



PLACER HILLS FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

Established 1949

Alex Harvey

Peter Hills

Fred Lofrano

Russell McCray

Mark Wright

AGENDA

WEDNESDAY, April 26, 2017 at 6 p.m.

Fire Station 84, 16999 Placer Hills Rd, Meadow Vista CA 95722

1. Call to Order, Pledge of Allegiance and Roll Call
2. Agenda Approval; Board action may be taken on any item on this agenda.
3. Minutes Approval; March 22, 2017 regular meetings.
4. Public Comment; Persons may address the Board on matters not on the agenda. Topics should be of jurisdictional interest to the Fire District. Please limit your comments to 5 min. as the Board is not permitted to take any action on non-agenda items.
5. Correspondence (not covered in agenda items):
6. Information Items:
 - a. Report by Fire Chief Ian Gow
 - b. Placer Hills Firefighters Association report
 - c. Placer Hills Fire Auxiliary report
 - d. Nevada County Professional Firefighters (Local 3800) report
 - e. Board Committee reports: Fire Chief Recruitment Committee update
7. Discussion and Action Items:
 - a. Fire Chief Recruitment status update by Larry Crabtree, Crabtree Consulting
 - b. Adjourn to Closed Session: PUBLIC EMPLOYMENT
Pursuant to CA Govt. Code, Section 54957 Discussion of Fire Chief Recruitment
Reconvene and report any action taken in Closed Session
 - c. Consider and Approve Ordinance 2017-01 replacing Resolution 2017-02 adopting the 2016 California Building and Fire Codes with amendments; *action required*
 - d. Consider and Approve Policy revisions: *action required*
 - i. Controlled Substance Inventory and Restock
 - ii. Part-time employee Job Description
 - e. Consider and Approve Upgrade Option with Leasing Company for Copier at Station 84; *action required*
 - f. Budget update and approval of expenses: *action required*
8. Director's comments; This time is designated for Directors to:
 - a. Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.
 - b. Request item(s) for inclusion on subsequent meetings, or request a Special Meeting.
 - c. Reminder of the next Board meeting (regular or special) date, time and location.
9. Adjournment

Next regular meeting: May 24, 2017 at 6 p.m.

Note: Placer Hills Fire District is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. Please contact the District Office at (530) 878-0405 in advance of the meeting to enable the District to arrange reasonable accommodations for participation in the meeting. Except for records that are exempt from disclosure under the California Public Records Act, agendas and other writings relating to this agenda and meeting which are distributed to the Board Members prior to or at this meeting are available to the public.

Ian Gow, Chief • P.O. Box 350 • Meadow Vista, CA 95722 Tel: (530) 878-0405 • Fax: (530) 878-0959

www.placerhillsfire.org

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
P.O. Box 350, Meadow Vista, CA 95722
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MINUTES OF THE REGULAR MEETING; March 22, 2017

1. Call to order; Flag salute; Roll call:

Director Hills convened the regular meeting at 6:00 p.m.

Directors in attendance: Harvey, Hills, Lofrano, McCray and Wright.

Directors absent: None

Staff in attendance: Chief Gow, District Manager Lofrano and Captain Nelson

2. Agenda approval:

The agenda was approved as posted. (Lofrano/Wright)

3. Approval of the minutes:

The minutes of the January 25, 2017 meeting and February 22, 2017 meeting were approved. (Wright/Harvey).

4. Public Comment: None

5. Correspondence (not covered in Agenda items below): None

7. a. Consider Resolution 2017-01 calling for an election on July 11, 2017

Director Hills and Chief Gow met with County Staff and the Consultants regarding the results of the ballot measure survey. Placer County Treasurer – Tax Collector Jenine Windeshausen was introduced to the Board. She, along with Supervisors Montgomery and Holmes have been the biggest County supporters of the fire districts plight for additional funding. Ms. Windeshausen gave a presentation on the service levels and funding issues facing Placer Hills, Foresthill and Penryn Fire Districts and the County's 3 Zones of Benefit. She is working with a statewide advocacy group for home insurance coverage. Penryn Fire District will run out of funding this fiscal year, with Foresthill not far behind. Susan Barnes and Maria Garcia-Adarve, SCI Consulting Group presented the findings of the ballot measure survey. Placer Hills had 20% of the surveys returned with 56.1% support of a local funded measure. Foresthill and Penryn had approval ratings of 66% and 64% respectively and will be going forward with an election. The County zones ranged from 40% to 59% and County staff will recommend not going forward with an election. Ms. Barnes suggested that it would be extremely difficult for Placer Hills to pass a measure. There is very little time to educate the public. The Placer County Board of Supervisors will consider funding the election at their meeting on April 4, 2017. Ms. Windeshausen would like the Board's comments for her report to the Supervisors. There needs to be a new revenue source to support the districts. It is important to keep the dialogue open with the County. Director Lofrano noted that it is easier to share services if the agencies are on the same footing. Ms. Windeshausen said that losing an election would not be good for public relations. There is not enough time to gain support for an election in July. She was not optimistic that a Placer Hills measure would pass. Motion

made and passed unanimously to not move forward with an election in July. (Wright/McCray).

6. Information items:

a. Chief Ian Gow's report:

- Newcastle is doing well. Holding monthly staff meetings at all 3 fire districts. Newcastle's Board bylaws are done and moving on to district policies.
- Foresthill's Board voted unanimously to call for an election in July. Ramping up campaign efforts. Meeting with each mobile home manager.

Captain Nelson's report and Association report:

- The district has run 237 calls so far this year which is 10% above average. Captain Nelson responded to a major traffic accident in Auburn requiring 2.5 hours of extrication. The patient survived. Captain Nelson was the Incident Commander at a structure fire in Newcastle which displaced 2 families. There was a quarter acre escaped burn pile even with the record rain fall this year.
- The rain will help stem tree mortality due to bark beetles, however it will not save the really affected trees.

e. Board Committee reports:

- There are 13 applicants for the Fire Chief position. Professional interviews will be conducted in April. Crabtree Consulting will provide all the interview questions.

7. Discussion and Action Items:

b. Adoption of the 2016 Uniform Fire & Building Codes with the Placer County Amendments:

Chief Gow reported that there were no significant changes in the codes. Placer Hills typically approves the Placer County amendments. Hydrants will now be located every 300 feet in residential subdivisions. There are new provisions for snow loading and propane tanks. Motion made and approved unanimously to accept Resolution No. 2017-02 adopting the 2016 Building and Fire Codes with the Placer County Amendments. (Lofrano/McCray).

c. Budget update and approval of expenses:

There was discussion on the high overtime costs. There is a possibility that a full-time employee may be out for a long time. The part-time pool has diminished. Continual requests to work overtime is onerous on our employees. There was some discussion on lowering standards for part-time employees. Motion made and passed unanimously to accept the budget update and the expenses as of March 17, 2017. (Harvey/Wright).

8. Directors' comments:

- a. *Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.*

Director Harvey has a volunteer to conduct defensible space inspections.

Director Harvey met with the golf pro at Winchester and discussed putting on a golf tournament fundraiser in September.

Director McCray was dismayed at the cost of the repair to the Applegate fire station parking lot. It will have to be repaired again in a couple of years.

b. *Request items for inclusion in subsequent meetings, or request a special meeting:*

c. *Reminder of next Board meeting: April 26, 2017 at 6 pm.*

9. Adjournment:

Motion made and approved by all present to adjourn the meeting at 8:20 pm.

Respectfully submitted by: _____



Gillian Lofrano, Board Secretary

Approved by:

Alex Harvey _____

Peter Hills _____

Fred Lofrano _____

Russell McCray _____

Mark Wright

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL **DRAFT 3-21-2017**

POLICY TITLE **CONTROLLED SUBSTANCE INVENTORY & RESTOCK** **ADOPTED 2/2/2011**

POLICY NUMBER 2-006 **AMENDED 12/7/2011, 10/3/2012, 11/7/2012 and 4/2/14**

PURPOSE:

The Federal Government regulates controlled substances such as Morphine and Versed. The Sierra Sacramento Valley EMS Authority (SSV-EMS), policy refers to the requirements set forth by the Federal Government, and allows for each ALS agency to develop their own policy based on Government regulation. The purpose of this policy is to define how PHFD, as an ALS agency, will monitor inventory, usage, and develop an accountability system that will meet and or exceed those regulations set for by the Federal Government.

All Paramedics and Command staff will be trained on this policy during orientation and periodically thereafter. Violation of Federal Regulations with regard to controlled substances can lead to heavy fines for the District, suspension of our ALS program, and criminal prosecution of those involved in any violations, up to and including the program administrator.

This policy will address how, as an agency, our District will manage our supply of narcotics.

NARCOTIC STORAGE / ENGINES

Each ALS engine will carry two (2) 10 mg/cc vials of Morphine and two (2) 10 mg/cc vials of Versed.

Placer Hills Fire will utilize a double locking system. The inner box will be a clear plastic box locked with a combination padlock. The combination will be known to the district's Paramedics, Registered Nurses and Physicians only. The inner box will also be secured with an individually numbered inventory control tag. (Spare tags will be kept in the districts safe).

The outer system will consist of a safe bolted to the engine. This safe will be opened only by individual Personal Identification Numbers (PIN) given to each paramedic, Registered Nurse and Physician. The safe electronically tracks who opens it and when.

NARCOTIC STORAGE / OFFICE

Station 84 will have a safe bolted to the floor for storage of replacement morphine, versed and replacement inventory control tags. No more than twenty-five (25) 10 mg/cc vials of morphine and 10 vials versed shall be stored at any time. All Paramedics, Registered Nurses and Physicians will have access to this safe by their own PIN. The vault electronically tracks who opens it and when. Station 86 will have a similar safe accessible by all Paramedics, Registered Nurses and Physicians for storage of narcotics if the oncoming crew is BLS. Every time these safes are opened, the contents will be inventoried in the log.

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TRACKING / SECURITY

Narcotics can only be controlled and possessed by Paramedics, Registered Nurses and Physicians. No other personnel will be given a PIN or allowed to use the combinations.

DAILY INVENTORY / SHIFT CHANGE

At the beginning of each shift, and/or change in ALS personnel, the Narcotics at the given station that the employee is assigned to will be inventoried. For all ALS-to-ALS crew changes, the oncoming paramedic and the off going paramedic will check the narcotics together. They will agree that the correct amount of narcotics are present. After opening the engine safe and gaining access to the inner container, they will ensure that the inner container is locked and that the inventory control tag is in place. The narcotics can then be inventoried by looking through the clear plastic container. Upon agreement that the count is correct, and the integrity of the narcotics are intact, they will sign the inventory log in the appropriate place, and re-secure the narcotics.

ALS TO BLS CREW CHANGE

In the event that the oncoming crew is BLS, the off-going paramedic will remove the narcotics box (boxes if reserve engine also at that station) until he/she can log them into the station's safe. When the original station is again ALS, the process will be reversed.

NORMAL SHIFT CHANGE (ALS TO ALS)

For all crews that are assigned to a 48-hour shift, day two of the shift will not require a signature on the inventory control log, as long as the person of record on the inventory control log retains accountability for the controlled substances. Anytime there is a change in ALS personnel, there will be documentation on the inventory control log; example: if an ALS employee works a partial shift to cover a second ALS employee, when the second ALS employee reports they must sign for the narcotics as described above in the ALS to ALS crew change.

DISCREPANCIES

At any time there is a discrepancy in the count or evidence that there has been tampering with the narcotics, the following will be adhered to:

1. The off-going crew will retain control of the narcotics until the issue is resolved or cleared by the Duty Chief. (The engine will be put back in service as soon as possible with replacement narcotics from a reserve engine).
2. The Duty Chief, EMS Captain and the Fire Chief will be notified.
3. The Sheriff's Office, S-SV EMS Agency Director, President of the Board of Directors and Medical Director will be notified *ONLY* at the discretion of the Fire Chief or his designee.

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4. Unusual occurrence and controlled drug discrepancy forms will be filled out. (Under Controlled Substances Act of 1970)
5. Administration will access the safe tracking system for a printout of the paramedics, Registered Nurses or Physicians who have opened it. (See ordering narcotics and tracking of PINs.)

MONTHLY LOG CHANGE

A new narcotics inventory log will be used on the first day of every month. At this time expiration dates of the narcotics will be added to the log.

INVENTORY REPLACEMENT / RESTOCK

The staffed engines will keep their supply of narcotics at the established level at all times.

1. Resupply will come from Station 84's safe. The logs will be filled out as appropriate.
2. Expired medications must be ~~wasted as per DEA 21 CFR 1307.21~~ and **sent back to the district's approved agency for disposal. They** will be signed off on the appropriate log by both medics.
3. Narcotics will be ordered by the district's Program Director from Life Assist. They will be entered into the applicable inventory log.
4. The district's copy of the DEA 222 forms (ordering prescriptions) must be kept for two (2) years.

POST ADMINISTRATION OF A NARCOTIC:

TRANSPORT TO ANY HOSPITAL:

When a PHFD paramedic administers a narcotic they will always retain care of the patient for transport. The PHFD paramedic will take the inner container along with the narcotic control log with them to the hospital. Once the patient is in the ED, and a report has been given to a RN, the paramedic will immediately have the RN receiving the report watch as any possible remaining narcotics are ~~wasted down a drain~~ **as per hospital policy**. Then the PHFD and the RN who witnessed the act of wasting the narcotics will sign the narcotics log form. The PHFD paramedic will sign in "out" column, and the RN will sign in the "in" column. The amount used and amount wasted should be filled in, and the narcotic count should show a deficit for the amount used. The narcotics box should be secured with lock in place at this time, and the box will remain with the PHFD paramedic at all times, once removed from the outer box, until it is placed back into the control box on the designated engine that it came from. Prior to placing the control box back into the outer box, it should have a numbered inventory control tag placed on it and the inventory control number entered into the inventory log.

OUT OF SERVICE ENGINE:

When an ALS engine goes out of service, and goes out of the district for needed repairs, the

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narcotics must be removed from the engine. The inner container with the inventory control log will be removed and logged into the station safe. When the engine is returned to the district, the narcotics will be returned immediately prior to the engine being put back in service. At this time the on duty paramedic will inventory the controlled substances of the inner container by looking through the clear plastic inner container and complete the inventory control log to reflect the change. Additionally, documentation will be entered into the inventory control log to indicate the controlled substances had been secured in the stations' safe.

OUT OF DISTRICT ASSIGNMENT:

When an ALS engine is dispatched to an out of unit assignment, all PHFPD personnel shall continue to provide care under SSV policies and procedures. If, in the course of providing patient care while on assignment, the occasion arises that there need to be controlled substances administered, they shall be done so with accordance to this guideline. Once the patient care has been transferred to an RN, documentation of use/waste of the controlled substance shall be documented as directed as above. Upon completion of the transfer of care, and completion of PCR, the inner control box will be returned to the engine and secured inside the outer box with a new numbered inventory control tag placed on the inner box. If the assigned crew is away from the engine for a considerable time period, (lodging for a rest period) then the compartment in which the controlled substances are stored, will be locked and the key shall be retained by the assigned paramedic.

NARCOTIC AUDIT

Every month the EMS ~~Captain/Paramedic~~ **Officer** or the Chief/~~RN~~ will review the narcotics log for proper use. Any issues will be dealt with on a case by case basis.

For every incident where narcotics were used, the PCR will be pulled. The PCR and narcotics log will be compared to ensure that the documentation of doses given and wasted are consistent. Any discrepancies will be dealt with as indicated.

NARCOTIC ORDERING

1. Narcotics will be ordered by the ~~Chief/RN~~ **EMS Officer** from Life Assist. The ~~Chief/RN~~ **EMS Officer** has the power of attorney for our Medical Director, Dr. Owens.
2. The ~~Chief/RN~~ **EMS Officer** will fill out the DEA Form 222. (PHFPD keeps the back copy).
3. The DEA Form 222 is mailed to Life Assist, 11277 Sunrise Park Drive, Rancho Cordova, CA 95742. They will be asked to send the narcotics with a US Postal Service Signature Confirmation Receipt. ~~The Chief/RN will be the only one to sign and pick up the narcotics from the Post Office.~~ **Upon delivery, staff will log them into the safe at Station 84.**
4. Life Assist transfers the order to ~~Creekside Pharmacy (95 Montgomery Avenue, Santa Rosa, CA)~~ **their contact pharmacy**. They send the signature receipt for the narcotics to

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the post office box at 16999 Placer Hills Road, Meadow Vista, CA 95722.

PARAMEDIC PERSONAL IDENTIFICATION NUMBERS (PIN)

The ~~Chief/RN and EMS Officer Captain/Paramedic~~ will manage the computer based PIN system for the engine and station safes. The ~~Chief/RN's~~ computer is password protected and known only by **the EMS Officer** to the ~~Chief/RN and EMS Captain/Paramedic~~.

**PLACER HILLS FIRE PROTECTION DISTRICT
POLICY MANUAL SECTION IV**

POLICY TITLE	PART-TIME EMPLOYEE	ADOPTED 7/6/2011
POLICY NUMBER	4-009	DRAFT 4/21/2017

GENERAL JOB DESCRIPTION

This is a part-time position providing employment opportunities on a temporary or sporadic basis. Persons employed in this capacity shall be employed on an as needed basis.

SUPERVISES All District personnel of equal or lower rank.

REMARKS

Compensation: As determined by the Board.

Benefits: Part-time personnel will not receive the same benefits that the full-time personnel receive, including, but not limited to, paid vacation, sick leave, health and welfare benefits and retirement programs. Part-time personnel will be covered by the District's workers compensation program while on duty. Overtime will be paid at 1 1/2 times the hourly equivalent for the work period in question. Overtime is paid on all hours in excess of ~~106~~ 182 hours per work period (~~24~~ 14 days) as per Fair Labor Standards Act, Section 7-K, partial exemption from overtime. The work period equals ~~twenty-four~~ fourteen consecutive days.

This is an 'at will' position. Employment is based entirely on the will of the Chief. Eligibility for employment may be terminated at any time, for any reason. If, at any time, the part-time employee no longer meets the qualifications or conditions of employment contained in this policy, he/she shall immediately notify the District and may no longer be eligible for future employment.

EQUIPMENT:

UNIFORM Shirt as per rank, blue 'Placer Hills' T shirt, dark blue trousers, badge and wildland boots.

PPE Appropriate structure and wildland helmet, turnouts as supplied by the District.

PREREQUISITES:

1. Must be an EMT with S-SV certification and be CPR certified (Paramedic certification strongly desired). *Exception: As of April 7, 2010, current employees, either part-time or volunteer but excluding the students enrolled in the Basic Firefighter Class are exempt from the EMT requirement.*
2. Must have completed the Placer Hills Fire District Basic Course or have Firefighter 1 certification.
3. Must have a Class B Firefighter license with automatic transmission, air brake and tank endorsements **or a Class C with the firefighter endorsement.** (Manual transmission endorsement encouraged).

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~~Must have completed either~~ Completion of either of the following is strongly desired:

- Driver/Operator 1A and 1B or the current equivalent
- OR

- District's Driver/Operator Program.

4. ~~Must be checked off on Engines 84 and 86.~~ New hires from other fire departments must be checked off on Engines 84 and 86 within two months of hire date.
5. ~~Must be off probation or have other adequate experience as determined by the Chief.~~
6. Must be able to work at short notice. If the District deems availability for employment insufficient, the employee's name may be withdrawn from the District's part-time employee hiring list and future employment may be denied.

QUALIFICATIONS

1. Ability to stay current in modern firefighting, engineering, rescue techniques and medical care.
2. Ability to effectively work with supervisors and subordinates.
3. Ability to evaluate and change behavior of subordinates.
4. Function effectively in an emergency.
5. Engineer all units in the district.
6. Assist Chief in disciplinary actions.

RESPONSIBILITIES:

1. All duties shall be designated by and under control of superior officers (Company Officer, Captain, Chief Officer)
2. Respond to alarms in the district, in accordance with district response policies, acting as Incident Commander as needed.
3. Remain current with all district equipment they operate
4. Will be required to maintain or repair district equipment.
5. Will be required to leave all district equipment in service and clean after calls, training and when going off duty.
6. Research and provide firefighting and apparatus operator training to themselves and any other district personnel, as required by the districts officers.
7. Attend district training as requested by the district's officers.
8. Write lesson plans and/or Standard Operating Guidelines, as per the districts officers.
9. Take charge of fire stations, vehicles, related equipment and grounds as assigned.
10. Schedule and perform annual hose, pump, special equipment and extinguisher testing as assigned.
11. Perform all station and grounds maintenance as assigned.
12. Make routine repairs to equipment as needed, obtaining authorization from the Duty Chief or Captain as needed.
13. Inventory and maintain all station supplies and equipment as directed.

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14. Will cooperate with each other, the Duty Chief and Captains to ensure standardization of equipment where feasible.
15. Will cooperate with each other, the Duty Chief and Captains to provide efficient scheduling of routine and non-routine maintenance of vehicles and equipment, and will keep the Duty Chief and Captains updated as to the status of all equipment.
16. Perform fire inspection and prevention duties as directed.
17. Will bring to the attention of the Duty Chief, any conflict in work duties, scheduling of work assignments or other problems for resolution.
18. Will be responsible for all duties concerning the ALS program as assigned.
19. Must exercise independent judgment and maintain effective working relationships with other district personnel and the public.
20. In the absence of a Company Officer or Captain, will assume their duties and responsibilities.
21. Other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Mobility to work in emergency and non-emergency settings.
2. Climb ladders and work from elevated positions.
3. Walk, stand and sit for long periods of time, including driving.
4. Operate a motor vehicle and fire apparatus.
5. Strength and stamina to perform fire service duties.
6. Vision to meet department standards.
7. Hearing and speech to communicate in person or over communications equipment.
8. Know and understand all aspects of the job and observe safety rules; analyze problem equipment; identify safety hazards; locate equipment; remember how to operate equipment; explain work to other employees.