

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT

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MINUTES OF THE REGULAR MEETING; January 8, 2014

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

Director Hills convened the regular meeting at 7 p.m.

Directors in attendance: Harvey, Hills, Stuart, Tresidder and Wright.

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

Guests: Mr. McCray, Mr. Proctor and Mr. Stuart

2. Agenda approval:

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

3. Approval of the minutes:

The minutes of the regular meeting on December 4, 2013 were approved as written. (Harvey/Stuart).

4. Public Comment: Mr. Proctor reported that on Christmas Eve, the Weimar fire engine, with no lights or sirens, was travelling at an excessive speed and crossed the double yellow line. The Chief will look into the matter. Mr. Proctor also wanted the Chief's contract, which expires in May, 2014 to be on the agenda. Director Hills assured him that the Chief's contract will be addressed by the Personnel Committee.

5. Correspondence (not covered in Agenda items below): The Finance Committee will review the draft fire impact fee tables that were just received from Willdan Financial Services. Director Stuart requested to observe the meeting.

California Taxpayers Association has requested the resolutions authorizing the districts benefit assessments. Staff will send the appropriate documents.

6. Information items:

a. *Fire Chief Ian Gow's report*

- Usual call volume, no significant incidents.
- We have a buyer for the water tender. We will keep the grass unit.
- The Controlled Substance policy was deferred to next month.
- L. N. Curtis will perform the SCBA maintenance. It is more cost effective than sending our personnel to class.
- The consultant still has to be determined for the LAFCO study. Penryn and Newcastle have a joint Fire Chief. Loomis is in discussions with South Placer and Rocklin.
- The Fire Chiefs are heavily involved in the writing of the ambulance contract. The cities are interested in transporting in the future. There will be openers in the contract. Discussing a JPA for transporting and EMS issues. There is a lot happening.
- Hose testing this month. Also annual mask fit testing and turnout inspections.
- The commercial inspections are up to date. All commercial buildings and day cares in the district are inspected annually.
- All employees are assessed on a quarterly basis for training requirements.
- New construction is picking up.
- The district is a designated safe surrender site for infants.
- The district continues to run a DMV driver training program.

- Captain Nelson busy with pre-planning, training and maintenance.
- d. *Captain Pat Nelson*
- Long discussion about the future of the Association. The Association sponsored a fishing trip for its members. Pioneer Day is June 1, 2014.
 - Placer Hills is hosting a State Fire Marshal Driver Operator 1B class. This qualification is a pre-requisite to promote to part-time status with the district.
 - Studies are coming out with new ways to fight fire.
 - The Union would like to start negotiations in the near future.
- 7 a. *Election of Board Officers and Committee Assignments:*
The following motions were approved unanimously:
President: Peter Hills nominated by Director Tresidder; seconded by Director Harvey.
Vice-President: Stephanie Stuart nominated by Director Harvey, seconded by Director Tresidder.
Secretary/Treasurer: Mark Wright nominated by Director Tresidder, seconded by Director Stuart. The Board consensus was to keep the committee assignments the same.
- b. *Resolution No. 2014-01 adopting the 2013 California Fire Code with Placer County Amendments:*
Motion made and approved unanimously to adopt Resolution No. 2014-01. (Wright/Stuart)
- c. *Approval of the District Audit submitted by Robert Johnson, CPA:*
Director Hills noted the improved cash flow due to the strike team revenues and complemented staff on the savings from operations. The District received the Proposition 1A monies taken by the State three years ago. The Auditor's only recommendation was to write off the Winchester loan and remove the liability from the books. Staff will clarify that the \$115,000 for Equipment and Building was the money budgeted for Future Capital Expenditures. Motion made and seconded to accept the audit with the clarification. (Tresidder/Harvey). A second motion was made and passed unanimously to write off the Winchester loan and remove this liability from the district's books. (Harvey/Stuart).
- d. *Policy revision; Controlled Substance policy:*
Continued to next meeting.
- e. *Policy draft; District Reserve Monies:*
This policy will give targets for future Boards to address this issue. Motion made and passed unanimously to adopt the policy. (Stuart/Harvey).
- f. *Ongoing discussion of future ballot measures for additional funding:*
No news about the law suit. Senator Gaines is working on another Bill to repeal the fee.
- g. *Budget update and approval of expenses of \$88,600.83 for December 2013:*
Over budget in the apparatus maintenance account. Staff working on the specifications for a new utility. Motion made and passed by all to approve the budget update and the expenses for December. (Tresidder/Wright).

h. *Draft of Bylaws/Policies for the District's Board of Directors:*

Director Stuart reported that the draft policies were based on a template from CSDA used by South Placer Fire. The Board rules and regulations become the bylaws after they have been given to LAFCO. The California Public Resource Code is the applicable code. Motion made and approved unanimously to create a Bylaw ad hoc committee (Directors Stuart and Wright), for no more than 2 months duration to draft the policies. (Wright/Stuart). Director Hills noted that in the draft rules, policy adoption would be by a 2/3 majority. Also, past practice was to have a 1st and 2nd reading at subsequent meetings to adopt policies.

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 been in contact with Colfax High School to develop an educational video of the fire department. Looking at creating a PowerPoint presentation and Chief Gow is interested in producing an annual report. The Board's position paper on the CalFire State Fee is posted on the website. Director Tresidder noted that it is unclear if volunteer firefighters fall under the Affordable Care Act.

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

Director Hills will get legal advice on the process for the Chief's contract and the appropriate posting requirements.

Director Stuart requested an update on the district utilities.

c. *Reminder of next Board meeting:*

Wednesday, February 5, 2014 at 7 p.m. at the Meadow Vista Fire Station.

b. Adjournment:

Motion made and approved by all to adjourn the meeting at 8:35 p.m. (Tresidder/Wright).

Respectfully submitted by: _____

Gillian Lofrano, District Manager

Approved by:

Alex Harvey _____

Peter Hills _____

Stephanie Stuart _____

Bret Tresidder _____

Mark Wright _____