



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

AGENDA

Regular Board of Directors Meetings are held
Third Wednesday of the Month

REGULAR BOARD MEETING

Wednesday, September 20, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

2502 Country Club Drive, Cameron Park, CA 95682

Board Members

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

AGENDA

CALL TO ORDER

- A. Roll Call
 - B. Pledge of Allegiance
-

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

1. Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

Revenue Enhancements for Special Districts

Blair Aas, Director of Planning Services
SCI Consulting Group

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business to be discussed and acted upon individually.

2. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting August 16, 2023
3. **RECEIVE & FILE** Community Center Warranty Litigation Funds & Status of Repair Projects

AGENDA

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. Items removed from the Consent Agenda for discussion
 5. **APPROVE** Continuing the Fire Engine Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus, Inc. (Report Back)
 6. **APPROVE** – Second Amendment to the Agreement between Cameron Park Community Services District and AP Triton to add Rescue Fire Protection District Analysis
 7. **APPROVE** – Fire Capital Reserve Fund 07 Fiscal Year 2023-2024 Budget
-

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

8. Committee Chair Report-Outs
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
 - General Manager Recruitment Ad Hoc Committee
 - Fire Annexation Ad Hoc Committee
 9. General Matters to/from Board Members and Staff
-

ADJOURNMENT

Please contact the District office at (530) 677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.



CAMERON PARK COMMUNITY SERVICES DISTRICT

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CONFORMED AGENDA

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REGULAR BOARD MEETING

Wednesday, August 16, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

2502 Country Club Drive, Cameron Park, CA 95682

Board Members

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

AGENDA

CALL TO ORDER 6:31

- A. Roll Call SB/MS/EA/TI/DW
 - B. Pledge of Allegiance
-

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

1. Adopt the Agenda

- *Motion to Adopt the Agenda*

EA/DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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Shiva Frentzen, Executive Officer
El Dorado Local Area Formation Commission
Annexation for Special Districts

OPEN FORUM FOR NON-AGENDA ITEMS

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APPROVAL OF CONSENT AGENDA

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2. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting July 19, 2023
3. **APPROVE** Fire Prevention Specialist Revised Job Description

- *Motion to Approve the Consent Agenda*

TI/EA – Motion Passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. Items removed from the Consent Agenda for discussion
5. **APPROVE-** Resolution 2023-35 Approving Fiscal Year 2023-2024 Final Budget
 - *EA Motion to Approve the Resolution 2023-35 Fiscal Year 2023-2024 Final Budget adding a Recreation Specialist and part-time Maintenance Worker I, and change the amount in Fire Apparatus Rental Income to Transfer In from Fund 07 Fire Reserves*
 - o *SB added friendly amendment to eliminate \$35,000 for weed abatement in Parks; not accepted by EA*
 - o *Failed without second.*
 - *Motion to Approve Resolution 2023-35 Fiscal Year 2023-2024 Final Budget adding a Recreation Coordinator and part-time Maintenance Worker I*

MS/SB – Motion Passed
Ayes – SB/MS/EA
Noes – TI/DW
Absent – None
Abstain – None

RECESS UNTIL 9:27

6. **PUBLIC HEARING – APPROVE** Resolution 2023-35 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the Fiscal Year 2023-24 and Setting the Tax Rate

- *Motion to Approve the Consent Agenda*

MS/DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

7. Committee Chair Report-Outs
- Budget & Administration
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 - Fire & Emergency Services
 - Parks & Recreation
 - General Manager Recruitment Ad Hoc
 - Fire Annexation Ad Hoc
8. General Matters to/from Board Members and Staff

ADJOURNMENT 9:50

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Agenda Transmittal

DATE: September 20, 2023

FROM: Michael Grassle, Parks, and Facilities Superintendent
Matt Bustabade, Parks, and Facilities Supervisor

AGENDA ITEM #3: **COMMUNITY CENTER WARRANTY LITIGATION FUNDS AND STATUS OF REPAIRS**

RECOMMENDED ACTION: RECEIVE AND FILE

Introduction

The district received a conceptual cost estimate with a narrative for all the structural flaws found by Angus and Terry on 5/20/2019. The cost estimate broke down all items found during the warranty settlement into specific projects and placed an estimated cost to each project. The Superintendent then broke down the project into five main categories based on his specific findings and potential for further damage. Below is a brief narrative of each project including scope of work, cost, and status.

1. Roof leak and dry rot over the fire riser/alarm room. The Facilities Supervisor released two separate RFP'S based on Angus and Terry's report to repair a severe roof leak over the fire riser room and mitigate all the visible mold growing on the sheet rock. Cal Vintage Roofing and Lawton Construction were awarded the contracts. A third-party company was hired to test for mold prior and post construction. The roof leak was repaired and tested, then the mold was remediated, followed by replacement of all sheet rock. The framing behind the sheet rock was undamaged.

Total Project Cost = \$14,344.11

Completion Date: April 2022

2. Dry rot outside the main entrance to the Community Center. The main entryway into the Community Center supported by additional 4X6 lumber due to severe dry rot to the stone veneer, fascia lumber, and stucco. The district released an RFP based on the worst-case scenario findings that were written by Angus and Terry. Lawton Construction was awarded the contract with a bid of around \$100,000. Once Lawton Construction began uncovering the dry rot behind the stucco and stone veneer it showed that the dry rot hadn't travelled underneath the metal roof. There were significant cost savings due to the roof not being removed from the overhang. The dry rot was repaired, and the gutters were capped off in a way that water can no longer make its way behind the stucco and stone veneer.

Total Project Cost = \$60,353.14

Completion Date: June 2023

3. Several roof leaks over the pool locker rooms, social room, gymnasium, and Classrooms A & B. It did not take the Parks and Facilities Supervisor long to start uncovering roof leaks all over the Community Center. Several areas around the roof drains were not sealed properly. This was not called out in the Angus and Terry report but was uncovered by Cal Vintage Roofing and district staff. Cal Vintage Roofing repaired several major roof leaks and back those repairs with a 1-year warranty.

Total Project Costs= \$18,525

Completion Date: June 2023

4. Seal all metal ridge caps along the perimeter of the roof. Several of the smaller roof leaks that were occurring in the gym were due to the metal ridge caps not being sealed correctly. This caused rainwater to leak down the concrete walls during a heavy rain event. Silicon was never installed between the rivets and the ridge caps. Cal Vintage Roofing installed the sealant and added flange screws with rubber washers to seal the ridge caps correctly.

Total Project Cost= \$8,794

Completion Date: August 2023

5. Seal, clean, and repair all damaged gutters. It is called out in several sections of the Angus and Terry report that gutter seams, edges, and caps were not sealed correctly. Staff observed gutters leaking at several locations. Staff noticed several down spots that are not flowing correctly and spilling over the gutters. Staff are currently working on receiving quotes to have the gutters cleaned and repaired.

Total Project Cost Estimate= \$10,000 Completion Date: Late Fall of 2023

6. Repair the damaged weather stripping along and around the gym door on the south side of the building. District staff were able to remold the weather stripping and flashing around the gym doors to prevent water from entering the gym during a heavy rain event. This took a skilled staff a few hours of labor to correct this issue.
7. Seal the entire Community Center roof with a 20-year membrane product. The plan is to work with Cal Vintage Roofing to apply a membrane product over the pool locker room roofing. This specific roof seems to be declining at a faster rate than the rest of the facility. Staff are awaiting a price per square foot to purchase and install the product. Staff may be able to install the product once we work with Cal Vintage Roofing. This product could extend the lifespan of the roof by 15-20 years. Currently the roof has 3-5 years left with annual repairs needed. Currently there is no timetable or cost estimate for this project.

Remaining Fund Balance = \$81,275



Agenda Transmittal

DATE: September 20, 2023

FROM: Jill Ritzman, Interim General Manager
Dusty Martin, Fire Chief

AGENDA ITEM #5: **Report Back – Fire Engine Purchase Agreement**

RECOMMENDED ACTION: **Continue with Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus**

Overview

Staff is recommending to continue with the Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus for a new fire engine.

An alternate option is to cancel the Purchase Agreement. El Dorado Hills Fire Department (EDHFD) offers to pay the penalty of \$7,891.99. Once cancelled, Golden State would assign the build slot/job# to EDHFD at the non-State Contract price. In other words, EDHFD would acquire a new fire engine sooner. Resolution 2023-36 to cancel Purchase Agreement is provided (Attachment 5A).

Background

On December 6, 2022, the Fire and Emergency Services Committee directed staff to forward a recommendation to the Board of Directors to purchase a replacement for E389. The engine is 21 years old.

On December 19, 2022, the Board of Directors approved Resolution 2022-38 authorizing an agreement between Golden State Fire Apparatus and Cameron Park Community Services District to purchase a Type III Fire Engine (Attachments 5B and 5C). Purchase price \$394,599.68 to be funded from Fund 07. In addition, the new fire engine requires an additional appropriation of \$52,652.23 for equipment. Total cost \$447,251.91.

On June 21, 2023, during deliberations regarding the Fiscal Year 2023-2024 Preliminary Budget, Board members requested staff review the Purchase Agreement to replace E389.

On July 11, 2023, the Budget and Administration Committee, during review of the Fiscal Year 2023-2024 Final Budget, made inquiries about cancellation of the Purchase Agreement to replace E389. Staff inquired with Golden State Fire Apparatus, who determined a cancellation penalty of 2% or \$7,891.99 (Attachment 5D).

On August 8, 2023, staff recommended to the Budget and Administration Committee to continue with Purchase Agreement due to the new fire engine's increased value over the purchase price.

On August 16, 2023, Board members requested that the Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus be agendaized for the next Board of Directors meeting.

On September 5, 2023, El Dorado Hills Fire Department sent staff a Letter of Intent to purchase the new fire engine for cost, as an option for the Board of Directors instead of cancelling the Purchase Agreement (Attachment 5E).

Discussion

Staff recommends the Board of Directors continue with the Purchase Agreement, due to the increased value of the engine over the original purchase price. Staff time required to complete the build is minimal. When the CSD receives the engine, the Board of Directors has the option to keep the engine or sell the engine through a public auction process.

CSD Policy 3085.1(2) – Disposal of Surplus Personal Property in Excess of \$5,000 in Value states:

The Board of Directors may sell at public auction any personal property or equipment with a value in excess of \$5,000 to the highest bidder for cash if it is surplus personal property belonging to the District and not required for public use. Such sale shall require a majority vote by the Board of Directors.

In recent weeks, staff initiated an account with GovDeals, a web-based liquidity services marketplace that provides services to governmental agencies. Staff initiated the account to sell the recently surplus Ford Bronco. Fire engines are posted for sale on this website.

If the Board of Directors chooses to surplus the fire engine in the future, GovDeals provides an efficient public auction option.

After receiving El Dorado Hills Fire Department's Letter of Intent, staff inquired with Golden State and CSD's legal counsel regarding the CSD's ability to re-assign the Purchase Agreement to El Dorado Hills Fire Department. Golden State responded that a State Contract Purchase cannot be re-assigned; state contract stipulations prevent a re-assignment; but the build slot/job# can be re-assigned (as stated in the Overview section of this report).

Jason Epperson opined the intent of Policy 3085 is to sell CSD personal property with value over \$5,000 at a public auction after a majority vote of the Board to surplus said property.

Attachments

5A. Resolution 2023-36

5B. Purchase Proposal Acceptance

5C. Purchase Agreement

5D. Correspondence Gold State Fire Apparatus, August 3, 2023

5E. Letter of Intent, El Dorado Hills Fire Department, September 5, 2023

RESOLUTION No. 2023-36
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
September 20, 2023

**RESOLUTION TO CANCEL PURCHASE AGREEMENT
BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT
AND GOLDEN STATE FIRE APPARATUS, INC.**

WHEREAS, the Cameron Park Community Services District (CSD) is exploring options for sustainable fire and emergency services for Cameron Park; and

WHEREAS, the Board of Directors determined that purchasing a new fire engine is not required at this time and places an undue financial burden upon the CSD; and

WHEREAS, El Dorado Hills Fire Department will pay Golden State Fire Apparatus's cancellation penalty of \$7,891.99.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors authorizes Interim General Manager to execute Cancellation of Agreement No 101101-22B by signing correspondence from Golden State Fire Apparatus dated August 2, 2023.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20th day of September 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sidney Bazett, President
Board of Directors

Jill Ritzman, Interim General Manager
Secretary to the Board



FIRE TRUCKS

PRODUCT
PROPOSAL

Exhibit "A"



**GOLDEN
STATE**
FIRE APPARATUS

PROPOSAL PREPARED FOR

Cameron Park C.S.D.
BME Fire Trucks, LLC.
4X4 International Type 3 Model 34
Engine, item # W3-M34D-1

November 1, 2022

SALES CONSULTANT

Brad Hansen
Golden State Fire Apparatus, Inc.
7400 Reese Road
Sacramento, CA 95828
916.869.6072 Cell
brad@goldenstatefire.com

PARTS, SERVICE & SUPPORT

Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828
916.330.1638 Office
parts@goldenstatefire.com

PROPOSAL PREPARED FOR:

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

Submitted Date:	November 1, 2022
Proposal Number:	101101-22B
<i>Expiration Date:</i>	<i>December 31, 2022</i>
Sales Consultant:	Brad Hansen

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution by the CAMERON PARK COMMUNITY SERVICES DISTRICT, hereinafter called "Customer" and an officer of Golden State Fire Apparatus, Inc., hereinafter called "GSFA", the following fire apparatus and equipment, hereinafter called "Product":

#	Description	Unit Price
A	One (1) BME Fire Trucks, LLC 4X4 International Type 3 Model 34 Engine, item # W3-M34D-1 (CAL FIRE Tag-On per State Contract No. 1-22-23-21B, Supplement 1)	367,915.32
B	7.25% State Sales Tax	26,673.86
C	California Tire Fee	10.50
D	GRAND TOTAL	394,599.68



FIRE TRUCKS

PRODUCT COMPLETION

Product shall be built in accordance with the specifications hereto attached, delays due to acts of God, strikes, war, or intentional conflict, failures to obtain chassis, materials, unusual weather conditions or other causes beyond GSFA's control not preventing, within approximately **205 to 385 CALENDAR DAYS AFTER RECEIPT OF CHASSIS AT THE BME FIRE TRUCKS, LLC FACTORY** and after receipt of this order and the acceptance thereof at our Sacramento, California office.

Due to global supply chain constraints, any production completion date contained herein is a good faith estimate as of the date of this order, and merely an approximation based on current information. Product completion updates will be provided when available.

Within thirty (30) calendar days after receipt of this order and acceptance thereof, GSFA shall submit to Customer a production schedule including tentative pre-construction conference, final inspection and final delivery dates.

DELIVERY LOCATION

Product shall be shipped in accordance with the specifications hereto attached and be delivered to you at **CAMERON PARK, CALIFORNIA**. Proof of insurance must be demonstrated by the Customer to GSFA prior to transferring of the Product(s).

ACCEPTING THIS PROPOSAL

In the event Customer wishes to purchase the Product described in this Proposal and the attached specifications, then, prior to the expiration date listed on page 2 of this Proposal, Customer shall sign and return this Proposal. Thereafter, GSFA and Customer will endeavor to enter into a purchase agreement incorporating this Proposal and including additional terms (a "Purchase Agreement"). If Customer returns a signed copy of this Proposal alone, GSFA will send Customer its form of Purchase Agreement for Customer's review and signature. If Customer desires to use its standard form of purchase order as the Purchase Agreement, then Customer should return a signed copy of this Proposal along with a copy of such purchase order. All purchase orders shall be made out to GSFA. GSFA will review such purchase order and contact the Customer regarding any required revisions. Only upon a full execution of a Purchase Agreement shall GSFA and Customer be obligated to purchase and sell the Product set forth in this Proposal.

TERMS AND CONDITIONS

The following Terms and Conditions are hereby made part of this Proposal:

1. **Payment Terms (Payment at Time of Delivery or Pick-Up)** - Customer shall pay the Grand Total at time of delivery or pick up of the Product to GSFA. It is the responsibility of the Customer to have full payment ready when the Product is complete and ready to deliver or pick up. If payment is late or delivery is delayed pending payment, a daily finance charge of \$150.00 and a daily storage fee of \$50.00 may apply until such payment is received. Due to insurance liability, the Product(s) will not be left at the Customer's location without full acceptance and payment or prior written agreement between the Customer and GSFA.

2. **Commercial Chassis Price Volatility** - GSFA shall not be responsible for any commercial chassis price increase or surcharge enacted by a commercial chassis Original Equipment Manufacturer (OEM) after the execution of contract or issuance of Purchase Order. Any commercial chassis price increase or surcharge will be passed through to the Customer at cost and will be documented in writing on a Change Order. Customer shall pay any commercial chassis price increase or surcharge prior to final delivery or pick up to Customer location.

3. **Stock / Demo Units** - If applicable, any stock/demo units, including those identified by this Proposal, are available for sale on an as-is, first-come and first served-basis. Regardless of this Proposal, the first Customer to enter into a Purchase Agreement identifying any such stock/demo units shall obtain said units.

4. **Order Changes** - The Customer may request that GSFA incorporate a change to the Product or the Specifications for the Product by delivering a written change order to GSFA, which shall include a description of the proposed change sufficient to permit GSFA to evaluate the feasibility of such change (a "Change Order"). GSFA will provide Customer a written response (a "Response") stating (i) whether GSFA will accommodate such Change Order (which GSFA may decide in its sole and absolute discretion) and (ii) the terms of the modification to the order, including any increase or decrease in the Purchase Price resulting from such Change Order, and any effect on production scheduling or Delivery resulting from such Change Order. Customer shall have seven (7) days after receipt of the Response to notify GSFA as to whether Customer desires to make the changes GSFA has approved in the Response. In the event Customer counter-signs GSFA's Response, Customer shall pay the increase (or be refunded the decrease) in the Purchase Price prior to final delivery to Customer location.

5. **Force Majeure** - GSFA shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond GSFA's and manufacturer's control and which make GSFA's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

6. **Cancellation/Termination** - In the event Customer and GSFA enter into a Purchase Agreement and Customer thereafter cancels or terminates the Purchase Agreement, GSFA will charge a cancellation fee as follows: (a) 10% of the Purchase Price after order is accepted and entered by GSFA; (b) 20% of the Purchase Price after completion of the pre-construction phase of the order process; and (c) 50% of the Purchase Price after the requisition of any materials or commencement of any manufacturing or assembly of the Product by either GSFA or the manufacturer of the Product. The tier of cancellation fee applicable to any cancellation shall be in the sole and absolute discretion of GSFA.

7. **State Sales Tax** - Customer shall be responsible for the cost of state sales tax associated with, or attributable to the Product. The taxes owed by Customer for the Product is subject to adjustment for the applicable state sales tax rate in effect when the Product is delivered to the Customer. Therefore, the sales tax will be increased or decreased at the time of delivery if a change in the sales tax rate has occurred, in which case Customer shall pay GSFA (or be refunded by GSFA) the applicable change in sales tax.

8. **Proposal Expiration** - After the Expiration Date shown on page one of this Proposal, Customer shall require GSFA's written consent to accept this Proposal.

9. **Governing Law** - This Proposal is to be governed by and under the laws of the state of California.

Thank you for providing Golden State Fire Apparatus, Inc. with the opportunity to provide this proposal. If you have any questions regarding the options presented or need additional options, please contact me.

Sincerely,



Brad Hansen
Golden State Fire Apparatus, Inc.

I, Anore Pichly authorized representative of CAMERON PARK COMMUNITY SERVICES DISTRICT agrees to purchase the proposed Product(s) and agree to the terms and conditions of this proposal and the specifications hereto attached.

SIGNATURE:

TITLE:

General Manager

DATE:

12-22-2022

PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the "Agreement"), is made and entered into by and between Golden State Fire Apparatus Inc., a California corporation ("GSFA"), and CAMERON PARK COMMUNITY SERVICES DISTRICT ("Customer").

1. Product Proposal. Prior to entering into this Agreement, GSFA and Customer entered into a product proposal (the "Proposal"), which is attached hereto as Exhibit A and incorporated herein by reference. All of the provisions, terms, and conditions contained in the Proposal are incorporated into this Agreement, and any capitalized terms used in this Agreement but not expressly defined in this Agreement shall have the meanings ascribed to them in the Proposal. The provisions contained in the body of this Agreement are intended to supplement the terms and conditions contained in the Proposal.

2. Definitions.

- a. "**Product**" means the fire apparatus and any associated equipment listed on Exhibit A, attached hereto, and further described in the Specifications.
- b. "**Specifications**" means the specifications for the Product, which are set forth in Exhibit B, attached hereto.
- c. "**Delivery**" means the delivery of the Product to Customer by GSFA, as set forth in Section 9(a) of this Agreement.
- d. "**Acceptance**" means Customer's receipt of the Product, subject to the inspection provisions contained in Section 9 of this Agreement.

3. Purpose. This Agreement sets forth the terms and conditions of GSFA's sale of the Product to the Customer.

4. Term of Agreement. This Agreement will become effective on the date it is signed by both Customer and GSFA ("Effective Date") and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon payment in full of the Purchase Price and Customer's Acceptance of the Product.

5. Purchase and Payment. The Customer agrees to purchase the Product specified on Exhibit A for the price shown on Exhibit A (the "Purchase Price") and pursuant to the payment terms set forth in Exhibit A.

6. Confirmation and Delivery Date. Within fourteen (14) days after the Effective Date, GSFA will provide Customer with a written confirmation (the "Confirmation Notice") of the order, a job order number, and the date on which GSFA will deliver the Product to Customer (the "Delivery Date") in accordance with Section 9 below.

7. Changes Required by New Standards. The Purchase Price shall be subject to increase in the event any governmental entity or trade association, including, but not limited to, the NFPA, DOT, and EPA, issues new regulations which pertain to the Product. GSFA shall promptly notify Customer when it becomes aware of any potential or required change in regulations that would impact the product purchased. In the event of any such change in the regulations, GSFA shall send Customer an invoice for any change to the Purchase Price, which, to the extent practicable, shall itemize any such price increases. The invoice will specify a commercially reasonable date by which Customer must pay the increase in the Purchase Price, subject to Customer's right to terminate as set forth in Exhibit A.

8. Order Changes. The Customer may request that GSFA incorporate a change to the Product or the Specifications for the Product by delivering a written change order to GSFA, which shall include a description of the proposed change sufficient to permit GSFA to evaluate the feasibility of such change (a "Change Order"). GSFA will provide Customer a written response (a "Response") stating (i) whether GSFA will accommodate such Change Order (which GSFA may decide in its sole and absolute discretion) and (ii) the terms of the modification to the order, including any increase or decrease in the Purchase Price resulting from such Change Order, a commercially reasonable date on which any increase in the Purchase Price must be paid, and any effect on production scheduling or Delivery resulting from such Change Order. Customer shall have seven (7) days after receipt of the Response to notify GSFA as to whether Customer desires to make the changes GSFA has approved in the Response. In the event Customer counter-signs GSFA's Response, Customer shall pay the increase (or be refunded the decrease) in the Purchase Price by the date specified in the Response.

9. Delivery, Inspection and Acceptance.

(a) Delivery. Delivery of the Product shall occur on or before the Delivery Date at the location listed in Exhibit A. Risk of loss shall pass to Customer upon Delivery. However, title to the Product shall only pass to Customer upon Delivery if Customer has then fully paid GSFA all amounts due hereunder. If Delivery occurs before Customer has fully paid all amounts due hereunder, Customer may not place the Product into service until all such amounts have been paid.

(b) Inspection and Acceptance. Upon Delivery, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the Specifications, and in the event of substantial non-conformance to the Specifications to furnish GSFA with written notice sufficient to permit GSFA to evaluate such non-conformance (“Notice of Nonconformance to Specifications”). Any Product not in substantial conformance to material Specifications shall be remedied by GSFA within thirty (30) days from the Notice of Nonconformance to Specifications. In the event GSFA does not receive a Notice of Nonconformance to Specifications within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and accepted by Customer.

10. Manufacturer’s Statement of Origin. It is agreed that the manufacturer’s statement of origin (“MSO”) for the Product covered by this Agreement shall remain in the possession of GSFA until Customer has fully paid GSFA all amounts due for the Product and Delivery has occurred. In the event Delivery has occurred but Customer does not make timely payment, GSFA may take back possession of the Product, wherever located.

11. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

GSFA:

Golden State Fire Apparatus Inc.
7400 Reese Road
Sacramento, CA 95828

Customer:

See Address in Exhibit A

12. Standard Warranty. Any applicable manufacturer warranties are attached hereto as Exhibit C and made a part hereof. Any additional warranties must be expressly approved in writing by GSFA.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, GSFA, ITS AFFILIATES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, DO NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCT PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES CONSULTANTS OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall GSFA be liable for consequential, incidental or punitive damages incurred by Customer in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, contract, indemnity, whether resulting from non-delivery or from GSFA’s own negligence, or otherwise.

13. Indemnification of GSFA. Customer shall indemnify, defend, and hold harmless GSFA, its agents, servants, successors and assigns from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatever nature (“Damages”) to the extent Damages arise out of Customer’s negligent use, storage, or operation of the Product following Delivery, regardless of where, how, and by whom operated. The indemnification and assumptions of liability and obligation herein provided shall continue in full force and effect notwithstanding the termination of this Agreement, whether by expiration of time, by operation of law or otherwise. This provision is not intended to constitute the exclusive remedy of the parties under this Agreement; the parties may seek indemnity from one another under other legal principals, whether based in equity or law, so long as they do not nullify or cancel the effects of this paragraph.

14. Force Majeure. GSFA shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond GSFA’s and manufacturer’s control and which make GSFA’s performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

15. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

16. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of California.

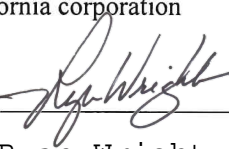
17. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original (including copies sent to a party by electronic transmission) as against the party signing such counterpart, but which together shall constitute one and the same instrument.

18. Entire Agreement; Amendments. This Agreement, including its exhibits, is the exclusive agreement between the parties for the Product. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by GSFA's authorized representative.

Accepted and agreed to:

GSFA:

GOLDEN STATE FIRE APPARATUS INC.,
a California corporation

Name: 
Title: Ryan Wright, President

Dated: 12/29/2022

CUSTOMER:

**CAMERON PARK COMMUNITY SERVICES
DISTRICT**

Name: André Pichly
Title: General Manager

Dated: 12/28/2022



EXHIBIT A

PRODUCT PROPOSAL

(SEE ATTACHED "GSFA TYPE III FIRE ENGINE PURCHASE PROPOSAL ACCEPTANCE OPTION B FOR CAMERON PARK" PAGES 6 TO 9)

EXHIBIT B

PRODUCT SPECIFICATIONS

(SEE ATTACHED "GSFA TYPE III FIRE ENGINE PURCHASE PROPOSAL ACCEPTANCE OPTION B FOR CAMERON PARK" PAGES 101 TO 99)

EXHIBIT C

WARRANTY

(SEE ATTACHED "GSFA TYPE III FIRE ENGINE PURCHASE PROPOSAL ACCEPTANCE OPTION B FOR CAMERON PARK" PAGES 100 TO 106)

GOLDEN STATE FIRE APPARATUS, INC.
7400 Reese Road
Sacramento, CA 95828
Ryan@goldenstatefire.com

August 2, 2023

Cameron Park Community Services District
Attn: Jill Ritzman, Interim General Manager
2502 Country Club Drive
Cameron Park, CA 95682
jritzman@cameronpark.org

Via Mail and Email.

Re: Cancellation of Agreement No. 101101-22B.

Dear Jill,

As you are aware, Golden State Fire Apparatus, Inc., a California corporation (“We” or “Us”) and Cameron Park Community Services District, a California corporation (the “Customer”) entered into an agreement for the Customer’s purchase of one (1) BME Fire Trucks, LLC 4X4 International Type 3 Model 34 Engine (“BME,” and the “Product”) by executing that certain Product Proposal dated effective December 22, 2022 (the “Product Proposal”). By executing the Product Proposal, the Customer also agreed to be bound by the Purchasing Terms and Conditions (the “Terms and Conditions”). The Terms and Conditions, together with the Product Proposal and other attachments thereto are referred to herein as the “Agreement.”

On July 13, 2023, you sent an email to our sales consultant, Brad Hansen, requesting a cancellation of the Agreement. Pursuant to Section 6 of the Terms and Conditions, the Customer is free to cancel the Agreement, subject to a cancellation fee of an amount equal to 10% of the Purchase Price. However, in recognition that financial circumstances change and in light of the important work that the Customer does for the community, We are willing to apply a reduced cancellation fee of 2.00% of the Purchase Price, for a total of \$7,891.99, to be invoiced to the Customer (the “Cancellation Fee”). We cannot charge less than this due to costs incurred as a result of the order.

If the Customer still desires to cancel the Agreement, please provide us with notice by signing in the space provided below and returning a copy of this letter to Us via email and at the address appearing above. Effective upon our receipt of an executed copy of this letter, we will promptly: (i) invoice the Cancellation Fee to the Customer; and (ii) once the Cancellation Fee is received, cancel the Product order with BME.

As of such date, the Agreement will be cancelled, and We and the Customer hereby acknowledge and agree that We will have no further obligations to the Customer under the

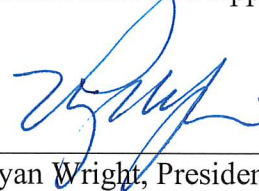
Agreement. For clarity, note that We will not cancel the current Product order with BME unless and until we receive a signed copy of this letter and payment of the Cancellation Fee. The Customer shall pay the Cancellation Fee within thirty (30) days of the date on the invoice.

We have already made BME aware of the fact that the Cameron Park Community Services District may wish to cancel its order. If you determine not to cancel the Agreement, please promptly notify us in writing so that we can ensure BME proceeds with the manufacture of the Product in accordance with the product completion estimates provided in the Product Proposal.

Please contact Us if you have any questions, and we hope to work with the Cameron Park Community Services District again in the future.

Sincerely,

Golden State Fire Apparatus, Inc.



Ryan Wright, President

Acknowledged and Agreed:

Cameron Park Community Services District

By: _____

Print Name: _____

Title: _____

Date: _____



EL DORADO HILLS

Attachment 5E

FIRE DEPARTMENT

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

Jill Ritzman
General Manager
Cameron Park Community Services District
2502 Country Club Dr
Cameron Park, Ca 95682

General Manager Ritzman,

I hope this letter finds you well. On behalf of El Dorado Hills Fire (EDH Fire), I am writing to confirm our intent to purchase the BME Type III Engine that Cameron Park CSD has on order with BME Fire Trucks, as detailed in the sales agreement for the total amount of \$394,599.68.

I am pleased to inform you that EDH Fire has allocated funds for this purchase and is fully prepared to provide the necessary funding upon the engine's arrival. We believe that the BME Type III Engine will be a valuable addition to our fleet and will contribute significantly to our firefighting capabilities.

Furthermore, we kindly request the opportunity to facilitate both the Pre-Construction meeting and the Final Acceptance meeting with the team at BME Fire Trucks. Our participation during these crucial phases of the process will ensure a smooth transition and alignment of expectations, ultimately leading to the successful integration of the new engine into our operations.

Additionally, EDH Fire acknowledges its responsibility for any and all costs associated with modifications, changes, or additions to the existing specifications outlined in the original agreement.

Please do not hesitate to reach out to us at if you have any questions or require further information.

Thank you for your cooperation, and we eagerly anticipate the arrival of the BME Type III Engine.

Sincerely,

Maurice "Mo" Johnson
Fire Chief
El Dorado Hills Fire Department



Agenda Transmittal

DATE: September 20, 2023

FROM: Jill Ritzman, Interim General Manager

AGENDA ITEM #6: **Amendment to the Agreement between Cameron Park Community Services District and AP Triton to include Rescue Fire Protection District and a Fire Authority White Paper Report**

RECOMMENDED ACTION: APPROVE Resolution 2023-37

Background

On July 19, 2023, the Board of Directors approved Resolution 2023-31 authorizing a change to the AP Triton Agreement from a Fire Department Master Plan to a Fire Annexation Feasibility Study. El Dorado Hills Fire Department and El Dorado County Fire Protection District were included in the scope of work, but Rescue Fire Protection District was not.

Fire Annexation Ad Hoc Committee

The Fire Annexation Ad Hoc Committee discussed an Amendment to the Agreement with Don Ashton, consultant, and supports staff's recommendation.

Discussion

Two items have come to the forefront in the Fire Annexation Ad Hoc Committee's work.

Rescue Fire Protection District

Rescue Fire Protection District (RFPD) committed to submitting the financial and district data necessary to be included in AP Triton's Fire Annexation Feasibility Study (Study). While a smaller fire district, the 2x2 meeting between Cameron Park Community Services District (CSD) and RFPD was positive about future possibilities. Staff and the Ad Hoc Committee feel it would be in the CSD's best interest to include RFPD in the Study.

AP Triton revised their Fire Annexation Feasibility Study to include (RFPD) for a new total cost of \$97,479; net change in cost is \$24,343.

Fire Authority White Paper Report

Several California counties deliver fire and emergency services with a “Fire Authority” or Joint Powers Agreement (JPA) amongst several agencies. The governance, terms and services of Fire Authorities have many forms depending upon the need of the agency. El Dorado County Emergency Services Authority is similar to a Fire Authority. Rescue, Garden Valley, Georgetown and Mosquito fire districts formed a Fire Authority. The concept of a Fire Authority is being discussed at El Dorado County as an efficient means to provide fire services county-wide. A 2x2 meeting comprising of Fire Annexation Ad Hoc Committee and El Dorado County staff and Board of Supervisors fire committee is being requested.

A White Paper (informational) Report for Board members provides information about Fire Authorities, their governance and powers, and provide examples of Fire Authorities in California. The specific scope of work includes:

- Define the concept of a Fire Authority.
- Describe why this form of government is preferred for service delivery by local agencies.
- Provide three examples of Fire Authorities/JPAs in the state, including a brief summary of each Fire Authority’s governance, term, and purpose.

The report objectives is to understand the mechanics and purpose of Fire Authorities, and why some local governments choose this model (Attachment 6D). A Fire Authority may be an option in the future if annexation does not proceed. Report cost is \$4,400.

Summary

AP Triton will be under contract to provide a Fire Annexation Feasibility Study, including analysis of three local fire agencies El Dorado Hills Fire Department, El Dorado County Fire Protection District and Rescue Fire Protection District (cost \$97,479); and a White Paper (informational) Report regarding Fire Authorities (cost \$4,400). Total compensation to AP Triton not-to-exceed \$101,879.

Attachments

- A. Resolution 2023-37
- B. Second Amendment to the Agreement with AP Triton
- C. Proposal Fire Annexation Feasibility Study, Updated September 2023
- D. Fire Joint Powers Authority White Paper

RESOLUTION No. 2023-37
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
September 20, 2023

**RESOLUTION TO AUTHORIZE GENERAL MANAGER TO EXECUTE A SECOND
AMENDMENT TO THE AGREEMENT BETWEEN CAMERON PARK
COMMUNITY SERVICES DISTRICT AND AP TRITON**

WHEREAS, the Cameron Park Community Services District (CSD) is exploring options for sustainable fire and emergency services for Cameron Park; and

WHEREAS, AP Triton representatives are fire professionals with years of experience in a number of leadership positions in state and local agencies, who assist local and regional fire agencies with the complexities of annexation studies; and

WHEREAS, AP Triton is currently conducting a Fire Annexation Feasibility Study for the CSD; and

WHEREAS, CSD would like to amend the Agreement to add Rescue Fire Protection District to the Fire Annexation Feasibility Study and add a White Paper Report regarding Fire Authorities.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors

- Authorize Interim General Manager to execute a second amendment to the Agreement with AP Triton adding two items:
 - Add Rescue Fire Protection District to the Fire Annexation Feasibility Study,
 - Add development of a White Paper Report regarding Fire Authorities.
- Allocate an additional \$28,743 in the Fiscal Year 2023-2024 Fund 07 Budget for the additional scope of work.

**SECOND AMENDMENT
TO THE AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT made and entered into on September ___, 2023 by and between the Cameron Park Community Services District, located in the County of El Dorado, State of California (CPCSD), and AP Triton, LLC (Consulting Firm).

RECITALS:

A. CPCSD desires to employ Consulting Firm to furnish professional services for a Fire Agency Annexation Feasibility Study and a White Paper Report regarding Fire Authorities.

B. Consulting Firm represented that Consulting Firm has the necessary expertise, experience, and qualifications to perform the required scope of work.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties to amend the Agreement as follows:

ADDITIONAL SERVICES AND COSTS

Consulting Firm agrees to perform the services set forth in **Exhibit A, “Scope of Work”** and made part of this Agreement. Exhibit A adds Rescue Fire Protection District to the Fire Annexation Feasibility Study for a not-to-exceed \$97,479; net change in cost is \$24,343.

Separate from Fire Annexation Feasibility Study, Consulting Firm agrees to develop a White Paper Report regarding Fire Authorities. Report costs not-to-exceed \$4,400.

IN WITNESS THEREOF, the parties hereto have accepted, made, and executed this Second Amendment to Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consulting Firm:

CPCSD:

By: _____

By: _____

Name: _____

Name: Jill Ritzman

Title: _____

Title: CPCSD Interim General Manager

Exhibit A: Fire Agency Annexation Feasibility, Study Scope of Work and Costs

Exhibit B: Fire Joint Powers Authority White Paper



Cameron Park Community Services District

California

Proposal to conduct a

FIRE AGENCY ANNEXATION Feasibility Study

Updated September 2023



AP TRITON
VISION • INNOVATION • SOLUTIONS

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PROJECT UNDERSTANDING & SCOPE OF WORK

The following represents the Scope of Work (SOW) prepared by AP Triton based on our understanding of your organization's request for proposal. The various sections and tasks have been developed specifically for this project. Each task is assigned to specific subject matter experts or to the project team.

PROJECT UNDERSTANDING

AP Triton (Triton) will conduct a comprehensive feasibility analysis to assess the viability of annexing the Cameron Park Fire Department. Our study will thoroughly evaluate the potential annexation of the Cameron Park Fire Department to the El Dorado Hills Fire Department, the Rescue Fire Protection District, or the El Dorado County Fire Protection District.

We recognize the significance of complying with El Dorado County's Local Agency Formation Commission (LAFCO) Service and Sphere Review Requirements as specified in CGC sections 56430 and 56425. Our analysis will encompass all the necessary elements to meet these requirements and ensure a comprehensive assessment.

SECTION ONE—PROJECT INITIATION

Task 1-A: Project Initiation & Development of Work Plan

Triton will meet virtually with the management teams of the Cameron Park Community Services District (CPCSD) and the involved fire agencies or their project liaisons to develop a complete understanding of their backgrounds, goals, and expectations for the project. Triton's Project Manager will develop a proposed work plan that identifies project team members, major tasks, resources, methods for evaluating study results, and any potential constraints or issues related to specific tasks. This process aims to establish working relationships, determine communication processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from the Cameron Park Fire Department, El Dorado Hills Fire Department, Rescue Fire Protection District, El Dorado County Fire Protection District (collectively referred to as “fire agencies”), and any other agencies as necessary. This information will be critical for the analysis and report development. Triton will also review relevant studies, including past or current emergency service studies, Standards of Cover assessments, LAFCO Spheres of Influence and Municipal Service Reviews, community comprehensive plan documents, census and demographic data, zoning maps and codes, financial data, fire department policies and procedures, service delivery objectives, training and safety programs, facilities and apparatus inventories, collective bargaining agreements, mutual aid agreements, incident data, and geographic information systems (GIS) data where available.

The documents and information relevant to this project will include (from each fire agency, where applicable), but not be limited to, the following:

- Community Comprehensive Plan and current and future land use documents
- El Dorado County census and demographics data
- Most recent ISO Public Protection Classification Summary Report
- Zoning maps and codes
- Fire stations (and other facilities, if applicable), apparatus, and vehicles inventories
- Mutual and/or automatic aid agreements
- Policies and procedures
- Standard Operating Guidelines (SOGs)
- Current and historical budgets
 - Revenue and expenditures, including recurring and non-recurring
 - Cost-recovery fee schedules
- Current and historical records management data, including National Fire Incident Reporting System (NFIRS) incident data
 - Computer-Aided Dispatch (CAD) incident records
- Any other documents and records necessary for the successful completion of the project

Task 1-C: Community Expectations, Stakeholder Input, & Field Work

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders of each agency. Some information may be acquired through the use of electronic forms and/or telephone interviews. Individuals will include, but not be limited to:

- CPCSD board members and appointed officials
- Elected officials from the participating fire agencies
- Fire Chiefs, command staffs, and administrative support personnel
- Representative(s) of the Emergency Communications Center (ECC)
- Select group of firefighters and officers assigned to operations
- Representatives of any employee or volunteer groups
- Members of the business community, citizens, and other special interest groups

From these interviews, Triton will obtain additional information and perspective on the operational, economic, and policy issues facing the fire agencies.

Optional Task 1-D: Virtual Community Meeting & Survey

Triton will develop an online survey to gather community feedback on fire-rescue delivery and associated services. The survey aims to identify community priorities, concerns, perceived risks, expectations, positive attributes of the fire service, criteria for "good" service, and perspectives on service costs. Triton will also facilitate a virtual community meeting to introduce the survey and provide an overview of the current fire and EMS services. The feedback from the survey will be analyzed by Triton's Director of Project Operations, who will create charts, graphs, and an executive summary of the results. The survey findings will inform Triton's annexation feasibility recommendations.

SECTION TWO—BASELINE AGENCY EVALUATIONS

Using the data and information provided by each agency and other relevant sources, Triton will conduct a comprehensive baseline assessment to evaluate the current conditions and service performance of the agencies. The primary objective of this evaluation is to assess the agencies' operations, comparing them to industry standards and best practices, and establishing a benchmark to measure the options for annexation feasibility.

Task 2-A: Organization and Community Overview

Triton will provide an overview of the service areas' population, demographics, growth projections, community planning-based population information, transient population data, population density, fire agency history and description, current service delivery infrastructure, governance and lines of authority, policy documents, organizational design, operating budget, and financial resources.

Task 2-B: Financial Overview

Triton will review historical revenues, expenditures, and other fiscal issues of the fire agencies, along with evaluating the current service costs. Budget modeling permits analysis of staffing schemes, facility and vehicle redeployment, service efficiency, and annexation feasibility options. This allows for the measurement of the effect of any proposed system change. This will include, but not be limited to:

- Overall operating budget, funding, fees, taxation, and financial resources
- Review of financial management and cost recovery billing and collections processes
- Review capital improvement programs and planning
- Any other issues related to budget, revenue, and expenditures

Task 2-C: Management Components

Triton will assess the mission, vision, strategic planning, goals, objectives, critical issues, future challenges, internal and external communications processes, document control and security, reporting and recordkeeping, and information technology systems of each agency.

Task 2-D: Capital Facilities & Assets

Triton will evaluate the facilities and apparatus of each fire agency, including design, code compliance, construction, staff facilities, safety, environmental issues, and future viability. Apparatus and vehicles will be reviewed for age, condition, serviceability, distribution, deployment, maintenance, regulations compliance, and future needs.

Task 2-E: Staffing & Personnel Management

Triton will review the staffing levels of each fire agency, considering administration and support staffing, operational staffing, staff allocation, scheduling methodology, standards of cover, staffing performance, firefighter/EMS staff distribution, and overall staffing for incidents.

Task 2-F: Support Programs

Triton will review and discuss the components and functions of communications, emergency medical services, life-safety, fire investigation, public education, training and continuing education, safety, and special operations programs for each agency. Triton will review and evaluate the following support programs:

Life Safety Services & Public Education

- Pre-fire planning processes
- Assorted public education and prevention programs

Communications & Dispatch

- Alarm systems and communications infrastructure
- Primary Safety Answering Point (PSAP) and Dispatch Center capabilities and methods
- Dispatch Center staffing

Hazardous Materials Services Support & Response

Triton will provide an overview of HazMat capabilities with regards to incident responses to include resources, training, and staffing

Specialized Technical Rescue Services Support & Response

Triton will provide an overview of the agencies' capabilities with regard to technical rescue incident responses. This will include but not be limited to:

- Review of physical and personnel resources
- Review of training and educational compliance

- Review of historical staffing performance in regard to technical rescue responses. This will include:
 - High-angle/low-angle rope rescue
 - Trench rescue
 - Confined space
 - Water rescue

Training & Continuing Education

- General training competencies
- Training administration, schedules, and facilities
- Training program goals and objectives
- Training administrative support and maintenance of training records

Emergency Medical Services

Triton will evaluate the current Emergency Medical Services support and oversight mechanisms to include quality assurance and medical control.

Task 2-G: Service Delivery & Performance—Resource Deployment

Triton will utilize GIS analysis to model consolidated service levels and project the performance of the districts when operating as one. This analysis will include, but not necessarily be limited to:

- **Service Demand**
 - Analysis and Geographical Information Systems (GIS) display of current service demand (unit workload) by incident type
 - Analysis and GIS display of current service demand by temporal variation (calls by hour, day, and month)
 - GIS display of historical incident density locations
 - Projected service demand due to growth
- **Resource Distribution**
 - Overview of current fire station deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies (fire station location analysis)
 - Analysis of company and staff distribution as related to effective response force (ERF) assembly
 - Overview of current apparatus deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies

- **Response Reliability**
 - Analysis of current workload, including unit hour utilization (UHU) of individual companies (to the extent data is complete)
 - Analysis of call concurrency and the impact on fire and EMS system effectiveness
- **Response Performance Analysis**
 - Analysis of actual apparatus turnout time performance analyzed by individual components (to the extent data is available)
 - Analysis of other components in the response time continuum, including call processing times
 - Analysis of response time to achieve full effective response force
- **Impact of mutual and/or automatic aid**

Task 2-H: Population Growth & Service Demand Projections

Triton will provide an analysis and interpretation of available census and community development data, focusing on population growth and its impact on service demand. The following elements will be covered:

- Population Analysis:
 - Examination of population history based on available data.
 - Interpretation of census-based population growth projections.
 - Assessment of community planning-based population growth projections.
- Service Demand Projections:
 - Utilization of population growth projections, along with historical and forecast incident rates, to develop projections for future service demand.
 - Assessment of how the changing population will impact the demand for fire and emergency services.

By analyzing and interpreting relevant data, Triton will generate insights into population trends and their implications for future service demand. This information will contribute to a comprehensive understanding of the potential changes and challenges that the fire departments may face in terms of meeting the needs of a growing population.

SECTION THREE—OPPORTUNITIES FOR ANNEXATION

Triton will leverage the findings from the completed baseline assessments of each agency to thoroughly evaluate the opportunities and feasibility of annexation. The Project Team will identify areas of duplication that can be minimized through annexation efforts, as well as potential service improvements that can be realized. It is worth noting that past experiences have demonstrated that these factors often play a significant role in public fire service consolidation endeavors.

The following areas will be covered in this section of the report, providing agency leaders and elected officials with the crucial information needed to make informed decisions concerning emergency services consolidation and/or annexation.

Task 3-A: Identification of Areas of Duplication and Service Improvements

Triton will conduct a detailed analysis of the baseline assessments to identify any instances of service duplication among the fire agencies. This task includes the following:

- **Analysis of Baseline Assessment Results:**
 - Review the findings from the baseline assessments of each fire department.
 - Identify areas where there may be duplication of services or overlapping responsibilities.
- **Evaluation of Duplication Reduction Potential:**
 - Assess the feasibility of reducing duplication through the process of annexation.
 - Analyze the potential benefits and challenges of consolidating services to eliminate redundancy.
- **Identification of Service Improvement Opportunities:**
 - Identify opportunities for service improvements that can be achieved through annexation.
 - Explore options for enhancing response capabilities, improving operational efficiency, and optimizing resource allocation.
- **Recommendations for Streamlined Operations:**
 - Provide recommendations on how to streamline operations and eliminate service duplication.
 - Propose strategies to enhance collaboration, coordination, and resource sharing among the fire agencies.

By conducting a thorough analysis and assessment, Triton will help identify areas where duplication can be reduced through annexation efforts and identify opportunities for service improvements. The resulting recommendations will serve as a roadmap for enhancing the effectiveness and efficiency of the fire services through the annexation process.

Task 3-B: Evaluation of Partnering Strategies

Triton will evaluate and discuss a range of partnering strategies, considering various alternatives that will be described and analyzed. These alternatives encompass a spectrum of options, starting from a "do-nothing" approach and progressing towards complete consolidation of the agencies into an existing emergency service provider. The following partnering strategies will be examined and discussed in the feasibility study:

- **Status Quo:**
 - Assess the implications and potential consequences of maintaining the current organizational structure and operational arrangements without any changes.
- **Administrative, Functional, or Operational Collaborations:**
 - Explore opportunities for administrative, functional, or operational collaborations between the agencies.
 - Evaluate the benefits, challenges, and potential outcomes of such collaborations, including enhanced coordination, resource sharing, and operational efficiencies.
- **Legal Unification:**
 - Consider the option of legal unification, including annexation or reorganization options which will include the evaluation of the process for removal of fire powers authorized the CSD.
 - Analyze the benefits, implications, and potential challenges associated with legal unification, including governance structures, financial considerations, and service integration.
- **Annexation into an Existing Emergency Service Provider:**
 - Evaluate the feasibility and benefits of annexing CPFD into an existing emergency service provider.
 - Analyze the potential advantages of annexation, such as improved service delivery, resource optimization, and cost efficiencies.
 - Consider the impact on governance, personnel, facilities, and community engagement.

By assessing these partnering strategies, Triton will provide a comprehensive evaluation of the available alternatives and their respective merits. The analysis will assist stakeholders in making informed decisions regarding the most suitable approach for achieving the desired outcomes of the annexation feasibility study.

Task 3-C: Fiscal Impacts

Triton will conduct a comprehensive fiscal analysis to assess the financial implications of the proposed annexation. The scope of work for this task includes the following:

- Conduct a comprehensive fiscal analysis to assess the financial implications of the proposed annexation.
- Review the budgets, revenues, and expenditures of the fire departments involved to identify potential cost savings, revenue synergies, and long-term financial sustainability.
- Evaluate the funding mechanisms and financial impacts of the proposed annexation on both the annexing and annexed fire departments.
- Develop a projected consolidated budget that takes into account the financial outcomes and potential savings or costs resulting from the annexation.

By conducting a thorough fiscal analysis, Triton will gain insights into the financial state of each agency and its ability to support the proposed consolidation, reorganization, or annexation. The findings and recommendations from this analysis will inform decisions on how to improve the financial resources available for emergency services and ensure the long-term sustainability of the consolidated entity.

Task 3-D: Recommendations for the Annexation Process

Based on the comprehensive analyses conducted in the preceding sections, Triton will provide recommendations for the most viable and effective options for moving forward with the annexation. The scope of work for this task includes the following:

- **Evaluation of Findings:**
 - Synthesize the findings from the baseline assessments, opportunities for annexation, fiscal impacts, transition planning, and other relevant sections.
 - Analyze the data and information gathered to identify key insights and trends.
- **Identification of Preferred Option(s):**
 - Recommend the most viable and effective option(s) for moving forward with the annexation.

- Prioritize the options based on their alignment with the project objectives, community needs, financial sustainability, and operational efficiencies.
- **Justification and Rationale:**
 - Provide a clear justification for the recommended option(s), supported by evidence and analysis.

Triton's recommendations will serve as a valuable resource for decision-makers, enabling them to make informed choices regarding the most viable and effective options for moving forward with the annexation. The recommendations will consider the financial, operational, and community impact, ensuring that the chosen path aligns with the goals and objectives of the annexation feasibility study.

SECTION FOUR—SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE

Triton will provide the required analysis to comply with LAFCO Service and Sphere Review Requirements. This includes the development of report sections specific to LAFCO requirements, guidance on LAFCO law and policy, and the compilation of an MSR and SOI Update format that meets all legal requirements and preferences of El Dorado County LAFCO.

Task 4-A: LAFCO Requirements Development

Triton will collaborate in developing a report outline to ensure compliance with the Local Agency Formation Commission (LAFCO) requirements and meet the needs of the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update sections. The scope of work for this task includes the following:

- **Collaboration on Report Outline:** Triton will develop a comprehensive report outline that addresses the LAFCO requirements. The outline will be structured to align with the specific guidelines and preferences of El Dorado County LAFCO.
- **Drafting of Content:** Based on the developed outline, Triton will draft the content for the MSR and SOI Update sections. The content will be carefully crafted to meet all legal requirements and provide a thorough review of the annexation feasibility study.
- **Comprehensive Review:** Triton will gather all necessary data and information to fulfill the LAFCO requirements and address any specific preferences outlined by El Dorado County LAFCO.
- **Legal Compliance:** Triton will ensure that the drafted content adheres to the legal requirements set forth by LAFCO and preferences of El Dorado County LAFCO.

By collaborating on the report outline development and carefully crafting the content, Triton will ensure that the annexation feasibility study meets the LAFCO requirements and aligns with El Dorado County LAFCO's preferences. The resulting report will provide a comprehensive review that satisfies all legal obligations and supports the decision-making process regarding the proposed annexation.

Task 4-B: Guidance & Input on LAFCO Law & Policy

Triton's LAFCO Subject Matter Expert (SME) will ensure:

- **Expert Guidance on LAFCO Law & Policy:**
 - Expert knowledge and understanding of LAFCO law and policy.
 - Provide guidance to ensure compliance with LAFCO regulations throughout the development of the annexation feasibility study.
- **Assistance in Developing Report Content:**
 - Work closely with the Project Team to develop report content that fulfills the needs of the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update.
 - Ensure that the content aligns with LAFCO law and policy requirements.
- **Review and Feedback:**
 - Provide a thorough review of the applicable sections of the annexation feasibility study.
 - Offer feedback and suggestions to enhance the clarity, accuracy, and compliance with LAFCO law and policy.
- **Incorporation of LAFCO Requirements:**
 - Work collaboratively with the Project Team to ensure that the annexation feasibility study meets the specific needs and requirements of the MSR and SOI Update sections.
 - Incorporate LAFCO law and policy into the report content to address the relevant aspects of the annexation process.

By providing guidance and input on LAFCO law and policy, Triton will assist the Project Team in developing report content that effectively addresses the needs of the MSR and SOI Update. This collaborative effort will ensure that the annexation feasibility study complies with LAFCO regulations and provides the necessary information for decision-making regarding the proposed annexation.

Task 4-C: Development of Report Sections Specific to LAFCO Requirements

Triton will compile the report components into a Municipal Service Review (MSR) and Sphere of Influence (SOI) Update format that meets the needs of the annexation feasibility study. This task includes the following:

- **Comprehensive Compilation of Report Components:**
 - Gather all relevant report components, including findings, analyses, and recommendations from the annexation feasibility study.
 - Compile these components into the MSR and SOI Update format specified by LAFCO requirements.
- **Inclusion of Necessary Components:**
 - Ensure that the draft MSR/SOI section of the report includes all the necessary components as outlined in the scope of work.
 - Address each component with relevant information and analysis.
- **Recommended Determinations:**
 - Provide recommended determinations as per Government Codes §56425 and 56430.
 - Based on the findings and analysis, make recommendations regarding the appropriate course of action and any required updates to the Sphere of Influence for the subject districts.
- **Alignment with LAFCO Guidelines:**
 - Develop the report sections to align with the specific guidelines and preferences of LAFCO.
 - Ensure that the content meets the regulatory requirements and presents the information in a clear and concise manner.

SECTION FIVE—DEVELOPMENT, REVIEW, & DELIVERY OF REPORT

Task 5-A: Development & Review of the Draft Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of Cameron Park CSD and the participating fire agencies. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 5-B: Publication of the Final Report

Following a final technical review and approval by Cameron Park CSD and the participating fire agencies, Triton will provide an electronic version (PDF format) of the final report.

Task 5-C: Presentation of the Final Report

Triton will conduct a virtual final presentation of the report to representatives of Cameron Park CSD, the participating fire agencies, and any other individuals or groups as requested. The presentation will include:

- A summary of the report, methods of analysis, primary findings, and recommendations
- An audio-visual presentation of the study with an opportunity for questions and answers
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate

All presentation materials, files, graphics, and written material will be provided to the Cameron Park CSD at the conclusion of the presentation(s).

ESTIMATED PROJECT TIMELINE & FEE PROPOSAL

Project Completion Timeline

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of Cameron Park Community Services District and AP Triton. The timeline will not begin until Triton has been provided with all information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

Estimated Time to Complete the Project: 6–9 months

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation	\$32,819
Section 2: Baseline Agency Evaluations	\$30,830
Section 3: Opportunities for Annexation	\$10,530
Section 4: Service Review & Sphere of Influence Update	\$15,960
Section 5: Development, Review, & Delivery of Report	\$7,340
Proposed Project Fee (will not exceed):	\$97,479

Payment Schedule & Invoicing

- 10% payment due upon signing of the contract
- Monthly invoicing thereafter as work progresses until 95% of project has been completed
- Final 5% due upon project completion
- Additional hours will be billed at a rate of \$190/hour for the Project Manager and \$150/hour for consultants plus any additional travel expenses

Cost Quotation Information

- The bid quotation is valid for 90 days
- Triton Federal Employer Identification Number: 47-2170685

ABOUT AP TRITON

Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.



Address: 1309 Coffeen Avenue Suite 3178, Sheridan, WY 82801



Phone: 833.251.5824 (toll free)



E-Mail: info@aptriton.com



Website: www.aptriton.com

About AP Triton

Established in 2014, AP Triton is a leading provider in the public safety industry with a proven track record in fire service, emergency medical services, law enforcement, fire prevention, and life-safety programs. Our extensive experience spans a wide range of disciplines, enabling us to offer comprehensive solutions tailored to the unique needs of our clients.

Our team of consultants brings a wealth of expertise and has successfully executed numerous projects, including Master Plans, Strategic Plans, Emergency Operations Plans, Community Risk Assessments/Standards of Cover, Consolidation Feasibility Studies, EMS System Analyses, Staffing Studies, Agency Evaluations, Cost Recovery and Valuation Studies, and Fire Station Location Studies. We pride ourselves on our ability to deliver high-quality and actionable recommendations that drive positive change.

At AP Triton, we understand that traditional approaches to public safety may not always yield optimal results. That's why we prioritize innovative thinking and creative problem-solving. We believe that sustainable solutions require a forward-thinking mindset, and we bring our experience and expertise to help our clients overcome challenges and seize opportunities.

With our deep understanding of public safety departments of all sizes, AP Triton is uniquely positioned to address the specific needs of Cameron Park Community Services District. Our consultants have decades of experience working with diverse organizations, and we leverage this knowledge to provide customized, practical, and effective solutions. We take the time to listen to our clients, understand their local issues, and develop strategies that promote long-term success.

By choosing AP Triton as your consulting partner, you gain access to a dedicated team that is committed to delivering exceptional results. We prioritize your goals, remain responsive to your needs throughout the engagement, and provide ongoing support even after project completion. Our dedication to client satisfaction sets us apart and makes us the ideal choice for Cameron Park Community Services District's consulting needs.

When it comes to innovative solutions, unparalleled expertise, and a commitment to your success, AP Triton is the partner you can rely on. Let us help you transform your public safety operations and achieve your goals in the most efficient and sustainable way possible.

Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

Triton's Approach to Projects

Triton's approach to projects demonstrates our deep understanding of your expectations. With our extensive experience working with fire departments, fire districts, EMS organizations, and various emergency services agencies across diverse communities in the United States, we bring a wealth of knowledge and expertise to every engagement. Key elements of Triton's methodology include:

- **Thorough Understanding:** We ensure a complete understanding of the project background, goals, objectives, and the complex issues that need to be addressed. This allows us to develop tailored solutions that align with your specific needs.
- **Comprehensive Scope of Work:** We develop a well-designed and practical scope of work (SOW) and workplan that actively involve key stakeholders, leadership, and other relevant individuals. This collaborative approach ensures that all perspectives are considered and results in a robust project plan.
- **Advanced Tools and Technologies:** Triton leverages state-of-the-art GIS mapping, computer modeling, data analysis tools, and web-based communication technologies to enhance project outcomes. These sophisticated tools enable us to provide accurate analyses, insightful recommendations, and efficient collaboration.
- **Web-based Communication Platform:** To facilitate seamless communication and collaboration throughout the project, we utilize secure cloud-based data-sharing applications to create an online project site. This platform allows the client and project team members to collaborate effectively. Additionally, we employ virtual conferencing software for client communications and presentations.
- **Subject Matter Experts:** We engage experienced subject matter experts (SMEs) with in-depth knowledge of the fire service, EMS, and other related emergency services disciplines. Our team also includes experts in GIS and data analysis, ensuring comprehensive expertise is applied to your project.
- **Commitment to Timeliness:** We are committed to delivering projects and deliverables within the requested timeline while maintaining high standards of quality. Our dedicated team works diligently to meet or exceed your expectations, ensuring timely completion.
- **Clear and Accessible Reports:** We provide high-quality printed and bound reports that present clear contents and actionable recommendations. Our reports are designed to enable easy comprehension for clients, key stakeholders, and community members alike.

At Triton, we combine our extensive experience, advanced tools, collaborative approach, and commitment to excellence to deliver successful projects that meet your expectations.

Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*, *Commission on Accreditation of Ambulance Services (CAAS)*, and other organizations.

AP Triton utilizes a multi-faceted approach to providing recommendations for our clients. The following encompasses our best practices:

- **Understand client needs:** Triton begins by thoroughly understanding the specific needs and goals of your agency. This allows us to tailor our recommendations accordingly.
- **Develop a work plan:** Triton collaborates with the client to develop a work plan that outlines the goals, objectives, and action steps required to achieve desired outcomes of the project. This ensures the plan is realistic, measurable, and aligned with industry standards and best practices.
- **Engage stakeholders:** Triton involves key stakeholders, including elected officials, personnel, and management representatives, throughout the consulting process. Stakeholder input and buy-in are crucial for the successful implementation and sustainability of any recommended changes.
- **Conduct a comprehensive assessment:** Triton conducts a thorough assessment of the existing organization and opportunities for economies of scale and prioritizes them based on their impact and feasibility.
- **Enhance operational efficiency:** Triton identifies opportunities to optimize operational processes.
- **Focus on continuous training and education:** Triton emphasizes the importance of ongoing training and education. We promote a culture of continuous learning, keeping up with the latest industry advancements, protocols, and technologies.
- **Incorporate data-driven decision-making:** Triton utilizes data and analytics to drive decision-making recommendations.
- **Foster collaboration and partnerships:** Triton encourages collaboration between agencies when possible. These relationships facilitate information sharing, coordination, and mutual support to enhance services and outcomes.

- **Ensure compliance with regulations:** Triton strives to stay current with local, state, and federal industry regulations.
- **Monitor and evaluate progress:** Triton assists our clients in establishing systems for monitoring and evaluating the implementation of our recommendations and the overall performance of your organization.

Every organization is unique; therefore, AP Triton adapts these best practices to fit the specific context and needs of your agency.

PROJECT TEAM QUALIFICATIONS

AP Triton is dedicated to partnering with highly experienced and qualified public safety consultants. We have a diverse pool of individuals with extensive knowledge and expertise to meet a wide range of client needs. At Triton, we approach each project with unwavering commitment, treating it as our top priority. We are confident that AP Triton is the ideal choice to provide you with reliable annexation feasibility solutions that cater to your present and future requirements.

Our Project Team boasts a wealth of experience across various locations throughout the United States. Our approach to assembling Project Teams is meticulous, considering each associate's background, education, experience, and expertise. This ensures that we match the right individuals to the specific tasks required to successfully address your agency's unique needs. As you will discover in the following biographies and resumes, each team member brings a distinct set of skills and valuable past experiences that will greatly benefit the annexation feasibility study for Cameron Park Community Services District.

By choosing AP Triton, you gain access to our exceptional talent pool and a customized team equipped to deliver optimal solutions tailored to your specific requirements. We are committed to exceeding your expectations and providing you with unparalleled expertise and support throughout the project.

Our project team is contingent upon the timing of the project and the availability of the consultant. This talented group of individuals possesses the skills and expertise needed to successfully execute the project. However, their involvement is subject to alignment with the project timeline and their current commitments. We are excited about the possibility of collaborating with this team, and we will work diligently to ensure their participation aligns with the project's requirements and timing.

Project Management Structure

AP Triton's project teams have developed strong organizational skills and adaptability to effectively balance their workload and ensure successful outcomes across various engagements. Triton manages multiple projects simultaneously while ensuring high-quality work and meeting client expectations with the following strategies:

- **Team:** Triton customizes each team, matching our associates' skills and expertise to each client's specific needs. We delegate specific tasks or engage a team to assist with certain aspects of the project. By leveraging the expertise and skills of others, we can distribute the workload and maintain productivity.
- **Time Management & Task Prioritization:** Effective time management is crucial for consultants. They prioritize tasks, set deadlines, and allocate dedicated time blocks for each project. This helps them stay organized and focused on delivering results.
- **Project Planning:** Triton creates work plans that outline key deliverables, milestones, and timelines for each project. This provides us with a clear roadmap and ensures we remain on track with our commitments.
- **Effective Communication:** Clear and proactive communication with clients is essential. Triton keeps our clients informed about project timelines, progress, and any potential challenges. This transparency fosters trust and helps us manage client expectations.
- **Leveraging Technology:** Consultants utilize various tools and technologies to enhance their productivity and efficiency. Project management software, communication platforms, and collaborative tools enable seamless coordination, document sharing, and real-time updates.
- **Efficient Work Processes:** Triton is constantly evaluating quality assurance and quality improvement. We develop efficient work processes and methodologies based on our experience and industry best practices. We strive to streamline repetitive tasks, leverage templates and frameworks, and adopt standardized approaches to optimize our workflow.
- **Prioritization & Focus:** Triton's designated Project Manager is available for the duration of the assigned project. They lead the team and assist our associates and subject matter experts in prioritizing their tasks based on project urgency, client needs, and strategic importance.
- **Collaboration:** Our project teams do not operate in a silo. We possess a pool of expertise and resources. Our project teams collaborate to share insights, seek advice, and leverage collective knowledge to deliver high-quality results.

Kurt Latipow EFO

Project Manager/Vice President Emeritus



Summary of Qualifications

Mr. Latipow has enjoyed 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans. Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing emergency, strategic, master plans, and succession plans/management processes as well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs, and ALS Program Development and Implementation for both transport and engine company-based organizations.

Work Experience

- City of Lompoc, CA—Fire Chief
- Washoe County, NV—County Fire Services Coordinator
- City of Ukiah, CA—Fire Chief
- State of California, Governor's Office of Emergency Services—Deputy Chief, Fire and Rescue Branch
- Stanislaus Consolidated Fire Protection District, CA—Fire Chief/Chief Executive Officer
- Hesperia Fire Protection District, CA—Fire Chief
- City of Arroyo Grande, CA—Fire Chief/Director of Building and Fire
- City of Monterey Park Fire Department, CA—Battalion Chief/Fire Marshal

Education

- National Fire Academy—Accredited Executive Fire Officer
- California Fire Marshal Training and Education System

Publications and Instructor Experience

- IAFC/Volunteer Combination Officers 2017 Symposium in the West—Building Leaders from Within
- IAFC and League of California Cities 2016—"The Achilles Heel of Local Government"
- California Fire Chiefs 2016—"The Why and How of Succession Planning and Implementation"
- League of California Cities 2015—"Contracting for Fire Services; the Trials, Tribulations, Landmines and Political Challenges"
- League of California Cities 2014—"Leading Change in the New Reality"
- California Fire Chiefs Association 2012—"Re-engineering Fire Service-Based Service Delivery"

Professional Affiliations

- California Fire Chiefs Association
- League of California Cities Fire Department—Past President
- League of California Cities Public Safety Policy—Past Committee Chair
- International Association of Fire Chiefs—Life Member

Projects Completed

- Montecito/Carpinteria Summerland FPDs (CA)—Station location study
- Templeton CSD FD (CA)—Master Plan
- Coalinga FD (CA)—CRA-SOC
- Golden CO FD, Fairmont FPD, Pleasant View FD—Cooperative Services Study
- City of La Verne FD (CA)—CRA-SOC
- Placer County LAFCO N Tahoe/Meeks Bay FPD—Annexation Fiscal Analysis Update
- Fairfield FD (CA)—Master Plan
- American Canyon FPD (CA)—Master Plan
- Central Santa Cruz PFD (CA)—Master Plan
- Napa City FD (CA)—First Responder Fee Study
- Napa City FD (CA)—Master Plan
- Napa County FD (CA)—Master Plan
- Santa Barbara City FD (CA)—CRA-SOC

Projects In Process

- Santa Cruz LAFCO (CA) MSR-SOI Focused Study
- Placer LAFCO (CA)—Western Slope MSR-SOI Update
- Nevada LAFCO (CA)—MSR-SOI Update
- Santa Maria FD (CA)—Master Plan
- Salinas FD (CA)—Master Plan

Steven Hall CFO, EFO

Assistant Project Manager



Summary of Qualifications

Chief Hall has worked in the fire service for over 29 years, with 18 years holding Fire Chief and Chief Officer positions. During his tenure, he has implemented several fires, community risk reduction, emergency management, and special operations programs. Chief Hall has extensive experience in developing strategic, master, and emergency plans, as well as developing and implementing shared services, agency reorganization, and functional consolidations.

Educational Background

- Chief Fire Officer Designee (CFO)—Center for Public Safety Excellence
- Executive Fire Officer Designee (EFO)—National Fire Academy
- Master's Degree in Executive Fire Leadership and Emergency Preparedness—Grand Canyon University, Arizona
- Bachelor's Degree in Occupational Studies—California State University Long Beach, CA
- Associate's Degree in Fire Science—Modesto Junior College, Modesto, CA
- Emergency Management Specialist—Governor's Office of Emergency Services, California
- Extensive training in leadership, command, strategic planning, and emergency management

Professional Experience

- Fire Chief—Central Fire District of Santa Cruz County (2016–2020)
- Assistant Fire Chief—Central Fire District of Santa Cruz County (2015–2016)
- Fire Chief/Emergency Manager—City of Patterson/West Stanislaus FPD (2010–2015)
- Division Chief/Fire Marshal—City of Patterson/West Stanislaus FPD (2001–2010)

Relevant Experience

- Past President, Board of Directors—Fire District's Association of California
- President, Emergency Management Section—California Fire Chief's Association
- President, Santa Cruz County Fire Chief's Association
- Operational Area Coordinator (1st Alternate)—Santa Cruz County

Associated Professional Accomplishments

- Implemented shared-services model with Aptos/La Selva Fire District, including administrative (HR, Finance, Claims, Payroll) services; Battalion Chief coverage, training/safety oversight, and community risk reduction. This joint-venture set the groundwork for a fully-functional consolidation of the two districts—a venture in the making since 1978
- Enhanced District's Aquatic Rescue Response Team (ARRT) to include lifeguard services, partnering with the City of Capitola, and the implementation of a rescue watercraft
- Received Distinguished Special District Award for innovative budgeting processes (2017 & 2019)

John P. Binaski MS, EFO, CFO
Senior Associate



Summary of Qualifications

Chief Binaski began his fire service career in 1990 with the Orange County Fire Department. He brings more than 30 years of experience in the fire service and has served with several departments in California. He retired in 2023 after serving seven years as fire chief. During his career, he secured funding to build two fire stations, significant remodels of three fire stations, and a complete fleet replacement. He has improved the Insurance Services Office (ISO) rating for several departments. He has

served in every position within the fire service from firefighter/paramedic to fire chief.

Chief Binaski's fire service career includes significant experience and management in the areas of fire prevention, operations, human resources, finance, and fleet. He has presented at several state and national conferences along with serving on many boards for multiple state associations. He has experience in combination and career departments and a demonstrated record of professionalism and a commitment to excellence. He is a peer team leader for accreditation from the Center for Public Safety Excellence and has been through the accreditation process with his agency three times. He brings a long list of education, experience, and technical expertise to AP Triton.

Educational Background

- Master's Degree in Emergency Service Administration, California State University Long Beach, 2007
- Executive Fire Officer Program, Emmitsburg, MD, 2007
- Bachelor of Science in Fire Administration, Cogswell Polytechnical College, 1996
- Associate of Science in Fire Science, Saddleback Community College, 1991
- Fire Service Executive Development Institute, IAFC, 2016
- Commission on Professional Credentialing, Chief Fire Officer

Professional Experience

- Consultant, Fitch and Associates, 2019–2021
- Fire Chief, Clovis, CA
- Division Chief, Tulare, CA
- Fire Marshal, Kingsburg, CA

Relevant Experience

- Legislative Director and Past Northern Director, Cal Chiefs Association President, Central California Fire Chiefs
- Chair, California State Education and Training Committee
- Executive Board member and Past President, League of California Cities
- Team leader for Commission on Fire International Accreditation

Associated Professional Accomplishments

- 2021 California Fire Chief of the Year
- Assisted in the development of the Community Risk Reduction course for the National Fire Academy
- Developed and published multiple strategic plans, standards of covers, and annual reports
- Recommended and implemented cost recovery strategies, developer impact fees, and budget processes

Randy Parr CPA, MPA, CFO, EFO**Senior Associate/Certified Public Accountant, Texas****Summary of Qualifications**

Chief Parr has over 45 years of experience in the fire service, including 20 years as a chief officer. He has served in four fire departments in Texas and Missouri. The agencies for which he has worked range from a mid-sized Houston area combination fire district serving a population of 100,000 to a small municipal department as they transitioned from a volunteer-based delivery system to a career-based delivery system. He has served the past 16 years as the career Fire Chief for the City of Tomball, a Houston, Texas suburb with a population of 35,000.

He is a Certified Public Accountant and during his career has served as the chief financial officer of large national and regional real estate developers and as the City of Tomball interim finance officer. Chief Parr's diverse skills have provided regional leadership in inter-agency collaboration, strategic planning, master and financial planning, and organizational evaluation. He has advised policymakers on fire service delivery options, created financial models, and has made presentations to large workshop audiences on such topics as regional collaboration and legislative initiatives.

Educational Background

- Bachelor's in Business, Accounting Major, Indiana University, Bloomington, IN
- Master's in Public Administration, Sam Houston State University, Huntsville, TX
- Executive Fire Officer Graduate—National Fire Academy
- Emergency Management Executive Academy Graduate—Emergency Management Institute
- Chief Fire Officer Designee—Center for Public Safety Excellence
- Extensive training in leadership, financial management, and planning

Professional Experience

- Associate Consultant, Emergency Consulting International (ESCI) (2017–2020)
- Fire Chief/Emergency Management Coordinator—City of Tomball, TX (2004–present)
- Fire Chief, Cypress Creek Fire Department, Houston, TX (1999–2004)
- Controller/Financial Officer, Trammel Crow Residential/Gables Residential Trust (1986–1994)

Relevant Experience

- Past President, Board of Directors, IAFC, Southwest Division
- Southeast Region Director, Texas Fire Chiefs Association
- Facilitator, Northwest Harris County Fire Chiefs Association
- Treasurer, Institution of Fire Engineers, USA Branch
- Peer Assessor I, Center for Public Safety Excellence Accreditation Site Team
- Board of Directors, Sam Houston State University Alumni Association

Associated Professional Accomplishments

- 2009 recipient of IAFC-VCOS John M. Buckman III Leadership Award
- Developed UASI grant to equip 90 departments in a three-county area, including the City of Houston, with the same electronic accountability system
- Developed UASI grant to link multiple dispatch centers in Harris and Montgomery counties
- Developed UASI grant to hire six full-time firefighter positions for the City of Tomball

Kathleen Rollings-McDonald

Rollings & McDonald Consulting/Principal

Summary of Qualifications

Kathleen Rollings-McDonald will provide management of the RCM team contributions to the project. She will be the team's expert on LAFCO law and its requirements, provide policy analysis of the agencies, and review internal drafts. Ms. Rollings-McDonald will coordinate closely with project management staff and ensure that the project adheres to established timelines.

Ms. Rollings-McDonald brings her 39 years of experience with the Local Agency Formation Commission for San Bernardino County to the project. In 2018 following leaving public services, Ms. Rollings-McDonald founded RCM to continue to work in the field of governmental reorganization and study. As part of RCM, she has been involved in municipal service reviews involving cities and special districts and prepared preliminary financial feasibility study for incorporation.

Relevant Experience

- During her tenure at San Bernardino LAFCO participated in the analysis of nine incorporation proposals, successfully forming seven new cities
- Managed two rounds of municipal service reviews prepared in-house for 24 cities and 50+ special districts within the 20,000 square miles which comprises San Bernardino County. This required addressing every land use type from densely populated urban areas to remote desert locales with significant mineral resources and their service delivery patterns
- As Executive Officer, managed the agency through the travails of the 2008-2010 recession providing for maintenance of effort with reduction in annual apportionment to the agencies
- Prepared the analysis of the 2008 reorganization of the San Bernardino County Fire Protection District taking thirty-two separate board governed districts and consolidating them into a redesigned single entity with regional service zones to address differing delivery patterns. This project received awards from CALAFCO for the Commission, the County of San Bernardino, and the City of Fontana
- Prepared the analysis of the municipal service review and sphere of influence study for the Cities of Adelanto and Victorville along with the Helendale Community Services District to define their future areas for growth as well as to protect the significant mineral resources in the region.
- CALAFCO University moderator and instructor for programs on incorporation, implementation of MSRs, Consolidation and Legacy costs as well as panel participant at a number of CALAFCO Annual and Staff conferences
- After leaving public service and establishing RCM, prepared the Preliminary Financial Analysis for the potential incorporation of the community of Crest Forest
- Working with the City of Indio, the Yucaipa Valley Water District and private property owners to navigate the LAFCO review and consideration process

Paul Morgan MS, BS
Geospatial Analyst



Summary of Qualifications

Paul has gained a wide variety of local government and public safety geospatial technology and analytical skills over nearly three decades of experience. He has been involved in creating and developing geospatial data for various divisions of local government including planning and zoning, public works and engineering and parks and recreation. Paul's most recent experience has been with supporting public safety agencies. This includes modernizing location data for 9-1-1 computer-aided dispatching for a large multi-agency regional dispatch center, Alameda County Regional Emergency Communication Center (ACRECC) in the San Francisco Bay Area. Also providing mapping and analytical support for fire resource optimization projects and well as producing various cartographic products for internal and external use. Paul has also been part of the Accreditation Team at Santa Clara County Fire Department. Additional projects have included development of wildland-urban interface risk models and analysis and supporting the Community Wildfire Protection Planning (CWPP) process.

Education

- Master of Science Degree in Geography, Utah State University, December 2000
- Bachelor of Science Degree in Geography, Brigham Young University, April 1994

Experience

- 29 years of experience in local government and public safety geospatial technology
- GIS Analyst, Santa Clara County Fire Department, Los Gatos, California
- GIS Analyst, Alameda County Fire Department, Dublin, California
- GIS Administrator, City of Logan, Logan, UT
- Adjunct Professor of Geography at various Community Colleges

Melissa Vazquez Swank MA, BA
Senior Associate



Summary of Qualifications

Melissa Vazquez Swank possesses over 10 years of experience in project management and administration. She is an expert in administrative functions of project-related assignments, including overall planning, tracking, and documentation of numerous projects from the project proposal (RFP) phase to project closeout.

She plays a crucial role in business by ensuring that all products meet professional thresholds. Melissa works to improve the project's efficiency by reducing time or product waste. Melissa's professional experience, keen eye for detail, and training qualify her to provide the highest level of project management and support. She has a passion for accuracy and fact-checking that permeates all aspects of her professional tasks.

Director of Project Operations
Experience: 10+ years

Professional Development & Education

- Portland State University MA, Public History/Native American History, 2010–2013
- Portland State University BA, History, 2007–2009

Professional Experience

- Director of Project Operations at AP Triton, November 2022–Present
- Professional Services Manager at AP Triton, September 2021–October 2022
- Owner of 3:17 Associates, Principal Consultant, 2021–Present
- Quality Assurance & Recruitment Specialist at Emergency Services Consulting International (ESCI), January 2020–August 2021
- Recruitment Specialist at ESCI, July 2017–January 2020
- Technical Proofer and Quality Assurance Specialist at ESCI, March 2015–January 2020
- Adjunct Research Assistant at Portland State University, December 2015–2018
- Freelance Virtual Assistant, December 2014–Present
- Project Administrator at ESCI, September 2013–June 2014

Executive Recruitment Experience

- Anoka, MN—Fire Chief
- Astoria, OR—Fire Chief
- Charleston, SC—Fire Chief
- City of Pasco, WA—Deputy Fire Chief
- Georgetown, CA—Fire Chief
- La Grande FD, OR—Fire Chief
- Lyons, CO—Fire Chief
- Pierce County, WA—Fire District Secretary
- Skagit County, WA—EMS Director
- South Whidbey Island, WA—Fire Chief
- Spokane Fire District #10, WA—Fire Chief
- West Linn, OR—Police Chief
- Yreka, CA—Fire Chief

Other Project Experience

- Alameda City FD, CA—CRA-SOC
- Central FD (Santa Cruz County, CA)—Master Plan & Strategic Plan
- Central Pierce FR, WA—Strategic Plan
- McMinnville PD, OR—Strategic Plan
- Napa County FD, CA—Master Plan
- Orange County FR, FL—Strategic Plan
- Pasco FD, WA—Master Plan & Strategic Plan
- Redmond FD, OR—Master & Strategic Plan
- Sandy-Clackamas FDs, OR—Cooperative Efforts Feasibility Study
- Santa Barbara FD—CRA-SOC
- Santa Clara LAFCO, CA—MSR-SOI Update

PROJECTS & EXPERIENCE

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alameda County Fire Chiefs Association (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Blaine County (ID)
- Brattleboro Fire Department (VT)
- Brea Fire Department (CA)
- Brigham City Fire Department (UT)
- Fremont Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Carson City Fire Department (NV)
- Central Jackson County FPD (MO)
- Central Fire District of Santa Cruz County (CA)
- Central Kitsap Fire & Rescue (WA)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Fort Myers Fire Department (FL)
- Eureka Fire Protection District (MO)
- Fairfield Fire Department (CA)
- Fort Myers Fire Department (FL)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Golden Fire Department (CO)
- Grand River Regional Ambulance (MO)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- La Verne Fire Department (CA)
- Lincoln Fire & Rescue (NE)
- City of Long Beach (CA)
- Milwaukee Fire Department (WI)
- City of Napa Fire Department (CA)
- City of Pflugerville (TX)
- Placer LAFCO (CA)
- San Bernardino County JPA (CA)
- City of San Diego Fire Department (CA)
- Santa Barbara County Fire Chiefs Association (CA)
- Santa Clara LAFCO (CA)
- Santa Cruz County Fire Department (CA)
- Santa Cruz LAFCO (CA)
- Seattle Fire Department (WA)
- Solano County Fire Chiefs Association (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Webster Fire Department (TX)
- Whitefish Fire Department (MT)
- Williston Fire Department (VT)

Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

Project Description

- Ambulance Services Optimization Study:
- Ambulance Services Optimization Study:
- Ambulance Services Study:
- Ambulance Services RFP:
- Annexation Study (three districts):
- BLS Ambulance System Valuation:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk/Service Delivery Analysis:
- Consolidation Feasibility Study:
- Cooperative Services Study:
- Countywide Fire Service Review:
- Emergency Operations Plan:
- EMS Feasibility & Optimization Study:
- EMS Feasibility Study:
- EMS Optimization Study:
- EMS Optimization Study & Transition Plan:
- EMS Strategic Assessment & Analysis:
- EMS Sub-Contractor RFP Response:
- EMS Sub-Contractor RFP Response:
- EMS Optimization and Feasibility Study:
- EMS System Evaluation:
- Financial Analysis:
- EMS System Valuation:
- EMS Transportation & Optimization Study:

Organization

- Alameda County Fire Chiefs Association (CA)
- Santa Barbara County Fire Department (CA)
- Modesto FD/Stanislaus County OES (CA)
- Sonoma County Fire District (CA)
- Contra Costa County FPD (CA)
- Seattle Fire Department (WA)
- Coalinga Fire Department (CA)
- Davidson Fire Department (NC)
- La Verne Fire Department (CA)
- Medford Fire Department (OR)
- San Ramon Valley Fire Protection District (CA)
- Santa Barbara (City) Fire Department (CA)
- Santee Fire Department (CA)
- Elk Creek Fire Protection District (CO)
- Clifton FPD/Grand Junction FD (CO)
- Santa Clara LAFCO (CA)
- Carolina Panthers, Bank of America Stadium
- Webster Fire Department (TX)
- Brattleboro Fire Department (VT)
- Burbank Fire Department (CA)
- Carson City Fire Department (NV)
- City of Ontario/San Bernardino County (CA)
- CONFIRE JPA (CA)
- Santa Barbara County Fire Department (CA)
- San Diego Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Long Beach Fire Department (CA)
- San Luis Obispo Fire Chiefs Association (CA)
- Alameda County Fire Chiefs Association (CA)

Project Description

- EMS Transportation & Optimization Study:
- Facilities Master Plan:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Services Special Study:
- Fire Station Location Study:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Management Audit:
- Master Plan:
- Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Master Plan & CRA-SOC:
- Master Plan & Strategic Plan:
- Organizational & Operational Analysis:
- Municipal Service Review & SOI Study:
- Municipal Service Review & SOI Study:
- Optimization Study:
- Organizational Analysis:
- Prevention Fee Study:
- Regional Ambulance Study:
- Staffing Study & Operational Analysis:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Valuation Study:

Organization

- Solano County Fire Chiefs Association (CA)
- Redmond Fire Department (OR)
- Golden/Fairmount/Pleasant View FDs (CO)
- Clackamas Fire District 1 (OR)
- Williston Fire Department (VT)
- Santa Cruz LAFCO (CA)
- Portland Fire Department (TX)
- Montecito FPD (CA)
- Pflugerville Fire Department (TX)
- Merced Fire Department (CA)
- Napa Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Templeton Fire & Emergency Services (CA)
- Fairfield Fire Department (CA)
- Menlo Park Fire Protection District (CA)
- American Canyon Fire Protection District (CA)
- Orting Valley Fire-Rescue (WA)
- Whitefish Fire Department (MT)
- Brigham City Fire Department (UT)
- Central Fire District of Santa Cruz County (CA)
- Redmond Fire & Rescue (OR)
- City of Napa Fire Department (CA)
- Placer LAFCO (CA)
- Nevada LAFCO (CA)
- Alameda County Fire Chiefs Association (CA)
- Grand Junction Fire Department (CO)
- Suisun City Fire Department (CA)
- Eastern Placer County JPA (CA)
- Derby Fire Department (KS)
- Aspen Fire Department (CO)
- Blaine County Ambulance Service District (ID)
- Davidson Fire Department (NC)
- Central Fire District of Santa Cruz County (CA)
- Pflugerville Fire Department (TX)

CLIENT REFERENCES

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

Montecito FPD & Carpinteria-Summerland FPD (California)			
Project Title & Description: Fire Station Location Study & Community Risk/SOC			
AP Triton was engaged to develop a comprehensive fire station location study to determine if a shared facility is feasible. In addition, the study includes various elements that entail community risk assessments and a standards of cover analysis. Once completed, Triton will facilitate a Customer-Centered Strategic Plan for each.			
Contact Name/Title:	MFPD Chief Kevin Taylor	Year:	2021
Client Phone:	805.969.7762	Client E-Mail:	ktaylor@montecitofire.com
Project Manager:	Kurt Latipow	Status:	Completed

Contra Costa County FPD/East Contra Costa FPD (California)			
Project Title & Description: Phase One: Annexation Financial Feasibility Study			
Triton was retained by the fire districts to conduct an analysis and determine the financial efficacy of CCCFPD annexing ECCFPD, and to make recommendations accordingly. Triton's analysis demonstrated that annexation was fiscally possible and made recommendations to move forward with Phase Two: Annexation Feasibility Study, which was recently completed.			
Contact Name/Title:	Lewis Broschard, Fire Chief	Year:	2020
Client Phone:	925.941.3300	Client E-Mail:	Lewis.broschard@cccfd.org
Project Manager:	Kurt Latipow	Status:	Completed
Completed Report:	Contra Costa County Fire District Annexation Feasibility Study, Vol. One Contra Costa County Fire District Annexation Feasibility Study, Vol. Two		

Placer Local Agency Formation Commission (California)			
Project Title & Description: Financial Update for North Tahoe FPD and Meeks Bay FPD			
Placer LAFCO retained AP Triton to research and update the contents of the financial analysis section of the previous (2018) Performance Review and Examination of Alternative Governance Models conducted on behalf of the North Tahoe and Meeks Bay Fire Protection Districts (NTFPD and MBFPD). The purpose of the update was to provide the applicant with necessary and updated financial analyses and projections as required to complete all components of the MBFPD and NTFPD Application for Reorganization.			
Contact Name/Title:	Michelle McIntyre, Executive Officer	Year:	2022
Client Phone:	530-889-4097	Client E-Mail:	mmcintyre@placer.ca.gov
Project Manager:	Kurt Latipow	Status:	Complete

Placer Local Agency Formation Commission (California)			
Project Title & Description: Municipal Service Review & Sphere of Influence Study			
Placer LAFCO retained AP Triton to prepare a municipal service review (MSR) and sphere of influence (SOI) study covering six special districts, five fire departments, and one county service area. AP Triton is preparing the study to satisfy the outlined MSR and SOI requirements, and to provide a well-researched study that creates a platform to facilitate dialogue among the stakeholders. Triton's study will drive discussions involving enhancing service efficiencies, governance efficiencies, funding opportunities, and where necessary, to pursue sphere, boundary, and governance changes.			
Contact Name/Title:	Michelle McIntyre, Executive Officer	Year:	2022
Client Phone:	530-889-4097	Client E-Mail:	mmcintyre@placer.ca.gov
Project Manager:	Kurt Latipow	Status:	In progress

Santa Clara Local Agency Formation Commission (California)			
Project Title & Description: Countywide Fire Service Review			
Santa Clara LAFCO retained AP Triton to prepare a Countywide Fire Service Review. Triton is performing the study in compliance with applicable California Government Code section, local LAFCO policies, and the latest available LAFCO Municipal Service Review Guidelines prepared by the Governor's Office of Planning and Research (OPR). The municipal service reviews (MSRs) will be used to inform the update of sphere of influences (SOIs) along with possible reorganizations such as annexations, dissolutions, or mergers of local public agencies that provide fire protection in Santa Clara County.			
Contact Name/Title:	Neelima Palacherla, Executive Officer	Year:	2022
Client E-Mail:	Neelima.Palacherla@ceo.sccgov.org		
Project Manager:	Kurt Latipow	Status:	In progress

Santa Cruz Local Agency Formation Commission (California)			
Project Title & Description: Fire Study			
Santa Cruz LAFCO retained AP Triton to prepare a special study on the impacts of the potential detachments of territory from County Service Areas 4 ("Pajaro Dunes") and 48 ("County Fire") and the concurrent annexation of the detached territory to the neighboring independent fire protection districts (7 in total). This special Fire Study will evaluate the impacts of the potential reorganizations, including a detailed analysis of the cost savings and fiscal impacts.			
Contact Name/Title:	Joe Serrano, Executive Officer	Year:	2022
Client Phone:	(831) 454-2055	Client E-Mail:	joe@santacruzlafco.org
Project Manager:	Kurt Latipow	Status:	In progress

Clackamas Fire District #1 & Sandy Fire District #73 (Oregon)

Project Title & Description: Feasibility Study for a Potential Future Consolidation

Sandy Fire District No. 72 (SFD) and Clackamas Fire District No. 1 (CFD) Retained AP Triton to conduct a feasibility study that includes the analysis of each fire district's current service delivery, organizational structure, financial sustainability, and more. Triton determined that a legal consolidation would not be viable, and instead recommended a long-term cooperatives services agreement.

Contact Names/Titles:	James Syring, CFD Board Chair	Year:	2022
Client Phone:	503-789-0260	Client E-Mail:	jamesyring1@msn.com
Project Manager:	Kurt Latipow/John Stouffer	Status:	Completed

Elk Creek FPD/Inter-Canyon FPD/North Fork FPD/Indian Hills FPD (Colorado)


Project Title & Description: Fire Protection District Cooperative Services Study

Triton was retained to conduct a comprehensive study to determine the feasibility of some form of consolidation of four fire protection districts in Colorado. Triton conducted a full analysis of each district that included service delivery, financial status, staffing, fire stations and apparatus inventory, and much more. The study concluded with a recommendation that all four districts consolidate, and included a new organizational structure, staffing configuration, costs, general recommendations, and an implementation plan.

Contact Name/Title:	Fire Chief Jacob Ware, Elk Creek FPD	Year:	2021
Client Primary Phone:	303.816.9385	Client E-Mail:	jware@elkcreekfire.org
Triton Project Manager:	John Stouffer	Status:	Completed

CLIENT TESTIMONIALS

- Exceptional product and process! Very pleased with the experience with AP Triton. The Project Manager and Project Team were extremely knowledgeable, professional, and exceptional to work with. I would like to bring them back for more projects in the future.
—*Blaine County, Idaho*
- It was a pleasure working with your staff. [Our Project Manager] did a fantastic job, and the others on the team were very good to work with. All were knowledgeable and experienced in their fields. The well-rounded team ensured a complete and accurate report. We hope to work with your team again in the future.
—*Brigham City Fire Department, Utah*
- The AP Triton team provided well-researched information that I believe will help my Commission make informed decisions. My Commission was pleased with the outcome of the financial analysis and recently contracted AP Triton for a much more comprehensive study.
—*Placer County LAFCO, California*
- I highly recommend them to any fire department or EMS agency looking to get perspective from consultants that use data and many years of experience and wisdom to make informed determinations. It is obvious that they know their stuff. We are very pleased with the results.
—*North View Fire District, Utah*
- [AP Triton] communicated clear timelines from the outset and provided multiple opportunities for us to clarify and adjust the scope of our project. Most impressively, the AP Triton team remained responsive and assisted the Seattle Fire Department well beyond the completion of our evaluation. AP Triton's reputation as a leader in the industry is well earned.
—*Seattle Fire Department, Washington*

Client#: 1626412		APTRI															
ACORDTM CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 3/21/2023														
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>																	
PRODUCER USI Insurance Services, LLC 2375 E. Camelback Road, Suite 250 Phoenix, AZ 85016 877 468-6516		CONTACT NAME: Tracy Bennett PHONE (A/C No, Ext): 818.251.3045 FAX (A/C, No): E-MAIL ADDRESS: Tracy.Bennett@usi.com															
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September 15, 2023

Jill Ritzman, Interim General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

RE: Fire Joint Powers Authority White Paper

Dear Ms. Ritzman,

We understand that the subject of a Fire Joint Powers Authority (JPA) has recently become a point of discussion within your county. Recognizing the significant impact this could have on public safety and emergency services, AP Triton is honored to have been commissioned to prepare a White Paper Briefing for your Board of Directors.

At AP Triton, we have extensive experience in providing comprehensive solutions for the public safety sector, ranging from fire services to emergency medical services and law enforcement. Our team of expert consultants specializes in delivering tailored, innovative solutions that aim to meet the unique needs and challenges of our clients.

Objective:

To provide a comprehensive White Paper Briefing for the Board of Directors about the concept, functioning, and implications of a Fire JPA, especially within the context of California fire agencies. This paper aims to equip the Board with essential knowledge as discussions on forming a Fire JPA with El Dorado County and CAL FIRE may currently be underway.

Deliverables:

A detailed document that covers various aspects of Fire JPAs. The White Paper will be written in an easily understandable format appropriate for Board-level discussions.

Topics to Include:

- **Introduction to Fire JPAs:** A brief outline of what a Fire JPA is, its origin, and its general purpose.
- **Geographical Presence:** Where else in the state Fire JPAs exist.



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- **Powers and Functions:** Description of the various powers that a Fire JPA possesses, including but not limited to emergency response, funding, and personnel management.
- **Decision-Makers:** Explanation of the governing structure of a Fire JPA, including the key decision-makers, governance models, and stakeholder involvement.
- **Case Studies:** Examples of California fire agencies that have successfully implemented Fire JPAs and the benefits realized.
- **Additional Considerations:** Any other relevant topics that could contribute to a well-rounded understanding of these types of JPAs.

Review and Feedback:

- **First Draft Review:** After the completion of the first draft, a review meeting will be scheduled with key stakeholders for feedback.
- **Final Draft:** Incorporate all feedback and revisions for the final draft.

Project Cost: \$4,400, all-inclusive.

Kurt Latipow, AP Triton's Vice President, will be the Project Manager. With 40 years in Public Safety and over 27 years in public administration roles, including various Fire Chief and Chief Officer positions, Kurt Latipow is an exceptionally qualified leader for this project. His extensive expertise spans developing and implementing a range of comprehensive emergency and strategic plans, as well as succession planning and Standards of Cover Analysis. If you have any questions, please do not hesitate to contact Mr. Latipow at klatipow@aptriton.com or (530) 306-1382.

In addition, Stephen C. Lieberman brings to the team a multifaceted skill set ideal for assisting with this project. With years of public sector experience as a Fire Chief and Executive Officer for a multi-jurisdictional fire authority, a Director of Emergency Medical Services, and an elected official, he offers extensive expertise in governance and emergency services. Known for his political acumen, ethical standards, and collaborative leadership, Lieberman excels at building consensus among diverse groups, making him uniquely qualified to contribute to this initiative.



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By choosing AP Triton as your consulting partner for this project, you gain access to a dedicated team with extensive experience in fire service, emergency medical services, law enforcement, and more. We are committed to delivering a high-quality White Paper Briefing that serves your Board's informational needs effectively.

Respectfully,

A handwritten signature in blue ink, appearing to read "K. Henke", is written over a light blue horizontal line.

Kurt P. Henke
Principal/Managing Partner



Agenda Transmittal

DATE: September 20, 2023

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #7: Fire Capital Reserve Fund 07 Fiscal Year 2023-2024 Budget

RECOMMENDED ACTION: APPROVE Resolution 2023-38

Background

The Fire Capital Reserve Fund 07 was created to track fire engine rental revenues received by the District. Historically, the annual fire engine payments have been made from this fund and currently the contract will continue through April 2028. The remaining balance to be paid on the current fire engine contract is \$487,521.65 with annual payments being \$97,504.33.

December 19, 2022, the Board of Directors adopted Resolution 2022-38 committing \$394,599.68 from Fund 07 for the purchase of a Type III Fire Engine Model 34. This funding is not reflected in the proposed Fiscal Year 2023-2024 budget because the engine is not due to the District for another two years.

July 19, 2023, the Board of Directors approved Resolution 2023-31 amending the professional services agreement for AP Triton for a fire agency annexation feasibility study funded by Fund 07 in the amount of \$73,136. There is currently a proposed additional amendment that would bring the current contract for AP Triton to a new total of \$101,879.

Discussion

Currently the Fund balance in the Fire Capital Reserve is \$671,215.18. Revenues for fire engine equipment rental for FY 2023/24 were budgeted to be deferred 100% into the operating budget for the fire department. The current year's obligations would reduce the current fund balance by \$199,383.33 (Ap Triton \$101,879 and fire engine principal \$84,961.64 + interest \$12,542.69= \$97,504.33) leaving the fund balance at the end of FY 2023/24 for future obligations at \$471,831.84.

Attachments

7a. FY 2023/24 Fund 07 Budget

7b. 6/30/2023 Fire Capital Reserve Fund Balance

7c. Resolution 2023-38

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
07 - Fire and Emergency Service Capital Asset Reserve
From 7/1/2023 Through 6/30/2024

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 Proposed Budget
Operating Revenue						
Fire Apparatus Equip Rental	4262	0.00	260,373.55	260,000.00	259,668.84	0.00
Interest Income	4505	0.00	115.78	120.00	0.00	0.00
Total Operating Revenue		<u>0.00</u>	<u>260,489.33</u>	<u>260,120.00</u>	<u>259,668.84</u>	<u>0.00</u>
Expenditures						
Agency Administration Fee	5210	0.00	650.00	0.00	0.00	0.00
Contract Services - Other	5240	0.00	0.00	0.00	4,080.10	101,879.00
Equipment-Minor/Small Tools	5275	0.00	0.00	15,000.00	9,997.37	0.00
Government Fees/Permits	5310	0.00	2,883.00	0.00	(1,600.00)	0.00
Interest	5317	0.00	18,164.37	14,851.00	14,850.55	12,542.69
Capital Equipment Expense	5625	0.00	234,583.47	82,654.00	82,667.50	84,961.64
Transfer Out	7000	0.00	0.00	10,750.00	0.00	0.00
Total Expenditures		<u>0.00</u>	<u>256,280.84</u>	<u>123,255.00</u>	<u>109,995.52</u>	<u>199,383.33</u>
Net Revenue Over Expenditures		<u>0.00</u>	<u>4,208.49</u>	<u>136,865.00</u>	<u>149,673.32</u>	<u>(199,383.33)</u>

Cameron Park Community Services District
Balance Sheet - Unposted Transactions Included In Report
07 - Fire and Emergency Service Capital Asset Reserve
As of 6/30/2023

	Fiscal Year 2022-23 Fund Balance
Beginning Fund Balance	547,291.86
Actual Activity - Year to Date	123,923.32
Fund Balance - Year to Date	671,215.18

**RESOLUTION No. 2023-38
of the Board of Directors
of the Cameron Park Community Services District
September 20, 2023**

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES
DISTRICT FISCAL YEAR 2023-24 BUDGET for FUND 07**

WHEREAS, the Board of Directors reviewed the proposed Fiscal Year 2023-24 Budget for Fund 07; and

NOW THEREFORE BE IT RESOLVED that the District adopts this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2023-24 Budget for Fund 07.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20th day of September 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sidney Bazett, President
Board of Directors

Jill Ritzman, Interim General Manager
Secretary to the Board

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Budget and Administration Committee
Tuesday, September 5, 2023
6:30p.m.

Cameron Park Community Center – Social Room
2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)
Alternate Director Tim Israel (TI)

Staff: Jill Ritzman, Interim General Manager; Christina Greek, Finance/HR Officer

Meeting Cancelled

NOTE: Written staff update is following this notice of cancellation.

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, September 11th, 2023
5:30 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

Agenda

Members: Chair, Eric Aiston (EA) V. Chair, Bob Dutta (BD) Candice Hill Calvert (CHC)
Director Dawn Wolfson (DW), Kristen Wiederhold (KW)
Alternate: Tim Israel (TI)

Staff: CC&R Compliance Officer Jim Mog, Interim General Manager Jill Ritzman

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. The principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee.

APPROVAL OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – August 7th, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

2. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 49
 - Courtesy Notices – 18
 - Initial Notices – 11
 - Final Notices – 5
 - Pre-legal Notices – 2
 - Referred to Legal – 1
 - Outside Agency – 2
 - Prior Month's Cleared Cases – 9
 - Prior Month's New Cases – 20

- b. Architectural Review Projects – Period – June 2023
 - Projects Reviewed – 25
 - Projects Approved – 24

Summary of ARC Projects:

- Roofs – 10
- Solar – 3
- Tree Removals – 2
- Fences – 1
- New Home Const. – 0
- ADU/JADU – 1
- Swimming Pool – 3
- Exterior House Paint – 1
- Carport – 0
- Deck – 0
- Exterior Renovation – 1
- Siding Replacement – 1
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 0
- Storage Shed – 0
- Retaining Wall - 1

3. Review and Approval

Request for pre-legal on the following properties:

- a) CCR23-1031 – 3422 Charito Lane. – Improperly Stored Vehicle (Boat on street) – Viewpoint Neighborhood – Viewpoint Section - 11-Vehicle Restrictions. (Notes presented by CC&R Staff).

- b) CCR23-1039 – 306 Reid Ct. – Improperly Stored Vehicle (Boat on street)– Cambridge Oaks #3 Clause 16 – Vehicle Storage. (Notes presented by CC&R Staff).

4. Review and Provide Recommendation

a) CCR-1036/ARC-1193 – 3900 Placitas Dr

b) 2023-2024 Rain Season

5. Staff Updates – (Not an action item)

a) District Update – (Oral Report from Staff & Board Members)

b) Cameron Park N. Unit #3 Neighborhood Campaign has been completed. Reminder of CC&R restriction letters have been sent to residents with violations requesting voluntary abatement.

6. Items for Future CC&R Committee Agendas

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire & Emergency Services Committee
Tuesday, September 5, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. **Review and Provide Feedback** – CSG Consultants’ Proposal to provide Fire Prevention Services (J. Ritzman, K. Richards)

STAFF REPORTS

2. Ambulance services update and status from JPA to secure another provider (D. Martin)
3. Cal Fire staffing status/vacancies and overtime (D. Martin)
4. Department Report for July 2023 (C. Siebert)
5. Fire Prevention update for July 2023 (K. Richards)

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

-

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, September 11, 2023
6:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

Staff: Interim General Manager Jill Ritzman, Parks & Facilities Superintendent Mike Grassle,
Recreation Supervisor Kimberly Vickers

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

Written/Consent Items

1. Community Center Warranty Litigation Funds – Status Report (M. Grassle)
2. Review - Parks & Facilities Project Funding Sources (C. Greek)

Discussion Items

3. Pickleball at Cameron Park Lake – Status and Options for Next Steps (J. Ritzman)
4. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Prop 68) Per Capita Grant – Status and Recommendations (J. Ritzman, M. Grassle, K. Vickers)
5. Review and Discussion - Park Improvement Plan (J. Ritzman, M. Grassle, K. Vickers)

STAFF REPORTS

6. Recreation Report (K. Vickers)
7. Parks & Facilities Report (M. Grassle)
8. Cameron Park Drive Road Widening Project and Paul J. Ryan Park Impacts (J. Ritzman; oral report)

Items for Future Committee Agendas

- a. Automatic Entry Gate at Cameron Park Lake (October)
- b. Park Improvement Plan Review
- c. CP Lake daily entry fees (October)
- d. Gift Policy proposal (November)
- e. Update to Park Ordinance, 2nd Hearing
- f. Registration/communication software report (October)

Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT