

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
P.O. Box 350, Meadow Vista, CA 95722
(530) 878-0405 Fax (530) 878-0959
www.placerhillsfire.org



Alex Harvey
Peter Hills
Fred Lofrano
Russell McCray
Mark Wright

MINUTES OF THE REGULAR MEETING; January 25, 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:

Action on the mid-year changes to the budget will be taken next month. No action was required on item f, County run election. The amended agenda was approved. (Wright/McCray)

3. Approval of the minutes:

Action to extend Chief Gow's contract will be addressed at the February meeting. The minutes for the regular meeting on December 20, 2016 were approved. (Harvey/Lofrano). Director Hills apologized to Director Wright for the early time of the Special Meeting on January 13, 2017. Director Wright noted that the start time was on the agenda. The minutes of the Special meeting on January 13, 2017 were approved by all (McCray/Harvey).

4. Public Comment: None.

5. Correspondence (not covered in Agenda items below):

- PERS circular letter regarding the discount rate change.
- Auditor Johnson's State Controllers Report for 2015-2016.

6. Information items:

a. Chief Ian Gow's report:

- Newcastle Fire District is stable. The Board is working well together and have started working on the Policies and Procedures. Advertising for part-time firefighters.
- Foresthill Fire District's personnel issues have been resolved. They have hired 2 Captains, 3 Lieutenants and a Limited Term employee. Captain Johnson has moved to administration.

Captain Nelson's report:

- Captain Nelson is now working days.
- 74 calls to date in January – many weather related. Director Harvey had to shelter in place due to flooding. There have been 4 structure fires. Ongoing storm drain smell at Sierra Hills School. The Hazmat team, Environmental Health and PG&E have all been involved with their detection systems. PG&E has ruled out Natural Gas.
- Company inspections are up to date.

- Chief Gow and Captain Nelson have been involved with pre-development meetings for a large commercial shop in Applegate.

c. Association Report:

- Engineer/Medic Kelley Craig is the new Association President. They are strategizing election efforts. The Board will make the decision about the election in March. Director McCray discussed the proposed election with local Insurance Agent Lloyd Lawson.

d. Local 3800 report by Captain Nelson:

- Met today and discussed the possibility of the upcoming election.

e. Board Committee reports:

- The Fire Chief Recruitment Committee met with Larry Crabtree and Dottie Metcalf.
- The Finance Committee met and discussed the Mid-Year budget changes.
- President Hills attended the Northern California Special District's Insurance Authority meeting. The JPA had a clean audit. There is no change to the district's second installment for our workers compensation insurance. Potential increases in the future due to large claim in 2012. NCSDIA has saved over \$1,000,000 in claims by contracting with "Metadata" to review the bills. Next meeting in April.

7. Discussion and Action Items:

a. Director Wright's Oath of Office:

Director Wright was sworn in by President Hills.

b. Approval of amended Job Description, Flyer and Salary Range for the Recruitment of the New Fire Chief:

Mr. Crabtree presented the draft job description and flyer for the recruitment of the new Fire Chief. The job description was modernized and ADA requirements were added. The minimum qualifications were reduced and desirable qualifications were added. The flyer will be mailed to all of California and the Western States and posted on various websites. Mr. Crabtree will create an information sheet with the challenges and opportunities of the fire district. It will also outline of the employee benefit package. The Board requested several word changes to both the flyer and job description. It was decided to keep the ADA lifting requirements of occasionally up to 75 lbs. in the job description. After some discussion, it was decided to advertise the salary range from \$100,000 to \$130,000. Chief Gow offered to work and assist the district after June 30, 2017 if need be. Crabtree Consulting will rate and review the applications which will be screened by the Committee and Chief. The candidates will be interviewed by an outside professional panel which may be observed by the Chief and representatives from Foresthill and Newcastle Fire Boards. The Placer Hills Fire Board and Chief will then conduct their own interview. Mr. Crabtree will give his opinion on the strengths and weaknesses of the candidates and recommend to the Board what actions they might take to make each candidate successful. The filing period will be open for 5 weeks. Motion made and passed unanimously to approve the

Fire Chief's job description and flyer with the requested modifications and to publish the salary range from \$100,000 to \$130,000. (McCray/Harvey).

- c. Accept the Audit for Fiscal Year 2015-2016 as prepared by Robert Johnson Accounting:
The district's cash is up slightly. Clean audit. Motion made and approved unanimously to accept the audit for Fiscal Year 2015-2016 as prepared by Robert Johnson Accounting. (Lofrano/Wright).
- d. Mid-Year Review of the Budget for Fiscal Year 2016-2017:
Property tax revenues are accurate. Significant new development taking in \$50,000 in fire fees so far this year. The Finance Committee recommended increasing the revenues for Strike Teams and administration contract costs. Part-time, strike team and mechanic wages were reduced but the overtime wages were increased. The overall deficit has been reduced. The Board will take action on the recommended mid-year budget corrections next month. Director Lofrano was concerned about the overtime costs.
- e. Request for Nominations for the FAIRA Board:
There was no interest from the Board members.
- f. Consider a County-run election for voter approved funding:
The survey will be out soon and we will get the results at the end of March. Foresthill is asking for 50% of what they actually need while Placer Hills is asking for 33%. Director Hills informed the Applegate Civic Center Association about the survey. Director Harvey noted that we are reasonable asking for \$96. Director McCray discussed the possibility of the election with Insurance Agent Lloyd Lawson who would be willing to write a letter explaining the consequences if the fire district reduced staffing.
- g. Budget update and approval of expenses for December/January:
Chief Gow reported that everything is within normal limits. The new developments in Weimar are moving forward. Motion made and approved unanimously to accept the budget update and expenses of \$120,232.15 as of January 20, 2017. (Lofrano/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 informed the Auburn Journal about the fire safety inspection program using volunteers.

- b. *Request items for inclusion in subsequent meetings, or request a special meeting:*
- c. *Reminder of next Board meeting: February 22, 2017 at 6 pm.*

9. Adjournment:

Motion made and approved by all present to adjourn the meeting at 8:30 pm.

Respectfully submitted by: _____


Gillian Lofrano, Board Secretary

Approved by:

Alex Harvey _____

Peter Hills _____

Fred Lofrano _____

Russell McCray _____

Mark Wright