other potentially infectious materials that results from the performance of a Firefighter/EMT's job.

5. Personal Protective Equipment: is specialized clothing or equipment worn by a Firefighter/EMT for protection against a hazard. General work clothes not intended to function as protection against a hazard are not to be considered protective equipment.

2210.4 Exposure Determination: The following list of job classifications is considered to have a risk of exposure.

1. Firefighter
2. Emergency Medical Technician
3. Basic EMT
4. Advanced EMT
5. Paramedic
6. Custodian

2210.5 Health Maintenance: All members will be offered the hepatitis B vaccination at no cost to the member. The risks and benefits of the immunization will be explained to all members and informed consent obtained.

Members may refuse immunization or may submit proof of previous immunization. Members who refuse immunization will be counseled on the risk and will be required to sign a refusal of immunization form. Members who refuse immunization may later receive immunization upon request to the Fire Chief.

Members will be encouraged to review their own personal immunization record for immunization against hepatitis B, influenza, rubella, polio tetanus and diphtheria. The risks and benefits of immunization will be explained. The members will be encouraged to contact their family physician in regard to immunizations of the aforementioned diseases.

Any member returning to work following a debilitating injury or illness or communicable disease will be required to have a written statement from the attending physician, clearing that member to resume emergency response duties.

Medical records will be kept confidential and will not be disclosed without written consent of the member. These records will be kept for the duration of the member's employment plus 30 years. These records are not to be kept with personnel records. There will be no exceptions.

2210.6 Infection Control Policy:

2210.6.1 Training: Members of the Fire District will be required to complete training in infection control. This training will include but not limited to the following.

1. Explanation of the epidemiology, symptoms and the modes of transmission of infectious diseases.
2. Explanation of the District's exposure control plan and receive a copy of this in the embers Districts Policy manual.
3. Information on types and locations of personal protective equipment, its proper use, handling, removal and disposal of this equipment.
4. Explanation of procedures to follow if an exposure occurs and who to contact.
5. Explanation of the basis for selection of personal protective equipment.
6. Information on post exposure evaluations, including filling out of forms and who to contact.
7. Explanation of signs, labels and color coding required for biohazard materials.
8. Information on disposal and storage of biohazard materials.
9. Opportunity for questions and answers.
10. Training sessions will be conducted by the District member or guest speaker who is knowledgeable in the subject matter that is covered in training.
11. Training on infection control shall be annual.

2210.7 Standard Operating Guidelines: The following operating procedures are intended to assist members of the Fire District in making decisions concerning the use of personal protective equipment. No standard operating guideline can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal personal protective equipment.

2210.7.1 Gloves

1. Disposable Nitrile gloves will be worn by District members during any patient contact when the potential exists for contact with blood or other bodily fluids, Non-intact skin or other infectious material. Members are encouraged to carry an extra pair of Nitrile gloves.
2. Disposal gloves will not be reused and will be disposed of in a hazardous waste receptacle.
3. When possible gloves will be changed between patients in multiple causality incidents.

4. In situations where sharp objects or glass are likely to be encountered, such as extrications, Nitrile gloves will be worn under structural firefighting gloves. The firefighter gloves are to prevent the Nitrile gloves from being torn or ripped. When the likelihood of fire exists, Nitrile gloves will not be worn under firefighting gloves.
5. While wearing protective gloves, avoid handling personal items, such as combs, pens, and contact lenses.
6. After gloves have been contaminated, the gloves should be removed as soon as possible, avoiding any contact with exterior skin. Hands are to be washed after removal of gloves. If no running water is present, a waterless hand sanitizer is to be used, until water is available. An approved soap is to be used when washing hands.
7. Gloves should be disposed of in the proper container.
8. If a glove is torn or punctured, the glove should be removed and a new one put out as soon as possible.

2210.7.2 Mask and Eye Protection:

1. Facial protection will be used in any situation where splash contact is likely to occur as in arterial bleeding or where large amounts of blood or other bodily fluids are present. Eye protection and mask will always be worn together.
 - i. Example when full facial protection is required:
 1. When a patient has massive bleeding.
 2. When a patient is combative and the likelihood of blood or bodily fluids being thrown about is possible.
 3. Child birth.
 4. CPR
2. When treating a patient with a suspected or known airborne transmittable disease, face masks will be worn. The firefighter's choice is to mask to patient; if this is not feasible, the members of the Fire District are to be masked.
3. Face shields on structural firefighting helmets will not be used for infection control purposes.

2210.7.3 Gowns:

1. Gowns or apron will be worn to protect clothing of the member, when large amounts of blood or bodily fluids are present. Also gowns will be worn during childbirth.
2. Structural firefighting gear also protects clothing from splashes and is preferable in fire, rescue or vehicle extrication. Gowns may interfere or present a hazard while engaged in these activities.
3. Remember protective equipment should be used according to the level of exposure components. Minor cuts do not require as much protections as massive bleeding.
4. Members are encouraged to have an extra change of clothing at the fire station in the event that cloths become contaminated. Contaminated clothing will not be taken home and will be laundered at the fire station. If the clothing cannot be cleaned, the District member is replace personnel property.
5. Surgical caps and shoe covers should be worn when gross contamination can reasonably be anticipated.
6. Contaminated clothing will be placed in contaminated waste receptacle that is properly marked and labeled as to the contents and it potential hazard

2210.7.4 Suctioning a Patient: Members will wear gloves and face protection while suctioning patients. Material suctioned will be considered infectious and disposed of in an infectious waste receptacle.

2210.7.5 Cardiopulmonary Resuscitation:

1. While performing CPR, members will wear latex disposable gloves.
2. Whenever possible disposable resuscitation equipment should be used during CPR.
3. Mouth-to mouth resuscitation will be performed as a last resort if not other equipment is available.

2210.7.6 Scene Operations:

1. The blood and bodily fluids of all patients will be considered potentially infectious and body substance is isolation procedures will be used for all patient contact.

2. Members are encouraged to use maximum personnel protective equipment rather than minimal for each situation.
3. While complete control over an emergency scene is not possible, members will attempt to limit splashing, spraying of bloody or bodily fluids.
4. Where communicable disease exposure is possible, the minimum number of members will be used to complete the task, so as to limit the number of personnel to the risk of exposure.
5. Hand washing is the most important part of infection control. Members will wash their hands after removing personal protective equipment, each patient contact and cleaning and disinfecting equipment.
6. Eating, drinking, smoking, handling contact lens or applying lip balm at the scene is prohibited.
7. Drivers of vehicles will remove contaminated equipment before operating a vehicle. This equipment will be placed in appropriate containers.
8. Upon return to quarters, contaminated equipment will be removed and either replaced or cleaned with a commercial disinfectant or a bleach solution. Personal protective equipment will be replaced.
9. Disposable equipment and other biohazard waste will be stored in leak proof containers that are red and marked with biohazard sticker or label.
10. Gloves will be worn for all contact with contaminated items. Gloves and other protective equipment will be worn during cleaning and disinfection according to the potential for spills or splashes.
11. Disinfection will be performed with a District approved disinfectant or with a 1:100 solution of bleach in water.
12. Any damaged equipment being sent out for repair, will be properly cleaned and disinfected first.
13. Backboards and splints will be washed with hot soapy water, rinsed with clean water and disinfected with approved disinfectant or 1:100 bleach solution. Equipment will then be left to air dry.
14. Radios and cardiac monitor will be wiped off with hot soapy water, then with clean water and disinfected with approved solution. Equipment will then be left to air dry.

15. Contaminated structural firefighting gear will be cleaned according to manufacturer's recommendations. Turn out gear will not be washed in the bleach soliton, as this may impair the gears flame retardant material.
16. Contaminated boots will be brush-scrubbed with how soapy water rinsed with clean water and allowed to dry.
17. Contaminated cloths will be removed and exchanged for clean cloths. The member will shower at the station if they come in contact with a blood or other bodily fluids under their cloths.
18. Contaminated Cloths will be laundered at the firehouse using hot water. Under no circumstances will contaminated clothing be taken home.

2210.8 Post Exposure Evaluation and Follow-up:

1. Any member exposed to potentially infectious material will immediately wash the exposed area with soap and water or saline eye wash, if the eyes are involved.
2. Any member having an occupational exposure will immediately report the exposure to the receiving emergency room personnel. The member will report this incident immediately to the Fire Chief.
3. Upon return to the station an infectious disease exposure report form will be filled out.
4. The Fire Chief will then evaluate the report and contact the hospital to where the source individual was taken. Evaluation and notification will be no longer than 48 hours.
5. The Fire Chief will perform or refer members for infection control to medical evaluations.
6. The member will have post exposure prophylaxis, when medically indicated and evaluation of reported illness.
7. If feasible and legal, the source individuals test results for infectious disease will be made available to the member reporting the exposure.
8. Only the Fire Chief and the member reporting the exposure will have communication with the hospital and or attending physician.
9. The Fire Chief will notify the receiving medical facility that a communicable disease exposure took place, and request an infectious disease determination, as provided under the Ryan White act of 1990. The request for consent to test the source individual for HIV and HBV will be made. The source patient has the right to refuse such testing under present regulations.

10. Under the Ryan White act, medical treatment facilities will notify the Fire Chief of any patient responded to by district personnel diagnosis of an airborne transmissible disease. When notified, the Fire Chief will contact members that were present on the call.
11. The safety officer will assume the duties of the infectious control officer in his/her absence.
12. All medical records are confidential and will not be released without written consent from the member. These records are not to be released to anyone within or outside of the Fire District.
13. These records will be kept for the duration of employment plus 30 years.

2210.9 Addendum: Every emergency scene is dynamic, unique and poses its own set of challenges. Remember to be logical and flexible. No S.O.P. no matter how detailed can take into account any and all circumstances. At no time should this or any S.O.P. take the place of common sense. If an S.O.P. will endanger the emergency services personnel, or if for some reason the S.O.P. is determined not to be the best course of action, the S.O.P. should be foregone in favor of a safer or more productive alternative.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: **Respiratory Protection Program** **Adopted Date: 12/16/2015**

POLICY NUMBER: **2220** **Revision Date: 03/16/2017**

2220.1 Purpose: To provide a standard policy for all members of the Herald Fire Protection District, that will insure a safe environment during emergency operations, against respiratory hazards. These hazards include smoke, heat, oxygen deficiency, and unknown toxic gases which in most cases present working environments that are immediately dangerous to life and health (IDLH). To provide a standard of who, and when respiratory protection must be utilized and to serve as an intent to comply with the respiratory guidelines of NFPA 1500, CAL OSHA, for operating with a potential IDLH atmosphere.

The use of self-contained breathing apparatus (SCBA) shall be the first line of defense against these respiratory hazards. Engineering controls, such as ventilation may be used when the Officer in Charge (OIC) is able to determine, by metering, that no hazard exists. Metering must be specific and the OIC must be positively certain that no hazards exist. Ventilation during structural firefighting shall not be considered as a substitute for the use of SCBA.

2220.2 Scope and Application: This program shall apply to all District Personnel who may be or are required to wear SCBA during firefighting or any other emergency operations where an IDLH atmosphere may exist. All personnel who may be required to perform duties requiring the use of SCBA must be enrolled in the Herald Fire Protection District's Respiratory Protection Program. The District shall be responsible for any required expenses resulting from the personnel participation in the Respiratory Protection Program.

2220.3 Definitions:

1. **IDLH:** For this purpose, any area inside a structure or any area outside a structure that requires the use of SCBA for protection from smoke, products of combustion, toxic vapors, potentially harmful particulate matter, of an oxygen deficient atmosphere. For this purpose these emergency operations shall include, structure fires, hazardous materials incidents, vehicle fires, dumpster fires, chimney fires, special rescue situations such as confined space rescues, and all other incidents that may expose the employee to respiratory hazards.
2. **IDLH Level Structure Fire (Working Fire):** Any fire that requires the advancement of a 1.5 inch or larger attack line and that also requires the use of an SCBA.

3. Rescue Team/Two-Out: a designated two (2) member rescue team assigned to be present outside the IDLH atmosphere during the initial stage of an operation. This two (2) person team shall have full turnout gear including SCBA's. All other equipment which may be necessary will be readily available. These persons shall remain together and one shall serve as the accountability officer for persons entering and/or leaving the atmosphere. To ensure the safety of personnel of the Herald Fire Protection District, at no time shall the Incident Commander be considered as part of this team. It will further be the intent not to utilize the pump operator for this position with the exception of extenuating circumstances as designated by the incident commander.
4. Rapid Intervention Crew (RIC): A specifically designated team (minimum of two persons, maximum determined by size of the incident) with full protective clothing, SCBA, hand tools and a charged line, at the scene of an emergency operation beyond the initial stage. This team is designated to provide personnel for the rescue of fire fighter personnel operating at the incident, should the need arise.
5. Initial Stage: The period of an incident where tasks are being undertaken by the first arriving companies with only one team assigned to work or operate in the IDLH atmosphere.
6. Operation (All Hands Working Fire): The period of time after the initial stage until the incident is stabilized. This period of the incident is indicated by having deployed more than one team operating in the IDLH atmosphere.
7. Buddy System: Operating in teams of two or more firefighters. Under this system, no single firefighter shall be assigned a task to perform alone in a IDLH atmosphere. Members operating under the Buddy System must maintain voice or visual contact with other team member.
8. Medical Evaluation: For the purpose of this policy, Medical Evaluation shall mean the completion of a PCR with full set of vitals and skin signs.
9. Medical Examination: For the purpose of this policy, Medical Examination shall mean a physical exam by a doctor, selected by the District.
10. Fit Testing: Shall be a test conducted on each individual employee, using their face piece of the selected SCBA to ensure that the face piece properly seals. Fit Testing shall meet the QLFT Protocol in appendix B (B4) of the Respiratory Protection Standard.

2220.4 Responsibilities:

2220.4.1 Fire Chief: The Fire Chief shall have the overall responsibility of the administration of the Respiratory Protection Program including:

1. Development of the Respiratory Protection Program.

2. Development of policies, rules, and regulations.
3. Budgeting for the Program implementation.
4. Appointment of Respiratory Protection Program Administrator.
5. Determining those employees required to participate in the program.

2220.4.2 Program Administrator: The program administrator is responsible for administering and overseeing the Respiratory Protection Program. This policy in no way prevents the program from delegating certain responsibilities and duties to other company officers. Duties of the Program Administrator include:

1. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
2. Selection of respiratory protection options.
3. Monitoring respiratory use to ensure that the respirators are used in accordance with their certification.
4. Arranging for and conduct training.
5. Ensuring proper storage and maintenance of respiratory protection equipment.
6. Conducting qualitative fit testing with Birex or similar agent.
7. Administering the Medical Surveillance program.
8. Updating the written program, annually and as necessary.
9. Will ensure an adequate supply of disinfecting and cleaning material.
10. Shall ensure that the compressed air maintains Grade D Quality and that the air compressor is serviced at least once per year.
11. Providing to the physician the necessary information about the standard including a copy of the District's program, a copy of the Respiratory Protection Standard, a list of hazards encountered in the work environment, and for each employee requiring evaluation, his/her work area or job title, proposed SCBA type and weight, length of time required to wear SCBA, expected physical work effort, potential temperature extremes, and information regarding type and weight of protective clothing.

2220.4.3 Company Officers: Company Officers are responsible for ensuring that the Respiratory Protection Program is implemented. In addition to being knowledgeable about the program requirements for their own protection, Company Officers must also ensure that the program is understood and followed employees under their charge. Duties of Company Officers include:

1. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluations according to the schedule.
2. Ensuring the availability of an SCBA for any personnel working in an IDLH atmosphere.
3. Being aware of tasks requiring the use of an SCBA.
4. Enforcing the proper use of SCBA when necessary.
5. Ensuring that SCBA are properly cleaned, maintained, and stored according to the Respiratory Protection Program.
6. Ensuring that SCBA fit properly and do not cause discomfort.
7. Continually monitoring work areas and operations to identify respiratory hazards.
8. Report to Program Administrator or Deputy Administrators any employee having difficulty wearing/using SCBA.
9. Coordinate with the Program Administrator or Deputy Administrators, how to address respiratory hazards or other concerns regarding the program.
10. Ensure that all personnel operating IDLH incidents follow the District policy for Fire Scene REHAB.

2220.4.4 Employees:

1. Each Employee has the responsibility to wear his/her SCBA when and where required and in the manner in which they are trained.
2. Care for, maintain, and store their SCBA as instructed.
3. Personnel are not permitted to wear any jewelry, ear protection, eye glasses or protective hoods in a manner that may interfere with the face piece seal. Facial hair, or any other hairstyle may not interfere with the face piece seal. Personnel requiring eye glasses will notify their supervisor and eye glass inserts will be provided.

4. All personnel shall conduct a “User Seal Check” each time they wear their SCBA. Personnel shall use either positive or negative (depending on which test works best for them) specified in the Respiratory Protection Standard.
5. Inform their Company Officer if the SCBA face piece no longer fits well and request to be refitted with a proper fitting mask. Inform their Company Officer should they have difficulty when wearing or using an SCBA.
6. Inform their Company Officer or Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and any other concerns that they have regarding the program.

2220.5 Program Elements:

2220.5.1 Selection Procedures: The Herald Fire Protection District currently uses one brand of SCBA, Scott 4.5. The Scott 4.5 is NIOSH certified and shall be used in accordance with the terms of the certification. Personnel shall be fit tested annually for the Scott 4.5. Should the employee require a different mask than the standard mask, the District shall issue to the individual member the proper fitted mask.

2220.6 Results of Current Hazard Evaluation Where SCBA Will Be Required:

2220.6.1 Structural Firefighting: Due to the potential respiratory hazard posed by structural firefighting from increased amounts of plastics and synthetic materials that are used in construction and home furnishings. Ventilation, even the use of positive pressure ventilation, cannot ensure there is no respiratory hazard. Therefore all members of the Herald Fire Protection District engaged in interior structural firefighting (as outlined in the definition section of the program) shall use an SCBA. An SCBA shall remain in use until the overhaul is complete and the fire is determined to be out by the OIC, or the respiratory hazard has been declared safe by the use of meters. Firefighters who are performing exterior functions at a structural fire may be required to use an SCBA, depending on the operational and potential hazard as determined by the OIC, Safety Officer, or Company officer. Each and every firefighter using an SCBA shall be required to go through Fire Scene Rehab, if they show signs of fatigue or request it, must complete all aspects of rehab as written in the Rehab policy. Medical Personnel will have the final say as to a firefighter reentering the IDLH.

2220.6.2 Vehicle Fires: Are known to produce toxic gases that may be IDLH. Firefighters who are engaged in vehicle firefighting operations shall use an SCBA while performing the operations.

2220.6.3 Dumpster Fires or Other Containers: (which are not classified as structure fires) When involved in fire shall, require firefighters to wear an SCBA while performing these operations.

2220.6.4 Hazardous Materials Incidents: Firefighters who respond to or operate at a hazardous materials incident may be exposed to a variety of known and unknown respiratory hazards. An SCBA shall be worn by all personnel operating in the Hot Zone, Warm Zone and Decontamination Zone, or as determined by the OIC.

2220.6.5 Chimney Fires: Firefighters operating the roof level at chimney fires shall be required to wear an SCBA.

2220.6.6 Carbon Monoxide Incidents: Due to the fact that carbon monoxide presents a potential respiratory hazard, personnel operating at those alarms shall wear an SCBA until the building has been declared safe by verifying with a Multi-gas Meter.

2220.6.7 Special Rescue Situations: May include below grade, confined space, and other areas where the OIC cannot ensure the quality of the atmosphere. In these cases, personnel shall be required to wear an SCBA. Engineering controls such as ventilation may be used provided constant monitoring can ensure with certainty the quality of the atmosphere in the rescue environment.

2220.6.8 Other Respiratory Hazards: Nothing in this policy is intended to restrict the OIC, Safety Officer, or Company Officer from requiring personnel to use an SCBA when he/she suspects a potential respiratory hazard. Officers are encouraged to adequately size up each situation and to consider the safety of personnel when making decisions regarding SCBA use.

2220.7 Updating the Hazard Assessment: The Program Administrator shall review and update the hazard assessment as needed. (i.e. anytime through new technology or new processes, any changes occur that may affect the atmosphere in the working environment that may potentially effect personnel exposure).

2220.8 Medical Examination: All new hires shall be required to complete a medical exam from their own Doctor or Lodi Memorial Occupational Health, 800 S. Lower Sacramento Rd. Lodi, CA 95242, phone number 209-339-7441. This medical exam shall include the completion of the medical evaluation. New hires must receive certification from a physician that they are able to wear an SCBA. Any new hire refusing a medical examination will be terminated.

2220.9 Medical Evaluation: Personnel who may be subject to or require to wear an SCBA must pass a medical evaluation before being permitted to wear an SCBA in training or on the job. Personnel are not permitted to wear an SCBA until a physician, physician's assistant, or nurse practitioner has determined that they are medically able to do so. Any personnel refusing a medical evaluation will not be allowed to work in an area requiring an SCBA.

2220.10 Fit Testing: Fit testing is required for all personnel who may be subject to wearing an SCBA.

1. New hires, once they have completed their medical exam and received certification from the physician that they can wear an SCBA.

2. Prior to being allowed to wear an SCBA.
3. Annually, all personnel will be fit tested. Anyone not completing the fit test will not be allowed to respond to incidents requiring an SCBA.
4. When there are changes in the employees physical condition that could affect respirator fit (obvious changes in body weight, facial scarring, etc.)

Personnel will be fit tested with the make, model, model and size of the SCBA that they will actually use. The qualified technician provided by the District or his/her trained designee will conduct fit test following the Bitrex Solution Aerosol QLFT Protocol in the Respirator Protection Standard.

2220.11 Cleaning, Maintenance, and Storage: SCBA are to be cleaned and disinfected after each use. The cleaning policy to be as follows:

1. Disassemble SCBA, removing cylinder, mask, and Pass Device.
2. Wash the face piece and associated parts in a mild detergent with warm water.
3. Disinfect the face piece with the provided solution.
4. Rinse completely in clean warm water.
5. Air dry in a clean area.
6. Reassemble the SCBA, test the function.
7. Place back on apparatus, masks are to be stored in a bag, or within an enclosed cab.
8. If problems are found during test function, the pack is to be taken out of service, tagged with the problem. A spare pack will be obtained and placed in service to replace the out of service pack.
9. Field cleaning of SCBA is to be done using 70% Isopropyl Alcohol wipes. There will be no sharing of an SCBA mask in the field without proper cleaning.

2220.12 Maintenance: SCBA are to be properly maintained at all times in order to ensure that they function properly and adequately protect personnel. Maintenance involves a thorough visual inspection for cleanliness and defects. All repairs are only to be completed by Factory Trained Technicians. Technicians shall ensure that each and every air pack is flow tested and bench tested at least once a year, as well as after each repair involving the regulator. The following items are to be checked, after each use and as needed. The findings of these checks are to be properly recorded in the Vehicle Maintenance Log.

2220.12.1 Face piece:

1. Cracks, tears, or holes
2. Facemask distortion
3. Cracked, loose, or damaged lens

2220.12.2 Head straps:

1. Broken, or tears
2. Broken buckles

2220.12.3 Valves:

1. Residue or dirt
2. Damage to valve or valve material

2220.12.4 Gauges, regulators, and air lines:

1. Damage to or inaccuracy
2. Leaks

2220.12.5 Pass Alarm:

1. Operation
2. Battery condition

2220.12.6 Body Harness:

1. Tears, rips, faying, or otherwise damaged straps
2. Broken buckles

2220.12.7 Cylinder:

1. Air supply full
2. Hydrostatic test done
3. General cylinder

2220.13 Training: The District will set recertification training annually. All personnel must recertify annually. Training shall include the following:

1. The need for respirator use, how improper fit usage, or improper maintenance can compromise the effectiveness of the SCBA.
2. Limitations and capabilities.
3. How to effectively use SCBA.
4. How to inspect, don, doff, use, and perform proper seal checks.
5. Procedures for maintenance, field cleaning, and storage.
6. How to recognize medical symptoms that may compromise the safety of the wearer.
7. The general requirements of Title 8, Section 5144.

2220.14 Program Evaluation:

The Respiratory Protection Program will be evaluated annually by the Program Administrator and other personnel assigned by the Fire Chief to ensure proper implementation. The Program Administrator will regularly communicate with firefighters regarding their views on the effectiveness of the program and to identify any problems. The evaluation will ensure:

- Proper procedures for purchasing approved equipment are in place.
- Firefighters are properly fit tested.
- Firefighters have adequate training.
- Equipment is cleaned, inspected, and maintained.
- Program documentation is complete.
- Procedures are revised to correct deficiencies.

2220.15 Record Keeping

The Program Administrator will be responsible for the retention of the following records:

Type of Record	Retention
SCBA monthly inspection records <ul style="list-style-type: none">• After each use – proper function test• Weekly• Monthly (minimum)	1 year (minimum)
SCBA maintenance and repair records	Life of equipment
SCBA breathing air cylinders fills	5 years
Breathing air quality quarterly test records	5 years

Breathing air system compressor records: <ul style="list-style-type: none"> • Installation records • Maintenance and repair records 	Life of equipment
Medical evaluation	Length of employment (service), plus 30 years
Initial and annual fit-testing records	1 year (minimum)
Initial and annual training records <ul style="list-style-type: none"> • Respirator training • Fill station training 	5 years (minimum) Length of employment recommended
Program evaluation records	5 years

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: **Illness and Injury Prevention Program** **Adopted Date: 11/01/2013**

POLICY NUMBER: **2260** **Revision Date: 12/16/2015**

2260.1 Purpose: The Purpose of the Herald Fire District is to provide safe working conditions for all district personnel. The District will maintain a safety and health program conformation outlined by Occupational Safety and Health Administration (OSHA) guidelines. The Safety and Health Program includes the following:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Developing a program of safety and health inspection to identify and eliminate unsafe working conditions and/or practices.
3. Providing training for all district personnel in good safety and health practice.
4. Provide personal protective equipment and instruction for use and care.
5. Developing and enforcing safety and health rules and requiring that district personnel cooperate with these rules as a condition of employment.
6. Investigating promptly and thoroughly every accident to determine cause and make appropriate correction to avoid a repeated accident.
7. Developing recognition and awards for outstanding safety service and/or performance.

2260.2 Program Responsibility: Although the District recognizes that the responsibilities for safety and health are shared, the Fire Chief shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

2260.2.1 The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements and for providing the safeguards required to ensure safe conditions.

2260.2.2 Supervisory personnel are responsible for developing proper attitudes towards safety and health in themselves and in those they supervise. To ensure that all operations are performed with the utmost regard for the safety and health of all personnel involved.

2260.2.3 No district employees will be required to work at a job he/she knows is not safe. District personnel are responsible for genuine operation of all aspects of the safety and health program including compliance with all rules and regulation and for continuously practicing safety while performing their duties. Any district personnel found not participating safety while performing his/her duties will be subject to appropriate discipline.

2260.3 Injury and Illness Records: The District's record keeping system shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

2260.3.1 A report shall be obtained on every injury and illness requiring medical treatment (see section 3010.8).

2260.4 Documentation of Activities: Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program.

2260.4.1 Records of scheduled and periodic inspections as required by Cal/OSHA (California Code of Regulations, Title 8, and Chapter 4) to identify unsafe conditions and work practice. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified and the action taken to correct the unsafe condition and work practices. The records are to be maintained for at least three (3) years.

2260.4.2 Documentation of safety and Health training required by Cal/OSHA (California Code of Regulations, Title 8, and Chapter 4) for each district personnel. The documentation must specifically include employee and volunteer name or other identifier, training dates, type(s) of training and the name of training provider. These records must be kept for at least three (3) years.

2260.5 Program Communication System: Communication shall be maintained with all affected employees and volunteers on matters relating to occupational safety and health, including provisions designated to encourage employees and volunteers to inform the District of hazards at the worksite without fear of reprisal. Communications with employees or volunteers shall include meetings, training programs, posted written information and a system of anonymous notification by employees about hazards.

2260.5.1 Written communications to district personnel shall be in a language they can understand. If an employee or volunteer cannot read in any language, said communication shall be made orally in a language he/she can understand.

2260.5.2 The District's Code of Safe Practices, see 3010.8 below, shall be posted at a conspicuous location in the District's maintenance off and shall be provided to each supervisory employee and volunteer who shall keep it readily available.

2260.5.3 Periodic meeting (at least one per quarter) of supervisory employees and volunteers shall be held under the direction of the fire Chief for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three (3) years.

2260.5.4 Supervisory employees and volunteers shall conduct toolbox or tailgate safety meetings or equivalent with their crews(s) twice a month to emphasize safety. Documentation of these meetings shall be maintained for three years.

2260.5.5 General District personnel meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meeting should be regular, scheduled and announced to all district personnel so that maximum District personnel attendance can be achieved. Documentation of these meetings shall be maintained to three (3) years. Discussion at these meetings should concentrate:

1. Occupational accident and injury history within the District, with possible comparisons to other similar agencies.
2. Feedback from district personnel.
3. Guest speakers from the District's workers compensation insurance carrier or other agencies concerned with safety.
4. Brief Audio-visual materials that relate to District operations.
5. Training programs shall be conducted when new equipment, machinery or tools are purchased. District personnel shall be instructed in safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three (3) years.
6. Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location the District's maintenance office.
7. News articles and publications devoted to safety shall be distributed to District personnel. This policy shall also be District personnel upon its adoption, to all new district personnel at the time of their hiring and annually thereafter.

2260.6 Hazard Assessment and Control: Periodic safety inspections shall be conducted to identify existing hazardous in the workplace. The inspections shall be conducted by personnel who, thorough experience or training, are able to identify actual potential hazards and who understand safe work practices.

2260.6 .1 Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected.

2260.6 .2 The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of district personnel, changes in equipment or work process and the history of workplace injuries and illnesses.

2260.6 .3 A written assessment shall be prepared after said inspections which will document identified hazards and prescribed procedures for the elimination of same and measure that can be taken to prevent their recurrence.

2260.6 .4 The Fire Chief will review written inspection reports and/or assessments and will assist in picturizing actions and verify completions of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

2260.7 Accident Investigation: All accidents shall be thoroughly investigated by the Fire Chief with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

2260.7.1 The investigation must obtain all the facts surrounding the occurrence, what caused the situation to occur, who was involved, was/were the district personnel qualified to perform the functions involved in the accident or near-miss, were they properly trained, were proper operating procedures established for the task involved, were procedures followed and if no why not, where else is this or similar situations might exist and how can it be corrected.

2260.7.1.1 The accident investigator must determine which aspects of the operation or process required additional attention (what type of constructive action can be eliminate the cause(s) of the accident or near-miss).

2260.7.1.2 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

2260.7.1.3 Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

2260.7.1.4 Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

2260.8 Code of Safe Practices: All District personnel shall follow these safe practices rules, render every possible aid to safe operations and report all unsafe conditions or practices to the Fire Chief.

2260.8.1 Supervising district personnel shall insist on employees/volunteers observing and obeying every rule, regulation and order as necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance. Failure by district personnel to comply may result in warning, reprimand, suspension, or dismissal.

2260.8.2 District personnel, will be required to attend and participate in all special drill sessions and maintain a minimum of 85% of regular drill sessions (5 out of 6 drills) per quarter. Failure to regularly attend drill sessions may be grounds for dismissal. Any Firefighter dismissed for nonattendance at drills will not be allowed to respond to calls until approval is given in writing by the Fire Chief.

2260.8.3 Anyone known to be under the influence of drugs or intoxicating substances which impair his/her ability to safely perform the assigned duties shall not be allowed on the job while in that condition and will be subject to the discipline specified in Policy #2006.

2260.8.4 Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well-being of the district personnel or others shall be prohibited.

2260.8.5 District personnel are prohibited from smoking in District vehicles and shall not smoke at the scene of an emergency.

2260.8.6 Work shall be well planned and supervised to prevent injuries in the handling of materials and in working tighter with equipment.

2260.8.7 No District personnel shall pose a direct threat to themselves, to the health and safety of other individuals in the workplace or to the public they serve.

2260.8.8 District personnel shall be subject to disciplinary action in the event of his/her inefficient or indifference in the performance of his/her duties as well as for other acts or omissions which brings discredit upon or affect the efficiency of the District.

2260.8.9 No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the district personnel or others to injury.

2260.8.10 Any District personnel, who has an injury, illness or disability that would preclude him/her from performing the duties of a firefighter will report said disability to the Fire Chief prior to responding to any calls. The Fire Chief or his designee may request medical authorization showing that the firefighter is capable of performing his/her duties.

2260.8.11 No District personnel who has any injury, illness or disability that would preclude him/her from performing the duties of a firefighter may ride on any District apparatus in any capacity during the period of illness, injury or disability.

2260.8.12 Any District personnel, who knows of another firefighter, paid or volunteer, having any illness, injury or disability that would preclude them from performing the duties of a firefighter is to report said information to the Fire Chief who will make a thorough investigation.

2260.8.13 District personnel shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation unless it has been determined that it is safe to enter.

2260.8.14 District personnel shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the Fire Chief.

2260.8.15 Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

2260.8.16 It is prohibited for anyone other than district personnel to ride on/in District apparatus or to use District tools without prior authorization by the Fire Chief.

2260.8.17 District personnel shall not handle or tamper with any electrical equipment, machinery air or water lines in a manner not within the scope of his/her duties unless he/she received instructions for the Fire Chief.

2260.8.18 All injuries shall be immediately reported to the Fire Chief or Administrative Assistant so that arrangements can be made for medical or first aid treatment. The injured employee shall assist the Fire Chief in filing the necessary compensation from or other forms necessary for medical assistance. It is the responsibility of the employee to keep the Fire Chief current on the status of his/her injury.

2260.8.19 When lifting heavy objects, lift from your legs not your backs.

2260.8.20 Materials, tools or other objects, shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.

2260.8.21 District personnel shall clean thoroughly after handling hazardous or unhealthy substances and follow special instructions from authorized sources.

2260.8.22 Work shall be so arranged that district personnel are able to take a ladder and use both hands while climbing.

2260.8.23 Gasoline shall not be used for cleaning purposes.

2260.8.24 Any damage to scaffolds, falsework, shoring or other supporting structures shall be immediately reported to the Fire Chief.

2260.8.25 No burning, welding or other sources of ignition shall be applied to any enclosed tank or vessel, even if there are some openings. Until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Fire Chief.

2260.8.26 Each District personnel are subject to warning, reprimand, suspension or dismissal for his/her failure to obey any portion of this safety code.

2260.8.27 Use of Tools and Equipment:

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "Defective".
3. Pipe wrenches shall not be used as substitute for other wrenches.
4. Only appropriate tools shall be used for the job.
5. Wrenches shall not be altered by the addition of handle-extensions or "Cheaters".
6. Files shall be equipped with handles and not used to punch or pry.
7. Screwdrivers shall not be used as chisels.
8. Wheelbarrows shall not be used with handles in an upright position.
9. Portable electronic tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.
10. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

2260.8.28 Machinery and Vehicles:

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing or long hair, dangling ties, fingers rings, etc., shall not be worn around moving machinery or other sources of entanglement.
3. District personnel who wear glasses or have beards that may cause failure of facemasks to seal may not work in situations where a self-contained mask is required by smoke, or hazardous chemicals.

4. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designated or fitted with safeguards to protect the person performing the work.
5. Where appropriate, lock-out procedures shall be used.
6. District personnel shall not work under vehicles supported by jacks or chains hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
7. Air hoses shall be visibly inspected before backfilling, to ensure that it is safe to backfill.
8. All excavations shall be visually inspected before backfilling, to ensure that is safe to backfill.
9. Excavating equipment shall not be opened near tops of cuts, banks and cliffs if employees are working below.
10. Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Use of Public Buildings

Adopted Date: 12/16/2015

POLICY NUMBER: 3020

Revision Date: 12/13/2016

3020.1 The Herald Fire Protection District reserves the right of first priority for use of all district facilities. A calendars shall be maintained by the district office (Hendrickson Training Center) and barn usage shall be kept by the Barn Advisory Committee, noting standing district dates and uses of facilities. Except in the worst weather ALL youth activities are encouraged to be held in the barn. Youth group and non-profit organizations shall request available dates for standing use, which does not conflict with district use. Requests for barn use should be submitted to the Barn Advisory Committee.

3020.2 Usage of district facilities shall be for Herald Fire Protection District residents only, including youth groups such as 4-H, FFA, Boy Scouts, Girl Scouts and other youth-centered organizations, and community service groups including Herald Community Club and other local-based service organizations.

3020.3 Facility Usage:

- Hendrickson Training Center: Group meetings and activities
- Memorial Services and other small public gatherings with 49 people or less
- No cooking allowed within the building
- No public events or fundraising events allowed

Barn:

- Group meetings and activities including craft fairs, race events, holiday festivals and others as approved by the Fire Marshal
- Activities must be barn type events in nature
- No public events or fundraising events allowed

3020.4 Proof of residency shall be required. When a Herald Fire Protection District resident requests the use of a district facility, they shall provide a copy of their legal identification, with picture, and a copy of their utility bill clearly identifying district residency.

3020.5 Maintenance of the buildings is the responsibility of the HFPD. All groups are required to clean-up after their usage and keep the building in a professional and working manner.

3020.6 The HFPD reserves the right to refuse usage to any group for failure to follow District policies and procedures.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Infrastructure Rehabilitation Replacement Policy **Adopted Date: 05/19/2004**

POLICY NUMBER: 3031 **Revision Date: 11/18/2015**

3031.1 Infrastructure needs are determined by identifying the existing infrastructure inventory and assessing the effectiveness of each in the operation, maintenance, administration and storage capabilities required to support HFPD operations and the delivery of services.

3031.2 Infrastructure projects are prioritized based on the following criteria:

3031.2.1 Legally Mandated: Addresses specific legal mandates resulting from passage of a law, like the Americans with Disabilities Act.

3031.2.2 Safety/Security Needs: Address specific, identified safety hazard with facility or addresses specific, identified security deficiencies in the detection of or response to threats to persons from planned acts of violence, life threatening emergencies or natural disasters.

3031.2.3 Deteriorated Asset: Rehabilitation or replacement of an asset that negatively affects delivery of services. A deteriorated asset is one that is being replaced beyond its useful life or normal replacement cycle.

3031.2.4 Accessibility: Projects that provide accessibility improvements not already covered under the legally mandated criteria, these are improvements that exceed the mandates of ADA.

3031.2.5 Regular Replacement: The optimal rehabilitation or replacement of an asset at the end of its useful life and within the normal replacement cycle of that asset. Regular replacement occurs before the asset becomes deteriorated.

3031.2.6 Enhance Existing: Improves or enhances an existing infrastructure. Enhancements are improvements to existing infrastructure that does not add to or expand the existing infrastructure.

3031.2.7 New/Expansion: Increases effectiveness of operations, maintenance, administration and storage capacities required to support HFPD operations and the delivery of services.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Expense Authorization** **Adopted Date: 10/05/2009**

POLICY NUMBER: **3040** **Revision Date: 11/18/2015**

3040.1 All purchases made for the District by any member of the District must obtain authorization of the Fire Chief.

3040.2 Any commitment of District Funds for any one purchase or expense greater than Two Thousand Five Hundred Dollars (\$2,500) shall first be submitted to the Board of Directors for approval.

3040.3 A “petty cash” fund shall be maintained in the District office having a balance-on-hand maximum of Five Hundred Dollars (\$500.00).

3040.3.1 Petty cash may be advanced to District member(s) for the purpose of procuring item(s) or service(s) relating to District Business once they have obtained authorization of the Fire Chief. All receipts as well as any remaining cash will be returned to the Administrative Assistant.

3040.3.2 Maximum petty cash advance for any one purchase will be no larger the One Hundred Dollars (\$100.00).

3040.3.3 No personal checks shall be cashed using the petty cash fund.

3040.3.4 The petty cash fund shall be included in the District’s annual independent accounting audit.

3040.4 Whenever any member of the District incur “out-of-pocket expenses for item(s) or service(s) relating to District business verified by valid receipts, monies spent shall be reimbursed upon request, from the District’s petty cash fund.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Contracts

Adopted Date: 05/25/2017

POLICY NUMBER: 3050

Revision Date: 05/25/2017

3050.1 Contracts entered into by the District shall be subject to provisions of informal bidding procedures under the Uniform Public Construction Cost Accounting Act, Public Contract Code Sections 22000, et seq.

3050.1.1 Projects of \$45,000 or less, maybe awarded by negotiated contract or purchase order upon approval by a majority of the Board of Directors, Section 22032(a).

3050.1.2 Projects of \$175,000 or less, may be let to contract by informal bidding procedures set forth in Section 22032(b) of the Public Contract Code by a majority approval of the Board of Directors.

3050.1.3 If all bids received on a project of \$175,000 or less are in excess of \$175,000, the Board may, by adoption of a Resolution, by a 4/5 vote, award the contract of \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable, Section 22034(f).

3050.1.4 Projects of more than \$175,000 shall, except as otherwise provided in the Public Contract Code, be let to contract by formal bidding procedures.

3050.1.5 In cases of emergency when repairs or replacements are necessary, the District may proceed at once to replace or repair roadways without adopting plans, specifications, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the discretion of the District, by contractor, or by a combination of the two, Public Contract Code Section 22035(a).

3050.1.5.1 The President of the Board or Fire Chief may declare such emergency subject to confirmation by the Board of Directors by a 4/5 vote at its next meeting.

3050.2 A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Pubic Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission, CUCCAC.

3050.3 Where a public project is to be performed, a notice inviting bids shall be sent, in a manner determined by the Fire Chief, to all contractors for the category of work to be bid, as shown on

the list developed in the section above, and to all trade journals as specified by CUCCAC in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the Fire Chief or the Board of Directors, provided however:

- a. If there is no list of qualified contractors maintained by the Herald Fire Protection District for the particular category of work to be performed,
- b. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

3050.4 The Board of Directors is authorized to award informal contracts pursuant to the provisions of this policy and the requirements of the Act.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Debt Management

Adopted Date: 05/25/2017

POLICY NUMBER: 3055

Revision Date: 05/25/2017

3055.1 This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

3055.2 Purposes For Which Debt May Be Issued

3055.2.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate when the following conditions exist:

- a) When the project to be financed is necessary to provide basic services.
- b) When the project to be financed will provide benefit to constituents over multiple years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers and/or ratepayers, as applicable.
- d) When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

3055.2.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.

- c) The District estimates that sufficient revenues will be available to service the debt through its maturity and will budget those accordingly in subsequent years.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

3055.2.3 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

3055.2.4 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

3055.3 Types of Debt - The following types of debt are allowable under this Debt Policy:

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and revenue anticipation notes (TRANs)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

3055.3.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

3055.4 Relationship of Debt to Capital Improvement Program and Budget

3055.4.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

3055.4.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

3055.4.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

3055.4.4 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

3055.4.5 The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

3055.5 Policy Goals Related to Planning Goals and Objectives

3055.5.1 The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budget.

3055.5.2 It is a policy goal of the District to protect taxpayers, ratepayers (if applicable) and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

3055.5.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

3055.5.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

3055.6 Internal Control Procedures

3055.6.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond

proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

3055.6.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the District.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Records Retention

Adopted Date: 07/21/2004

POLICY NUMBER: 3090

Revision Date: 05/25/17

3090.1 The purpose of the policy is to: provide guidelines to staff regarding the retention of Herald Fire Protection District records; provide the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records and, ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational or historical value to the District.

3090.3 The Fire Chief is authorized by the Board of Directors to interpret and implement this policy and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Code §60200 through 60203 and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Herald Fire Protection District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.3 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed at the discretion of the Fire Chief.

3090.5 All accounting record including but not limited to journals and ledgers will be retained at least five years. Records can be destroyed after an audit is completed or after five years, whichever is the latter, at the discretion of the Fire Chief.

3090.6 All payroll and personnel records shall be retained indefinitely. Originals may, upon authorization by the Fire Chief, be destroyed after seven years of retention, provided said records have been digitally stored. Payroll and personnel records including, but not limited to, the

following: accident reports, injury claims and settlements; medical histories; applications, changes and terminations of employees; insurance records; time cards; classification specifications; performance evaluation forms; earning records and summaries; retirements.

3090.7 Minutes of the meetings of the Board of Directors are retained indefinitely in a digital format.

3090.8 Construction records, such as bids, correspondence, change orders, etc., shall not be kept more than seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3090.9 Contracts should be retained for the its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which his more than two years old may be destroyed.

3090.10 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

3090.11 Vehicle records, such as documents of title and maintenance logs, shall be kept for the life of the vehicle plus two years.

3090.12 All EMS records and documents shall be kept seven years from the date of the incident.

3090.13 All records shall be stored digitally unless originals are required to be kept either by the Fire Chief, Board of Directors or state law.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Conflict of Interest

Adopted Date: 06/29/2016

POLICY NUMBER: 4020

Revision Date: 06/29/2016

In compliance with the Political Reform Act of 1974, California Government Code §87100 – 87500, the Herald Fire Protection District hereby adopts this Conflict of Interest Code, which shall be applied to all designated employees of the Herald Fire Protection District, as specifically required by California Government Code §87300.

4020.1 Designated Employees. Government Code §87302 (a) requires that persons including governing board members who occupy positions within the Herald Fire Protection District, which involve the making, or participation in the making, of decisions which may foreseeably have a material effect on any financial interest shall be a designated employee. All board members must disclose all economic interest set forth in section 4020.2.

4020.2 Economic Interests.

4020.2.1 Investments in any business entity which, within the last two years, has contracted, or in the foreseeable future may contract, with this District to provide services, supplies, materials machinery or equipment to the District. See Government Code §82034, §87103, §87206

4020.2.2 Income from any source which, within the last 12 months, has contracted, or in the foreseeable future may contract, with this District to provide services, supplies, materials machinery or equipment to the District. See Government Code §82030, §87103, §87207.

4020.2.3 Interests in real property, located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code §82033, §87103, §87206.

4020.3 Statement of Economic Interests

4020.3.1 Annual Statements. Each designated employee shall file an annual statement prior to the first day of April, disclosing reportable investments in business entities, interests in real property, and income held or received in the period since the closing date of the employee's previously filed statement and December 31st.

4020.3.2 New Positions. Designated employees appointed, promoted or transferred to designated positions within the District shall file initial statements disclosing reportable investments in business entities and interests in real property within 30 days after assuming office. §87302 (b)

4020.3.3 Leaving Office. Any designated employee whose employment with the District is terminated, voluntarily or involuntarily, shall, within 30 days after termination, file a statement of disclosing investments in business entities, interest in real property, and income, covering the period between the closing date of the previous statement of economic interests and the termination date.

4020.3.4 Filing with the Agency. The statements shall be filed with the person acting as the filing officer for the agency, a designated District staff member. The filing officer shall make and retain a copy of the statement and transmit the original to the code reviewing body within five days of receipt.

4020.4 Manner of Reporting. The manner of reporting reportable interests shall be pursuant to Government Code §87206 and §87207.

4020.5 Disqualification. A designated employee must disqualify himself or herself from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable economic interest (except gifts of less than \$250) or upon any business entity in which the designated employee holds a position of management or is a director, officer, partner, sole owner, trustee, or employee. No member shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

4020.6 Definitions. Unless otherwise indicated, the definitions contained in the Political Reform Act of 1974, Government Code §81000, et seq., the Regulations of the Fair Political Practices Commission adopted pursuant thereto, and any amendments to the Act and Regulations are incorporated into this Conflict of Interest policy.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Board Meetings

Adopted Date: 06/17/2015

POLICY NUMBER: 5010

Revision Date: 12/13/2016

5010.1 Regular meetings of the Board are scheduled to be held on the third Thursday of each calendar month at 7:00 p.m. at Station #87, 12746 Ivie Road, Herald, CA 95638. In order to conduct any form of business at a regular, special, or emergency meeting, a legal quorum must be present at the meeting. Conference calls, skyping, or other forms of telecommunications are not sufficient to meet the quorum requirements. For the purposes of the Herald Fire Protection District, a quorum is defined as three of the five sitting Board members.

5010.2 Special Meetings (non-emergency) of the Board may be called by the Board Chairman to conduct business that cannot be dealt with at a regular meeting due to scheduling or time-sensitive considerations.

5010.2.1 All Directors, District Personnel, members of the public, or others normally sent notices for regular meetings must be notified of all special meetings in writing at least 24 hours prior to the meeting, or may make arrangements to pick up meeting materials at the HFPD office at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations and residents of the District who have requested notice of special meetings in accordance with the Ralph M. Brown Act (G.C. 54950-94962) must be notified by mail unless the special meeting is called less than one week in advance, in which case notice (including agenda items listed) will be given by telephone, text, or email during business hours as soon after the meeting is scheduled as practical.

5010.2.3 An agenda must be prepared as specified for regular Board meetings in Policy #5020 and must be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Special Emergency Meetings may be called in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. The Board may hold an emergency meeting without complying with the 24-hour notice required in Section 2 above if there is a crippling disaster which severely

impairs public health or safety as determined by the Fire Chief, Board Chair, or Vice-Chair in the Chair's absence.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (G.C. 54950-94962) must be notified by phone, text, or email at least one hour prior to the start of the emergency meeting. In the event none of those services are operable, the one-hour meeting notice is waived, but the Fire Chief or his/her designee must notify those parties of the fact of the holding of the emergency meeting, and of any action taken by the Board as soon as possible after the close of the emergency meeting.

5010.3.2 No closed session may be held during any emergency meeting, and all other rules governing special meetings except the 24-hour notice requirement will be in effect. The minutes of the emergency meeting, a list of persons notified regarding the emergency meeting, a copy of roll call votes, and any other action taken at such meeting must be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 The Board of Directors must hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a Chairman, Vice Chairman and Clerk from among its members to serve during the upcoming calendar year, and must appoint the Administrative Assistant as the Board's Secretary and Treasurer.

5010.5 The Chairman, in consultation with the Fire Chief and Administrative Assistant must determine the order of the agenda in accordance with the guidelines outlined in Policy #5020.

5010.6 The Chair, Fire Chief and Administrative Assistant are responsible for ensuring that appropriate information is available for the audience at meetings of the Board of Directors, and that the physical facilities for said meetings are functional and appropriate.

HERALD FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: **Committee Meetings** **Adopted Date: 3/16/2017**

POLICY NUMBER: **5011** **Revision Date: NEW**

5011.1 Standing Committees are defined as the following: Budget Committee, Personnel & Staffing Committee, Facilities Committee, Apparatus Committee, Policy Committee & Safety Committee.

5011.2 Committee meetings are held on an as-needed basis, and therefore do not have standard meeting times.

5011.3 Committee members include no more than two (2) Directors, Fire Chief and other appropriate appointed District Personnel and other guests as deemed necessary.

5011.4 Committee meeting agendas will be posted 24-hours in advance of the meeting time in accordance with the Ralph M. Brown Act. Agendas will be posted at Station #87 only.

5011.5 Committee meeting minutes will be reviewed at the regular monthly board meeting.

HERALD FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE: Construction Posting of Agenda **Adopted Date:** 06/17/2015

POLICY NUMBER: 5020 **Revision Date:** 11/18/2015

5020.1 The Administrative Assistant, as secretary of the Board and in consultation with the Fire Chief and Board Chair, must prepare an agenda for each meeting. Agendas for regular meetings of the Board must be properly posted at Station #87, the Post Office, The Herald Store and any other place deemed appropriate and distributed to all appropriate parties at least seventy-two (72) hours prior to the meeting in compliance with provisions of the Ralph M. Brown Act. The general outline of the meeting agenda must be:

1. Reasonable accommodation for disabled
2. Call to Order
3. Roll Call
4. Flag Salute
5. Closed Session – (if necessary)
6. Action taken in Closed Session- (if necessary)
7. Announcements
8. Approval of past minutes
9. Public Comment
10. Action Items:
 - A. Consent Agenda – Bills, Warrants, Payroll, Call Log, Training Log or other items of routine nature. Any Board member may request and remove any item from the consent agenda and place that item on the regular portion of the agenda as specified.
 - B. Old Business – Carryover business from previous meetings, postponed items, or any previously discussed items requiring action.
 - C. New Business – Any new items requiring possible action by the Board.
11. Information Items – News, correspondence, updates, and other discussion items that do not require board action at this time.
12. Administrative Reports
13. Board Member Reports
14. Committee Reports
15. Pending Agenda Requests – Board Members (Action)
16. Adjournment

5020.2 It is the policy of the Board that the agenda must contain all appropriate postings for accessibility or special accommodations, and must comply with all other applicable state laws

regarding public notice. Members of the public, media representatives, and organizations may request copies of the agenda and board materials distributed prior to the board meeting, for which they will be charged a fee for reproduction and postage. These parties may request to pick up copies of the materials at the District Office to save on postage expenses.

5020.3 The public comment section of the meeting should primarily be an opportunity for members of the public to comment on non-agenda items. Members of the public may use this opportunity to comment on agenda items, but comments and questions posed during this time will not be responded to by members of the Board. Discussion and consideration of agenda items will only take place while the agenda item is pending. Members of the public making comments on agenda items during this time may forfeit recognition for speaking on those items as they are considered later in the agenda.

5020.4 Items listed on the agenda must contain enough specific information to identify possible action to be taken by the Board. The description should not exceed twenty (20) words.

5020.5 Any Governing Board member may submit in writing to the Administrative Assistant a request for an item to be placed on the agenda if such item falls within the jurisdiction of the Board. Such request must be submitted no later than five (5) days prior to the legally required posting of the agenda. Requests made by members are subject to the following conditions:

5020.5.1 The request must include sufficient information to clearly identify the issue to be addressed, and meet the requirements of the Brown Act.

5020.5.2 Any supporting documents regarding the agenda item must be submitted with the written request by the Board member.

5020.5.3 The Chair must determine if the request is or is not a matter within the jurisdiction of the Board. By majority vote of the Board during the Pending Agenda section of any regular meeting, any item properly requested by a Board member and denied by the Chair must be placed on the meeting agenda for the following regular Board meeting.

5020.6 Any member of the public may submit in writing to the Administrative Assistant a request for an item to be placed on the agenda if such item falls within the jurisdiction of the Board. Such request must be submitted no later than five (5) days prior to the legally required posting of the agenda. Requests made by the public are subject to the following conditions:

5020.6.1 The request must include sufficient information to clearly identify the issue to be addressed, and meet the requirements of the Brown Act.

5020.6.2 Any supporting documents regarding the agenda item must be submitted with the written request by the member of the public.

5020.6.3 The Chair must determine if the request is or is not a matter within the

jurisdiction of the Board. By majority vote of the Board during the Pending Agenda section of any regular meeting, any item properly requested by a member of the public and denied by the Chair must be placed on the meeting agenda for the following regular Board meeting.

5020.7 No matter which is legally a proper subject for consideration in closed session will be considered under Sections #5 or #6 above. Matters which include complaints against employees or any other closed session items must be handled according to the appropriate policies of the Board.

5020.8 Under no circumstances will items placed on the Pending Agenda for future meetings be acted upon by the Board during the meeting at which the item is first raised. Items not listed on the meeting agenda as action items may not be acted upon by the Board, but may be placed on future agendas as action items.

HERALD FIRE PROTECTION DISTRICT

RESOLUTION NO. 2017-06

**BEFORE THE BOARD OF DIRECTORS
for the
HERALD FIRE PROTECTION DISTRICT**

**To Authorize the Herald Fire Protection District to Access State and Federal Level
Summary Criminal History Information on Applications for District Employment**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize districts to access state and local summary criminal history information for employment purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes districts to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) condition access to such information on the existence of a requirement of or exclusion from employment based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the governing body of a district to specifically authorize access to summary criminal history information for employment purposes.

NOW, THEREFORE, the Herald Fire Protection District does hereby resolve as follows:

Section 1. That the Herald Fire Protection District shall not consider a person who has been convicted of a felony or misdemeanor involving moral turpitude eligible for employment (including volunteers and contract employees); except that such conviction may be disregarded if it is determined that mitigating circumstances exist, or that the conviction is not related to the employment in question.

Section 2. The Herald Fire Protection District is hereby authorized to access state and local summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity.

THE FOREGOING RESOLUTION was passed and adopted by the Board of Directors of the Herald Fire Protection District at a regular meeting held on the 23 day of August, 2017 by the following roll call vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Lindsey B. Reitz
Chairman of the Board
Herald Fire Protection District

ATTEST:

Brian L. Lauer
Clerk of the Board
Herald Fire Protection District



Herald Fire Protection District

Proposal to Address Hendrickson Hall and the Herald Barn Facility Issues

Adopted by HFPD Board of Directors on June 16, 2016

Hendrickson Hall:

- Accurately determine current allowable occupancy.
- Prohibit use of stove and oven until ventilation issues are resolved.
- Perform structural upgrades needed to increase occupancy rate, based on budget allowances and volunteer and staff time availability.
- Maintain HFPD resident clause for usage of facility
- Community groups (Herald Community Club, Boy Scouts, Girl Scouts, etc.) within the district may continue to use the hall at no charge.
- In an effort to minimize the impact on District staff resources, rental inquiries and information requests will be limited to the hours of 8:00 a.m. to 12 p.m. on Tuesdays and Thursdays ONLY.
- District funds have been allocated in the preliminary 2016-17 budget, to address facility upgrades and maintenance.
- The community and District management understand that the main focus of District staff is the preservation of life and property; therefore, Hendrickson Hall rental inquiries and designated building upgrades will be performed as limited staff time allows.

Herald Barn:

- District management has determined that the barn does **NOT** meet minimum safety and use regulations for many of the activities that have been previously held within the facility (dinners, parties, fund raising events etc.).
- The Board and District management agree that it is **not** economically practical to perform all of the necessary structural upgrades that would be required to resume regular rental of the barn.
- The public rental of the barn for public and private social events (dinners, parties and fund raising events etc.) will **not** be continued.
- The Board and District management agree that use of the barn is an important community resource and should be used for the events that it was originally intended for, such as 4H, FFA and other activities typical to a barn structure.
- The District should establish an advisory committee of 1 representative from Liberty Ranch FFA, 1 from Galt FFA, 2 from Herald 4H and 1 district board member.
 - Such a committee could be responsible for the following: schedule use activities, recommend policy and make recommendations pertaining to the use of the barn and arena area to the district board of directors.

SACRAMENTO COUNTY ECONOMIC FORECAST

Sacramento County is home to the California State Capitol. Sacramento County has a population of 1.5 million people and approximately 613,900 wage and salary jobs. The per capita income is \$46,165 and the average salary per worker is \$74,086. Because it contains the state capitol, the Sacramento County economy is highly influenced by the public sector, with government jobs comprising 26 percent of total wage and salary employment.

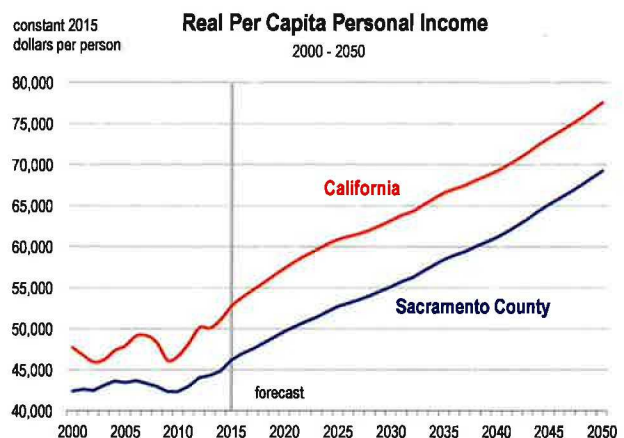
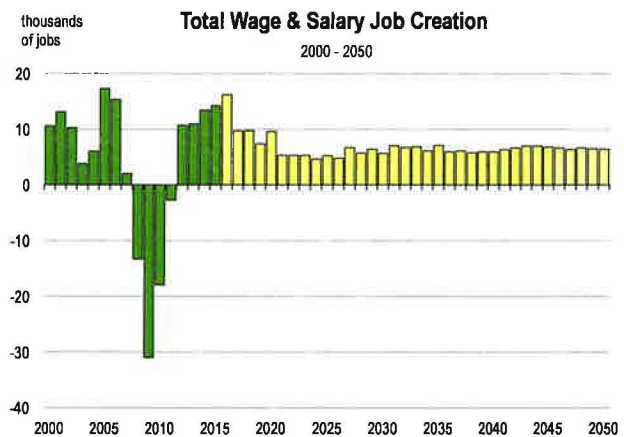
Employment across Northern California increased by 3.3 percent in 2015, whereas employment in the Sacramento Valley (consisting of Sacramento, Yolo, Placer, El Dorado, Yuba and Sutter counties) increased by 2.5 percent. In Sacramento County, 14,200 wage and salary jobs were created, representing a growth rate of 2.4 percent. The unemployment rate improved substantially, falling from 7.3 percent in 2014 to 6.0 percent in 2015.

During 2015, the largest employment gains were observed in construction (+2,800 jobs), leisure and hospitality (+1,900 jobs), wholesale and retail trade (+1,500 jobs), and financial activities (+1,300 jobs). Losses were not observed in any major sector.

From 2010-2015, the population of Sacramento County grew at an annual average rate of 1.0 percent. In-migration has been strong recently, with more than 6,000 net migrants entering the county in each of the past two years.

FORECAST HIGHLIGHTS

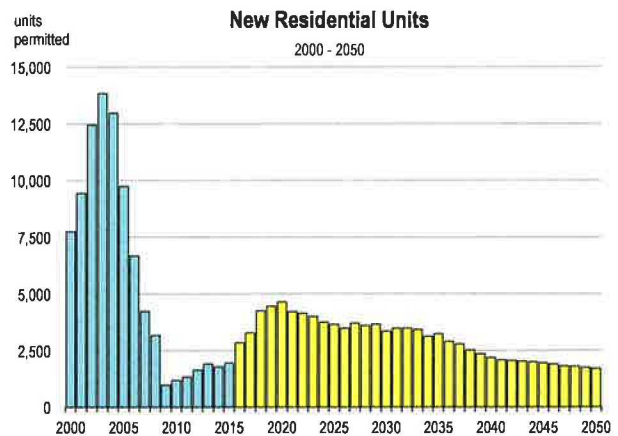
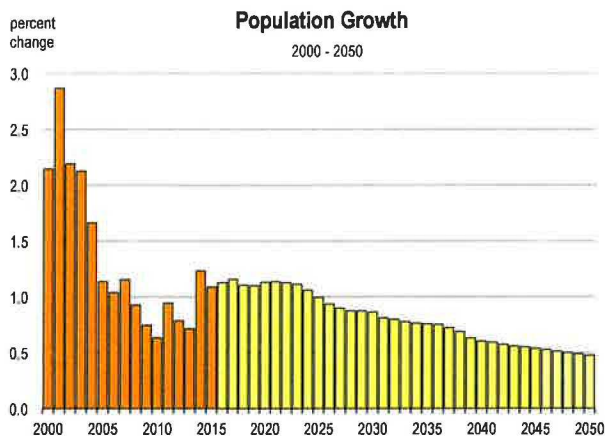
- In 2016, total employment is expected to increase by 2.6 percent. From 2016 to 2021, job growth is expected to average 1.3 percent per year.
- Average salaries are above the California state average, and are expected to remain so over the next few years. In Sacramento County, inflation-adjusted salaries will rise by an average of 1.1 percent per year from 2016 to 2021.
- Between 2016 and 2021, employment growth will be greatest in professional and business services, education and healthcare, construction, and government. Together, these industries will account for 78 percent of net job growth in the county.
- Population growth will be relatively strong over the next 5 years, with annual growth averaging 1.1 percent per year.
- Between 2016 and 2021, an average of 8,000 net migrants will enter the county each year, accounting for almost half of all population growth.
- Over the 2016-2021 period, an average of 3,900 housing permits will be issued each year. There are a number of large-scale development projects in the region. The most prevalent activity will occur in the area north of Elk Grove and east of Florin, which could see more than 30,000 new homes within the next few decades.
- Real per capita income is expected to rise by 1.7 percent in 2016. Between 2016 and 2021, growth will average 1.4 percent per year.
- Total taxable sales, adjusted for inflation, are expected to rise by 1.4 percent per year from 2016 to 2021.
- Industrial production is expected to rise by 2.6 percent in 2016. Between 2016 and 2021, industrial production is forecasted to rise by an average of 2.0 percent per year.



Sacramento County Economic Forecast

2010-2015 History, 2016-2050 Forecast

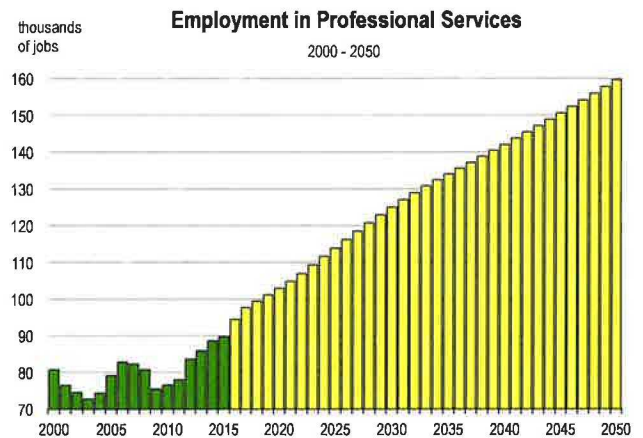
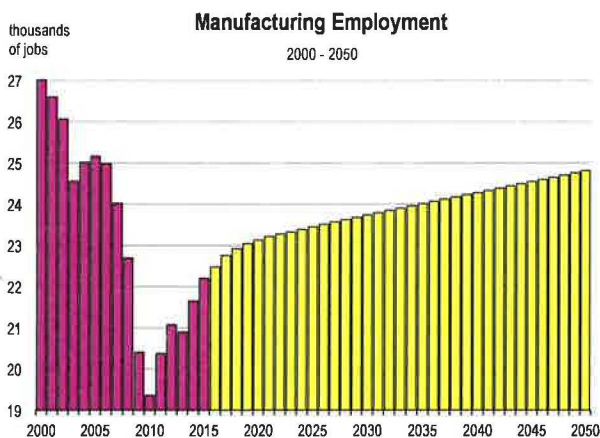
	Population (people)	Net Migration (people)	Registered Vehicles (millions)	Households (thousands)	New Homes Permitted (homes)	Total Taxable Sales (billions)	Personal Income (billions)	Real Per Capita Income (dollars)	Inflation Rate (% change in CPI)	Real Farm Crop Value (millions)	Real Industrial Production (billions)	Unemploy- ment Rate (percent)
2010	1,420,331	-1,719	1.16	514.0	1,181	\$16.9	\$54.7	\$42,335	1.3	409.4	5.8	12.6
2011	1,433,766	3,471	1.14	514.9	1,332	\$18.0	\$57.6	\$43,019	2.7	434.2	5.9	12.1
2012	1,445,019	2,236	1.14	516.3	1,633	\$19.1	\$60.7	\$44,034	2.7	482.7	6.3	10.5
2013	1,455,343	1,409	1.18	518.0	1,909	\$20.1	\$62.4	\$44,323	2.3	472.5	6.4	8.9
2014	1,473,279	8,931	1.21	520.0	1,772	\$21.0	\$65.1	\$44,839	2.8	502.5	6.5	7.3
2015	1,489,308	8,543	1.27	521.6	1,947	\$21.9	\$68.8	\$46,165	2.6	515.2	6.7	6.0
2016	1,506,130	7,516	1.29	523.4	2,841	\$23.2	\$72.7	\$46,940	2.5	513.5	6.9	5.0
2017	1,523,565	8,109	1.30	526.0	3,280	\$24.4	\$77.2	\$47,546	3.6	516.8	7.1	4.7
2018	1,540,398	7,541	1.32	529.1	4,248	\$25.3	\$80.8	\$48,232	3.5	517.4	7.2	4.6
2019	1,557,344	7,622	1.33	533.1	4,455	\$26.2	\$84.6	\$48,939	2.3	516.9	7.4	4.5
2020	1,574,946	8,270	1.34	537.3	4,633	\$27.1	\$88.7	\$49,667	2.3	516.9	7.5	4.4
2021	1,592,857	8,575	1.35	541.6	4,215	\$28.0	\$92.7	\$50,278	2.3	516.0	7.6	4.5
2022	1,610,835	8,535	1.35	545.6	4,147	\$28.8	\$96.8	\$50,874	2.3	515.7	7.8	4.4
2023	1,628,774	8,378	1.36	549.5	4,003	\$29.7	\$101.1	\$51,418	2.3	515.3	8.0	4.4
2024	1,646,029	7,671	1.37	553.2	3,742	\$30.7	\$105.9	\$52,089	2.6	515.0	8.1	4.4
2025	1,662,410	6,864	1.38	556.8	3,648	\$31.8	\$111.1	\$52,723	2.8	514.7	8.2	4.5
2026	1,677,947	6,133	1.38	560.2	3,470	\$32.8	\$116.1	\$53,141	2.9	514.5	8.4	4.6
2027	1,693,019	5,856	1.39	563.4	3,700	\$34.0	\$121.3	\$53,566	2.9	514.3	8.6	4.6
2028	1,707,848	5,851	1.40	566.9	3,605	\$35.3	\$126.5	\$54,037	2.7	514.2	8.8	4.6
2029	1,722,813	6,113	1.41	570.3	3,661	\$36.6	\$131.9	\$54,593	2.5	514.0	9.0	4.6
2030	1,737,681	6,224	1.42	573.7	3,349	\$38.0	\$137.3	\$55,140	2.4	513.9	9.2	4.5
2031	1,751,790	5,589	1.44	576.9	3,477	\$39.6	\$143.0	\$55,780	2.3	513.7	9.4	4.5
2032	1,765,747	5,591	1.45	580.1	3,484	\$41.3	\$148.7	\$56,255	2.5	513.6	9.6	4.5
2033	1,779,493	5,431	1.46	583.4	3,439	\$43.0	\$154.8	\$57,034	2.1	513.5	9.8	4.5
2034	1,793,091	5,354	1.48	586.6	3,128	\$44.8	\$161.2	\$57,739	2.3	513.3	10.1	4.5
2035	1,806,678	5,410	1.49	589.6	3,231	\$46.5	\$168.1	\$58,471	2.4	513.2	10.3	4.4
2036	1,820,280	5,431	1.50	592.6	2,892	\$48.2	\$175.2	\$58,958	2.8	513.1	10.5	4.4
2037	1,833,464	5,105	1.51	595.3	2,781	\$50.0	\$182.7	\$59,435	2.9	513.0	10.8	4.4
2038	1,846,087	4,600	1.53	597.9	2,519	\$51.9	\$190.5	\$60,032	2.7	512.8	11.0	4.4
2039	1,857,722	3,755	1.54	600.3	2,351	\$53.7	\$198.6	\$60,575	2.9	512.7	11.3	4.5
2040	1,868,947	3,422	1.55	602.5	2,178	\$55.5	\$207.0	\$61,165	2.8	512.6	11.5	4.5
2041	1,880,078	3,430	1.56	604.5	2,079	\$57.3	\$215.7	\$61,860	2.6	512.5	11.8	4.4
2042	1,890,847	3,112	1.58	606.5	2,052	\$59.1	\$224.6	\$62,616	2.5	512.3	12.1	4.5
2043	1,901,426	3,027	1.59	608.4	2,026	\$60.9	\$233.8	\$63,433	2.4	512.2	12.4	4.4
2044	1,911,897	2,969	1.60	610.3	1,998	\$62.6	\$243.3	\$64,348	2.2	512.1	12.6	4.4
2045	1,922,211	2,936	1.61	612.2	1,943	\$64.3	\$253.1	\$65,141	2.4	512.0	12.9	4.4
2046	1,932,388	2,871	1.61	614.0	1,887	\$66.0	\$263.1	\$65,914	2.3	511.8	13.2	4.4
2047	1,942,329	2,765	1.62	615.8	1,813	\$67.7	\$273.4	\$66,683	2.6	511.7	13.5	4.4
2048	1,952,097	2,675	1.63	617.5	1,791	\$69.5	\$284.3	\$67,507	2.6	511.6	13.8	4.4
2049	1,961,674	2,650	1.64	619.2	1,742	\$71.4	\$295.7	\$68,366	2.7	511.5	14.1	4.4
2050	1,971,038	2,567	1.64	620.8	1,689	\$73.4	\$307.6	\$69,265	2.9	511.3	14.5	4.4

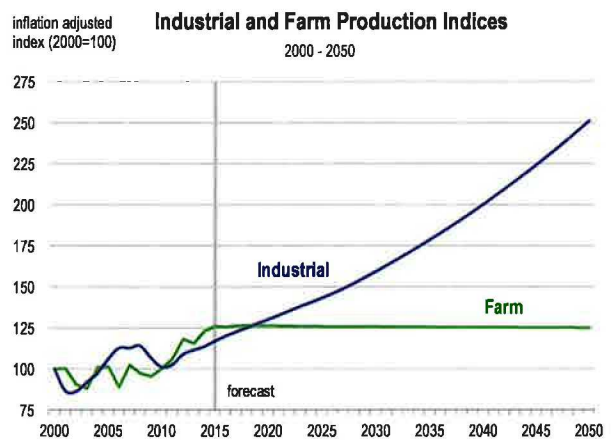
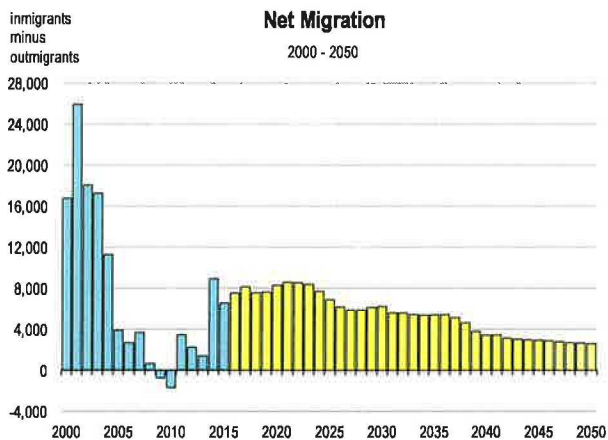
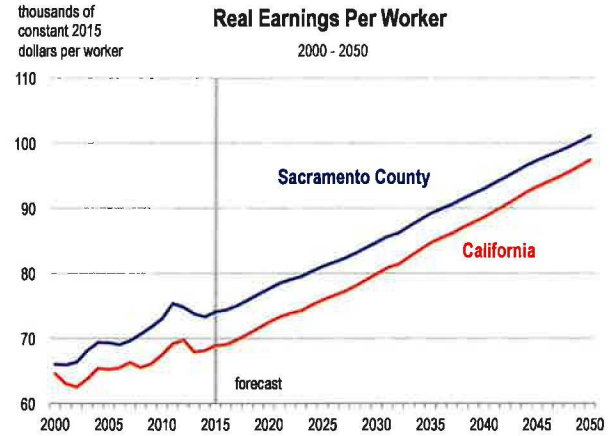
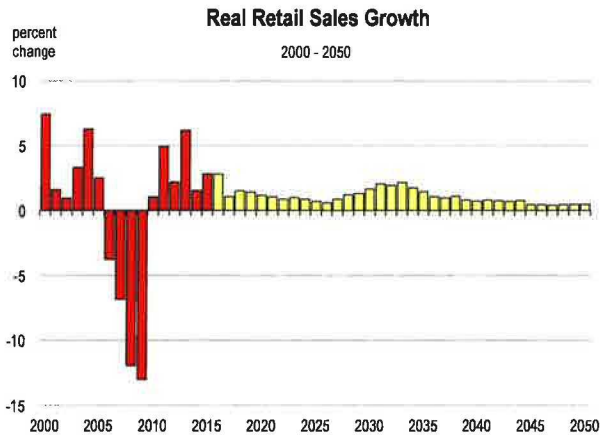


Sacramento County Employment Forecast

2010-2015 History, 2016-2050 Forecast

	Total Wage & Salary	Farm	Construction	Manufac- turing	Transportation & Utilities	Wholesale & Retail Trade	Financial Activities	Professional Services	Information	Health & Education	Leisure	Government
	employment (thousands of jobs)											
2010	567.4	2.57	23.5	19.4	11.9	69.7	32.0	76.6	13.2	85.6	48.5	164.3
2011	564.7	2.47	22.6	20.4	11.5	71.2	30.5	78.1	12.6	86.2	49.5	159.9
2012	575.4	2.61	23.6	21.1	12.2	74.1	31.2	83.6	11.8	87.7	51.3	156.4
2013	586.3	2.59	27.0	20.9	13.0	74.7	31.5	85.9	11.3	90.3	53.2	156.2
2014	599.7	2.68	28.3	21.7	13.1	75.3	31.2	88.6	10.6	92.8	55.1	159.8
2015	613.9	2.70	31.1	22.2	13.5	76.8	32.5	89.7	10.8	97.0	56.9	160.2
2016	630.1	2.69	32.9	22.5	13.7	78.1	33.8	94.4	11.2	99.7	58.7	161.5
2017	639.8	2.71	33.1	22.8	13.9	79.2	33.5	97.6	11.4	101.9	59.9	162.7
2018	649.5	2.71	35.4	22.9	14.1	79.9	33.4	99.4	11.5	104.3	60.7	163.5
2019	656.8	2.71	35.2	23.0	14.3	80.5	33.4	101.2	11.6	106.8	61.1	165.0
2020	666.4	2.71	38.0	23.1	14.5	80.9	33.6	103.0	11.8	109.1	61.3	166.3
2021	671.7	2.70	37.3	23.2	14.7	81.2	33.3	104.8	11.9	111.5	61.5	167.1
2022	677.0	2.70	36.4	23.3	14.9	81.4	33.5	106.9	12.0	113.8	61.5	167.8
2023	682.3	2.70	35.3	23.3	15.1	81.7	33.4	109.3	12.1	116.1	61.6	168.5
2024	686.9	2.70	34.5	23.4	15.3	82.0	33.1	111.7	12.2	117.9	61.6	169.0
2025	692.1	2.70	34.3	23.5	15.5	82.2	33.2	113.9	12.3	119.6	61.8	169.5
2026	696.9	2.70	33.6	23.5	15.7	82.5	33.2	116.2	12.4	121.2	62.0	169.8
2027	703.5	2.69	34.6	23.6	15.9	82.7	33.5	118.4	12.5	122.8	62.2	170.1
2028	709.2	2.69	34.5	23.6	16.1	83.1	33.6	120.7	12.6	124.5	62.6	170.4
2029	715.6	2.69	34.5	23.7	16.3	83.4	33.7	122.9	12.7	126.4	63.0	170.9
2030	721.2	2.69	33.8	23.7	16.5	83.8	33.6	125.0	12.8	128.5	63.6	171.6
2031	728.2	2.69	34.1	23.8	16.7	84.2	33.6	127.0	12.9	130.6	64.1	172.4
2032	734.9	2.69	34.1	23.9	16.9	84.6	33.6	128.9	13.0	132.9	64.7	173.2
2033	741.7	2.69	34.1	23.9	17.1	85.1	33.6	130.7	13.1	135.2	65.2	174.1
2034	747.8	2.69	33.6	24.0	17.3	85.5	33.5	132.4	13.2	137.7	65.8	175.0
2035	754.8	2.69	33.7	24.0	17.5	85.8	33.8	134.0	13.3	140.2	66.3	176.0
2036	760.8	2.69	33.1	24.1	17.7	86.1	33.8	135.6	13.5	142.7	66.9	176.7
2037	766.9	2.69	32.9	24.1	17.9	86.3	33.9	137.2	13.6	145.4	67.4	177.1
2038	772.6	2.69	32.4	24.2	18.1	86.6	33.9	138.8	13.7	148.1	68.0	177.4
2039	778.5	2.69	32.0	24.2	18.3	86.8	34.0	140.4	13.8	151.0	68.6	177.7
2040	784.5	2.68	31.6	24.3	18.5	87.0	33.9	142.1	13.9	153.8	69.2	178.0
2041	790.8	2.68	31.5	24.3	18.7	87.2	34.0	143.8	14.0	156.7	69.8	178.4
2042	797.4	2.68	31.4	24.4	18.9	87.5	34.0	145.5	14.2	159.5	70.4	178.9
2043	804.3	2.68	31.5	24.4	19.1	87.7	34.1	147.2	14.3	162.3	70.9	179.6
2044	811.3	2.68	31.5	24.5	19.3	88.0	34.2	148.9	14.4	165.0	71.5	180.5
2045	818.1	2.68	31.4	24.5	19.5	88.2	34.2	150.6	14.5	167.5	72.2	181.4
2046	824.7	2.68	31.3	24.6	19.7	88.4	34.3	152.4	14.7	169.9	72.8	182.4
2047	831.0	2.68	31.1	24.7	19.9	88.6	34.3	154.2	14.8	172.3	73.4	183.2
2048	837.6	2.68	31.0	24.7	20.1	88.8	34.4	156.0	14.9	174.6	74.0	184.1
2049	844.1	2.68	30.9	24.8	20.3	89.0	34.5	157.8	15.0	176.8	74.6	184.9
2050	850.5	2.68	30.8	24.8	20.5	89.3	34.5	159.6	15.2	179.0	75.3	185.8





County Economic and Demographic Indicators

Projected Economic Growth (2016-2021)

Expected retail sales growth:	6.3%
Expected job growth:	6.6%
Fastest growing jobs sector:	Construction
Expected personal income growth:	13.3%

Expected population growth:	5.8%
Net migration to account for:	46.3%
Expected growth in number of vehicles:	4.3%

Demographics (2016)

Unemployment rate (April 2016):	5.2%
County rank* in California (58 counties):	20th
Working age (16-64) population:	65.1%

Population with B.A. or higher:	28.2%
Median home selling price (2015):	\$275,000
Median household income:	\$56,286

Quality of Life

Violent crime rate (2014):	488 per 100,000 persons
County rank* in California (58 counties):	45th
Average commute time to work (2016):	28.0 minutes

High school drop out rate (2015):	11.5%
Households at/below poverty line (2016):	14.4%

* The county ranked 1st corresponds to the lowest rate in California

General Plan

**Economic Development
Element**

Adopted November 9, 2011

County of Sacramento
Community Planning and Development Department

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SACRAMENTO COUNTY GENERAL PLAN ECONOMIC DEVELOPMENT ELEMENT

GOALS AND POLICIES

Introduction

The Sacramento County General Plan provides for growth and development in the unincorporated area through the year 2030. Portions of the General Plan will set policy for the distribution and intensity of land uses and the accompanying transportation plan to accommodate the mobility of the citizenry, goods and services throughout the County. The Economic Development Element will work in conjunction with the existing elements to provide consideration for and integration of economic development issues within the context of other relevant policy discussion regarding a variety of topics including: land use, public facilities, housing, and circulation.

Sacramento County recognizes that a healthy local economy is of vital importance to a jurisdiction's ability to provide public services to the citizenry and, therefore, has included an Economic Development Element in the General Plan. The goal of this element is to formulate a strategy for Sacramento County as both a local and regional entity and will recognize that the success of local and regional economies is interdependent.

In addition, the Economic Development Element will establish a set of policies that provide direction for focusing resources on retaining local business, attracting new industries, supporting the tax base and sustaining the ability to provide public services for current and future residents.

Background

The Economic Development Element was prepared by the Economic Development Division and the Planning Division of the Community Planning Development Department. In addition, input and guidance was received from the Economic Development Policy Stakeholders Working Group composed of a variety of private sector business and community organizations and from an internal committee of rotating staff from the Sacramento County Department of Transportation, the Sacramento Housing and Redevelopment Agency and the Sacramento County Division of Neighborhood Services.

Development of the element evolved through an internal assessment of organizational function, and input from the following groups: Board of Supervisors, the General Plan focus group, Policy Working Group and the aforementioned stakeholders. Information from all sources was considered and synthesized to prepare the Economic Development Element and to establish the policy framework for it.

The process described above resulted in the identification of the following focus areas:

- Setting policy to sustain a healthy economy allowing policy makers the ability to fund public services and enhance the quality of life in Sacramento County;
- Serving to integrate Economic Development issues as a component/consideration in evaluating land use, transportation and other policy issues; and
- Allowing the County to remain competitive in a jurisdictional landscape that focuses both on regional and jurisdictional goals.

The aforementioned focus areas have resulted in the development of the following strategic objectives that further define the focus and the policy framework of this element:

- Create a Balanced Land Use Policy Providing for Adequate Commercial, Office, Industrial, and Residential Land
- Identify New Growth Areas
- Promote and Support Commercial Corridor Redevelopment
- Attract Key Regional Sales Tax Generators
- Promote Agriculture and Agri-Tourism
- Continue Redevelopment of Mather Airfield and McClellan Park
- Support County Airport Systems
- Develop Regional and Local Partnerships and Programs
- Intensify Business Retention, Attraction, Development and Business Recruitment
- Develop International Trade
- Increase Sports, Tourism and the Arts in the Region
- Attract Institutions of Higher Education

The strategic objectives listed above have been incorporated into various portions of the element and have been framed to discuss policy from a macro level perspective. Readers may note that the element has been framed to incorporate the strategic objectives into a regional and local context as they relate to specific areas of land use policy, new growth, strengthening the regional and local economies and development and implementation of an Economic Development strategy.

Relationship to Other General Plan Elements

The Economic Development Element is closely related to several other elements, in particular the Land Use and Circulation Elements. Land Use policy shapes development in terms of intensity, balance and mix of land use and is fundamental to a jurisdiction's ability to grow and sustain a healthy economic environment. Transportation and infrastructure policies are critical components of an economic development strategy for maintaining and attracting commerce and industry. Sound transportation and mobility policy ensures the ability to move goods and services and to provide visibility and accessibility for retail activity.

Consequently, the Economic Development Element is inextricably connected to the aforementioned elements and other important elements of the General Plan. Therefore, the element should be read and considered in the context of other elements of the General Plan. It should also be noted that there may be topical areas (Commercial Corridor Planning and new growth areas) that will be addressed in multiple elements. The elements will be developed to work in coordinated fashion and to approach policy from their respective vantage points.

A BALANCED MIX OF LAND USES

GOAL: A balance of land uses with land appropriately and sufficiently designated to sustain a robust commercial, office, industrial and residential base. A balanced mix of commercial lands and services addressing neighborhood, community, regional and visitor's needs of all sectors of the community, which are appropriately distributed to take advantage of pedestrian and vehicle access, as well as the County's comparative advantages and strengths.

Objective: Ensure that the County's land and infrastructure resources are planned and utilized in the most efficient and productive manner to promote a high quality of life for residents of the County and to enhance the fiscal stability of the County.

Intent: Traditional suburban development within Sacramento County has created areas of limited commercial services and limited job opportunities. The intent of this section is to support the concept of complete communities as defined in the Land Use Element and to reinforce the need for fiscal stability within the unincorporated area.

Policies:

- ED-1. Achieve complete communities that have enough land capacity to accommodate the development of general commercial, industrial, and office uses which support community needs in all areas of the County.
- ED-2. Concentrate commercial uses in areas best able to support them, including neighborhood, community and regional centers, transit stations, and commercial corridors.
- ED-3. Ensure a controlled, balanced and sustainable development pattern on a sub-regional and regional level through comprehensive planning incorporating multiple disciplines.

Implementation Measures:

- A. Actively participate in the Planning process of new growth areas to identify areas that create a balanced mix of land uses for a diversified and healthy economy and employment base. (ECONOMIC DEVELOPMENT)

- B. Undertake a comprehensive study (and update as necessary) to identify current and future retail sales leakage, anticipated housing, population and employment growth, and commercial land use inventory needs, in areas identified as commercially “underserved” and in any new growth areas. (ECONOMIC DEVELOPMENT, PLANNING)
- C. Develop a retail and consumer services strategy to attract regional and community serving commercial industries and ensure appropriate location availability to maximize growth opportunities and expand existing retail and consumer services businesses. (ECONOMIC DEVELOPMENT, PLANNING)
- D. Establish an inventory of turn-key regional and community serving retail sites, as well as industrial and office sites complete with zoning and infrastructure accessibility. (ECONOMIC DEVELOPMENT, PLANNING)
- E. Collaborate with stakeholders to ensure high quality, cohesive and compatible development patterns consistent with the General Plan and regional smart growth objectives. (ECONOMIC DEVELOPMENT, PLANNING)

REGIONAL SALES TAX STRATEGY

GOAL: Regional Sales tax generation, coupled with quality job growth and opportunities, is critical to a healthy economic foundation that funds public services. The appropriate County agencies will work collaboratively to develop a strategy that allows Sacramento County to effectively compete for regional sales tax generating uses and provides the Board of Supervisors with a portion of the appropriate tools to foster a healthy economy and enhance quality of life in the unincorporated area.

Objective: A cohesive retail strategy, in coordination with business retention, attraction and commercial corridor revitalization policies, will work to appropriately balance the fiscal, land planning and growth priorities for Sacramento County.

Intent: The intent of this section is to set the ground work for policies that will ensure that Sacramento County captures a fair share of retail demand generated within the unincorporated area while providing a balanced approach towards growth and land use principles. A sound retail strategy in conjunction with balanced land uses will provide residents convenient access to goods and services and provide additional revenues to the County to provide public services. A retail strategy will be included as part of the Countywide Economic Development Strategy. The following policies are intended to provide the framework to help determine how to integrate a successful strategy to attract regional sales tax generators.

Policies:

- ED-4. Identify opportunity sites within the unincorporated area that are appropriate for regional retail opportunities and other synergistic uses.
- ED-5. Ensure that adequate infrastructure is planned and developed to support regional retail opportunity sites.
- ED-6. Rezone designated regional retail sites.
- ED-7. Promote retail facilities of appropriate size and scale to serve the shopping needs of the local population and the populace at large when planning new residential neighborhoods or major residential developments.

Implementation Measures:

- A. Develop a program to facilitate the development of regional serving retail sites through facilitation of the permitting process, infrastructure planning and coordination, and marketing. (ECONOMIC DEVELOPMENT)
- B. Support the development of regional retail sites through the development of design guidelines and form based zoning that will streamline the permitting process and ensure quality design. (ECONOMIC DEVELOPMENT, PLANNING)
- C. Conduct a study every three years to determine the retail landscape in the County and assess areas of retail leakage and strengths to refine strategies to retain existing businesses and attract new retail operators. (ECONOMIC DEVELOPMENT)

NEW GROWTH AREAS

GOAL: Achieve balance of land use, including adequate commercial and employment opportunities, in new urban growth areas. Accommodate a portion of the projected population and employment growth where the appropriate level of public infrastructure and services are or will be available during the planning period.

Objective: Create complete communities in new growth areas (refer to Land Use Element for further discussion) including commercial retail, employment and residential nodes that features a mix of uses while expanding the commercial and industrial base of Sacramento County.

Intent: The Land Use Element identifies one new growth area for the County: the west of Watt area in North Highlands. There is a large amount of Agricultural-Residential zoned land west of Watt that was outside of the UPA. Planning staff indicates that there are 191 vacant acres and 99 acres of unused capacity in the West of Watt area, totaling over 240 vacant acres that could be

developed for urban uses. The County intends to proactively master plan the entire area to ensure that future development is desirable and compatible with existing development, and that appropriate levels of residential, commercial and employment-related development are accommodated within this area.

For additional information regarding growth areas please refer to the Land Use Element.

Policies:

- ED-8. Create plans for new growth areas with a mix of land uses, including a balance of residential and employment (jobs-housing balance) as well as providing for neighborhood-oriented services and diverse commercial amenities to serve a broader portion of the population.
- ED-9. Plan new growth areas to emphasize full capture of retail and service demands within the planning area and within a broader area when appropriate.

Implementation Measures:

- A. New growth areas will be planned in a multidisciplinary manner incorporating principles of land use, transportation, open space and fiscal stability. A fiscal analysis will be a required component of all planning and visioning efforts conducted in new growth areas to ensure a jobs-housing balance. In addition, strategies will be incorporated to retain and expand the existing retail sales base within new growth areas or within the unincorporated County. (ECONOMIC DEVELOPMENT, PLANNING, MSA - TRANSPORTATION)

COMMERCIAL CORRIDOR REVITALIZATION

GOAL: Sacramento County will commit to revitalizing its commercial corridors through a comprehensive and coordinated strategy that addresses economic development, commercial development, housing, and infrastructure improvements.

Objective: Utilize the existing assets to revitalize commercial corridors to create economically robust communities with new jobs, sales tax generation and associated housing.

Intent: Many of Sacramento County's commercial corridors were developed in 1950's and 60's and would benefit from an approach to spur reinvestment and foster the economic revitalization of surrounding communities. The following policies support County efforts to continue the development of economically viable business districts and corridors where businesses can grow and new businesses can locate.

Policies:

- ED-10. Revitalize distressed and aging commercial corridors by developing mixed-use centers and urban villages along corridors to improve community quality of life, optimize economic development, balance land uses, and foster the opportunity to accommodate a portion of the anticipated future growth.
- ED-11. Foster orderly and efficient commercial and residential growth within identified commercial corridors, ensuring that adequate infrastructure and public services are available to support existing and new commercial activity on the established commercial corridors.
- ED-12. Improve the physical appearance and character of commercial corridors to attract new retail activity, solve functional and infrastructure issues, and create active and exciting corridors that serve as integral pieces of neighborhoods and communities.
- ED-13. Support location of County employment centers and facilities in areas in need of revitalization, including commercial corridors.

Implementation Measures:

- A. Identify all commercial corridors that will be subject to revitalization activities and create a priority list and schedule for completing corridor study area plans. Include corridors within established communities and within new growth areas. (ECONOMIC DEVELOPMENT, PLANNING)
- B. Develop a program to measure economic activity and local sales dollars captured, improved diversity of retail and entertainment offerings, as well as retention and expansion of locally owned and operated businesses. (ECONOMIC DEVELOPMENT)
- C. Develop a program to monitor the following key areas: (ECONOMIC DEVELOPMENT, PLANNING)
- Retail leakage by established categories to monitor revitalization efforts and economic activity in selected commercial corridors.
 - Business diversity and vacancy rates in selected commercial corridors to monitor revitalization efforts.
 - Opportunity or catalyst sites.
- D. Coordinate with SHRA to promote the advantages of developing new businesses in the redevelopment areas along established commercial corridors. (ECONOMIC DEVELOPMENT)

- E. Continue to support Property Based Improvement Districts (PBIDs) through providing staff resources, permitting assistance and ombudsman services. (ECONOMIC DEVELOPMENT)

AGRICULTURE AND AGRICULTURAL TOURISM

GOAL: Provide for continuing sound and healthy agriculture economy in the county, and encourage a productive and profitable agricultural industry through the conservation of agricultural resources and protection of agricultural lands. Promote the agri-tourism economy while encouraging public education and participation in the agriculture industry.

Objective: Improved economic vitality for the local agricultural industry and the individual farmer and rancher.

Intent: Agriculture has traditionally played a significant role in the economy of Sacramento County and the region. Large portions of the South County are dedicated to agricultural pursuits and provide existing opportunities to strength Sacramento County's role as a producer and processor of agricultural products. New opportunities also exist to expand into the growth and production of specialty goods and the nexus with the growing demand for agri-tourism (refer to the Agriculture Element for additional discussion regarding agri-tourism).

Policies:

- ED-14. Support and promote a healthy and competitive agricultural industry whose products are recognized in local, national and international markets.
- ED-15. Support ongoing efforts by the agriculture community to develop high value products and new markets for goods that can support higher paying and more steady employment opportunities in the unincorporated area.
- ED-16. Encourage the establishment of agriculture uses, specialty crops and specialized animal facilities in the Agriculture land-use category, including complimentary uses.
- ED-17. Support agricultural agencies, marketing cooperatives and other agricultural organizations in their efforts to research global, domestic and new markets for Sacramento County farm produce.
- ED-18. Encourage local and regional processing facilities that create high quality jobs.
- ED-19. Support and encourage the maintenance and growth of commercial agricultural businesses in Sacramento County.

Implementation Measures:

- A. Conserve agricultural land and to promote improved soil productivity in areas designated by the Agricultural and Conservation Elements. (PLANNING)
- B. Collaborate with research institutions and responsible agencies to research global and domestic markets for processed foods capable of production in Sacramento County. (ECONOMIC DEVELOPMENT)
- C. Amend the Zoning Code to allow limited service commercial-type uses where needed to support local agricultural production. (PLANNING)
- D. Research the viability of agricultural tourism opportunities in Sacramento County and promote, expand, and market Sacramento County's agricultural tourism base. (ECONOMIC DEVELOPMENT, PLANNING)

McCLELLAN PARK AND MATHER AIRFIELD

Intent: McClellan Park and Mather Airfield are former military airbase facilities that transferred from the Federal Government to the County for redevelopment purposes. The former bases provided tens of thousands of jobs, both military and civilian. Replacing the aforementioned jobs and revitalizing the facilities as economic engines and vital parts of the surrounding communities are of significant importance to a balanced and healthy regional economy.

McClellan Park is approximately 3000 acres in size and is located seven miles northeast of downtown Sacramento near the intersection of Interstate 80 and Business 80. Mather Airfield is comprised of 5,716 acres centrally located on the south side of the Highway 50 corridor.

McClellan Park

GOAL: Sacramento County will integrate McClellan Park into the North Highlands Community and the Sacramento Region. The facility will remain a viable air facility with aviation industrial uses and serve as a business park and major employment center. The county will continue to support and facilitate McClellan Park's conversion into an industrial park with a core of aviation industrial and related uses that will forge a new identity that links the current form and function with the future needs of the community and serves as a major job center for the County.

Objective: McClellan Park will serve as a major catalyst for the redevelopment and economic development of North Highlands and the Sacramento Region.

Policies:

- ED-20. Emphasize the efficient reuse of existing facilities and the high quality development of underutilized properties within the former base and the adjacent areas.
- ED-21. Promote an orderly, balanced, and integrated land use pattern that optimizes existing McClellan Park assets, supports sustainable land utilization, and enhances local and regional character, identity, and quality of development.
- ED-22. Support the redevelopment and revitalization efforts in the surrounding communities and create interrelationships with portals into the community along Watt Avenue and Winters Street.
- ED-23. Encourage economic development activities that support and complement local and regional economic development activities including the creation of high quality jobs.
- ED-24. Support the continued use and growth of McClellan Park as an on-site educational, research and training facility to serve the surrounding community and the region.

Implementation Measures:

- A. Pursue public and private funding sources to upgrade infrastructure and support the continued economic development of McClellan Park. (ECONOMIC DEVELOPMENT)
- B. Emphasize the efficient reuse of existing facilities and the high quality development of underutilized properties within the base and the adjacent areas. (ECONOMIC DEVELOPMENT, PLANNING)
- C. Promote an orderly, balanced, and integrated land use pattern that optimizes existing McClellan Park assets, supports sustainable land utilization, and enhances local and regional character, identity, and quality of development. (ECONOMIC DEVELOPMENT, PLANNING)
- D. Support the continued implementation of the McClellan Park Special Planning Area and the McClellan Park Investment Strategy to create new high quality job opportunities and support the core aviation and industrial uses. (ECONOMIC DEVELOPMENT)

Mather Airfield

GOAL: Sacramento County will continue to coordinate the integration of Mather Airfield into the surrounding community and the Sacramento Region. The facility will remain a major center for job creation with an airport, aviation industrial uses and additional components to include: a business park, major employment center, commerce center, regional park ecological resources and public amenities opportunities.

Objective: Mather Airfield will serve as a major catalyst for the redevelopment, and economic development of surrounding jurisdictions and the Sacramento Region by providing aviation, commercial and recreational uses as defined in the Mather Field Specific Plan.

Policies:

- ED-25. Reuse of Mather Airfield will emphasize the efficient reuse of existing facilities and the high quality development of underutilized properties within the base focusing on the transition of vacant and underutilized properties into airport, commercial, and recreation uses.
- ED-26. Utilize the unique aviation facilities and resources of Mather Airfield to spur economic development, job replacement and growth.
- ED-27. Provide roadway connections through Mather Airfield to improve regional mobility and facilitate the movement of goods and services.

Implementation Measures:

- A. Support the redevelopment of Mather Airfield through the implementation of the Mather Airfield Specific Plan, the Mather Airport Master Plan and the Mather Regional Master Plan. (ECONOMIC DEVELOPMENT, AIRPORTS)
- B. Pursue public and private funding sources to upgrade infrastructure and support the continued economic development of Mather Airfield. (ECONOMIC DEVELOPMENT)
- C. Invest public and private resources into vacant and underutilized properties to create economic growth and job opportunities at Mather Airfield. (ECONOMIC DEVELOPMENT)
- D. Continue to focus resources on the planning and development of Mather Airfield to facilitate a development program incorporating the airport, commerce center, Mather Regional Park and economic development properties. (ECONOMIC DEVELOPMENT, PLANNING, MSA – REGIONAL PARKS)

AIRPORT SYSTEMS

GOAL: Efficiently accommodate regional, national and international demand for air service for present and future use and provide opportunity for complimentary commercial and industrial uses.

Objective: Expand the role of the airport system as a gateway to and from the region and provide opportunity for related development and activity that stimulates the economic and commercial development to benefit the region.

Intent: The Sacramento County Airport System serves as a significant economic resource to the community and the region. The airport system serves as a gateway for travelers and as a critical component of a transportation system that moves goods into and out of the region. An efficient and viable airport system is vital to our region's ability to remain competitive for job growth and business development. The policies contained in this document are to support the goals and objectives as articulated by the Sacramento County Department of Transportation and the Sacramento County Airport System.

ED-28. Support the Sacramento County Airport Systems Master Planning efforts that advance the long-term economic interest of the County and the region and maximizes economic growth in aviation and non-aviation-related areas.

Implementation Measures:

- A. Preserve appropriate airport land boundaries to ensure that long-term aviation and economic development goals can be achieved. (ECONOMIC DEVELOPMENT)
- B. Participate in the development and revisions of the Airport Systems Master Plans to represent economic development and to ensure that lands can be preserved for long-term aviation needs and economic development goals can be achieved. (ECONOMIC DEVELOPMENT)

REGIONAL AND LOCAL PARTNERSHIPS AND PROGRAMS

GOAL: Sacramento County will need to become increasingly competitive to achieve its economic development objectives in the regional and global economy. The variety of private and public economic development agencies and organizations in the region will improve coordination of efforts to ensure the best utilization of each entity and to address issues that impact the local and regional economies.

Objective: To work with all levels of government, economic development organizations and the business community to cooperatively support and promote economic development efforts in the County and the Region.

Intent: Successful business development requires several key foundations including, but not limited to, access to capital, modern infrastructure, availability of a skilled labor force, access to technology, competitive tax and regulatory policy and an attractive quality of life.

Consequently, a community's economy is greatly influenced by the larger region of which it is a part. No single jurisdiction controls all facets of the necessary key foundations required for economic development. However, cooperative agencies with common goals can work synergistically to achieve successes that would not be attainable otherwise. Recognizing the importance of partnerships as a mechanism to achieve desired results, the County has developed

the following set of goals and policies in support of Economic Development. This document will not focus on partnerships with individual entities; rather it will provide the guiding principles for future efforts. Specific strategies will be defined and included in a Countywide Economic Development Strategy.

Policies:

- ED-29. Strive to further the County's economic base through cooperative efforts of local businesses and agencies.
- ED-30. Serve as a catalyst for local governments and private business to develop a coordinated and regional approach to a sustainable economy for Sacramento County.
- ED-31. Support business and private sector efforts to create regional, state, national, and international markets for the Sacramento County's products and services.
- ED-32. Promote networking, information sharing, and coordination among the local public and private economic development agencies and organizations, educational and job training organizations, and business groups.
- ED-33. Partner to create and maintain an adaptive/skilled workforce to meet the needs of existing and future businesses.

Implementation Measures:

- A. Establish and maintain liaison with local and regional business organizations to improve coordination of efforts relating to business issues, and to provide continual feedback from problem solving activities to the County. (ECONOMIC DEVELOPMENT)
- B. Work cooperatively with identified organizations to improve the business climate to retain and expand existing businesses, to recruit new businesses and support emerging industries. (ECONOMIC DEVELOPMENT)
- C. Coordinate with educational partners to provide incentives for employers to educate and train their workforce for high wage jobs and to meet the needs of the employment base in the region. (ECONOMIC DEVELOPMENT)
- D. Develop a mechanism to maintain and update the inventory of vacant and underutilized commercial and industrial land within the cities and unincorporated areas of the County. (ECONOMIC DEVELOPMENT, PLANNING)
- E. Work with stakeholders of the key industry clusters to prioritize industry needs and to address issues. (ECONOMIC DEVELOPMENT, PLANNING)

BUSINESS RETENTION, ATTRACTION, DEVELOPMENT AND RECRUITMENT

GOAL: Sacramento County will proceed with proactive programs to foster the retention and expansion of existing enterprises within the County and focus on the creation of new businesses which are a critical component of a growing economy.

Objective: Generate new jobs by enabling existing companies and growth industries to retain and expand their businesses in Sacramento County and by attracting new growth industries to the unincorporated area.

Intent: Since existing companies in the community generate a majority of new jobs, the prosperity of existing businesses is of paramount importance to the future economic welfare of Sacramento County. The ability to retain and grow high quality businesses and companies combined with successful efforts to attract new businesses provide the basis for fiscal stability and a growing economy. The following policies set a framework to support retention and attraction efforts. Additionally, the County will develop an overall retention and attraction strategy as part of the countywide Economic Development strategy.

Policies:

- ED-34. Identify and attract industries that are consistent with the County's goal of economic vitality and providing a high quality of life.
- ED-35. Encourage new industries that provide employment opportunities to offset industries with declining employment levels.
- ED-36. Pursue new developments and businesses that add to the County's economic base, particularly those that generate sales tax and property tax revenue.
- ED-37. Assist local firms in the trade and service sectors to expand their existing markets.
- ED-38. Identify and recruit new firms that supply or otherwise support businesses already located in the Sacramento area.
- ED-39. Facilitate communication between small businesses and County government to encourage entrepreneurship and business growth.
- ED-40. Identify and support community resources which assist new and expanding businesses, such as marketing, venture capital, financing, permit processing and management.

Implementation Measures:

- A. Establish a system for annually inventorying existing industries and businesses in order to provide early warning of businesses that are at risk and are considering moving or expanding out of the County. (ECONOMIC DEVELOPMENT)
- B. Conduct meetings and interviews with existing companies in growth industries focusing on service needs and local government's ability to address those needs. (ECONOMIC DEVELOPMENT)
- C. Conduct economic base studies to identify trends in industry and to identify those industries which are well positioned in the local, regional, state, national, or international markets to experience and sustain economic growth. (ECONOMIC DEVELOPMENT)
- D. Develop an information system on significant potential vacancies in office, commercial, and industrial space to facilitate the movement of business from one facility to another. The information system should include data which characterizes the type and source of utilities available at each vacancy. (ECONOMIC DEVELOPMENT)
- E. Assist in the retention and expansion of existing businesses through focused outreach and public and private incentive programs and target new industries which diversify and strengthen the economy. (ECONOMIC DEVELOPMENT)
- F. Conduct outreach to targeted industries for potential locations in Sacramento County. (ECONOMIC DEVELOPMENT)
- G. Work with the stakeholders of the key industry clusters to prioritize industry needs and to obtain support for the development of funding initiatives and potential solutions that support key industries. (ECONOMIC DEVELOPMENT)
- H. Continue to support the Business Environmental Resource Center (BERC) to provide assistance to businesses throughout the region. (ECONOMIC DEVELOPMENT)

INTERNATIONAL TRADE STRATEGY

GOAL: It is the County's goal to pursue a strategy that will increase international trade conducted within the County to continue the diversification of the local economy. In addition, the County will develop strategies to increase the international demand for local goods and services.

Objective: Support the expansion of international trade to foster the local economy and create jobs.

Intent: Development of international markets has been shown nationally to be an efficient form of creating jobs for local companies. However, only a fraction of the firms that have international sales potential ever pursue international markets. Sacramento County is uniquely positioned

given our location, access to transportation infrastructure, and the rising global economy to pursue expand on opportunities.

Policies:

- ED-41. Support the expansion of international trade by creating a promising business environment, facilitating trade opportunities, supporting trade organizations and creating supportive physical and institutional improvements.
- ED-42. Establish the necessary physical and institutional support for international trade and local exporting opportunities.
- ED-43. Support the activities of the Northern California World Trade Center that foster export trade opportunities for Sacramento County.
- ED-44. Promote the establishment of Sacramento County as a gateway to Pacific markets by collectively marketing to companies that have established foreign markets and taking advantage of existing facilities and infrastructure that facilitate the movement of goods and services to foreign markets.
- ED-45. Pursue partnerships that expand efforts to provide firms with the information and resources to market their products and services overseas, including sources of export/import financing.
- ED-46. Support improvement of regional transportation facilities, including freight and air cargo systems, to support increased hauling of raw product into the county and export of finished goods nationally and globally.

Implementation Measures:

- A. Support the efforts of the U.S. Department of Commerce Export Assistance Center, the Northern California World Trade Center and other appropriate agencies to sponsor trade fairs, missions, and shows, recruiting the participation of local firms in these events. (ECONOMIC DEVELOPMENT)
- B. Support SACTO in efforts to recruit and attract international companies and companies that have established international businesses. (ECONOMIC DEVELOPMENT)
- C. Support regional marketing efforts that promote the region as a gateway to foreign markets. (ECONOMIC DEVELOPMENT)

SPORTS, TOURISM AND THE ARTS

Intent: Sports, tourism and the arts can play a significant role in local and regional economies and can also provide additional intangible benefits to a community by improving quality of life for residents. Fostering sports and recreational opportunities, in addition to increasing tourism and support of the arts, can compliment efforts to attract quality companies and high wage jobs.

Sports

GOAL: The County will increase the visibility and expand opportunities for athletic and recreational activities and work to attract, foster and develop professional and amateur sports opportunities and events in the Sacramento Region while maintaining and promoting existing athletic programs and attractions.

Objective: Capitalize on the growing industry of professional and amateur sporting events to serve as an economic engine for the unincorporated area and the region.

Policies:

- ED-47. Actively encourage major recreational events (e.g., professional bicycle races, running events, equestrian shows, and athletic events) to showcase Sacramento County and increase tourism.
- ED-48. Support the Sacramento Sports Commission in their efforts to market and attract regional, national and international sporting events.
- ED-49. Foster the development of existing and proposed sports and recreational facilities to expand the participation and attendance of local, regional, national and international sporting and recreational events.
- ED-50. Promote development of sporting and recreation venues for both public and private use.

Implementation Measures:

- A. Work in conjunction with the Sacramento Sports Commission and operators of athletic venues to attract high profile national and regional sporting events. (ECONOMIC DEVELOPMENT)
- B. Include community recreation needs in community plans to ensure that recreation facilities and programs reflect the community needs. (ECONOMIC DEVELOPMENT, PLANNING)

- C. Balance the scheduling of programmed and non-programmed use of recreation facilities to provide access to a diversity of users. (MSA – REGIONAL PARKS)
- D. Engage in multi-purpose planning to provide a variety of compatible recreational facilities in a given location. (MSA – REGIONAL PARKS)
- E. Work with local school districts, colleges, and universities to continue development of on-campus joint-use recreation facilities including multi-purpose courts, and multi-purpose athletic fields.

Tourism

GOAL: Sacramento County will support the development and marketing of the Sacramento Region as a travel destination and tourism location. It is the intention of the County to capture tourist dollars within the County by providing opportunities to establish new tourist-related commercial operations while promoting and maintaining existing tourist commercial operations.

Objective: Capture a greater share of retail and tourist dollars within the County and State by providing opportunities to establish new tourist-related commercial operations while promoting and maintaining existing tourist commercial operations.

Policies:

- ED-51. Increase the Sacramento Regions' and the unincorporated areas' share of tourism and travel spending.
- ED-52. Expand lodging choices in the County by attracting and retaining high-quality facilities desired by visitors to the community.
- ED-53. Utilize recreational opportunities to attract a greater number of tourists and visitors to Sacramento County. Encourage by various means, including marketing, the potential for growth in visitor spending.
- ED-54. Protect and maintain existing tourist based assets.
- ED-55. Cluster commercial/recreational opportunities in an effort to provide "linked" activities for tourists.
- ED-56. Develop private recreational facilities that preserve scenic and environmentally sensitive resources and that do not result in the creation of land use conflicts.

- ED-57. Continue to support the Convention and Visitors Bureau marketing partnerships that promote California and Sacramento Region destinations and target key consumer markets including the British, European and Asian markets.
- ED-58. Support and facilitate projects and events that increase the awareness, visibility and image of the Region and unincorporated area on a regional, national and international level.

Implementation Measures:

- A. Continue to support marketing efforts to in-state, out-of-state and international travelers to increase the region's share of tour operator travel and independent travel. (ECONOMIC DEVELOPMENT)
- B. Expand lodging choices in the County by attracting and retaining high-quality facilities desired by visitors to the community. (ECONOMIC DEVELOPMENT)
- C. Continue to support the Sacramento Convention and Visitors Bureau (CVB) efforts to secure conventions and travel industry sales. (ECONOMIC DEVELOPMENT)
- D. Capitalize on the cultural diversity of the Sacramento Region to support and promote multi-cultural events, regional meetings and conventions. (ECONOMIC DEVELOPMENT)

Arts

GOAL: Sacramento County will support local and regional arts programs and recognize the significant social, educational and economic impact the Arts provide. The Arts represent an industry that generates jobs and supports the local economy. The presence of art programs and facilities is a community asset and an attractive component when encouraging businesses to relocate or expand within the community. The Arts are a catalyst for tourism, and encourage growth and creativity in communication, entertainment and technology.

Objective: Support and promote an artistic, cultural and arts-education environment in Sacramento County.

Policies:

- ED-59. Encourage and promote regional, countywide and neighborhood arts and cultural events, activities and educational endeavors.
- ED-60. Encourage public events that allow people to gather for the purposes of entertainment and education, such as art and music festivals, farmers markets, and other performance events.

- ED-61. Publicly recognize those who create and support the arts in Sacramento County, including institutions, organizations, businesses and individuals.
- ED-62. Encourage corporate, business and foundation support of artistic and cultural activities through mutual programs and public-private partnerships.
- ED-63. Facilitate the development of clustered affordable artist studio and gallery space and foster the development of an arts district.
- ED-64. Support the Sacramento Film Commission and their efforts to promote the region's many unique locations for film, video and television production.
- ED-65. Foster the development and growth of film, video and television production companies through the film commission and streamlined approval processes for facilities and location work.
- ED-66. Promote the local visual and performing arts community through identified local and regional organizations and programs.
- ED-67. Support local and regional arts programs through cross promotions and the use of County programs and facilities when appropriate.

Implementation Measures:

- A. Support efforts to develop and annually update a comprehensive guide of local studios, galleries, performing arts events, festivals and public art. (ECONOMIC DEVELOPMENT)
- B. List arts and cultural events in County calendars and publications. (ECONOMIC DEVELOPMENT)
- C. Consider providing fee waivers or other appropriate financial support to exemplary arts and cultural activities held for the community's benefit. (ECONOMIC DEVELOPMENT)
- D. Support the art community and the Sacramento Metropolitan Arts Commission to explore the development of public-private partnerships to provide support for the development of artistic and cultural activities. (ECONOMIC DEVELOPMENT)
- E. Increase awareness of the public benefits of the arts by recognizing and promoting the arts, artists, performing arts, and cultural organizations as valuable resources of the community for economic vitality. (ECONOMIC DEVELOPMENT)

INSTITUTIONS OF HIGHER EDUCATION

GOAL: Provide a diversity of higher educational opportunities within Sacramento County.

Objective: Attract new institutions of higher education to the region and further integrate new and existing institutions into the local and regional economy.

Intent: Our Universities and other institutions of higher education make substantial contributions to the local and regional economies. Institutions of higher education serve as a critical links between the public and private sector and play vital roles in the regional economy. Direct economic impact associated with the number of quality jobs created and the infusion of discretionary spending from faculty and students is beneficial. In addition, the entertainment, cultural and visitor spending normally associated with a university is also significant to the regional economy.

A quality educational system helps build a balanced, diversified and competitive economy in the region by preparing an educated and productive work force attractive to employers, transferring technology to the private sector, meeting the challenges of a global economy, incubating new businesses, and enhancing the quality of life in the community.

ED-68. Attract additional institutions of higher education to Sacramento County.

ED-69. Support the continued integration of the regional institutions of higher education into the local and regional economies.

Implementation Measure:

- A. Partner with and support institutions of higher education efforts to develop human capital and a quality workforce, transfer knowledge and technology, cultivate entrepreneurs, attract venture capital, license technology and foster dialogue for a regional economy.
(ECONOMIC DEVELOPMENT)

Galt Herald Newspaper

Article dated:

November 29, 2017

http://www.galtheraldonline.com/news/herald-fire-directors-accept-multiple-year-audit-report/article_bd350b2c-d52b-11e7-be55-4fe40c4f43d3.html

Herald fire directors accept multiple year audit report

By Bonnie Rodriguez Managing Editor Nov 29, 2017

Herald Fire Protection District (HFPD) directors accepted an independent audit report covering fiscal years 2010-11 and 2011-12 on Thursday, Nov. 17. Richardson & Company Certified Public Accountants performed the audit and reported their findings at the meeting.

Using the Richardson & Company Management Letter as reference, CPA Ingrid Shepline began her presentation explaining mixed findings and acknowledging that now, years later, the district has remedied some of the concerns.

"This is a two-pronged opinion," Shepline said. "As far as the general fund itself, this is considered an unqualified opinion but the opinion on the full government wide financial statements, it's qualified."

Entities seek an unqualified opinion, which means the auditors found that the district, in this case, presented fairly its affairs in all material aspects and complied with generally accepted accounting principles. A qualified finding is one in which the auditor concludes that most matters have been dealt with adequately, except for a few issues.

Shepline said that the government wide financial statements received a qualified opinion due to several weaknesses in district practices and deficiencies in internal control. During the audited years, the district failed to maintain a list of capital assets, failed to report employee vacation time earned as a liability, failed to track personal fuel usage, had a lack of segregation of financial duties and minimal financial oversight by the fire chief.

Perhaps of biggest concern was the bank account the district originally shared with the Herald Volunteer Firefighters Association. The account, established in the late '60s, was used by the district to manage funds associated with the two buildings the district, at the time, rented for public and private events.

"Overall, there was a lack of segregation of duties because the admin assistant was making deposits and writing checks so that one person really had control over those funds," Shepline said. "And there was no oversight by the chief. The fact that the funds were co-mingled and not reflected in the district county records, is an issue."

Acting on direction from the Sacramento County Grand Jury, which addressed many of these same issues in 2014, the district hired an outside accountant to review and organize district financial records to help prepare for a multiyear audit.

According to Shepline, the accountant found discrepancies in receipts issued for building rentals and bank deposits. Shepline said that in the two-year auditing period, there was \$4,776 unaccounted for.

"When the accountant was going through receipt books that were issued when there was a rental fee paid for this facility, there were receipts that could not be tracked into the bank account," Shepline said. "So it's not known whether that money made it into the bank account or was used for petty cash."

Also of concern were checks that were made out to cash.

"Perhaps they were used for supplies and that type of thing, but there were no obvious ways to support purchases that were made," Shepline said.

Acknowledging that the fire chief and board of directors monthly approved payment of the district credit card, auditors felt that greater oversight by the fire chief was needed before the bills were sent to the county for payment.

“Although the district’s administrative assistant maintained the credit card, received the statements and processed them for payment by the county, we noted the fire chief’s signature on the credit card statement, indicating his review,” the Management Letter from Richardson & Company stated. “All of the credit card statements reviewed during the year ended June 30, 2012 and 2011 were supported with receipts. To improve transparency, we recommend that credit card statements be provided to the board as well, due to the small size of the district and minimal separation of duties.”

A similar statement was made about payroll, again citing a lack of segregation of duties, necessitating the oversight.

“The input of payroll information to the county and distribution of paychecks were performed by the same person, without oversight by the district’s management,” the Management Letter stated. “To mitigate this segregation of duties issue, the fire chief should have been reviewing the payroll information submitted to the county; however, we noted no indication of this review on the payroll reports. The fire chief, along with the Board, received copies of the payroll information in the monthly board packet, but the fire chief should be reviewing the payroll reports in more detail and signing to document the review. We understand that the current fire chief now signs the payroll documents submitted to the county and the county distributes paychecks through direct deposit.”

The petty cash account was also addressed. The petty cash policy sets a maximum advance for any one purchase at \$100. Auditors noted several transactions, which exceeded that limit, as well as payments to individuals for training. The audit concluded that these type of transactions would be more appropriately run through the county claim process.

Final recommendations from the auditors included establishing a whistleblower policy, which was completed in January 2017, and establishing a risk assessment process.

“I am happy to see that a lot of the things raised in here we have already addressed and are continuing to do that currently,” said HFPD chair Lindsey Liebig after the presentation.

Liebig said that the district is working with the accountant to finalize the accounts for fiscal

year 2012-13 and fiscal year 2013-14, and are hoping to start those audits next summer.