

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
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www.placerhillsfire.org



Alex Harvey
Peter Hills
Fred Lofrano
Russell McCray
Mark Wright

MINUTES OF THE REGULAR MEETING; January 24, 2018

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 Kushen, Battalion Chief Nelson and District Manager Lofrano

2. Agenda approval:

The presentation by Robert Johnson, CPA was moved to the first item on the agenda. The amended agenda was approved. (Wright/Harvey)

3. Approval of the minutes: The minutes of the regular meeting on January 24, 2018 were amended to reflect that Director Wright was absent from the meeting. There was also a typo. The amended minutes were approved. (Lofrano/Harvey). Director Wright abstained.

4. Public Comment: None.

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

7. Discussion and Action Items:

- b. Robert Johnson, CPA gave an informative presentation on the district's audit. He had some concerns about the use of district debit cards. He recommended that the Board should approve the allocation of funding for capital depreciation before the end of each budget year.

President Hills presented retired Chief Ian Gow with a plaque with several of his fire departments' badges as he was unable to attend the district's award ceremony.

6. Information items:

a. *Chief Kirk Kushen:*

- The district ran 1166 calls in 2017 – this is the most in a single year.
- Captain Slusher's new training standard for all 3 fire districts, was implemented on January 1, 2018. We are in compliance with all OSHA mandated requirements.
- Captain Lippold is on the Applegate/Weimar fire safe council. Auburn City Fire Department's Captain Zaucha is also on the committee.
- FEMA grant applications have been submitted for training props (Placer Hills) and fire engines (Newcastle and Foresthill). Placer County Air Pollution Control District has also approved funding through the clean air grant for all 3 districts.
- The Special District's Task Force is making progress. The draft report was given to Bekki Riggan, Placer County Deputy CEO.
- Station 84 remodel is almost complete. Mitigation funds will be used to cover the costs.

c. *Local 3800 report by Chief Nelson:*

- Chief Nelson appreciated the Board's support during the meet and confer process. The new union voting procedure has to be on line for a week. Captain Slusher has been voted in as the new Shop Steward. The Board thanked Chief Nelson for his efforts.

e. *Finance Committee report:* discussed under action items.

7. Discussion and Action Items:

a. Election of Board Officers and Review of Committee Assignments:

Motion made and passed to keep the same Officers and Assignments for 2018. (McCray/Wright).

c. Approval of the District's Audit for Fiscal Year 2016-2017:

Motion made and passed unanimously to approve the District's Audit for Fiscal Year 2016-2017 prepared by Robert Johnson, Accounting. (Lofrano/Wright).

d. Board meeting schedule:

The regular meeting schedule for 2018 was approved unanimously. (Wright/Lofrano). The Board will review the date of the December meeting later in the year.

e. Update of the Fire Districts' Financial Stability Task Force:

The Ad Hoc committee of Directors Reams, Bettencourt and Hills, and Chiefs Gow and Kushen are now on version 6 of the draft report. Current South Placer Fire District's salaries are 20% lower than city fire department salaries. LAFCO will need one year to review the proposal and another year to reorganize the fire districts. Foresthill is meeting on Friday to discuss the closure of a station due to loss of personnel.

Chief Gow reported that it is still unclear what exactly the County is looking for. The County's costs for fire delivery services are complex and convoluted. Foresthill will almost certainly go back to the public for additional funding. It is important that the fire districts should work together. The draft report will be released to the public hopefully in a month.

f. Approval of the budget update and the current expenses:

The Finance Committee amended the apparatus purchase schedule to replace the Type 1 engine next fiscal year. Air Pollution Control District has \$53,000 grant funding available to replace the old Type 1 engine. The district is facing a staffing crisis. Staff recommended filling the vacant Captain position to maintain staffing levels. A permanent position would provide accountability and leadership. Motion made and passed unanimously to fill the vacant Captain's position immediately. (Harvey/McCray). The Finance Committee will draft any budget changes.

Motion made and passed unanimously to approve the current expenses and budget update as of January 19, 2018. (McCray/Harvey).

The public meeting was adjourned at 8:10 pm and the Board went into Closed Session.

g. Closed Session:

- i. Government Code § 54957.6(a) Labor Negotiations; Discussion of Memorandum of Understanding. Reconvene and report Action taken in Closed Session

The public meeting was reconvened at 8:30 pm.

- I. Director Hills reported that the Board unanimously approved the Memorandum of Understanding with Local 3800, term of agreement from January 1, 2018 to December 31, 2018 with the amendment to Article 6 removing the reference about apprentice/part-time service and longevity pay. A separate district policy will be drafted to credit the service time as an apprentice and/or part time employee with longevity pay when they become permanent employees. The MOU will go into effect with the first full pay period starting in 2018.

h. Approval of the MOU with 3800:

Motion made and passed unanimously to approve the MOU with 3800 with the contingencies as outlined above and additionally with the approval of the 3800 members. (Wright/Lofrano).

i. Approval of the salary increases for the unrepresented employees:

The Finance Committee recommended giving an increase of 3% plus \$1 to the unrepresented employees. Motion made and passed unanimously to approve the recommended salary increase. (Harvey/McCray). The motion was amended for this increase to take effect at the next pay period. (Harvey/McCray).

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 Hills will be attending the NCSDIA meeting next week.

- b. *Request items for inclusion in subsequent meetings, or request a special meeting: Finance committee meeting will be scheduled and the District Auditor will be invited to attend.*

- c. *Reminder of next Board meeting: February 28, 2018 at 6 pm.*

9. Adjournment:

There being no further business, the meeting was adjourned at 8:38 pm.

Respectfully submitted by: 
Gillian Lofrano, Board Secretary

Approved by: _____

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL SECTION III

POLICY TITLE **LONGEVITY PAY INCENTIVE**

DRAFT 1/24/2018

POLICY NUMBER **3-0081**

DISCUSSION

Longevity pay is an incentive used to recognize and reward long-term service of employees to the district.

PROCEDURE

Full-time personnel shall be entitled to receive one percent (1%) increase in their regular annual salary for every five (5) years of completed full-time service as follows:

Completed Years of Service	Increase
5	1%
10	2%
15	3%
20	4%
25	5%
30	6%

Additionally, time spent as an apprentice or part-time firefighter will be considered "completed service." Part time and apprentice firefighters shall receive one year's credit for every 120 24-hour shifts worked. Any credit earned as a part-time or apprentice firefighter will carry over when an employee is hired as a full-time employee. Any part-time or apprentice firefighter who leaves the employment of the District for more than one year shall lose their credit.