



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**OFFICE OF EMERGENCY SERVICES**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** October 11, 2022  
**FROM:** Jane Christenson, Acting County Executive Officer  
**BY:** David Atkinson, PE, Assistant Director of Emergency Services  
**SUBJECT:** Volunteer Firefighter Payment for Trainings

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**ACTION REQUESTED**

Approve payments in the total amount of \$892.50 to Placer County Fire Volunteer Firefighters for training completed.

**BACKGROUND**

In accordance with the 2011 Placer County Volunteer Fire Fighter Standard Operating Procedure (SOP), Training D.4, section 4003, Placer County volunteer firefighters are eligible to be paid for three formal training sessions per month. The current pay rate is \$7.50 per session. Form IIPP-6 is required for each training session that qualifies for pay, and a Placer County Accounting Expenditure form is required for each volunteer. The forms are completed quarterly and submitted to the station Captain with responsibility.

Due to the 2020 Global Covid-19 pandemic, routine training was cancelled. As Placer County Fire worked to reinstate the volunteer companies training programs, many new Captains were assigned. When the 2021/2022 training sessions were reinstated, volunteer company Captains diligently recorded training activities. The procedure for paying volunteers was inadvertently overlooked, causing a significant delay in submitting the forms for payment.

According to Placer County's Travel and Employee Expense Policy 3.1C, claims greater than one calendar year after the expense occurred require approval by the Board of Supervisors. Nine PCFD volunteers have accumulated an aggregated total of \$892.50 due for attending training sessions. Due to the delay in submission, your Board's authorization to issue payment is required. New procedures, submittal form, and submission deadlines are being developed to avoid this oversight in the future.

**FISCAL IMPACT**

The total cost of this action is \$892.50. Funding is available within FY2022-23 budget for CC10008 - County Fire. There is no impact to the General Fund.

**ATTACHMENTS**

None.

