

EXHIBIT A
DESCRIPTION OF SERVICES

This description of services is intended to be a broad scope and responsibility for administrative services to be delivered to the Newcastle Fire Protection District by Placer Hills Fire Protection District. In no manner is it meant to be comprehensive, limited, or all-inclusive regarding the roles and responsibilities that will be administered during the duration of this Agreement.

THE Placer Hills FIRE PROTECTION DISTRICT (PHFPD) will furnish the following services to the Newcastle Fire Protection District (NFPD):

I. FIRE ADMINISTRATIVE SERVICES

A. Budget

- i. Agreement includes the costs of budgeting and estimating revenues for the NFPD.

B. Labor Management and Memorandum of Understanding

- i. Agreement includes the time and meetings of necessary negotiations with employee bargaining units.
- ii. Agreement does not include any services that may be required to respond to, prepare for, or participate in, any labor arbitration, or labor-related dispute that may be brought in any State of California or Federal tribunal, including by way of illustration, and not limitation, any proceeding before the California Employment Development Department (EDD), California Public Employees Retirement System (CalPERS), National Labor Relations Board (NLRB), California Labor Board, or California Public Employment Relations Board (PERB).
- iii. Any legal fees and costs that may be incurred on behalf of NFPD pursuant to B.ii. shall be solely the responsibility of NFPD.

C. Personnel Management

- i. Agreement includes oversight and managing personnel issues, scheduling and coordinating of new hires and promotions, and work with all employee associations/unions on policy changes needed for a smooth transition.
- ii. Agreement includes administrative services reasonable and necessary to process employee discipline matters appealed through the Board of Directors level.
- iii. Agreement does not include services that may be required to respond to, prepare for, or participate in any dispute involving employee discipline that may be filed in a court of law or otherwise appealed to any tribunal beyond the Board of Directors level.

- iv. Any legal fees and costs that may be incurred on behalf of NFPD pursuant to C.ii. through C.iv. shall be solely the responsibility of NFPD.

D. Allied Agency Interaction

- i. Agreement includes working with the NFPD Board of Directors on budgets, future planning, and cooperation with surrounding public safety agencies to improve levels of service.

~~E. If at anytime NFPD determines that they should have their own secretary to perform administrative services, after giving 30 days notice, they may reduce the contract amount by \$10,000 which shall be prorated based upon the time remaining on the contract.~~

E. If anytime NFPD determines that they should have their own secretary to perform administrative services, both parties to this agreement, will negotiate the financial terms associated with providing services commensurate with the terms of this agreement.

II. OPERATIONAL SERVICES

A. Incident Management

- i. The Agreement includes the management of all NFPD incidents within the district and working with Cal Fire on State Responsibility Incidents.

B. Daily Operations

- i. Agreement includes coordination of activities in major incidents in the NFPD.
- ii. The Agreement includes the cost of an on-duty Duty Officer to coordinate day-to-day operations, provide emergency incident management, and monitor training needs.

C. Staffing Management

- i. The agreement includes day to day staffing to keep Station 41 open 24/7.

D. Promotional Examination Process

- i. The Agreement includes all in-house promotional testing.

E. Dispatch and Communication Services

- i. The Agreement includes oversight for changes in dispatch search orders, response plans, response zones, and incident types.

III. SUPPORT SERVICES

A. Facilities Maintenance and Capital Improvement

- i. The Agreement includes forecasting funding opportunities and estimating costs to upgrade the current apparatus and equipment.
- B. Apparatus Equipment Maintenance and Replacement Programs
 - i. The Agreement includes forecasting funding opportunities for apparatus and estimating costs for replacement.

IV. FIRE PREVENTION SERVICES

A. Fire Investigations

- i. The Agreement includes all fire investigations.
- ii. Additional rates for fire investigation services not included in the Agreement shall be for any investigations in which any outside agency, the Placer County Sheriff notwithstanding, is called in to assist in the investigation. Included, but not limited to, are outside agencies such as Alcohol, Tobacco, and Firearms (ATF), Federal Bureau of Investigations (FBI), etc.
- iii. NFPD will become active in Sierra-Sac Valley Arson Task Force

B. Public Education

- i. The Agreement includes oversight for the NFPD Public Education Program.
- ii. Public Education Services within the NFPD shall be performed by NFPD personnel.

C. Plan Review, Inspections, Variances, and Development Meetings

- i. The Agreement includes the cost of plan review, inspections, variances, and new development meetings. ~~assuming that NFPD adopts the current PHFPD fee schedule with annual fee adjustments.~~