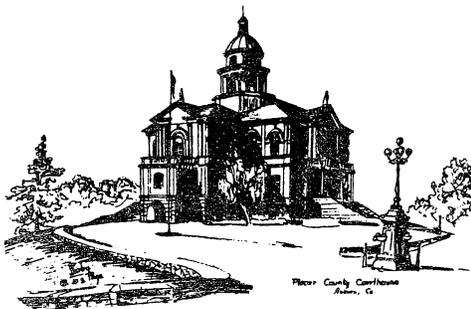


**RESPONSES TO THE
2002 - 2003
FINAL REPORT**

**PLACER COUNTY
GRAND JURY**



PLACER COUNTY GRAND JURY

(530) 889-7469
Mailing Address:

FAX (530) 889-7447
11490 C Avenue, Auburn, CA 95603

April 16, 2004

Honorable Alan Pineschi
Honorable Larry D. Gaddis
Placer County Superior Court
Auburn, CA 95603

Subject: Responses to the 2002-2003 Grand Jury Final Report

Ten years ago the Grand Jury commenced the practice of publishing and distributing the responses to the Final Report. We believe the decision to print and publish the responses has a continued beneficial effect. Responses have been more substantive and, with distribution to all affected county offices and agencies, the public and private sector is better informed with respect to certain activities of local government.

The 2003/2004 Placer County Grand Jury has complied and published the responses received. These responses are from the county, city and special district agencies, which were cited to respond in the Final Report. Where a response was not received, this report so indicates.

Sincerely,

PLACER COUNTY GRAND JURY 2003/2004

By

Alan Parker, Foreman

INTRODUCTION

The Placer County Grand Jury Report 2002 – 2003 was published and distributed in June 2003. Copies may be found in all public libraries.

State law regarding responses to Grand Jury reports is spelled out in the California Penal Code, Section 993 (3).

The government offices, agencies, and local entities cited in the Final Report for a Response, are required to respond to the Final Report within 60 days (elected officials who head county agencies) or 90 days (governing bodies of public agencies).

This book contains all of the Responses received as of April 8, 2004.

A Table of Contents is contained on the pages which follow. Each Respondent is listed with either the page number of their response or a no response received note.

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ALTA FIRE PROTECTION DISTRICT

Organized November 1, 1948

POST OFFICE BOX 847 • ALTA, CALIFORNIA 95701 • (530) 389-2676

BOARD OF DIRECTORS

Kelly Murphy
Casey Haas
Roger Carey
Leslie Dawes
Jim Erickson

RECEIVED

AUG 01 2003

Placer County Grand Jury
July 23, 2003

Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

Dear Grand Jury:

In response to the Grand Jury Report dated June 30, 2003, We, The Board of Directors of the Alta Fire Protection District have approved and adopted the following in order to satisfy:

Recommendation 1

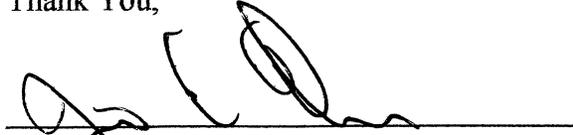
1. A "Hall Rental Policy" describing the district boundaries, residence use, and fee explanation. Attached as "Exhibit A" and was approved and adopted at the February 5, 2003, regular meeting.
2. A "Rental Fee Agreement" describing fees charged as hourly or flat rate to residence and non-residence use for profit or non-profit use. Attached as "Exhibit B" and was approved and adopted at the February 5, 2003, regular meeting.
3. A Rental Fee "Pre-Numbered Receipt Book" as requested by the independent auditor and under advice from said auditor, not to be implemented until the 2003-2004 fiscal year. A copy is attached as "Exhibit C" and was approved and adopted at the February 5, 2003, regular meeting.

Recommendation 3

1. The Board of Directors does not understand the recommendation to implement policies and procedures to be more responsive to the County Auditor-Controller since the district does not have a bank account and depends solely on the County Auditor-Controller in all financial transactions. This demands that the district stay in constant contact with County Auditor-Controller.

2. Response to the Grand Jury will be adhered to.
3. Response to constituents is not understood since the Alta Fire Protection District has Public, regular scheduled meetings that allow for public input.

Thank You,

A handwritten signature in black ink, appearing to read 'James Erickson', written over a horizontal line.

James Erickson
Treasurer, Alta Fire Protection District

ALTA FIRE PROTECTION DISTRICT
Hall Rental Policy

The Alta Community Hall, hereafter referred to as “hall,” is the property of the Alta Fire Protection District, hereafter referred to as “the district,” and supervised by the Board of Directors. The property, buildings, and equipment, owned by the district, have been appropriated by funds provided through taxes and assessments collected from property owners in the district and therefore the following Rental Policy has been adopted:

1. That property owners in the district, who rent the hall for other than profit making activities, the activities are open to the public, and considered a community service, may rent the hall at no charge.
2. That property owners in the district, who rent the hall for private use, may rent the hall for a flat rate of Seventy-five-dollars (\$75.00) per day. The activity and flat rate must be approved and is at the discretion of the board.
3. That property owners in the district, who rent the hall for a profit making activity, are required to pay the current hourly rate fee listed on the attached rental agreement.
4. That property owners, who serve as fire or auxiliary volunteers, may rent the hall at no charge, for private use.
5. That persons outside the district, who rent the hall for any use, will pay fees according to the current rental agreement.

The term “property owner” includes community members who may be renting property in the district.

The attached rental agreement also lists the kitchen and bar for rental use and the rental policy is the same as items (1) thru (4) above.

This Rental Policy was submitted and was approved by the Board of Directors on August 7, 2002 and item #2 above, was amended to read seventy-five-dollars (\$75.00) per day, at a regular meeting on February 5, 2003.

“EXHIBIT A”

ALTA COMMUNITY HALL

Rental Agreement

THIS IS INTENDED TO BE A LEGALLY BINDING AGREEMENT - READ IT CAREFULLY

This Rental Agreement dated: _____, between the **Alta Fire Protection District**,
and _____, is described as follows:

1. INSURANCE REQUIREMENTS:

- a. The Responsible Party is to provide the Alta Fire Protection District with a "Certificate of Insurance," or;
- b. The Responsible Party shall purchase event insurance from the Alta Fire Protection Districts' insurance carrier at the time the Rental Agreement is signed. Price quotes are obtained for each event. The cost may vary due to length of time and the type of activity.

2. RENTAL FEES:

- a. Hall \$30.00 per hour
- b. Kitchen \$15.00 per hour
- c. Bar \$10.00 per hour
- d. Flat rate* \$75.00 per day

3. ADDITIONAL FEES:

A cleaning deposit of \$100.00 per event is collected at the time the Rental Agreement is signed. It is refundable if the following conditions are met:

- a. The Hall must be left in a clean and useable condition. At times, events are scheduled close together and additional cleanup time is not available;
- b. All dishes and utensils are to be washed and properly put away;
- c. Stove tops, grill, and oven, must be left clean;
- d. Floors are to be swept and mopped;
- e. Rest rooms checked and toilets flushed;
- f. All garbage to be taken with the renter or pay a fee for disposal;
- g. All decorations removed, with the tape or any other type fastener used;
- h. Turn off all lights, heat, vent fans, water, and kitchen appliances;
- i. Close doors and check that all are locked.

4. IN AN EMERGENCY:

- a. Call 911, the nearest public telephone is across the street, at the Alta Store;
- b. In case of fire, break the glass on the fire alarm box, located at the front of the fire house. Call 911 also.

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Amount of Rental Fee: _____ Cleaning Deposit: _____ Returned: _____

I have read and understand this agreement _____

Responsible Party

Alta Fire Protection District _____

*A flat rate fee of \$75.00 per day is available to certain organizations and persons. This fee is obtained with the approval, and at the discretion of, the Board of Directors of the Alta Fire Protection District.

"EXHIBIT B"

RECEIPT DATE 7/23/03 NO. 2802

RECEIVED OF Example to

ADDRESS _____

FOR RENT OF Grand Jury \$ _____

ALWAYS HOW PAID

CASH	
CHECK	
MONEY ORDER	

FROM _____

TO Alta Fire Prot Dist

BY James Honey

RECEIPTS

©2001 REDIFORM® 81.801

RENT MUST BE PAID IN ADVANCE

“EXHIBIT C”



COUNTY OF PLACER

KATHERINE J. MARTINIS, CPA
Auditor-Controller
E-mail: kmartini@placer.ca.gov

ANDREW C. SISK, CPA
Assistant Auditor-Controller
E-mail: asisk@placer.ca.gov

OFFICE OF
AUDITOR-CONTROLLER

RECEIVED

JUL 24 2003

COUNTY EXECUTIVE OFFICE

July 22, 2003

The Honorable Alan Pineschi
Presiding Judge of the Superior Court
County of Placer
11546 B Avenue
Auburn, California 95603

The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
11546 B Avenue
Auburn, California 95603

Dear Judge Pineschi and Judge Garbolino:

This is in response to the findings and recommendations contained in the 2002/2003 Grand Jury Report that names this office as a respondent, specifically for those sections entitled Alta Fire Protection District and Placer County Payroll/Personnel System.

Alta Fire Protection District:

Finding 1:

"The Alta Fire Protection District has not been in compliance with Items 1 and 2 of the Independent Auditor's Report since June 30, 1995."

Response to Finding 1:

We agree with this finding.

Recommendation 1:

1. *The Alta Fire Protection District should use a pre-numbered receipt book.*
2. *The Alta Fire Protection District must adopt a clear and easily understood policy regarding rental fees for the hall.*
3. *The Alta Fire Protection District should have a list of authorized users of the hall and make the list available to all residents of the District."*

Recommendation 1 Resulting Action(s):

Implementation of this recommendation is dependent on the Board of Directors of Alta Fire Protection District. The Auditor-Controller's Office provided assistance to the District in July 2002 on how to develop a plan to implement the recommendations.

Finding 2:

"The 2002-2003 Grand Jury does not agree with Item 3 by the independent auditor and finds that the District submits both bills and money receipts on a monthly basis. These are applied to the proper cost accounts."

Response to Finding 2:

We disagree with this finding. Monthly reconciliation of detailed ledgers to control ledgers is a key component of an effective internal control structure.

Finding 3:

"The Alta Fire Protection District was unresponsive to the County Auditor-Controller and to this Grand Jury."

Response to Finding 3:

We partially disagree with this finding. In response to our letter of July 2, 2002 requesting a corrective action plan, a representative of the District met with the Auditor-Controller on July 26, 2002. The District sought clarification of the findings and actions needed to remedy the deficiencies. On August 5, 2002 the Auditor-Controller received a letter from the District detailing a corrective action plan for Finding #2 related to the hall rental policies and procedures. The District's audit for fiscal year 2002 indicates that all three of the findings have been corrected.

Recommendation 3:

"The Alta Fire Protection District should implement policies and procedures whereby they are more responsive to the County Auditor-Controller, the Grand Jury, and to their constituents."

Recommendation 3 Resulting Action(s):

Implementation of this recommendation is dependent on the Board of Directors of Alta Fire Protection District.

Placer County Payroll/Personnel System:

Finding 1:

"Three bids to the RFP were received. Vendor presentations and site demonstrations were scheduled during November and December 2002. Selection of the successful vendor and forwarding to the Board of Supervisors for their approval was originally expected to be in late December 2002 or early January 2003. The new system was to be fully operational by January 1, 2004."

The above dates were delayed, and vendor selection with a total system cost of approximately \$5 million was approved in April 2003. The new system is expected to be fully tested and operational sometime in 2004."

Response to Finding 1:

We agree with this finding.

Recommendation 1:

"This project should be given high priority by the County to insure implementation as soon as possible. Progress/implementation should be monitored by the 2003-2004 Grand Jury."

Recommendation 1 Resulting Action(s):

The recommendation has been implemented. The Board of Supervisors, County Executive Officer, Personnel Director, Administrative Services Director, Auditor-Controller, and others throughout the County have demonstrated our commitment to this project through the dedication of both financial and human resources. Work on the new payroll/personnel system began in May 2003 and is progressing on an aggressive timeline. It is anticipated that the system will be operational in Spring 2004. I appreciate the Grand Jury's support of this project and welcome the interest of future Grand Juries.

I appreciate the opportunity to respond to the 2002/2003 Grand Jury Report. I hope that this response adequately addresses the concerns expressed. If there are any questions or issues that need further discussion, feel free to contact me.

Sincerely,



Katherine J. Martinis
Auditor-Controller

Cc: Jan Christofferson, County Executive
Michael Paddock, Senior Management Analyst



Ackerman Elementary School District

MARILYN GILBERT
SUPERINTENDENT/PRINCIPAL

BOARD OF TRUSTEES

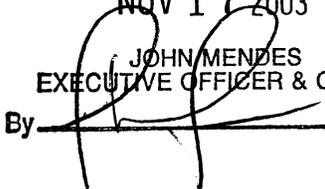
MICHAEL BELLES
JESSIE CREENCIA
CHARLES MILES
SHARON MUSSO
KEVIN RICK

Bowman School
13777 Bowman Road
Auburn, California 95603
Phone (530) 885-1974 • Fax (530) 888-8175
www.ackerman.k12.ca.us

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

November 3, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By  Deputy

To The Honorable Presiding Judge of the Superior Court;

We appreciate the Grand Jury's commendation regarding the Emergency Response Plans. Ackerman School District already has information in their Emergency Preparedness Manual to never touch or move any suspicious objects. The Emergency Response Plans are continually revised and updated. In this case, the Plan already included the Grand Jury's recommended procedure.

Sincerely,

Marilyn Gilbert
Superintendent

RECEIVED
Placer County Superior Court

NOV 05 2003

Criminal Division

ALTA-DUTCH FLAT UNION SCHOOL DISTRICT

P.O. Box 958 • 34050 Alta Bonnybrook • Alta, California 95701 • (530) 389-8283 • FAX (530) 389-2664

LORI WARWICK
Business Manager
TRACY SOULÉ
Administrative Secretary

DEBRA SANDOVAL
Superintendent / Principal
dsandoval@alta.k12.ca.us

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA
NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By _____ Deputy

August 25, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

Re: Complaint Number 2002B-02

Your Honor:

Alta-Dutch Flat School District agrees with the findings of the Grand Jury regarding the above complaint. The recommendation in the Grand Jury Report will be implemented in our school district by October 2003.

Sincerely,

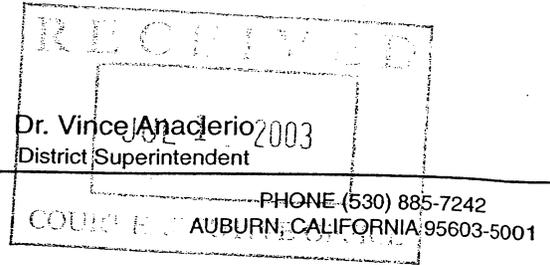


Debra Sandoval
Superintendent/Principal

AUBURN UNION SCHOOL DISTRICT



55 COLLEGE WAY



July 7, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603

Dear Sir:

The Auburn Union Elementary School District is pleased that the 2002-2003 Grand Jury has commended the schools of Placer County for their Emergency Response Plans. The District mission statement "is to provide a quality education in a safe and caring environment." We take the safety issue very seriously and have developed plans that allow for immediate action to guarantee that safety.

The 2002-2003 Grand Jury has recommended that every district insert into their Emergency Response Plan clear wording that states not to disturb a suspicious object. In fact you have cited the exact wording on pages 19 and 20 of the Grand Jury Final Report for 2002-2003.

The Emergency Response Plan is annually reviewed with the staff as school opens each year.

Sincerely,

Vince Anaclerio, Ed.D.
Superintendent
Auburn Union Elementary School District

cc:Auburn Union School District Board of Trustees

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

JUL 23 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

VA:nh

Colleen Slattery
Vice Principal

Colfax Elementary School/Iowa Hill School
(530) 346-2202 (530) 913-9680
24825 Ben Taylor Road
Colfax, California 95713

Cheryl Axton
Patrick Grimes
Bill Madison
Donna Matekel
Janelle LaBrecque

Fax (530) 346-2205

August 28, 2003

The Honorable Presiding Judge of the Superior Court
Alan V. Pineschi
11546 B Avenue
Auburn, CA 95603

Dear Judge Pineschi:

The Colfax Elementary School District has reviewed the Placer County Grand Jury's report regarding complaint 2002B-02 "Handling of Potentially Explosive Devices on School Grounds within Placer County - Follow-Up Report". As District Superintendent, I submit the following response as requested.

Finding

Every plan addressed procedures to follow when a bomb threat is received: how to react, whom to notify, how to evacuate, and how to work with law enforcement. However, only one district addressed the handling of a found device:

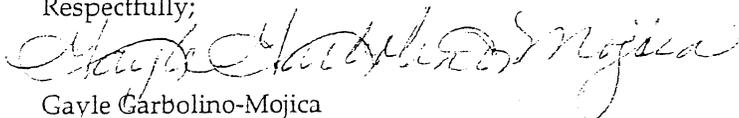
Should a bomb threat be received, the Principal or his designated representative shall:

- A. *Notify local police or sheriffs department of intended actions. The Principal or his designated representative may request assistance. If assistance is requested, state clearly where he or his representative will meet officers.*
- B. *Notify:*
 - *The Superintendent*
 - *Others (according to local school district organization)*
- C. *Make the decision on whether or not to evacuate the buildings (conduct fire drill?) on an individual basis or general fire alarm.*
- D. *Avoid any publicity concerning the bomb threat. If the "bomb threat" caller has alerted the news media, assistance for the Principal working with the press will be supplied by the District Office*
- E. **NO ONE SHOULD BE PERMITTED TO TOUCH, HANDLE, OR MOVE THE SUSPICIOUS OBJECT.**
- F. *If a search is to be conducted, police or fire agencies will be asked to conduct such a search.*

Response:

The Colfax Elementary School District believes that we have a comprehensive School Safety Plan that clearly outlines policies and procedures that ensure student safety. Routine monitoring and reviewing of the School Safety Plan by the School Safety Committee is encouraged throughout the year. However, the Colfax Elementary School District is not opposed to inserting the phrase "no one should be permitted to touch, handle or move the suspicious object" in to the current Safety Plan, with dissemination of the revised procedure to the District staff.

Respectfully;



Gayle Garbolino-Mojica
Superintendent / Principal
Colfax Elementary School District



Dry Creek

Joint Elementary
School District

9707 Cook Riolo Road
Roseville, California
95747
(916) 771-0646
FAX 771-0650

Superintendent
Kelvin K. Lee, Ed.D.

Board Members

Diane Howe
Brian Lewis
Scott McCartney
Tracy Pittman
Barry Stillman

November 5, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603

RE: 2003 GRAND JURY FINAL REPORT – PAGES 17-21

Sir:

In accordance with the recommendation of the Grand Jury, the Dry Creek Joint Elementary School District incorporated into its emergency response plan, clear direction to not handle, move or otherwise disturb any suspicious objects. Furthermore, each school site and department has been directed to disseminate that information to all staff and students.

Sincerely,

Kelvin K. Lee, Ed. D.
Superintendent

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PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

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Placer County Superior Court

NOV 10 2003

Criminal Division



"Quality Education
Since 1876"



Eureka Union School District

5455 Eureka Road
Granite Bay, California 95746
(916) 791-4939 • FAX: (916) 791-5527
Job Line: (916) 791-7191
www.eureka-usd.k12.ca.us

September 15, 2003

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By _____ Deputy

Trustees
Dan Clift
Brian Ekiss
Debbie Holt
Russ Nash
Jon Wood

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603

District Superintendent
Ronald L. Feist, Ed.D.

Your Honor:

Asst. Superintendent,
Curriculum & Instruction
Bob Schultz

The Eureka Union School District has received the Placer County Grand Jury Report. As we began the new school year, I had the opportunity to address the needed addition of the handling of potentially explosive devices on school grounds with each principal. Each of our nine schools in the Eureka Union School District have received this information and have included within their school safety plan how to address the handling of a potentially explosive device.

Asst. Superintendent,
Human Resources
Rick Schrichfield

Asst. Superintendent,
Business Services
Beverly Wilkinson

Director of Spec. Education
Susan E. Wiese

If you have any questions regarding the school safety plans within the Eureka School District or would like an updated site plan please do not hesitate to contact my office.

Schools

•
Cavitt
791-4152

•
Eureka
791-1115

•
Excelsior
780-2701

•
Greenhills
791-4230

•
Maidu
789-7910

•
Oakhills
791-5391

•
Olympus
782-1667

•
Ridgeview
791-3477

Sincerely,

Rick L. Schrichfield, Assistant Superintendent
Eureka Union School District



FORESTHILL UNION SCHOOL DISTRICT

Jim Roberts, Superintendent

24750 Main Street

Foresthill, CA 95631

(530) 367-2966 • (530) 367-2470 fax • jroberts@fusd.org

RECEIVED
Placer County Superior Court

NOV 07 2003

November 4, 2003

Criminal Division

The Honorable Alan Pineschi
Presiding Judge, Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
County of Placer
11546 B Avenue
Auburn, CA 95603

**RE: 2002-2003 Grand Jury Report
Handling of Potentially Explosive Devices on School Grounds Within
Placer County**

Dear Judge Pineschi and Judge Garbolino:

The Foresthill Union School District has reviewed the Grand Jury's report regarding the Handling of Potentially Explosive Devices on School Grounds Within Placer County. Following are responses to their report:

FUSD Response to Findings 1-5, pages 17, 18

The Foresthill Union School District Superintendent of Schools is unable to comment on any of the findings cited on these pages. The Foresthill Union School District was not involved in the investigation nor was staff informed on the incident noted on Complaint No. 2002B-02

FUSD Response to Findings and Recommendations in Follow-up Report, pages 19-20

The Foresthill Union School District Superintendent of Schools agrees with this recommendation and will advise all schools that their emergency response plan should include clear direction regarding handling suspicious objects.

Sincerely,

Jim Roberts, Superintendent
Foresthill Union School District

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

Jim Roberts, Principal
Foresthill Elementary School
24750 Main Street
(530) 367-2211
(530) 367-2470 fax
jroberts@fusd.org

Board of Trustees
Nancy Lambuth
Mark Sussman
Patty Fitzgerald
Johnny Worton
Maureen Ohlsson Rodarte

Matt Miller, Principal
Foresthill Divide Middle School
22888 Foresthill Road
(530) 367-3782
(530) 367-4526 fax
mmiller@fusd.org

Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

Building Excellence in Education since 1856

Gigg Powers, Superintendent

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Placer County Superior Court

NOV 14 2003

Criminal Division

November 12, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

Re: 2002-2003 Grand Jury Final Report – Pages 17-21 for the Penryn and Loomis School Districts.

I was not aware of the requirement to respond to the Grand Jury Report for 2002-2003 until I received your letter of October 30, 2003. The letter clarified the necessity of a response but did not have a copy of the referenced pages. The Placer County Office of Education faxed me the extract of the Grand Jury findings and recommendation.

Although the Loomis Union School District emergency Response Plan said to evacuate the area of a suspected device, we did not actually say, “not to disturb it.”

Therefore, both the Loomis Union School District and the Penryn Elementary School District shall amend their respective *Emergency Response Plans* under the bomb threat section to add: **“not to disturb a suspicious object”**

Staff and students will be advised of the additional language.

Respectfully



Gigg Powers, Superintendent
Loomis Union School District
Penryn Elementary School District.

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

BOARD OF TRUSTEES • NANCY ADKINS • JACK DAY • MIKE EDWARDS • LORENE EUERLE • GARY MATTEVI •

Franklin School
7050 Franklin School Road
Carolyn Nichols, Principal
(916) 652-1818

Loomis School
3505 Taylor Road
Rick Judd, Principal
(916) 652-1824

Placer School
8650 Horseshoe Bar Road
Brent Cushenbery, Principal
(916) 652-1830

H. Clarke Powers School
3296 Humphrey Road
Glenn Lockwood, Principal
(916) 652-2635



Newcastle Elementary School District

BOARD OF TRUSTEES
Mr. Steve Peck
Mrs. Janice Stenzel
Mr. Michael Leydon
Mrs. Janet Riswold
Ms. Tara Mills

8951 Valley View Dr. ♦ Newcastle, CA 95658 ♦ (916) 663-3307 ♦ FAX (916) 663-3524
PLACER COUNTY SUPERIOR COURT OF CALIFORNIA

FILED

KATHLEEN DAUGHERTY, Superintendent/Principal

November 5, 2003

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By [Signature] Deputy

The Honorable Alan Pineschi
Presiding Judge, Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
County of Placer
11546 B Avenue
Auburn, CA 95603

Re: 2002-2003 Grand Jury Report
Handling of Potentially Explosive Devices on School Grounds Within
Placer County

Dear Judge Pineschi and Judge Garbolino:

The Newcastle School District has reviewed the Grand Jury's report regarding the
Handling of Potentially Explosive Devices on School Grounds Within Placer
County. Following are responses to their report:

PCOE Response to Findings 1 - 5, Pages 17,18

The Newcastle School District is unable to comment on any of the findings cited
on these pages. The Newcastle School District was not involved in the
investigation nor was staff informed of the incident noted in Complaint No. 2002B-
02.

PCOE Response to Findings and Recommendations in Follow-up Report,
Pages 19 -20

The Newcastle School District agrees with this recommendation and will modify
our emergency response plan regarding handling of suspicious objects.

Sincerely,

[Signature: Kathleen Daugherty]
KATHLEEN DAUGHERTY
SUPERINTENDENT/PRINCIPAL

RECEIVED
Placer County Superior Court

NOV 10 2003

Criminal Division

OPHIR ELEMENTARY SCHOOL

1373 LOZANOS ROAD

NEWCASTLE, CA 95658
FOUNDED 1856

(530)885-3495

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

November 4, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

SUBJECT: 2002-2003 Grand Jury Report
Handling of Potentially Explosive Devices on School Grounds Within Placer
County

Dear Honorable Presiding Judge of the Superior Court:

I have reviewed the 2002-2003 Grand Jury report and are in agreement to include in our Emergency Response Plan a clear direction to "not to disturb a suspicious object". All students and staff will be notified of this amendment as soon as possible.

Sincerely,



Robert Reynolds
Superintendent/Principal

RECEIVED
Placer County Superior Court

NOV 10 2003

Criminal Division

RECEIVED

NOV 07 2003

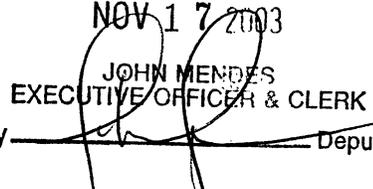
PLACER COUNTY
SUPERIOR COURT

Placer Hills Union School District

David J. Dominguez
Superintendent

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

P.O. Box 68
Meadow Vista, CA 95722
(530) 878-2606
FAX (530) 878-2663

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By  Deputy

November 5, 2003

RECEIVED
Placer County Superior Court

NOV 07 2003

Criminal Division

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

Re: 2002-2003 Grand Jury Final Report- Pages 17-21

Recommendation

The 2002-2003 Grand Jury recommends that every district insert into their Emergency Response Plan a clear direction not to disturb a suspicious object and confirm that all employees and students are notified of this amendment.

The recommendation has been implemented. I am sending a copy of the page labeled Bomb Threat in our current Emergency Preparedness Manual that specifically addresses the recommendation. This notice will be sent out to all principals in the Placer Hills Union School District with instructions to review this with staff and students.

If there is any other information needed, please contact the P.H.U.S.D. at (530) 878-2606.

Sincerely,



David J. Dominguez

BOMB THREAT

- The site administrator will determine whether to evacuate all students and/or staff from classrooms and buildings, using appropriate signals and procedures.
- Dial 911 and report bomb threat and request assistance.
- Notify the District Office at (916) 878-2606.
- Notify the Maintenance/Custodial Department at (916) 878-2606. The District Office will then notify the Maintenance and/or Custodial Department by Pager.
- If students and/or staff need to be moved further away from buildings than the regular assigned area, make sure it is done in a speedy and orderly manner.
- Never touch or move any suspicious objects. Report their location to responding law enforcement personnel.
- Do not use any electrical devices such as radios, walkie-talkies or pagers in an area where a bomb might be located.
- Sound "all clear" and return students and/or staff to class or assigned work areas when you have the proper public agency clearance.

BOMB THREAT

EARTHQUAKE

**CHEMICAL ACCIDENT/GAS LEAK/EXPLOSION
FALLEN AIRCRAFT/NUCLEAR PLANT DISASTER**

SITE EMERGENCY CONTROL CENTER/EVACUATION PLAN

TORNADO/SEVERE WINDSTORM/FLOOD

SITE ADMINISTRATOR'S ROLE/CONDUCTING DRILLS

GENERAL EMERGENCY PROCEDURES-STAFF

Placer Union High School District

MR. BART O'BRIEN
Superintendent

MS. CHRISTINE CLARK
Assistant Superintendent,
Educational Services

MS. KRIS CAMPBELL
Assistant Superintendent,
Administrative Services

DR. LORENA SPITZER
Director of Pupil Services

MR. MARK WARNER
Director of Curriculum & Assessment

MR. GREGG ROBERTS
Director of Construction
Management and Facility Planning

P.O. Box 5048 • 13000 New Airport Road
Auburn, California 95604-5048

Business Services • (530) 886-4413
Food Services • (530) 886-4470
Maintenance • (530) 886-4460
Payroll • (530) 886-4409
Personnel Services • (530) 886-4401
Pupil Services • (530) 886-4434
Superintendent • (530) 886-4405
FAX (530) 886-4439

AN EQUAL OPPORTUNITY EMPLOYER

CHANA HIGH SCHOOL

COLFAX HIGH SCHOOL

DEL ORO HIGH SCHOOL

MAIDU HIGH SCHOOL

PLACER HIGH SCHOOL

PLACER SCHOOL FOR ADULTS

March 22, 2004

Alan Parker, Foreman
2003-2004 Placer County Grand Jury
11490 C Ave.
Auburn, CA 95603

Dear Mr. Parker:

Thank you for your March 11 letter reminding me of the need to have our school safety plans address the handling of potentially explosive materials on school grounds. I am sorry that I did not formally respond to your initial letter within the required 90 days. Due to a misunderstanding on my part, I did not write a written report to the Grand Jury. I did, however, recommend to all of our school principals that they consider amending their school safety reports when they were reviewed this year.

Thanks to your most recent letter I will be sending draft language to each of our high school sites to include in their school safety plans. I assure members of the Grand Jury that the schools will incorporate the language into the report later this spring and it will remain a permanent part of the document.

Thank you for your efforts on behalf of the students of Placer County.

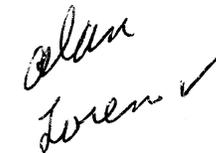
Sincerely,



Bart O'Brien
District Superintendent

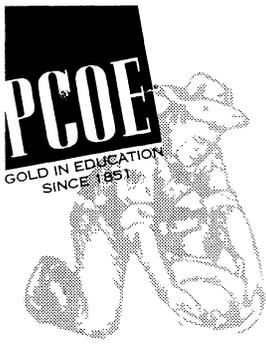
BO:cjl

cc: Placer High School, Dave Horsey, Principal
Del Oro High School, Bob Christiansen, Principal
Colfax High School, Rick Spears, Principal
Educational Options Center, Duane Triplett, Principal



RECEIVED
MAR 25 2004

Placer County Grand Jury



Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

530.889.8020
530.888.1367 FAX
www.placercoe.k12.ca.us

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By _____ Deputy

Alfred "Bud" Nobili
Superintendent of Schools

August 4, 2003

Ron Andrade, Ed.D.
*Deputy Superintendent
Instructional Services*

Larry Mozes, Ed.D.
*Assistant Superintendent
Special Education*

Maureen Burness
*Assistant Superintendent
Placer/Nevada SELPA*

Joan E. Kingery
*Assistant Superintendent
Business Services*

Randi Scott
*Executive Director
49er R.O.P.*

Jill Harper
*Executive Director
Child Development Programs*

Thomas Hall
*Executive Director
Technology & Human Resources*

Debi Pitta
*Executive Director
Professional Development*

The Honorable Alan Pineschi
Presiding Judge, Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
County of Placer
11546 B Avenue
Auburn, CA 95603

**Re: 2002-2003 Grand Jury Report
Handling of Potentially Explosive Devices on School Grounds Within
Placer County**

Dear Judge Pineschi and Judge Garbolino:

The Placer County Office of Education has reviewed the Grand Jury's report regarding the Handling of Potentially Explosive Devices on School Grounds Within Placer County. Following are responses to their report:

PCOE Response to Findings 1 - 5, Pages 17,18

The Placer County Superintendent of Schools is unable to comment on any of the findings cited on these pages. The Placer County Office of Education was not involved in the investigation nor was staff informed of the incident noted in Complaint No. 2002B-02.

**PCOE Response to Findings and Recommendations in Follow-up Report,
Pages 19 -20**

The Placer County Superintendent of Schools agrees with this recommendation and will notify all school districts that their emergency response plan should include clear direction regarding handling of suspicious objects.

Sincerely,

County Board of Education
Don Brophy
Rich Colwell
Norman Fratis, Jr.
Scott Gnile
Carole Onorato
Kenneth Sahl
E. Ken Tokutomi

ALFRED D. NOBILI
COUNTY SUPERINTENDENT OF SCHOOLS

*An Equal
Opportunity Employer*

ADN/ma

Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677
Phone • (916) 624-2428 Fax • (916) 624-7246



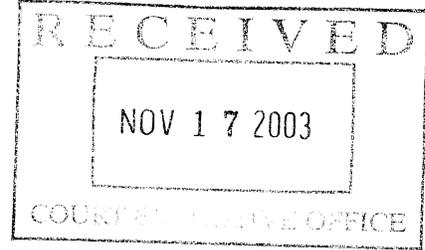
Paul J. Carras, Deputy Superintendent
Barbara Patterson, Associate Superintendent

Kevin Brown, Superintendent

David Pope, Assistant Superintendent
Larry Stark, Assistant Superintendent

November 7, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603



Re: 2002-2003 Grand Jury Report
Handling of Potentially Explosive Devices on School Grounds Within Placer County

Dear Presiding Judge:

The Rocklin Unified School District has reviewed the Grand Jury's report regarding the Handling of Potentially Explosive Devices on School Grounds Within Placer County. Following are responses to the findings:

Rocklin Unified School District (RUSD) has implemented the Standardized Emergency Management Systems (SEMS) and trained district staff accordingly. Enclosed with the letter is the district's crisis response plan, which serves as a template for the Crisis Response Plan at all district sites. Keeping all of the structure and SEMS responsibilities uniform, individual sites customize this template to the uniqueness of individual sites. The district office and school board reviews and approves all plans annually. As stipulated by the Grand Jury, RUSD Crisis Response Plans include specific instructions for the handling of suspicious and known dangerous devices. All staff has been trained regarding appropriate response. For you convenience, the specific page is attached and tagged in the binder.

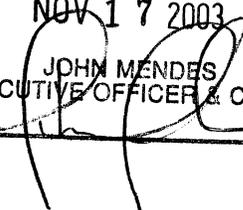
Sincerely,

Denise Land
Prevention Programs Coordinator
Rocklin Unified School District

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By  Deputy

XI. Handling of Potentially Explosive Devices on School Grounds

Should a bomb threat be received, or suspicious and / or unidentifiable device of potentially explosive and / or dangerous results be discovered on school grounds, the Principal or his designated representative shall:

- A. Immediately notify local police or sheriffs department of intended actions.
 - a. DO NOT DISTURB OR MOVE A SUSPICIOUS OBJECT.
- B. The Principal or his/her designated SEMS Incident Coordinator may request assistance as determined appropriate through discussion with law enforcement. If assistance is requested, state clearly where he or his representative will meet officers.
- C. Notify:
 - a. The Superintendent.
 - b. Others on the site's SEMS team.
 - c. Activate SEMS Emergency Plan procedures.
- D. Make the decision on whether or not to evacuate the building (conduct fire/evacuation drill?) on an individual basis or general fire alarm.
- E. Avoid any publicity concerning the bomb treat. If the "bomb threat" caller has alerted the news media, assistance for the Principal in working with the press will be supplied through the District Office SEMS Public Information Officer (Kevin Brown or Paul Carras).
- F. NO ONE SHOULD BE PERMITTED TO TOUCH, HANDLE, OR MOVE THE SUSPICIOUS OBJECT.
- G. If a search is to be conducted, police or fire agencies will be asked to conduct such a search.



Board of Education

Susan Goto

Mollie Gelder

Helen K. Duran

Krista Bernasconi

Rene Aguilera

Richard L. Pierucci, Superintendent

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By _____ Deputy

November 7, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn CA 95603

Your Honor:

The Roseville City School District has received your letter regarding the 2002-03 Placer County Grand Jury Report. We are in the process of updating our Emergency Response Plans and will amend our plans as recommended in the Grand Jury Report.

If you have any questions regarding the school safety plans within the Roseville City School District please contact my office.

Sincerely,

Barbara Herndon, Assistant Superintendent
Roseville City School District

RECEIVED
Placer County Superior Court

NOV 10 2003

Criminal Division



Roseville Joint Union High School District

1750 CIRBY WAY, ROSEVILLE, CALIFORNIA 95661
Office (916) 782-8663 • Fax (916) 786-2681 • E-mail: lbrubaker@rjuhsd.k12.ca.us

LAWRENCE BRUBAKER, Director of Pupil Personnel Services

BOARD OF TRUSTEES
DEAN FORMAN
JAMES JOINER
GARY A. KIDDER, Jr.
KELLY L. LAFFERTY
R. JAN PINNEY

November 5, 2003

RECEIVED
Placer County Superior Court

NOV 07 2003

Criminal Division

The Honorable Presiding Judges of the Superior Court
11546 B Avenue
Auburn, CA 95603

Dear Judge Pineschi and Judge Garbolino:

This is to let you know that the Roseville Joint Union High School District received the 2002-03 Placer County Grand Jury Report. In response to the recommendation that our district insert into its Emergency Response Plan a clear direction "not to disturb a suspicious object," the district has taken the following steps:

- Staff Rule 3514.4 was reviewed to ensure a clear statement was included.
- The Grand Jury Recommendation was read and reviewed by:
 - o Principals' Leadership Team
 - o District Safety Committee (September 10, 2003)
 - o Site Safety Teams and School Site Councils
- The Recommendation was reviewed by staff/students as a component of the "School Safety Procedures" instruction that was completed in September as part of the annual safety review for fire drills, shelter-in-place, lockdown, evacuation, and relocation procedures.
- The Recommendation was included in the schools' "School Safety Plan" adopted by the Board of Trustees on Tuesday, November 4, 2003.

The safety of our students and staff is essential to the Roseville Joint Union High School District and is a primary focus of each of our schools. The District will continue working with the Placer County Grand Jury and local agencies to meet requirements regarding school safety.

Sincerely,

Larry Brubaker
Director of Pupil Personnel

LB/ma
c: Tony Monetti, Superintendent

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By  Deputy



**WESTERN
PLACER
UNIFIED
SCHOOL
DISTRICT**

810 J Street
Lincoln, CA 95648

(916) 645-6350
(916) 645-6356 FAX

Superintendent

Roger R. Yohe

Board of Trustees

Marcia Harris
Paul Long
Earl Mentze
Karen Roberts
Dennis Sonnenburg

Asst. Superintendent,
Business Services

Jay M. Stewart

Asst. Superintendent,
Educational
Services

Scott Leaman

Director,
Human Services

Robert Noyes

November 4, 2003

FILED
PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

NOV 17 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By _____ Deputy

The Honorable Alan Pineschi
Presiding Judge, Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

**RE: 2002-2003 GRAND JURY REPORT
HANDLING OF POTENTIALLY EXPLOSIVE DEVICES ON
SCHOOL GROUNDS WITHIN PLACER COUNTY
FINAL REPORT – PAGES 17-21**

The Western Placer Unified School District is in receipt of the letter from Alan Parker, Foreman of the 2003-2004 Placer County Grand Jury, notifying the District it had not responded to the final report. Please accept the following as the District's response:

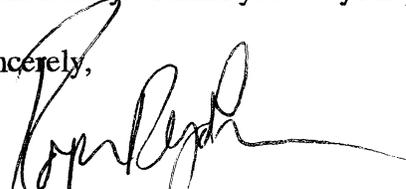
Findings 1-5:

On September 4, 2002 the Superintendent reviewed the incident, which occurred during a summer school session with all district administration. At that time direction was given to caution all staff and students when encountering something suspicious which could be an explosive – to not handle. Proper authorities should be called and all should be more alert to these kinds of situations.

In response to the current letter the attached "Handling of a Suspicious Object" will be placed in all school safety/emergency procedure binders. (See attached). The Board of Trustees will also revise Board Policy 5142 – Safety, to include the same information (See attached)

The Western Placer Unified School District will instigate the above immediately. Thank you for your patience and for the notification.

Sincerely,


Roger R. Yohe, Superintendent
Western Placer Unified School District

RRY/em

Attachments: (1) Handling of Suspicious Object
(2) Board Policy 5142 – Safety

H:\eval\wpfiles\corres\grandjuryresponse.11.03

"PURSUIT OF EXCELLENCE"

RECEIVED
Placer County Superior Court

NOV 05 2003

Criminal Division

To be Placed in All School Site Safety/Emergency Procedures

November 2003

HANDLING OF A SUSPICIOUS OBJECT

The following information will be given to all site employees and students. It is of utmost importance when finding a suspicious object, it should not be disturbed.

Should a bomb threat be received, the Principal or his designated representative shall:

- A. Notify local police or Sheriff's Department of intended actions. The Principal or his designated representative may request assistance. If assistance is requested, state clearly where he or his representative will meet officers.
- B. Notify:
 - ~ The Superintendent
 - ~ Others such as the local police department, Placer County Sheriff's Department Explosive Ordinance Disposal Team
- C. Make the decision on whether or not to evacuate the buildings, conduct a fire drill or notify staff on an individual basis or general fire alarm.
- D. Avoid any publicity concerning the bomb threat. If the "bomb threat" caller has alerted the news media, the District Office will supply assistance for the Principal in working with the press.
- E. **NO ONE SHOULD BE PERMITTED TO TOUCH, HANDLE, OR MOVE THE SUSPICIOUS OBJECT.**
- F. If a search is to be conducted, police or fire agencies will be asked to conduct such a search.

H:\eva\wpfiles\bombthreats

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 5142 (a)

STUDENTS

Safety

The Governing Board recognizes the importance of providing a safe school environment in order to help ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including practices relative to school facilities and equipment, outdoor environment, educational programs and school-sponsored activities.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)
- (cf. 5131 - Conduct)
- (cf. 5131.1 - Bus Conduct)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.1 - Accidents)
- (cf. 5142.1 - Identification and Reporting of Missing Children)
- (cf. 5142.2 - Crossing Guards)
- (cf. 5143 - Insurance)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6161.3 - Toxic Art Supplies)
- (cf. 7111 - Evaluating Existing Buildings)

Staff shall be responsible for the proper supervision of students during school hours, while at school-sponsored activities and while students are using district transportation to and from school.

The principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy and administrative regulation. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times.

STUDENTS

Safety

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, injury prevention and disease prevention.

Handling Of A Suspicious Object:

The following information will be given to all site employees and students. It is of utmost importance when finding a suspicious object, it should not be disturbed.

Should a bomb threat be received, the Principal or his designated representative shall:

- A. *Notify local police or Sheriff's Department of intended actions. The Principal or his designated representative may request assistance. If assistance is requested, state clearly where he or his representative will meet officers.*
- B. *Notify:*
 - ~ The Superintendent*
 - ~ Others such as the local police department, Placer County Sheriff's Department Explosive Ordinance Disposal Team*
- C. *Make the decision on whether or not to evacuate the buildings, conduct a fire drill or notify staff on an individual basis or general fire alarm.*
- D. *Avoid any publicity concerning the bomb threat. If the "bomb threat" caller has alerted the news media, the District Office will supply assistance for the Principal in working with the press.*
- E. *NO ONE SHOULD BE PERMITTED TO TOUCH, HANDLE, OR MOVE THE SUSPICIOUS OBJECT.*
- F. *If a search is to be conducted, police or fire agencies will be asked to conduct such a search.*

STUDENTS

Safety

Legal Reference:

EDUCATION CODE

8482-8484.6 Before and After School Learning and Safe Neighborhood Partnerships Program

17280-17317 Building approvals (Field Act)

17365-17374 Fitness of school facilities for occupancy

32001 Fire alarms and drills

32020 School gates; entrances for emergency vehicles

32030-32034 Eye safety

32040 First aid equipment

32050-32051 Hazing

32225-32226 Two-way communication devices in classrooms

32240-32245 Lead-free schools

32250-32254 CDE school safety and security resources unit

32270.5 Cellular telephones for classroom safety

35183.5 Sun protection

35294-35294.9 Safety plans

44807 Duty of teachers concerning conduct of students to and from schools, on playgrounds, and during recess

44808 Exemption from liability when students are not on school property

44808.5 Permission for students to leave school grounds; notice (high school)

49300-49307 School safety patrol

49330-49335 Injurious objects

49341 Hazardous materials in school science laboratories

51202 Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6 California Tort Claims Act, especially:

815 Liability for injuries generally; immunity of public entity

835 Conditions of liability

4450-4458 Access to public buildings by physically disabled persons

HEALTH AND SAFETY CODE

115725-115750 Playground safety

115775-115800 Wooden playground equipment

115810-115816 Playground safety and recycling grants

STUDENTS

Safety

PUBLIC RESOURCES CODE

5411 Purchase of equipment usable by physically disabled persons

VEHICLE CODE

21212 Use of helmets

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

5531 Supervision of social activities

5552 Playground supervision

5570 When school shall be open and teachers present

14103 Bus driver; authority over pupils

CODE OF REGULATIONS, TITLE 22

65700-65750 Safety regulations for playgrounds; definitions and general standards

COURT DECISIONS

Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508

Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Management Resources:

OFFICE OF THE STATE ARCHITECT ADVISORIES

400.90 Death and Injury from Collapse of Free-Standing Walls

U.S. CONSUMER PRODUCT SAFETY COMMISSION

Handbook for Public Playground Safety, 1997, Pub. No. 325

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-98, Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, 1998

CENTERS FOR DISEASE CONTROL PUBLICATIONS

Guidelines for School Programs to Prevent Skin Cancer, April 26, 2002

WEB SITES

CDE, School Safety Branch: <http://www.cde.ca.gov/spbranch/safety>

California Department of Health Services: <http://www.dhs.ca.gov>

Environmental Protection Agency: <http://www.epa.gov>

Centers for Disease Control: <http://www.cdc.gov>

Adopted:

Revised: 5/19/95, 8/5/03

1994/1995 School Year (Total District Policy Book Review)

q:5000\BP 5142

SIERRA COLLEGE

We facilitate learning, inspire change and build community

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MAR 23 2004

Placer County Grand Jury

March 17, 2004

Mr. Alan Parker, Foreman
2003-2004 Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

RE: Required Response to the 2002-03 Placer County Grand Jury Final Report, Pages 19-21:
"HANDLING OF POTENTIALLY EXPLOSIVE DEVICES ON SCHOOL GROUNDS
WITHIN PLACER COUNTY - FOLLOW-UP REPORT" - Complaint 2002B-02

Dear Mr. Parker:

This letter is in response to your letter dated March 11, 2004 requesting a response from the Sierra Joint Community College District regarding the above complaint.

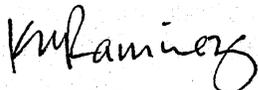
Finding

The College is in agreement with the finding.

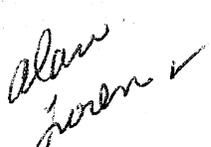
Recommendation

The recommendation has been implemented. Specifically, the College has inserted into its 2003-04 emergency response plan a direction to all employees and students, not to disturb suspicious objects. Emergency response instructions to all staff have also been modified and will be communicated to all faculty, staff and students at the beginning of the Summer, 2004 term. Enclosed is a copy of the updated page from the Sierra College Crisis Response Plan.

Sincerely,



Kevin M. Ramirez
Superintendent/President



KMR/MD:sf Letters/Grand Jury 2002-03 Explosive Devices

Enclosure

Dr. Kevin M. Ramirez
Superintendent/President

CLASSROOM EMERGENCY PROCEDURES

Faculty members are responsible for the safety and well-being of students during scheduled instructional activities. It is expected that each semester, faculty will notify their students of Sierra College emergency procedures both verbally and in the course syllabus.

If an emergency occurs in the immediate area, faculty should contact Police Services at ext. 1111 from any on-campus phone or emergency phone or call (916) 624-3333 (and press 1 - 1111) from an outside line.

In the event of a campus emergency, lines of authority may change. Faculty will be expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Faculty will be contacted as appropriate regarding the situation and given instructions on further actions needed.

IMPORTANCE OF ATTENDANCE DOCUMENTATION

In the event of an emergency, it is vital to be able to account for the whereabouts of all students, faculty, and staff. Faculty who take attendance should keep rosters with them and turn them over to the appropriate authority upon demand. Faculty who do not regularly take attendance should work with students to develop a buddy system or some other method of accounting for all of the students in the section.

FIRST CLASS MEETING

- 1) Review emergency exits for the room and building.
- 2) Review location of nearest emergency phone.
- 3) Identify building evacuation gathering point(s).
- 4) Notify students that if more than one building is being evacuated the primary gathering point is: ROCKLIN - THEATER, with the GYM as the backup location if the theatre is not available. NCC – CAFETERIA, with M101 as the backup location if the theatre is not available. GATEWAY, TRUCKEE – main parking lot
- 5) Develop a “buddy” system or other method for attendance accounting.
- 6) Review the actions to be taken in the event of an evacuation.
- 7) Review the actions to be taken in the event of a lockdown or shelter in place.
- 8) Notify students that backpacks and other personal belongings are to be kept with them at all times. Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.

IN THE EVENT OF A COMMAND TO EVACUATE:

- 1) Instruct students to gather personal belongings.
- 2) Proceed with class to the established gathering point.
- 3) Report to the emergency staff assigned to supervise the gathering point.
- 4) Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.

IN THE EVENT OF A COMMAND TO “LOCK DOWN”:

- 1) Close all doors and lock, if possible.
- 2) Close all blinds and drapes.
- 3) Turn off any unnecessary equipment.
- 4) Keep everyone away from all windows.
- 5) Instruct students to remain as quiet as possible.
- 6) Do not allow anyone to leave until notified by emergency personnel.
- 7) Ask students to turn cell phones off to free up frequencies for emergency personnel.

IN THE EVENT OF A COMMAND TO CREATE “SHELTER IN PLACE”:

Follow all steps identified for lock down. Additionally, ensure that all ventilation is either closed or shut down.



Tahoe Truckee Unified School District

Dennis K. Williams, Superintendent

March 23, 2004

RECEIVED
MAR 26 2004
Placer County Grand Jury

Alan Parker, Forman
2003-2004 Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

Dear Mr. Parker:

I'm sorry for the delay in sending your requested information from our Emergency Response Plan.

Attached is the section of our Emergency Response Plan dealing with potentially explosive devices on school grounds within Placer County. This section has been included in our plan since July 30, 2000.

If you would like any further information, please feel free to call me at (530) 582-2550.

Sincerely,

Dennis K. Williams
Superintendent

*Alan 3/26/04
Sent to courier*

BOMB THREAT

SITE ACTION

- 1) **Staff member receiving bomb threat.**
 - Gather as much information about caller / source as possible: (sex, age, tone, emotion and background sounds).
 - Write down exact responses to questions.
 - Let source do as much talking as possible.
 - Ask specific questions: when, where, what, who(name), why, etc.
 - **DO NOT TOUCH OR REMOVE ANY SUSPICIOUS OBJECT!!**
 - Immediately notify Site Administrator / Principal.

- 2) **Site Administrator**
 - Assess information.
 - Determine whether to evacuate threatened area.
 - Notify Sheriff
 - Direct volunteer teams to conduct rapid search of predetermined areas.
NO ONE IS TO TOUCH OR REMOVE ANY SUSPICIOUS ITEM!
 - If suspicious item is found, evacuate a minimum 300 feet from area. **NO ONE IS TO TOUCH OR REMOVE ANY SUSPICIOUS ITEM!**
 - **DO NOT USE RADIO DEVICES!!** Re-enter area only under authorities directions.
 - If ordered, evacuate as with fire drill and go to far corner of school grounds.
 - Keep appropriate documentation (report) of event.

- 3) **Teacher**
 - Stay with class and take roll, noting missing or absent / injured students.
 - If not with a class, report to principal / site administrator.
 - Do not allow students to touch / remove any suspicious objects.
 - Do not use radio or electrical devices.

DISTRICT ACTION

- Notify superintendent of event.
- Handle all Media inquiries.
- Assist site as needed.

BOMB THREAT

PLACER COUNTY ANIMAL CONTROL

Complaint 200213-04

Background

The 2002-2003 Grand Jury received a complaint regarding Placer County Animal Control Services. This complaint referenced the 2000-2001 Grand Jury's Final Report on Complaint 2000OB-36 and responses to it.

Discussion

The 2002-2003 Grand Jury reviewed the 2000-2001 Grand Jury's Final Report on Complaint 2000OB-36 and the responses to it. This Grand Jury also reviewed the 2001-2002 Grand Jury's report on Placer County Animal Control and responses to it. The Grand Jury toured the animal shelter in Tahoe City once and the Auburn animal shelter three times. The Grand Jury interviewed the Animal Control Services Program Manager, the Placer County Capital Improvements Manager, and the Placer County Executive Officer and reviewed the capital improvement plans for the Auburn shelter.

In early 2002, Placer County provided \$300,000 to meet some of the most immediate needs of the Auburn shelter. These funds have allowed for additional space, additional staff, and additional training.

There is now one Veterinary Technician on staff and a contract with a local licensed veterinarian. This allows for better compliance with the current law regarding the daily monitoring of the animals' health and behavior status. Appropriate vaccinations and heartworm tests are performed on all incoming animals. A licensed veterinarian will be hired when construction of a health clinic, scheduled for the second or third quarter of 2003, is completed.

A modular building has been added, which now houses animal control officers, dispatchers, and an employees' lounge. This has allowed for additional food preparation space and animal cages in the permanent structure. Adoptable, stray, feral, and quarantined animals are now housed separately. These quarters have improved ventilation and can be cleaned in a way that controls and prevents disease. Delaying the opening of the shelter to 10:30 a.m. has enabled the shelter employees to complete cleaning of the animals' cages before the public enters.

Placer County Animal Control Services has an active Shelter Committee that meets monthly to provide input on the direction of the shelter. Members include Friends of Placer County Animal Shelter, Auburn Area Rescue Foundation, Roseville SPCA, area veterinarians, the County Executive Office, Animal Control Services Program Manager, Animal Control supervisors, and interested citizens.

The improvements made in this facility have led to better relationships with veterinarians and other pet placement partners. Fewer animals are returned or destroyed due to illness.

Placer County has also committed to building a new animal shelter to replace the current Auburn facility. The plan calls for expenditures of \$6 million, with 50 percent to be provided by the community. The Request for Proposal was due in fall, 2002, with the pre-design and schedule due in early 2003. The final project is scheduled for completion in 2005.

Finding 1

The current Auburn animal shelter has been vastly improved as the result of the \$300,000 renovation project.

The Board of Supervisors agrees with the Finding.

Commendation

The 2002-2003 Grand Jury commends the Animal Control Services Program Manager, the Capital Improvements Manager, and the County Executive Officer for the value they have gained from the \$300,000 investment.

Finding 2

The Request for Proposal for the new animal shelter to replace the Auburn facility, due in the fall of 2002, has not yet been issued, putting the entire schedule in jeopardy.

The Board of Supervisors partially disagrees with the Finding. Planning efforts to design, construct, and operate a new animal shelter to replace the existing shelter in Auburn are not subject to a formal time schedule due to the nature and conditions under which this project is funded. The County is committed to the construction of a new shelter; however, the timing of the project is also depended upon the partnership-funding plan that requires community based funding of 50% of the project costs, or about \$3.0 million dollars.

Recommendation

The Board of Supervisors and the County Executive Office should resolve the outstanding issues regarding the new facility so the schedule can get back on track.

The recommendation has not yet been implemented but it will be implemented in the future, although it is not possible to declare a precise date. As indicated in the response of the County Executive Officer, staff is in the process of preparing a Request for Proposal for the design and engineering of a replacement shelter; however, further progress on the Proposal is dependent upon selection of a suitable building site and adequate funding.

Respondents

Placer County Board of Supervisors
Placer County Executive Office

RESPONSES REQUIRED WITHIN 90 DAYS TO:

The Honorable Presiding Judge of the Superior Court
11546 B Ave.
Auburn, California 95603

PLACER COUNTY JUVENILE DETENTION CENTER

Background/Summary

California Penal Code Section 919 charges each Grand Jury to inquire into the condition and management of the public prisons within the County. Section 925 further authorizes investigation and reports into the operations, departments, or functions of the county.

The Placer County 2001-2002 Grand Jury visited the Placer County Juvenile Detention Center in February and March of 2002 and noted four findings and recommendations in their final report.

Discussion

In September the 2002-2003 Grand Jury visited the Juvenile Detention Center in Auburn to fulfill its annual charge and follow up on the findings made by the prior Grand Jury. The staff arranged the visit and provided a comprehensive tour with a question and answer session following. The newly appointed Chief Probation Officer (CPO) was introduced.

Findings

The 2002-2003 Grand Jury found the Placer County Juvenile Detention Center to be a clean, modern facility run by a competent, professional staff of male and female officers.

The following are concerns from the 2001-2002 Grand Jury and the findings of the current Grand Jury:

Recommendation 1. "The County should fill this vacancy as quickly as possible."
(Referring to CPO position)

Although a CPO was hired in September of 2002, he resigned "for personal reasons" in December. In January 2003, the Board of Supervisors then filled the position with a representative from the California Board of Corrections, on an interim basis, for an approximate six-month period.

Recommendation 2. "Staffing levels should be re-evaluated for compliance with Title 15."

Two positions have been recently filled. Four openings remain.

Both Grand Juries noted that salary ranges for an entry level Probation Officer are low compared to competitive employment opportunities; thus turnover is high.

Recommendation 3. "Complete pepper spray training for staff as soon as possible."

All officers carry and have received training for pepper spray.

Recommendation 4. "Conduct workshops on a regular basis to ensure staff becomes familiar with policies to be followed."

All staff are issued a copy of the policy manual and its content is reviewed at staff meetings and on an ongoing basis.

Recommendation 1

The Placer County Board of Supervisors should initiate an evaluation of salary ranges for the entry level Probation Officer.

The recommendation has not yet been implemented but it will be implemented in the future. Collective bargaining negotiations are currently underway with the Deputy Sheriff's Association, DSA, on behalf of public safety officers including probation officers. The goal of the negotiations is to reach a new labor agreement that also addresses salary issues. In addition, the County Executive Officer has agreed to review the organizational structure of the Probation Department and conduct a position classification study. The study should be completed within twelve months and may result in recommended salary adjustments in the Probation Officer classification series. It should also be noted that any adjustment in salary resulting from a classification study is subject to negotiations between the County and the Deputy Sheriff's Association.

Respondents

Placer County Board of Supervisors.

Response Required within 90 Days to:

The Honorable Presiding Judge Superior Court
11546 B Avenue
Auburn, CA 95603

PLACER COUNTY LIBRARY SYSTEM

Background

As a follow-up to the 2001-2002 Placer County Grand Jury Final Report, members of the 2002-2003 Placer County Grand Jury visited many of the 13 libraries within Placer County and met with the Director of Library Services.

Discussion

Based on their findings, the 2001-2002 Grand Jury made three recommendations. The Director of Library Services responded in writing. The following are those recommendations and responses:

Recommendation 1. "The library staff should provide a more institutionalized method for a security system."

Response: "To further enhance their security, staff will be provided with pepper spray within 30 days. Panic buttons connected to the Sheriff's station will be installed in the smaller libraries within 90 days."

Recommendation 2. "A more positive, pro-active system for the monitoring of minor's use of computers with Internet access should be implemented. Automated systems of monitoring computer time use are feasible to free the staff from these duties. Whenever possible adult computer use should be separate from the areas used by minors."

Response: "In very large libraries, new positions have been created whose sole function is to supervise computer use. However, in smaller libraries, such as the Auburn-Placer County Library, these tasks have unavoidably become part of the staff's job duties. Blocking software designed to block inappropriate sites doesn't block all the inappropriate sites and does block some legitimate sites. In small libraries such as the Auburn-Placer County Library, monitoring patron use of the computers takes minimal time and provides the most effective method to deter inappropriate use. To give parents control of their children's library Internet use, parents have the option of restricting their library card. New automated equipment is being developed for some functions ... However, it has not been perfected and it is very expensive. The benefit does not justify the cost for small libraries at the present time. The Library's technology analyst will continue to watch the technology's development and cost. When it becomes cost effective, it will be purchased for the system. The libraries in Auburn, Rocklin, Granite Bay and Tahoe City are large enough to accommodate separate computer locations for adult and children's use. The remaining seven libraries are so small that all the computers are grouped together. They are located near the service desk so that staff can provide assistance and monitor their use."

Recommendation 3. "Placer County should look at the current pay scale of its library personnel to bring the employees in conformance with other professional classifications."

Response: "Implementation of this recommendation is dependent on the County Board of Supervisors. County salaries are established by the Board of Supervisors based on recommendations of the County Executive Office and Personnel Department. The matter is under review at this time."

Finding 1

Pepper spray has not yet been provided; issues are still being worked out with Risk Management and Training and should be resolved within 30 days. Panic buttons have not yet

been installed; issues are still being worked out with Information Technology and should be resolved within 30 days.

The Board of Supervisors agrees with the finding, however, the use of pepper spray is not endorsed by the Board based on the recommendation of the County Executive Officer and the Deputy County Executive Officer for Risk Management. As indicated in the response of the County Executive Officer, the use of pepper spray creates potential risk that does not support its use for personal security in the Library environment. As an alternative, it is recommended that the County Librarian schedule safety-training classes for her staff. These classes were conducted by the Sheriff's Department in August 2003. The Board of Supervisors agrees that panic alarm buttons should be installed within the various county library locations as an additional measure of security for staff and the public using these facilities.

Recommendation 1

Issues with Risk Management and Training and Information Technology should be resolved and the recommendation of the 2001-2002 Grand Jury should be implemented with all due speed. They are nearly a year overdue.

The recommendation has not yet been implemented but it will be implemented in the future. As indicated in the response to Finding 1, above, safety-training classes were conducted by the Sheriff's Department in August 2003. In addition, panic alarm buttons for library staff will be installed within sixty days. As indicated in the response from the Director of Administrative Services, the Procurement Division is in the process of calling for bids to purchase and install the panic alarm buttons. When the installation is completed the various branch offices of the library system will be connected to local law enforcement agencies for response. A video camera to monitor activity will also be installed at the Tahoe City branch library location as an additional level of security.

Finding 2

The position of Assistant Director of Library Services has been vacant since December, 2001.

The Board of Supervisors agrees with the Finding.

Recommendation 2

Placer County should make the appropriate adjustments in order to fill this position as soon as possible.

The recommendation requires further analysis the results of which should be completed by September 2003.

Please note the following information regarding the Assistant Director of Library Services recruitment as provided by the County Executive Officer and the Personnel Director:

- The first recruitment, in April, 2002, yielded 18 applicants and included the Master of Library Science (MLS) as a minimum qualification. Since this is a position in

the unclassified service, the Library Director received all the applications and performed the screening for the minimum qualifications.

- The second recruitment, in October, 2002, attempted to broaden the applicant labor pool by considering an MPA or MBA degree in lieu of the educational requirement. This recruitment yielded eighteen applicants, seven of which had the MLS degree and five had the MPA or MBA degree. Of the MLS applicants, three had the minimum six years of required experience.
- The third recruitment, in April, 2003, went back to the MLS degree requirement only. Five qualified applicants were referred to the Library Director. All had MLS degrees and one applicant possessed an MBA as well.

While the increment between the Assistant Director and the Librarian series is appropriate for internal equity purposes, the initial analysis of the external labor market indicates that the Assistant Director salary range is not in line with survey counties.

In summary, the County Executive Office and County Personnel Department will work with the Library Director to determine how many applicants from these three recruitments met the advertised minimum qualifications and why they were not successful candidates. It is anticipated that this analysis will be completed by the end of September, 2003. The outcome will determine the County's subsequent efforts to fill this position.

Finding 3

The 2002-2003 Grand Jury finds the placement of computers and monitoring of their use to be both adequate and reasonable.

The Board of Supervisors agrees with the Finding.

Finding 4

The current Memorandum of Understanding (MOU) between Placer County and Placer Public Employee's Organization has been extended from September 1, 2003 to June 30, 2006. This MOU provides for annual cost of living increases. In addition, this MOU provides for a salary study that was to begin not later than January 1, 2003, for librarians and library assistants, among others. The MOU states that upon completion of the study the County will "meet and confer regarding prospective implementation of salary adjustments."

The Board of Supervisors agrees with the Finding.

Commendation

The 2002-2003 Grand Jury wishes to commend the Friends of the Library for its extraordinary work on behalf of the libraries in Placer County. This is a very active and effective association of volunteers. There are active organizations in virtually every library in the county. These organizations provide volunteers to augment the paid staff, hold monthly used book sales which are superbly organized and managed, and other fund-raising events. Friends of the Library provide additional services to expand the effectiveness of the libraries.

Respondents

Placer County Risk Management and Training
Placer County Information Technology
Placer County Board of Supervisors
Placer County Director of Library Services

RESPONSE REQUIRED WITHIN 90 DAYS TO:

The Honorable Presiding Judge of the Superior Court
11546 B Ave.
Auburn, California 95603

PLACER COUNTY

ADMINISTRATIVE SERVICES
DEPARTMENT

MEMORANDUM

RECEIVED

JUL 17 2003

COUNTY EXECUTIVE OFFICE

TO: The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court

FROM: Rich Colwell, Deputy CEO/Director of Administrative Services *RE Colwell*

DATE: July 15, 2003

SUBJECT: Response to the Placer County Grand Jury 2002-2003 Finding #1 Related to the Placer County Library System

Administrative Services management reviewed the Grand Jury 2002-2003 Finding #1 related to the Placer County Library System. Listed below is the response to this finding.

- Administrative Services – Information Technology agrees with Finding #1 as it pertains to the Panic Buttons not yet being installed.
- The Recommendation has not yet been implemented, but will be implemented within the next 60 days. A project needs assessment has been conducted and the bid specifications are being prepared for submission to County Procurement. Procurement will then solicit bids from the appropriate security vendors. Upon bid award, the vendor will implement Panic Alarms that will be connected to the appropriate law enforcement agency for the following Library locations: Applegate, Colfax, Foresthill, Kings Beach, Loomis, Meadow Vista, Penryn, and Tahoe City. A Video Monitoring Camera will also be installed at the Tahoe City location.

Please contact me if you would like to schedule a meeting to review and discuss our response.

Cc: Placer County Board of Supervisors
Michael Paddock, Senior Management Analyst

**PLACER COUNTY LIBRARY
MEMORANDUM**

RECEIVED

AUG 18 2003

COUNTY EXECUTIVE OFFICE

DATE: August 15, 2003
TO: The Honorable Alan V. Pineschi, Presiding Judge of the Superior Court
FROM: Elaine Reed, Director of Library Service *E Reed*
SUBJECT: Response to 2002-2003 Placer County Grand Jury Final Report

Finding 1

Pepper spray has not yet been provided; issues are still being worked out with Risk Management and Training and should be resolved within 30 days. Panic buttons have not yet been installed; issues are still being worked out with Information Technology and should be resolved within 30 days.

The Director of Library Services agrees with the finding. She is disappointed that Library employees in small 1-person branches will not be equipped to defend themselves with pepper spray. Although the threat of confrontation with a violent person is rare in a library setting, it is real. Library employees across the country are assaulted every year. Just a few years ago, two librarians were shot and killed while staffing the Reference Desk in the Sacramento Public Library. The issues regarding the panic button alarms have been resolved and they will be installed by October 15, 2003 in the system's small branches.

Recommendation 1

Issues with Risk Management and Training and Information Technology should be resolved and the recommendation of the 2001-2002 Grand Jury should be implemented with all due speed. They are nearly a year overdue.

The recommendation to install panic alarm buttons connected to the Sheriff's station has not yet been implemented, but will be in the near future. The contract for the alarms' purchase and installation is currently out to bid. The bid process and subsequent installation of the alarms is expected to be completed by October 15, 2003.

The recommendation to provide employees in the smaller branches with pepper spray will not be implemented due to the decision of the County Risk Management Officer. All employees in the Applegate Library, Bookmobile, Colfax Library, Foresthill Library, Kings Beach Library, Loomis Library, Meadow Vista Library, Penryn Library, and Tahoe City Library will receive safety training classes conducted by the Sheriff's Department in September 2003.

Finding 2

The position of Assistant Director of Library Services has been vacant since December, 2001.

The Director of Library Services agrees with the Finding. Recruitments to fill the Assistant Director of Library Services were conducted in Spring 2002, Fall 2002, and Spring 2003. The Library desperately needs to fill this position to manage the Library's administrative workload. However, none of the applicants to date have had the minimum qualifications necessary to perform the job duties of the position.

Recommendation 2

Placer County should make the appropriate adjustments in order to fill this position as soon as possible.

Implementation of this recommendation is dependent on the County Board of Supervisors. County salaries are established by the Board of Supervisors based on recommendations of the County Executive Office and Personnel Department. The matter is under review at this time.

The salary for the Assistant Director of Library Services position is comparatively low and noncompetitive, which has resulted in an inability to attract candidates who have any depth of experience. My recommendation is to increase the salary 15% from Range 49.5 to 52.5. While this wouldn't bring the salary up to the average of the other libraries in the County's benchmark counties, reducing the gap would make the salary more competitive than it is now. Increasing the salary would also decrease the disparity between the Assistant Director of Library Services salary and that of other County classifications with similar knowledge/skills/abilities, experience, and responsibility.

Finding 3

The 2002-2003 Grand Jury finds the placement of computers and monitoring of their use to be both adequate and reasonable.

The Director of Library Services agrees with the Finding. Library administration will continue to monitor changes in the law, technology, and costs, and respond appropriately.

Finding 4

The current Memorandum of Understanding (MOU) between Placer County and Placer Public Employee's Organization has been extended from September 1, 2003 to June 30, 2006. This MOU provides for annual cost of living increases. In addition, this MOU provides for a salary study that was to begin not later than January 1, 2003, for librarians and library assistants, among others. The MOU states that upon completion of the study the County will "meet and confer regarding prospective implementation of salary adjustments."

The Director of Library Services agrees with the Finding. The intent of the County's Classification Plan as outlined in Chapter 3, Section 3.08.450, is to "embrace all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge and ability may be demanded of incumbents and so that the same schedule of compensation may be made to apply with equity." The *Reopener Concerning Enhanced PERS Benefit and Other Agreed to Issues of 1/10/03* stated that salary equity adjustments for Librarians and Library Assistants would be addressed beginning no later than 1/1/03. It also states that "Internal misalignment with classifications with similar responsibilities or duties, " (13.d) is a criterion for review of salary placement. The Librarian and Library Assistant salaries are the most egregious examples of classification misalignment in the County Classification Plan, being 20-35% less than other classifications with similar knowledge/skills/abilities, experience, and responsibilities.

There has been no progress to date to adjust these salaries and correct the inequity. Although it was verbally agreed to keep Librarian and Library Assistant salaries on the table after the MOU was signed in Fall 2000, little work was done in 2001 and 2002. Since January 2003, County representatives have met twice with representative from the Library staff and PPEO.

cc: Board of Supervisors

PLACER COUNTY OFFICE OF EMERGENCY SERVICES

Background/Summary

The Placer Operational Area Office of Emergency Services (OES) is the emergency management agency for Placer County. Placer County OES is headquartered in Auburn. The office provides service countywide in cooperation with local cities and special districts such as fire and law enforcement agencies.

The tragic events on September 11, 2001 and their aftermath have caused emergency services organizations nationwide to review emergency readiness and training. OES continues to work closely with other public safety agencies in Placer County. They have increased their involvement in regional planning activities with local, state, and federal public safety agencies in case of a possible terrorist attack in the area.

The 2002-2003 Grand Jury has received and reviewed various materials prepared by the Office of Emergency Services, which is available to the public. In addition, the Grand Jury has interviewed various employees of OES regarding County disaster preparedness.

Discussion

What Placer County OES Does

County Emergency Management Program

- Directs the County's overall response to natural and human-caused disasters.
- Assigns emergency responsibilities to the various departments of the County.
- Coordinates the response and recovery efforts of governmental and non-governmental agencies during disasters.
- In the case of a possible terrorist attack, works with the Placer County Health Officer and the Placer County Sheriffs Office to respond and protect public health and safety-
- Manages the County's Emergency Operations Center. Conducts emergency drills and simulations.

Homeland Security Planning and Preparation

- Coordinates planning, preparation and training to safeguard public health and safety in case of a terrorist event with the Placer County Health Officer, the Placer County Sheriffs Office, other local law enforcement and fire agencies, and other public health and safety professionals in the county.
- Prepares information in print and on the county web site for the public so they can become better informed on the possible threats of terrorist attacks so they can prepare for a possible emergency.

Liaison to Other Agencies

- Acts as liaison to the Federal Emergency Management Agency.
- Acts as a representative of the County Executive and the Board of Supervisors with the other agencies in the matters of emergency management, fire protection, and terrorism response and prevention planning-

- Serves as the Placer Operational Area Coordinator and liaison to the, Governor's Office of Emergency Services.

Fire Protection and Hazardous Materials Response

- Administers the Placer County Fire Department and fire protection contracts with the California Department of Forestry and Fire Protection and the Donner Summit Fire Department.
- Manages the Placer Operational Area Interagency Hazardous Materials Response Program-
- Provides training to emergency responders.
- Responds to hazardous materials releases and other emergencies.

Public Outreach and Emergency Public Information

- Provides preparedness information to citizens and community groups.
- Provides information to the public during emergencies. Coordinates training of Public Information Team.
- Coordinates training of Public Information Team.

Finding 1

The Placer County Office of Emergency Services provides a current emergency information web page. During a County emergency, when the Emergency Operations Center is operating this Web page will be updated with current official emergency information. Electronically, the Placer County Web site is www.placer.ca.gov/emergency, which also includes links to other key agencies. The Placer County emergency public information phone line is staffed when the County is responding to an emergency.

The emergency phone numbers are:

(530) 886-5310 - Roseville to Donner Summit, including Auburn, Lincoln, Rocklin, Loomis and Colfax.

(530) 584 -1590 - North Tahoe Area.

Emergency Services Office - (530) 886-5300 or 1-800-488-4308, ext 5300, toll-free within Placer County.

Fax - (530) 886-5343
2968 Richardson Drive
Auburn, CA 95603

The Board of Supervisors agrees with the Finding.

Finding 2

Although excellent planning, training and informational material is available from OES, there appears to be limited awareness and dissemination of this available material to the public.

The Board of Supervisors partially disagrees with this finding. This Board has observed that during emergency conditions and situations the OES Public Information Team works aggressively and proactively to make certain that the community and news media have clear and accurate emergency information around the clock. The Board also finds that numerous emergency preparedness presentations are also held throughout the year.

However, the Board of Supervisors and the County Executive Officer agree that even greater dissemination of emergency preparedness information material beforehand would be helpful to the community.

Recommendation

The Board of Supervisors should fund a public awareness campaign with Placer County to disseminate OES information. An example would be direct mailings and ready reference material showing emergency telephone numbers.

The recommendation has been implemented. The Board of Supervisors has included funding in the Public Information budget to expand a public awareness campaign regarding emergency preparedness. Some elements of this campaign have already taken place, while planning for other parts continues.

Respondents

Placer County Office of Emergency Services
Placer County Board of Supervisors
Placer County Office of the County Executive

RESPONSE REQUIRED WITHIN 90 DAYS TO:

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603



PLACER COUNTY

www.placer.ca.gov

175 Fulweiler Avenue, Room 505
Auburn, California 95603-4578

PERSONNEL DIRECTOR
Nancy Nittler

CIVIL SERVICE COMMISSION
SYLVIA BESANA
RICHARD COSTIGAN, III
RON LE DOUX
ALAN SHUTTLEWORTH
JAMES WEBBER

August 07, 2003

The Honorable Alan Pineschi
Presiding Judge of the Superior Court
County of Placer
11546 B Avenue
Auburn, California 95603

The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
11546 B Avenue
Auburn, California 95603

Dear Judge Pineschi and Judge Garbolino:

This is in response to the 2002-2003 Grand Jury Recommendation regarding Placer County Payroll/Personnel System. Submitted by Nancy Nittler, Personnel Director.

Finding I

Three bids to the RFP were received. Vendor presentations and site demonstrations were scheduled during November and December 2002. Selection of the successful vendor and forwarding to the Board of Supervisors for their approval was originally expected to be in late December 2002 or early January 2003. The new system was to be fully operational by January 1, 2004.

The above dates were delayed, and vendor selection with a total system cost of approximately \$5 million was approved in April 2003. The new system is expected to be fully tested and operational sometime in 2004.

RESPONSE:

The County's Personnel Department agrees with this finding.

Recommendation 1: The 2002-2003 Grand Jury has recommended that the replacement of the payroll/personnel system be given high priority by the County to insure implementation as soon as possible and that the progress/implementation should be monitored by the 2003-2004 Grand Jury.

RESPONSE:

The County's Personnel Department concurs with the recommendation and is wholly committed to the replacement of the current payroll/personnel system and the implementation of a new software application. To that end, staff resources from the Personnel Department have been dedicated since January 2002 in a collaborative effort with the County's Administrative Services/Information Technology Division, County Executive's Office, and Auditor Controller's office to assist in the development of the personnel-related components of the request for proposal that was issued in 2002.

Critical to the Personnel Department, and the County as a whole, is the need to fully automate storage and retrieval of employee data in numerous individual and aggregate formats for such purposes as payroll processing, salary administration, Employee Relations' negotiations, affirmative action, service awards, performance evaluations, Fair Labor Standards Act reporting, employee training and skills bank, history and layoff.

As the work with the vendor was initiated in 2003, a team of staff from the Personnel Department has joined teams from the Auditor Controller's office and Information Technology to focus on implementing the new software application. To achieve that goal, staff will strive to assure that the Personnel component meet the following objectives:

- Maintain and support all the basic employee data throughout the life of the employee's involvement with the County. The Personnel record begins at the time the individual's application is accepted for employment consideration. Maintenance continues from the hiring process, through all promotions, transfers, job changes and other personnel changes through at least four years following separation from the County;
- Provide accurate and timely on-line Personnel information available to County departments and agencies minimizing hard copy reporting;
- Provide availability of accurate and timely information for Employee Labor Relations' negotiations with employee representation units;
- Offer on-line data entry in County departments and agencies with resulting economies in paper handling, time and cost;
- Compliance with various insurance regulations, thus avoiding the need for additional manual preparation of records and files;
- Support the ability to eliminate the current manual cardex files maintained for each employee;
- Accurately maintain control of the status of all positions and correctly reflect the budget master file as approved by the Board of Supervisors.

The integration of Position Control, Applicant Tracking, Personnel, Employee Benefits and Payroll has the potential to insure efficiency while eliminating potentially redundant data entry and storage.

The Personnel Department is excited about the prospect of the new payroll/personnel software application that is anticipated to be tested and fully operational in 2004 with a second phase of implementation in 2005. Resources of dedicated staff, expertise from subject matter experts, funding and equipment have been committed to the success of the project.

Sincerely,

Nancy Nittler
Personnel Director

cc: Rex Bloomfield, Board of Supervisors
Jan Christofferson, County Executive Office

PLACER COUNTY PAYROLL/PERSONNEL SYSTEM

Background/Summary

The payroll system currently utilized by Placer County was acquired in 1980. It was originally designed in the late 1970s by the Federal Government for the City of Aurora, Colorado. The payroll system does not have a human resources component for personnel data and employee history. This data is recorded manually and results in significant duplication of effort between department staff, the Personnel Department, and the Auditor-Controller. In addition, as a result of numerous changes in both State and Federal Laws coupled with substantial growth, the system is no longer adequate to meet the County's payroll needs. The Current program is nearing obsolescence. Field size limitations require significant manual intervention for calculation and tracking of items such as retroactive pay, special pays or corrections, deferred compensation, and pay integration for State Disability Insurance or workers' compensation benefits.

Discussion

To resolve the above identified deficiencies, a Request for Proposal (RFP) was issued in 2002 to solicit bids from qualified vendors for hardware, system software, and application software to support the activities of the Personnel Department and the Auditor-Controller's Office. Total cost was expected to be about \$4.5 million, of which \$2.5 million was for software.

Finding I

Three bids to the RFP were received. Vendor presentations and site demonstrations were scheduled during November and December, 2002. Selection of the successful vendor and forwarding to the Board of Supervisors for their approval was originally expected to be in late December, 2002 or early January, 2003. The new system was to be fully operational by January 1, 2004.

The above dates were delayed, and vendor selection with a total system cost of approximately \$5 million was approved in April, 2003. The new system is expected to be fully tested and operational sometime in 2004.

The Board of Supervisors agrees with the Finding.

Recommendation 1

This project should be given high priority by the County to insure implementation as soon as possible. Progress/implementation should be monitored by the 2003-2004 Grand Jury.

The Recommendation has been implemented. The Board of Supervisors has approved a contract with PeopleSoft to implement the new system by spring of 2004. At the present time the contractor has achieved all scheduled implementation milestones including installation of the human resource management software and county and contractor staff are in the process of installing the system security software and documenting business processes. In addition, members of the Executive Steering Committee for this project continue to meet monthly to receive a status report from the project team manager and to provide direction and support to keep the project on schedule.

Respondents

Placer County Board of Supervisors
Placer County Executive Officer
Placer County Auditor-Controller
Placer County Personnel Department

RESPONSE REQUIRED WITHIN 90 DAYS TO:

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603

PLACER COUNTY WATER AGENCY

Background

Several citizens have voiced a concern to the media about the future availability of potable water in light of the explosive growth within Placer County. The 2002-2003 Grand Jury shares their concern and chose to examine the available information about the planned growth and the Placer County Water Agency's (PCWA) plans for supplying water to meet the planned growth.

Discussion

The Grand Jury looked at the General Plans for the incorporated cities and the Town of Loomis plus the General Plan for Western Placer County. The growth plans are described in these General Plans. The Grand Jury contacted the PCWA and asked for information about their plans for meeting the water needs for the planned growth. The Chief Planner for PCWA met with the Grand Jury on more than one occasion. He presented the plans for acquiring additional water and distributing the water to the areas requiring additional water. He assured the Grand Jury that sufficient water is allotted and available to PCWA to meet the growth needs of the cities, the Town of Loomis, and the unincorporated western area of the county. Further, he stated that the construction to bring the water from the source (the American River and the Sacramento River) was part of the plan and the facilities would be built in a timely manner.

Finding 1

Sufficient water allocations are available to PCWA (according to the PCWA) to meet the growth presented in the existing General Plans for the incorporated cities and the Town of Loomis plus the unincorporated western area of Placer County. Major construction is required to bring the water from the source via distribution pipelines in order to meet the demand for additional water due to growth within the county.

The Placer County Board of Supervisors agrees with the finding. The PCWA has affirmed its analysis that sufficient water allocations are available for delivery to its service area customers including the unincorporated area of western Placer County based on existing General Plans. However, new facilities of the PCWA must be constructed in order to deliver additional water supply to meet the growth demands of the County and its incorporated cities.

Recommendation 1

Future Grand Juries should continue to monitor the growth within the County and PCWA's progress on constructing the necessary infrastructure to meet the growing need for water. The cities, the Town of Loomis, and Placer County should reaffirm to the next Grand Jury their future water requirements. PCWA should reaffirm to the next Grand Jury its future water allocations and its plans for infrastructure construction.

The recommendation has been implemented. The PCWA is responsible for supply of water to meet planned growth and it demonstrates this responsibility through Water Availability letters issued for development projects. Placer County as the land use authority of the unincorporated area recognizes the integral relationship between water supply and the demands of new development upon this resource. Placer County will continue to work with the PCWA and other water suppliers to monitor the availability of

this resource and to also monitor capital projects designed to deliver additional water supplies.

Respondents

Placer County Water Agency
Placer County Board of Supervisors
City of Auburn
City of Colfax
City of Lincoln
City of Rocklin
City of Roseville
Town of Loomis

RESPONSE REQUIRED WITHIN 90 DAYS TO:

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, California 95603

ATTACHMENTS

RESPONSE TO THE PLACER COUNTY GRAND JURY 2002 – 2003 FINAL REPORT

ATTACHMENT 1

Placer County Executive Officer ✓

ATTACHMENT 2

Placer County Auditor-Controller ✓

ATTACHMENT 3

Placer County Director of Administrative Services

ATTACHMENT 4

Placer County Director of Library Services ✓

ATTACHMENT 5

Placer County Director of Personnel ✓

ATTACHMENT 6

Placer County Water Agency ✓



COUNTY OF PLACER

BOARD MEMBERS

BILL SANTUCCI District 1	HARRIET WHITE District 3
ROBERT M. WEYGANDT District 2	EDWARD "TED" M. GAINES District 4
REX BLOOMFIELD District 5	

**OFFICE OF
COUNTY EXECUTIVE**
JAN M. CHRISTOFFERSON , County Executive

175 FULWEILER AVENUE / AUBURN, CALIFORNIA 95603
TELEPHONE: 530/889-4030
FAX: 530/889-4023
www.placer.ca.gov

August 29, 2003

The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court
County of Placer County
11546 B Avenue
Auburn, CA 95603

Dear Judge Pineschi:

Pursuant to Section 933(c) of the Penal Code, I am please to submit to you my response to the 2002-2003 Final Report of the Grand Jury. The response is enclosed with this letter for your information and distribution. As required I have responded to each finding and recommendation contained in the Report as it relates to various departments and operations of the County for which I have been identified as a respondent. I appreciate the work of the Grand Jury and their efforts to improve the operations of Placer County Government. I also believe that my response will demonstrate a similar commitment to this goal.

If you have any questions about the response please contact me or Michael Paddock, Senior Management Analyst, at 889-4038.

Sincerely,

COUNTY OF PLACER



Jan M. Christofferson
County Executive Officer

JMC:MEP:jbt

Enclosure

cc: John Marin, Administrative Officer to the Board of Supervisors
Robert Bendorf, Assistant County Executive Officer



RECEIVED
MAR 19 2004

Placer County Grand Jury

1225 Lincoln Way • Auburn, CA 95603 • (530)823-4211 • Fax(530)885-5508

January 20, 2004

The Honorable Presiding Judge
of the Superior Court
Placer County Superior Court
11546 B Avenue
Auburn, CA 95603

Presiding Justice:

The following is the City of Auburn's required responses to the Placer County Grand Jury Final Report for 2002-03.

PLACER COUNTY WATER AGENCY

Finding 1

Sufficient water allocations are available to PCWA (according to the PCWA) to meet the growth presented in the existing General Plans for the incorporated cities and the Town of Loomis plus the unincorporated western area of Placer County. Major construction is required to bring the water from the source via distribution pipelines in order to meet the demand and additional water due to growth within the County.

Future Grand Juries should continue to monitor the growth within the County and PCWA's progress on construction of the necessary infrastructure to meet the growing need for water. The cities, the Town of Loomis, and Placer County should reaffirm to the next Grand Jury their future water requirements. PCWA should reaffirm to the next Grand Jury its future water allocations and its plans for infrastructure construction.

Response

On at least an annual basis, meetings between Placer County Water Agency (PCWA) and City of Auburn staff are held to discuss the progress of projects and the potential of future projects that could require water services. PCWA staff has presented sufficient information to show that they have the ability to meet the water needs for the City of Auburn. It is also important to note that due to development constraints (availability of land, topography, etc), Auburn has not and will not experience the same level of growth as Placer County and other cities.

CITY OF AUBURN

Finding 3

Minutes of some Council subcommittees were found to be up to six months in arrears in being transcribed and published. Timely publishing of minutes is an important function of local government. This problem was being addressed as we reviewed the documents and is no longer an issue because additional clerical resources are being used.

Response

All Committees are required to have minutes completed and submitted to the Committee for review and approval at their next regularly scheduled meeting.

Finding 4

The City must resolve the questions concerning the original cost of assets in order to depreciate the property. The financial statements using an asset's value cannot proceed unless there is an agreed-upon cost.

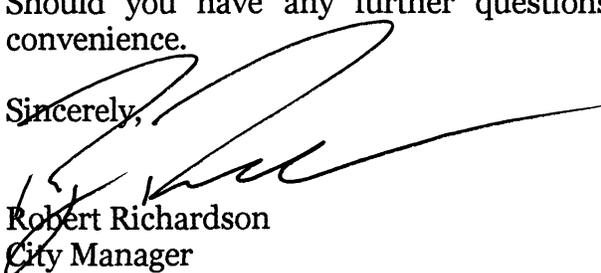
Response

Consistent with the provisions of paragraph 148 of the GASB-34 financial reporting standard, the City of Auburn has elected to delay retroactive reporting of major general infrastructure assets for four years (from June 30, 2003 until June 30, 2007). The City's financial statements properly disclosed (page 5) this decision for the fiscal year ending June 30, 2002. For the most recently completed fiscal year (FY 2002-03) general infrastructure asset value (Governmental Activities) will be reported in the amount of \$1,699,165 for capital projects completed and in-progress (as of June 30, 2003). The asset value for Business Activities (Enterprise Funds) has been adequately documented and is properly depreciated in the city's financial statements, as of June 30, 2002.

Please see enclosed.

Should you have any further questions, please feel free to contact me at your convenience.

Sincerely,



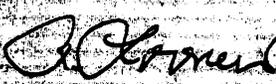
Robert Richardson
City Manager

Enclosure



Memorandum

City of Auburn
Finance/Personnel Department

To: Robert Richardson, City Manager
From: Richard Loomis, Finance Director 
Date: December 23, 2003
Subject: Response to 2002-03 Placer County Grand Jury Final Report –
Finding 4

I think that the following response should adequately address the recommendation of the Grand Jury:

Consistent with the provisions of paragraph 148 of the GASB-34 financial reporting standard, the City of Auburn has elected to delay retroactive reporting of major general infrastructure assets for four years (from June 30, 2003 until June 30, 2007). The City's financial statements properly disclosed (page 5) this decision for the fiscal year ending June 30, 2002. For the most recently completed fiscal year (FY 2002-03) general infrastructure asset value (Governmental Activities) will be reported in the amount of \$1,699,165 for capital projects completed and in-progress (as of June 30, 2003). The asset value for Business Activities (Enterprise Funds) has been adequately documented and is properly depreciated in the City's financial statements, as of June 30, 2002.

Attachments (3)

Illustration

104.5 EXHIBIT 1-4 illustrates excerpts from a government's financial statements for the year ended June 30, 1999 (the determination period). In this example, total revenues for the determination period are \$39 million. Based on EXHIBIT 1-4, this government is considered a phase 2 government and must implement the general provisions of GASBS No. 34 for its fiscal year *ending* June 30, 2003, and the retroactive major general infrastructure reporting provisions for the year *ending* June 30, 2007. Total revenues (thousands) for the determination period are calculated as follows:

104.6 Note that other financing sources and transfers-in as well as revenues from fiduciary funds, internal service funds, and discretely presented component units are excluded from the determination period revenues.

Phased-in Implementation

104.7 The Board adopted a three-phase implementation strategy so that smaller governments with fewer human and financial resources could benefit from the report preparation and audit experiences of the larger governments. There was also doubt that the smaller governments would have adequate resources to meet the initial two-year post-issuance implementation deadline. Based on GASB staff research, one percent of all governments that fall into phase 1 account for 78 percent of total state and local government revenue. Eleven percent of governments fall into phase 2, accounting for 17 percent of total government revenue; and 88 percent of governments fall into phase 3, representing six percent of total government revenues. Therefore, the phased-in implementation strategy provides relief to a large number of governments while having little effect on the dollars covered. While some feel that smaller governments should be exempt from many of the GASBS No. 34 reporting requirements, the Board indicated it could not justify that the needs of financial statement users of smaller governments were any different than the needs of the financial statement users of larger governments. However, the Board did allow the delayed effective dates for phase 2 and 3 governments and exempted phase 3 governments from the retroactive reporting provisions for major general infrastructure assets.

Retroactive Infrastructure Reporting

104.8 As discussed in paragraph 104.1, *prospective* reporting (reporting activity from a defined point forward) of general infrastructure assets is required on the effective date of the general reporting provisions of GASBS No. 34. However, GASBS No. 34, paragraph 148, delays *retroactive* reporting (reporting of past activity) of major general infrastructure assets four additional years for phase 1 and 2 governments and exempts phase 3 governments. This delay was necessary to allow governments to calculate amounts for older infrastructure assets, many of which have little documentation. Some governments plan on implementing infrastructure reporting in phases as the information becomes available. This is allowable as long as the phases are based on networks of assets, not years, and as long as all of the requirements are met by the effective date. During the transition period between the prospective and retroactive reporting of infrastructure assets, governments must make certain disclosures in their financial statements. (See the discussion of infrastructure assets, including transition and modified reporting, at Chapter 6.) The infrastructure transition provisions have no effect on the required reporting of capital assets for business-type activities.

The amount reported for net assets of Governmental activities does not yet include the value of the City's infrastructure (roadways, bridges and storm drainage improvements). This amount will increase significantly (possibly by as much as \$16 million), once estimates of the value of these improvements have been determined. The amount reported for net assets of Business-type activities increased substantially (\$4.7 million) this fiscal period reflecting the completion of runway enhancements at the Auburn Municipal Airport.

The amount reported for long-term debt for Business-type activities decreased significantly (\$1.5 million) this fiscal period, reflecting prepayment of an Installment Sales Agreement with Chelsea Leasing, Inc. related to financing of improvements at the City's Wastewater Treatment facility. This debt reduction did not have an effect on net assets, as current assets (cash) were reduced in an amount equal to the reduction in long-term debt. The decision to significantly reduce long-term debt was based on a fiscal (cost versus benefit) analysis of the net present value of both value in savings of future interest expense (\$920,266) that have been eliminated and the present value (\$603,582) of potential investment earnings that will be foregone by the use of cash reserves for the prepayment. At the time of the prepayment (December 2001) the difference between the debt rate (6.25%) and the estimate of future investment returns (5.25%) was approximately 1%. A prepayment penalty (\$48,454) for this early debt retirement was required by the terms of the Installment Sales Agreement. Similarly, the amount reported for long-term debt for Governmental activities decrease significantly (\$0.9 million) this fiscal period, reflecting prepayment of General Obligation Bonds issued for the 1987 Civic Center Renovation Project. The decision to reduce this debt was based on a fiscal analysis of the savings in future interest expense (\$521,627) that has been eliminated and the present value (\$347,925) of potential investment earnings that will be foregone by the use of cash reserves for the prepayment. At the time of the prepayment (August 2001) the difference between the debt rate (7.5%) and the estimate of future investment returns (5.25%) was approximately 2.5%.

Fiscal

MAJ 9/03

**City of Auburn
 Infrastructure Capitalization for FY 2002-03 -- and --
 Construction In Progress @ 06/30/03
 Governmental Activities**

Infrastructure Capitalization

From Fund # Asset Identification Number / Description

26 63503(2003) -- Roadway Overlays FY 2002-03 **\$ 434,426**

Construction In Progress

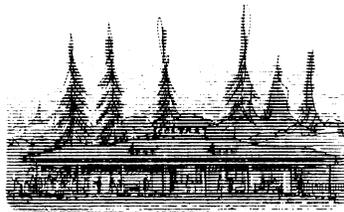
From Fund # Project Number / Description

26	63507 -- Nevada Street Traffic Signal	\$ 259,853
26	63508 -- Maidu Drive Traffic Signal	156,534
28	63515 -- Multimodal Railstation Project	<u>848,352</u>
	total	<u>\$1,264,739</u>

Prepared by: R. Loomis
 8/15/2003



P.O. Box 702
33 S. Main Street
Colfax, CA 95713



CITY OF COLFAX

RECEIVED

MAR 19 2004

530-346-2313

Fax 530-346-6214

Placer County Grand Jury

March 15, 2004

Mr. Alan Parker, Foreman
2003-2004 Placer County Grand Jury
11490 C Avenue
Auburn, CA

RE: Response to 2002-2003 Placer County Grand Jury Final Report, Pages 46-47

Dear Forman Parker;

Attached you will find a copy of the letter responding to the requirement found on pages 46-47. The letter was addressed to The Honorable and Presiding Judge of the Superior Court. The letter was signed by Mayor Sherrie Blackmun and dated September 23, 2003. According to the date of the letter it was mailed within the required timeframe of the Report. We apologize if the letter was originally misdirected on our end.

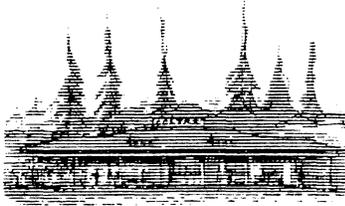
In the event you should have any questions regarding the original response or this letter, please feel free to contact me at (530) 346-2313.

Sincerely,

A handwritten signature in cursive script that reads "Bob Perrault".

Bob Perrault
City Manager

P.O. Box 702
33 S. Main Street
Colfax, CA 95713



530-346-2313
Fax 530-346-6214

CITY OF COLFAX

September 23, 2003

The Honorable and Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

Re: Response to the 2002-2003 Grand Jury Report;

Greetings:

The Placer County 2002-2003 Grand Jury Report had the following recommendation relating to the City:

Future Grand Juries should continue to monitor the growth within the County and PCWA's progress on constructing the necessary infrastructure to meet the growing needs for water. The cities, the Town of Loomis and Placer County should affirm to the next Grand Jury their future water requirements. PCWA should reaffirm to the next Grand Jury the future water allocations and plans for infrastructure construction,

The City is expected to grow to a population of 3,000 within the existing limits of the City by the year 2020. This projection is in keeping with the City's General Plan. The City is within Zone 4 of PCWA's service area. Zone 4 has sufficient allocation capacity to serve the future needs of the City of Colfax.

Sincerely,

Sherrie Blackmun
Mayor
City of Colfax

Cc: PCWA



City Manager's Office

Gerald F. Johnson
City Manager
916-645-4070 x211
Fax: 916-645-8903

July 31, 2003

The Honorable Alan Pineschi
Presiding Judge of the Superior Court
County of Placer
11546 B Avenue
Auburn, California 95603

Re: Grand Jury Response Regarding Future Water Requirements

Dear Judge Pineschi:

The 2002-2003 Final Report of the Placer County Grand Jury includes a request that the cities of Placer County reaffirm their future water requirements to the next Grand Jury. This letter is in response to that request.

The City of Lincoln relies upon the Placer County Water Agency (PCWA) for the bulk of our water. The Agency sells wholesale treated water to the City of Lincoln, and we in turn store and distribute the water to our retail customers.

Based on projected water demands, at build-out of our current General Plan, the City will need about 35,000 acre feet of water from PCWA, as previously documented by the Agency.

Please let me know if I can be of further assistance.

Sincerely,

Gerald F. Johnson
City Manager

Cc: Mayor and Council
John Pedri, City Engineer/Director of Public Works
Rodney Campbell, Director of Community Development



City Manager's Office

Gerald F. Johnson
City Manager
916-645-4070 x211
Fax: 916-645-8903

March 12, 2004

Mr. Alan Parker
Forman
Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

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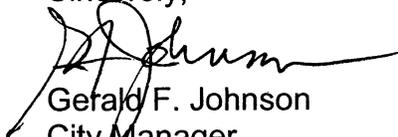
MAR 17 2004

Placer County Grand Jury

Dear Mr. Parker:

Enclosed is a copy of the City of Lincoln's response to the 2002-03 Grand Jury Report. You will note that the response was dated July 31, 2003. Please let me know if you have any further questions.

Sincerely,


Gerald F. Johnson
City Manager

*3/17/04
copy to down*

B

City Clerk

311 Vernon Street
 Roseville, California 95678-2649

December 5, 2003

The Honorable Presiding Judge of the Superior Court
 11546 B Avenue
 Auburn, CA 95603

RE: Response to 2002-2003 Placer County Grand Jury Final Report on Pages 46-47

The Honorable Presiding Judge of the Superior Court:

The following is the City of Roseville's response requested to the 2002 -2003 Final Placer County Grand Jury Report related to Placer County Water Agency (PCWA) and water supplies:

1. The City of Roseville has water supply contracts with several water suppliers, not solely PCWA. The primary supply source, historically, has been with the United States Bureau of Reclamation (USBR), in addition to contracts with PCWA and San Juan Water District (utilizing a portion of their PCWA water contract). The following table summarizes the existing contractual water supply sources, as well as the source for the proposed West Roseville Specific Plan (WRSP) annexation currently in public hearing before the Planning Commission:

Roseville Water Supply Contracts			
Source	Quantity (AF)	Year Obtained	Year Exercised
USBR	32,000	1967	1971
PCWA			
1 st Option	10,000	1989	1991
2 nd Option	10,000	1991	-
3 rd Option	10,000	1996	-
Sub-Total	62,000		
San Juan Water District			
(prior annexations: Dr. Ranch & Foothills Bus Park)	800	2001	-
WRSP	3,200	2003	-
Total Supply	66,000		

In addition to contractual water supplies, the City supplements our potable water supplies through the extensive use of recycled water in lieu of potable water for landscaping, park and golf course irrigation. The City also has an existing and planned expanded network of groundwater wells that will supplement the City's surface water resources in times of drought. The City is currently working

on the implementation of an aquifer storage and recovery (ASR) program that will result in a net zero impact to the aquifer for any groundwater use and is expected to result in enhancing groundwater resources.

2. The Grand Jury findings note that major construction is required by PCWA to convey the water to growth areas in the County. The City of Roseville is not reliant on these major construction projects to convey our contracted water to the existing City or to the proposed WRSP area. The City has, from time to time entered into agreements with PCWA to provide mutually beneficial conveyance opportunities and would expect that will occur in the future, as well.

Thank you for the opportunity to respond to the Grand Jury's finding. Should you have any questions of require any additional City input on this matter, please contact me.

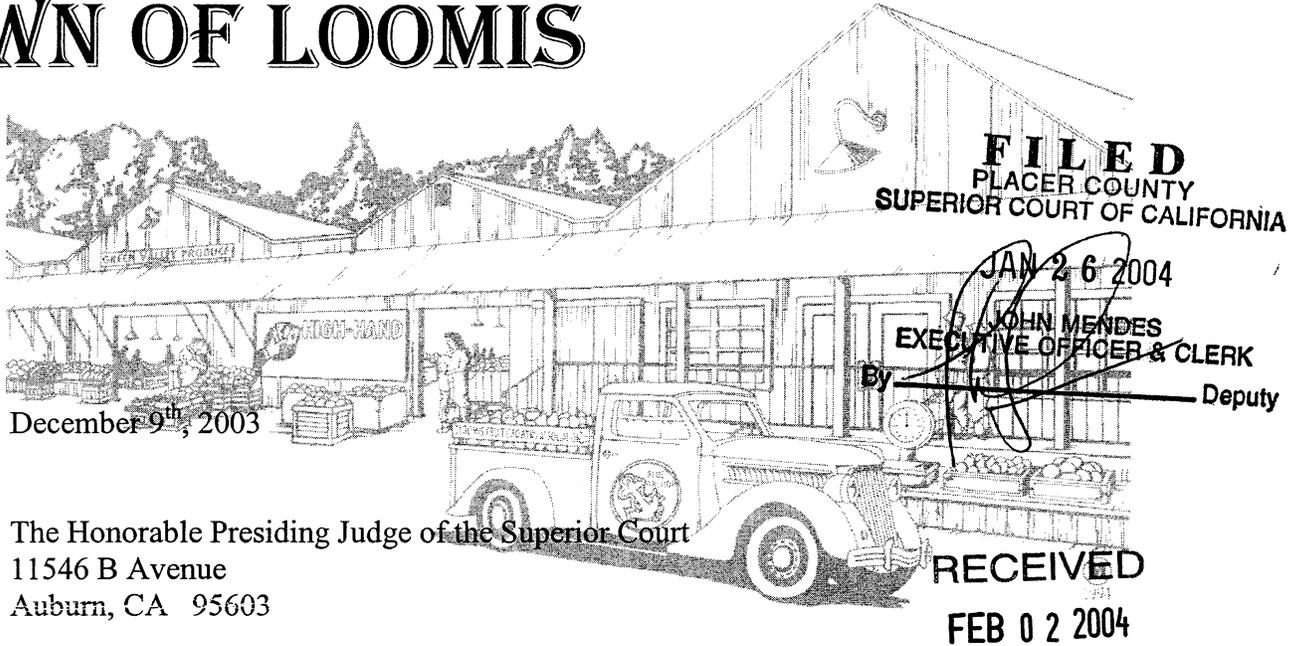
Sincerely,



W. Craig Robinson
City Manager

cc: PCWA
Alan Parker, Foreman 2002-2003 Placer County Grand Jury

TOWN OF LOOMIS



December 9th, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

Your Honor,

After reviewing the Placer County Grand Jury Report for the year 2002-2003, I must commend the work produced by this Grand Jury. I also must apologize for the timeliness of this response. We did not realize that a response was required because most of the recommendations do not affect the Town of Loomis directly, but rather providers of certain services in Loomis. In light of some recent information provided to the Town, we would like to add to the record of the Grand Jury's 2002-2003 report.

Placer County Water Agency

Grand Jury Recommendation:

"Future Grand Juries should continue to monitor the growth within the County and PCWA's progress on constructing the necessary infrastructure to meet the growing need for water. The cities, the Town of Loomis, and Placer County should reaffirm to the next Grand Jury their future water requirements. PCWA should reaffirm to the next Grand Jury its future water allocations and its plans for infrastructure construction."

Town of Loomis Response:

In the section on Placer County Water Agency, we partially agree with the recommendation of the Grand Jury. We agree that PCWA should report to the County on the water currently available as well as long term availability of water in Placer County. We further agree that the Cities, the Town, and the County (herein after "Cities") should affirm and update their water use requirements via their General Plan process.

We have some confusion on what was meant by "...reaffirm to the next Grand Jury their future water requirements." (page 47 of the report) As a point of clarification, PCWA operates on a "First Come, First Serve Policy". This means that whoever's request is first out of the gate will be assured of their water, and so on until the water is completely allocated to projects and not simply to jurisdictions. The Town of Loomis questions this

policy because it causes “horserace development” meaning you have to rush to develop to make sure you obtain water. This type of development typically is at the expense of well planned, slower growing communities. PCWA has stated that there is enough water to serve the General Plans as defined in March of 2001, but assuming massive growth (including Universities and Housing which are not accounted for) in our neighboring jurisdictions in Zone 1 of PCWA, the Town of Loomis can reaffirm it’s expected level of growth until the cows come home and it will be meaningless because PCWA policy does not provide for allocation of water to jurisdictions, just to projects which start to develop. This means that building, not planning drives water use. This is a classic case of putting the cart before the horse.

In addition, we have been working through a number of issues with PCWA regarding their “addition” of 6,400 acre feet (herein after “a/f”) to water available for development from what is termed conservation measures. The Town of Loomis disagrees because the math does not add up. Any conservation measure will take years to realize. However, the PCWA Board of Directors (herein after “Board”) recently took action that booked 6,400 a/f as immediately available. The interesting fact is that none of the water conservation or supply enhancements have even started. How can you book savings that have not occurred? PCWA staff could not provide a definite starting time for any of the conservation projects leading to this increase in supply as of November 20th, 2003. Therefore, how can we even be sure that when PCWA approves an entitlement of water for a development that the required water will be there? PCWA appears to be oversubscribed which could lead to shortages in both the short and long term. If the real water is allocated today, will some future developments depend on something as questionable as the quantity of water saved by installing low flow toilets?

As a final point on the Grand Jury recommendation, we would ask that the Grand Jury request not to simply review the overall water availability, but what short term needs are and how they are being addressed. It is our belief that water is being politicized and this leaves the Town concerned that both in the short and long run, our citizens will be disadvantaged. As a future point of study, the Grand Jury may want to consider the merit of all cities being represented on the PCWA board as well as the Elected Representatives for PCWA.

Review of City/Town Key Documents and Conduct of Business

Grand Jury Recommendation:

“The Grand Jury recommends that LAFCO (Local Agency Formation Commission) undertake a feasibility study to consider the consolidation of fire protection for the Town of Loomis.”

Town of Loomis Response:

The Town of Loomis essentially agrees with the recommendation of the Grand Jury. As a point of clarification, this response needs to show that the Town of Loomis was

prohibited from getting into any Fire Suppression activities by the original incorporation documents. The Town does not actually provide any fire or emergency service, either through staffing or a contractual relationship with any particular emergency, ambulance or fire services. The Loomis fire district is a separate and unique SPECIAL DISTRICT under state law, with separate taxing authority, providing fire suppression and emergency response to the majority of the Town. The remaining portions of Town are served by South Placer and Penryn Fire Districts, also separate taxing entities intended for fire and emergency response.

The Town brought this forward because we along with Placer County have been asked to subsidize the revenues of the Loomis Fire District. This would mean that the Town or County would be subsidizing certain residents service while not subsidizing other residents.

Our concern with this report stems from past failures to properly fund and manage the future of the Loomis Fire District. Loomis, like many small agencies was caught by the implementation of Proposition 13 which froze property taxes and more greatly impacted revenues of some small districts like Loomis. In the time period from 1979 to 2003, very little has been accomplished by this district to ensure financial security into the future. It is a very poorly funded district which has been marginally successful in obtaining additional revenue from any source including the electorate. The total budget for this district is \$499,789.00 (page 37 of Matrix Report, November 10th of 2003). This funding has grown a very little because only \$172,000.00 is from property taxes which may grow up to 2% per year. Another \$262,789 comes from a special parcel tax that can grow along with the Consumer Price Index every year. Development fees are \$65,000.00, which may not be used for operations. Therefore, operational revenue is a maximum of \$434,789.00 per year which is not enough to fully staff a complete station. Using NFPA Standards of four fire fighters to an engine company, the district would need a minimum of 12 to 15 people to provide overlapping service at one fire station. If ambulance service were provided, 8 more people would be needed. The Loomis Fire District can not provide all of these service elements alone. Consolidation would make the most sense. The district has relied mainly on volunteers and has been unable to attract and retain consistent full time staffing. This will become more of a problem as volunteer requirements approach full time employee requirements.

On November 19th, 2003, the Town received a copy of the LAFCO report dated November 10th, 2003. In that report, there is a discussion of how districts can be improved. It is our belief that the report is not adequate and there was a very brief and none too assuring review of consolidation of districts. The report concludes that instead of creating operating efficiencies, districts should be increasing revenues. The options offered ran the gamut from safety taxes to ballot box budgeting that would reduce funding for other safety services (i.e. police and sheriff) and redirect those savings to increase the funding to fire districts and departments (this was discussed on November 17th, 2003 when deciding on the next steps to final the Nov. 10 report).

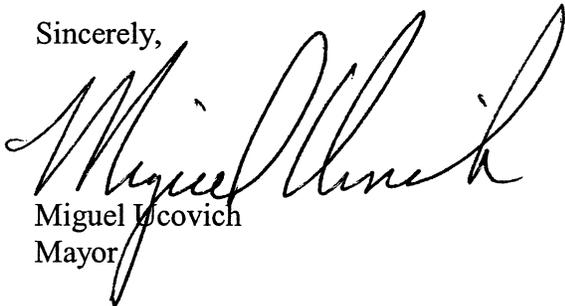
The main question to the Town of Loomis is who participated in the Study? If the Grand Jury reviews this process, one would find that there was an overrepresentation of fire districts on the seven-member steering committee (4 from Fire District Association, 2 from the Board of Supervisors Members, and 1 from LAFCO). The Town was not informed of, nor invited to, sessions where the goals and needs of the study were developed. In fact, the Town would like clarification on who participated as a part of the steering committee. Additionally, we would like to know how the two consultants who participated in the study were hired and who they reported to on their work product (Hughes, Perry & Associates began the report and Matrix Consulting Group finished the report because of an inability of Hughes, Perry & Assoc. to finish the project).

We believe the Grand Jury Request was correct and yet it has sadly been circumvented by a report that inadequately addresses the situation with the Fire Districts, thereby putting some jurisdictions (i.e. Loomis) at greater risk to financially fail or become a burden to some other entity.

Conclusion:

We thank the Grand Jury for their time and we again apologize for the late response. If the Town of Loomis can be of any service to the Grand Jury, we stand ready to provide such assistance.

Sincerely,



Miguel Jovich
Mayor



LOOMIS FIRE PROTECTION DISTRICT

P.O. BOX 606
LOOMIS CALIFORNIA, 95650
(916) 652-6813
FAX (916) 652-8472

Karl Fowler, Fire Chief
Barbara Leak, Secretary

DIRECTORS
Greg Fellers, President
Wm. M. Tudsbury, Vice President
Mario LaGiusa
Veriyn D. Eisert
John Shearer

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PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

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JAN 05 2004

Placer County Grand Jury

November 24, 2003

DEC 10 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

The Honorable Presiding Judge of the Superior Court By _____ Deputy
11546 B Avenue
Auburn, CA 95603

RE: Required response to the 2002-2003 Placer County Grand Jury Final Report. Specifically related to pages 59-61.

Your Honor:

Please accept my apologies for the late response to the 2002-2003 Grand Jury Report. I believe the response was to come from the Town of Loomis, and not the Fire District. However, I believe we can offer an opinion of the statements relating to the Loomis Fire District noted on page 60.

While the Loomis Fire District agrees that some form of consolidation between Loomis, Penryn, and the South Placer Fire Districts would enhance services and prevent duplication, the Loomis District does not feel that mergers are the answer in light of the unequal funding mechanisms. Each of the three Districts mentioned on page 60 all have different ad valorem tax rates for revenue. It is inconceivable that South Placer, at roughly around 13% per dollar tax rate, would be willing to provide Loomis Fire District any merger considerations when the Loomis Fire District tax rate is the lowest in the County, at just over 2% tax rate. Penryn Fire has a tax rate just over 7%.

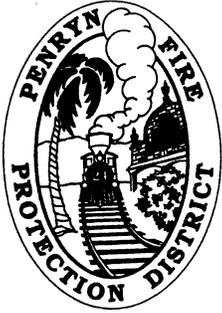
It should be noted that all three agencies co-operate well together and participate in what we call the Closest Resource Agreement to provide services. All three agencies have provided exemplary service to the Township of Loomis. Unfortunately, when the Town of Loomis incorporated, fire district boundaries were not addressed to allow for one service provider to the Township.

This District is of the opinion that the current undertaking of a West Slope Fire Study commissioned by LAFCO and the County Board of Supervisors should address alternative funding issues up to and including some sort of emergency re-allocation of tax dollars for those Districts that have a very low ad valorem tax rate.

If you have any further questions, please feel free to contact our office.

Sincerely and most respectfully,

Karl W. Fowler
Fire Chief-Loomis Fire Protection District.



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PENRYN FIRE PROTECTION DISTRICT Placer County Grand Jury

CHIEF

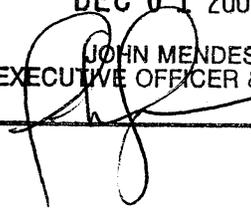
MICHAEL DAVIS

November 24, 2003

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PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

DEC 01 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By  Deputy

DIRECTORS

TOM BOWLING
MICHAEL DELONG
CHRIS DOBB
SHIRLEY GORDON
MICHAEL POSEHN

The Honorable Presiding Judge of the Superior Court
11546 "B" Avenue
Auburn, CA 95603

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Placer County Superior Court

DEC 01 2003

Criminal Division

RE: *Response to Grand Jury Report*

Your Honor,

The Penryn Fire Protection District is in receipt of the attached letter from Mr. Alan Parker, Forman 2003-2004 Placer County Grand Jury. This is the first notice this district has received requesting a response to the report.

The Penryn Fire Protection District is actively participating the in the "Analysis Of Fire Services On The Western Slope, Placer County, California" a study, commonly referred to as the fire study, that is presently underway through Hughes, Perry & Associates.

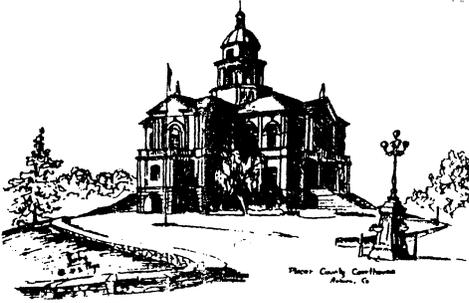
Placer County LAFCo, and the Placer County Board of Supervisors commissioned this study. A portion of this study will examine opportunities for fire service annexations and consolidations within western Placer County.

If you should have any questions, or require any additional information please do not hesitate to contact me.

Sincerely,

Michael Davis, Fire Chief

Enclosure



PLACER COUNTY GRAND JURY

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DEC 09 2003

(530) 889-7469
Mailing Address:

Placer County Grand Jury (530) 889-7447
11490 C Avenue, Auburn, CA 95603

November 20, 2003

COPY

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NOV 24 2003

PENRYN
FIRE DISTRICT

Penryn Fire Protection District
7206 Church Street
Penryn, CA 95663

RE: Your required response to the 2002-03 Placer County Grand Jury Final
Report on pages 59-61.

Gentlemen:

Your response to the above 2002-2003 Placer County Grand Jury Reports has, as
of this date, not been received.

California Penal Code Sections 933.05 and 933(c) dictates the form of your response
and the time allowed for a response.

Your response was required within 90 days. That period expired on October 10,
2003.

Your response should be sent to:

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95603

We would appreciate a response to this request within 10 days.

Sincerely yours,

Alan Parker, Foreman
2003-2004 Placer County Grand Jury



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199

Board of Directors
John deGraaff
Ron Feist
Dave Giblin
Gary Grenfell
Mike Short
Placer County Grand Jury Fire Chief
Tony Corado

An Organization Committed To The Well-Being Of The South Placer Community

Tuesday, November 25, 2003

The Honorable Presiding Judge of the Superior Court
11546 B Avenue
Auburn, CA 95630

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PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

DEC 01 2003
JOHN MENDES
EXECUTIVE OFFICER & CLERK
By _____ Deputy

Re: Request for response letter dated November 20, 2003

To Whom It May Concern:

First of all we would like to apologize for not responding to the mentioned required response to the 2002-2003 Placer County Grand Jury Final Report on pages 59-61, as we were unaware of any request for response until the November 20, 2003 letter.

Currently a feasibility study is underway at the request of LAFCO and the Placer County Board of Supervisors.

Should you require additional information, please contact me directly. Please be advised that the District reserves the right to update this response and/or to provide additional information in support of this response.

Thank you for your time and attention.

Sincerely,

Tony Corado, Fire Chief
South Placer Fire Protection District

cc Board of Directors, SPFD

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DEC 09 2003

PLACER LOCAL AGENCY FORMATION COMMISSION Placer County Grand Jury

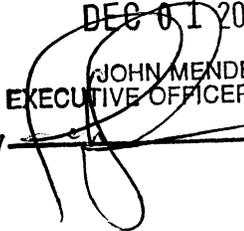
102 El Dorado Street, Auburn, CA 95603
(530) 889-4097 fax: (530) 886-4671

November 14, 2003

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PLACER COUNTY
SUPERIOR COURT OF CALIFORNIA

DEC 01 2003

JOHN MENDES
EXECUTIVE OFFICER & CLERK

By  Deputy

The Honorable Alan Pineschi
Presiding Judge of the Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

Re: Final Response of Placer Local Agency Formation Commission
2002-2003 Final Report, Placer County Grand Jury

Dear Judge Pineschi:

On September 8, 2003, the Executive Officer forwarded to you the preliminary response of the Placer Local Agency Formation Commission ("Placer LAFCo") to the following finding and recommendation found on page 60 of the 2002-2003 Final Report of the Placer County Grand Jury for which Placer LAFCo is designated as a Respondent. The preliminary response was submitted in order to meet the deadline set forth in Penal Code section 933(c). At its meeting on November 12, 2003, the Placer LAFCo approved the preliminary response as its final response, as follows:

Finding

The area between Roseville and Newcastle is served by a series of small fire districts which has had some problems in the past.

Recommendation

The Grand Jury recommends that LAFCO (Local Agency Formation Commission) undertake a feasibility study to consider the consolidation of fire protection for the Town of Loomis.

Response of Placer LAFCo to Finding--Penal Code section 933.05(a)(2):

Placer LAFCo disagrees in part with the finding based upon a lack of information as to the phrase within the finding that reads: "which has had some problems in the past". Placer LAFCo agrees that the Town of Loomis is within the jurisdiction of several different fire protection districts, but without further factual detail as to the "problems"

Letter to Judge Pineschi
November 14, 2003

being referenced, Placer LAFCo is unclear on what is meant to be included within the quoted phrase.

The boundaries of the existing fire protection districts predate the creation of the Town of Loomis. There are many factors that contribute to the differential in the level of service that the individual fire districts can offer, including each district's share of the property tax, the approved supplemental parcel fee/tax and the level of volunteer support. Placer LAFCo recognizes that there are challenges as to the ability of some fire protection districts to provide a desired uniform level of service given their specific resources.

Action of Placer LAFCo as to Recommendation--Penal Code section 933.05(b)(2):

The recommendation of the Grand Jury will be implemented by Placer LAFCo as part of the deliverables of a report that is presently being prepared by Placer County in conjunction with Placer LAFCo.

One of Placer LAFCo's statutory responsibilities is to conduct reviews of municipal services, including fire protection. See Government Code section 56430. Placer LAFCo has joined with Placer County to prepare a comprehensive overview of fire protection services on the western slope of Placer County. Placer County has executed a contract with a consultant. One of the deliverables from that contract will be a review of the options for governmental structures, including the potential for consolidation of fire protection districts. Those fire districts serving the Town of Loomis will be included within the scope of the study. Placer LAFCo anticipates undertaking its municipal services review of fire protection in early 2004 after issuance of the final report.

Sincerely yours,



John Moberly, Chair
Placer LAFCo

cc: Scott Finley, Executive Officer, Placer LAFCo

pineschi.11-14-03

City Manager

311 Vernon Street
Roseville, California 95678-2649

March 17, 2004

Mr. Alan Parker, Foreman
Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

RE: 2002-2003 Grand Jury Report
Review of City Documents (page 62)

Dear Mr. Parker:

Please accept my apologies for the delay in responding to the above referenced discussion in the 2002-2003 Placer County Grand Jury Report. It appears that the discussion was overlooked, which is unfortunate because it praises Roseville's ongoing strategic planning efforts.

In accordance with Penal Code Section 933.05, the City of Roseville agrees with the finding at page 62 of the 2002-2003 Placer county Grand Jury Report.

Sincerely,



W. Craig Robinson
City Manager



July 23, 2003

The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court
County of Placer
11546 B Avenue
Auburn, CA 95603

Dear Judge Pineschi:

Sierra College is in receipt of the 2002-2003 Placer County Grand Jury Final Report. This letter is in response to "SIERRA COLLEGE" complaint 2002B-2, regarding the \$6.00 fee charged to students wishing to purchase student identification (ID) cards. Funds received through the program are dedicated to the Associated Students of Sierra College (ASSC), which is the governing body representing all students at the College. The card may be used to receive discounts at local businesses, to qualify for student rates at certain College events, and to receive other free benefits sponsored by the ASSC. Although the card is optional, at issue for the Grand Jury was whether or not students perceive the card purchase as optional.

Finding 1

We are in agreement with Finding 1 that students who use our web registration service (approximately 50% of all registrants) have a clearly stated "Yes/No" option to pay the \$6.00 fee.

Finding 2

We agree partially with Finding 2. Our telephone registration service (used by approximately 30% of all registrants) automatically adds the \$6.00 fee to the students' total; however, we disagree with the finding that there is no option to cancel the fee. The program does provide an opportunity to cancel all optional fees. If a student selects the cancellation prompt, the \$6.00 fee will be deducted along with all other...

Finding 2 (Continued)

...optional fees. The student is then provided an opportunity to re-select from the "Optional Fees" menu. The \$6.00 charge for ASSC card is listed along with all other optional fees.

Although we do provide students the option to cancel the fee, we agree the current programming could be improved.

Recommendation 2

The College will implement Recommendation 2 by reprogramming the fees section in the telephone registration system to give students a "Yes/No" option to de-select this fee. This change will be completed by November 15, 2003, prior to the start of Spring 2004 registration.

Finding 3

We agree with Finding 3 that students who register in person at any of our sites (approximately 20% of all registrants) are given the option to pay the \$6.00 charge for the card.

Finding 4

We agree with Finding 4 that the ASSC voted to take responsibility for issuing library cards and cards formerly issued by Police Services providing access to the Residence Halls.

Recommendation 4

The College has completed Recommendation 4. At its meeting on May 7, 2003, the ASSC discussed the concerns raised by the Grand Jury regarding the approximate \$3,000 savings gained by other departments no longer having to issue ID cards. A motion was made not to collect funds from these departments; it passed with an 11-1 vote of support. A copy of the minutes from that meeting is enclosed.

Finding 5

We partially agree that the student ID card is not clearly explained in the summer and fall Schedule. While the ID card is clearly listed under the optional fees section of the fees page (page 13), wording under the admissions section (page 8) implies that the card is required to check out materials from the Library.

(Continued on next page...)

The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court
RE: 2002-2003 Placer County Grand Jury Final Report.

July 23, 2003
Page 3 of 3

Recommendation 5

The College has completed Recommendation 5 and has rewritten the admissions information to clarify that library cards are issued free of charge, and to describe the opportunities for students who elect to purchase the student ID card. This revised information will be printed in the next class schedule for Spring 2004.

Thank you for your review of the College's response to the Report.

Sincerely,

Kevin M. Ramirez
Superintendent/President

KMR/MD:sf Letters/Grand Jury 2003_Student ID Cards

cc: The Honorable James D. Garbolino
Judge of the Superior Court and
Advising Grand Jury Judge
County of Placer
11546 B Avenue
Auburn, CA 95603