

# 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](http://www.placerhillsfire.org)



Alex Harvey  
Peter Hills  
Fred Lofrano  
Russell McCray  
Mark Wright

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## MINUTES OF THE REGULAR MEETING; December 20, 2016

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 and McCray.

Directors absent: Wright

Staff in attendance: Chief Gow and District Manager Lofrano.

2. Agenda approval:

The posted agenda was approved. (McCray/Lofrano)

3. Approval of the minutes:

The minutes for the regular meeting on November 21, 2016 were approved. (Harvey/Lofrano).

4. Public Comment: None.

5. Correspondence (not covered in Agenda items below): Received the Audit Report for Fiscal Year 2015-2016 prepared by Robert Johnson Accounting.

6. Information items:

a. Chief Ian Gow's report:

- Foresthill had a couple of chimney fires. It took the 2-person crew only 5 minutes to have the house and roof laddered.
- Chief Gow attended the Public Safety Awards dinner organized by the Auburn Elks.
- Chief Gow is dealing with a significant personnel issue at Foresthill.
- Chief Gow is getting Newcastle caught up.

e. Fire Chief Recruitment Committee (Directors Hills and Lofrano):

- Mr. Crabtree returned the signed contract. Mr. Crabtree is reviewing the Fire Chief's job description. Director Hills will follow up with him.
- Chief Gow's contract expired on December 31, 2016. Director McCray motioned to take emergency action at this meeting to extend the Chief's contract. Director Lofrano seconded the motion that was passed by all present. Director Wright was absent. This motion will be ratified next month as it was not an agenda item.

7. Discussion and Action Items:

a. Oaths of Office for appointed Board members in lieu of an election:

Director Hills administered the Oaths of Office for Directors Harvey, Lofrano and McCray. Director Wright was absent.

h. Emergency Action item; Extension of Chief Gow's contract:

Motion made and passed by all present to approve the option in Chief Gow's contract to extend the contract to June 30, 2017. (Lofrano/McCray). Director Wright was absent.

- b. Election of Board Officers and Review of Committee Responsibilities:  
Director Lofrano motioned to keep the current Board officers. Director Harvey seconded the motion that was passed by all present. Director Wright was absent. Director McCray motioned to continue the same Committee responsibilities. Director Lofrano seconded the motion that was passed by all present. Director Wright was absent.
- c. Consider approving repairs for the Applegate Fire Station Parking Lot:  
Placer County is setting up a meeting to discuss the repair of the Applegate parking lot and the sharing of costs between the County, Fire District and Applegate Civic Center. Director McCray requested to attend the meeting. At the end of the meeting, the Board revisited this item. Motion made and passed by all present to authorize Fire Chief Gow to spend up to \$15,000 on repairs of the Applegate parking lot. (Lofrano/McCray). Director Wright was absent.
- d. Request for Nominations for the Governing Board of FAIRA:  
Staff will research meeting dates and locations for next month's meeting.
- e. Plan for Administrative and Duty Coverage for Foresthill and Newcastle Fire Districts:  
Chief Gow reported that Auburn City is going to fill their vacant position. He met with Auburn City's 2 Battalion Chiefs and they are willing to exchange duty coverage for fire prevention services. Captain Nelson will be moved to daytime administration overseeing the annual testing and services of all the fire districts. He will attend meetings and can cover duty if needed. This may incur some overtime. Foresthill is unable to cover duty on a shift basis. During the workweek, Captain Nelson will cover duty for Placer Hills and Captain Drone covers Foresthill. The plan is for Auburn City to cover the other hours in exchange for fire prevention services. Auburn City would like a "call back" procedure in place. Motion made and passed by all present to approve the business plan for Placer Hills, Foresthill and Newcastle. (McCray/Lofrano). See plan attached.  
Director Lofrano excused himself from the Board and sat in the audience. Motion made and passed to accept the proposed 10% salary increases for Captain Nelson to act as Battalion Chief and District Manager Lofrano for the additional business duties for Newcastle Fire. (McCray/Harvey). Director Wright was absent and Director Lofrano did not participate in this motion. Director Lofrano returned to his seat on the Board.
- f. Discussion on County-run election for voter approved funding:  
The Finance Committee discussed the fee for the special tax measure. Director Hills discussed the fee with Supervisor Montgomery and he sensed that she recognized that the required fee is unattainable. Director Lofrano noted that it would be an incentive for voters if the County was to match the fee. Director Hills reported that our staffing model is deteriorating as we are unable to retain our part-time staff. The district needs the funding to staff full-time and cover depreciation. Director Lofrano suggested annexing Christian Valley to improve our revenues. It is still unclear if the County is paying for the election. We have come a long with these discussions with the County.
- g. Budget update and approval of expenses for November/December 2016:  
Motion made and approved by all present to accept the budget update and expenses of \$127,643.89 as of December 16, 2016. (McCray/Harvey). Director Wright absent.

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 is working on a fire safety inspection program using volunteers. This will be good for public relations.

Director Harvey is hoping to organize a golf tournament at Winchester.


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

The Finance Committee will meet to review the current budget.

- c. *Reminder of next Board meeting: January 25, 2017 at 6 pm.*

9. Adjournment:

Motion made and approved by all present to adjourn the meeting at 6:55 pm.

Respectfully submitted by:   
Gillian Lofrano, Board Secretary

Approved by:

Alex Harvey \_\_\_\_\_

Peter Hills \_\_\_\_\_

Fred Lofrano \_\_\_\_\_

Russell McCray \_\_\_\_\_

\_\_\_\_\_  
Mark Wright

# **BUSINESS AND ORGANIZATIONAL PLAN PLACER HILLS, FORESTHILL AND NEWCASTLE FIRE DISTRICTS**

|| December 20, 2016

## **TEMPORARY PROMOTIONS/ACTING POSITIONS**

### **1. Captain Nelson to Battalion Chief**

Salary adjustment: 10% increase (\$550/month)

Hours of work: Normal business hours during work week – may attend evening meetings at Chief's discretion.  
Duty coverage as needed.

Manage day to day operations for Placer Hills and Newcastle Fire Departments to include staff meetings, training, shift schedule, lesson plans, preplans, IT, SOGs and other duties as assigned

### **2. District Manager Lofrano**

Salary adjustment: 10% increase (\$550/month)

Hours of work: Normal business hours during work week

Additional duties to include all business transactions for Newcastle Fire District. Coordinate with Placer County all payroll and payment documents. Deposit any revenues with County. Coordinate employee benefits. Assist Newcastle Board with budget, training etc.

### **3. Chief Gow**

Complete oversight of Placer Hills, Foresthill and Newcastle

Duty coverage as needed

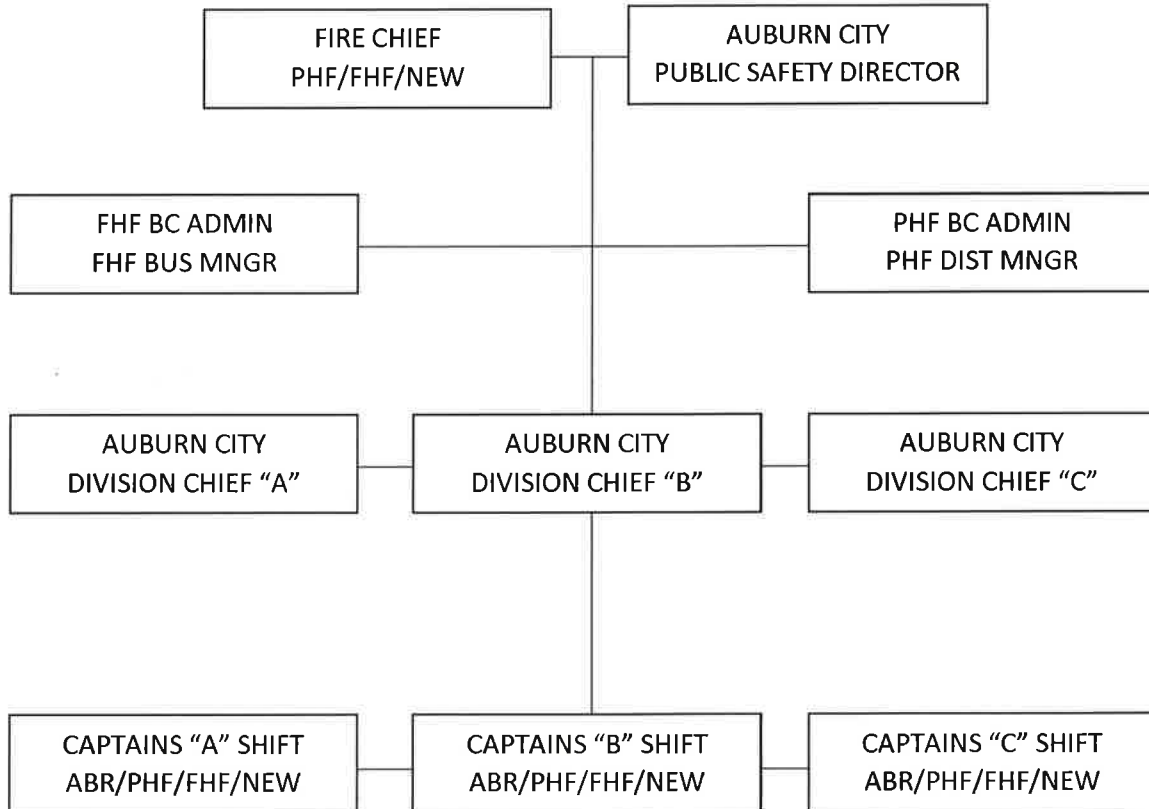
Possible assigned duties for Auburn City.

### **4. Auburn City Fire District**

Duty coverage to be determined

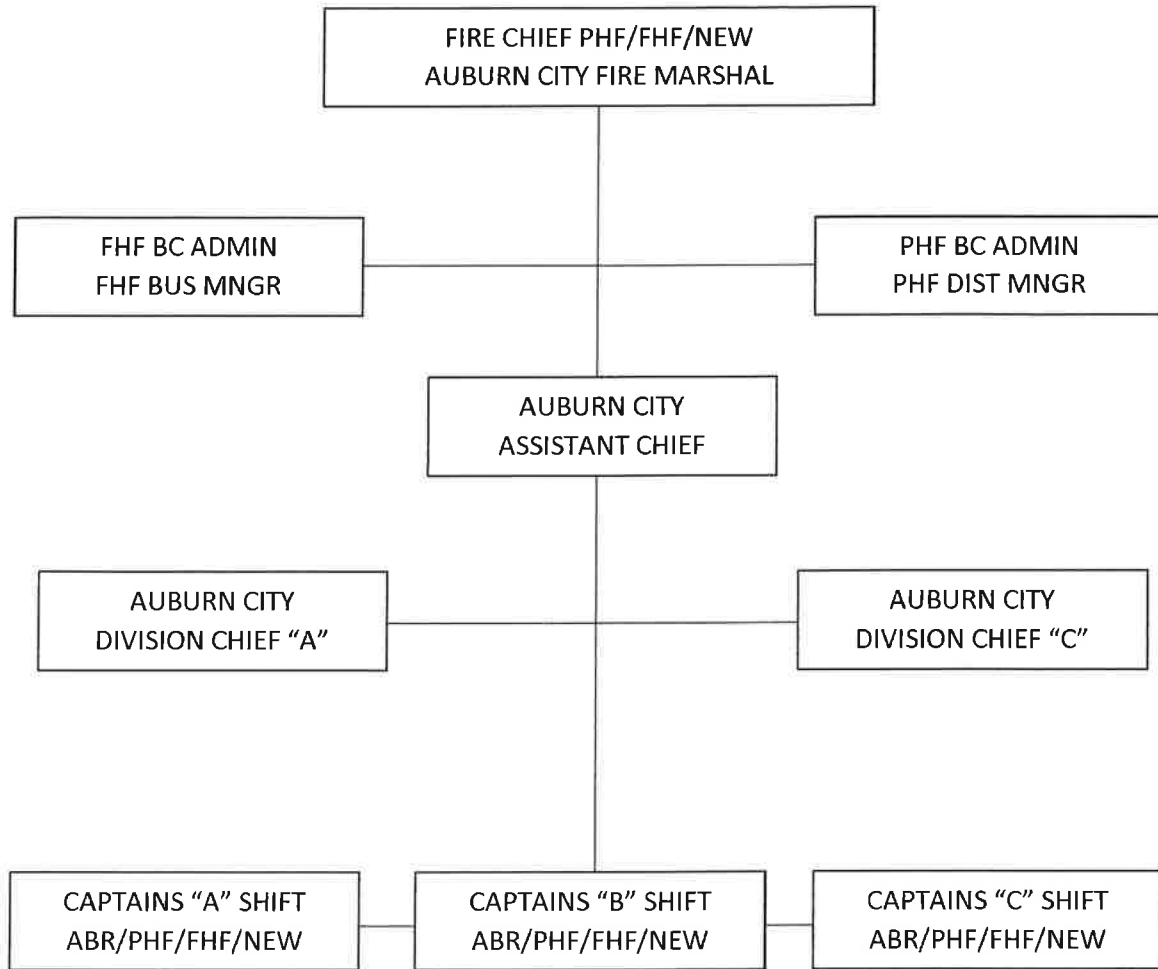
# OPERATIONAL STAFFING CHART, OPTION 1

*Placer Hills FPD/Foresthill FPD/Newcastle FPD and Auburn City FD*



# OPERATIONAL STAFFING CHART, OPTION 2

*Placer Hills FPD/Foresthill FPD/Newcastle FPD and Auburn City FD*



Draft:

### Administrative Captain/Acting Battalion Chief

The Administrative Captain is responsible for the day to day operations of the Placer Hills Fire District. Roles include support of the various Administrative contracts that the Fire District provides. Work closely with allied contract agencies to ensure that their needs are met. Insure that the needs of Placer Hills are concurrently met.

Incumbent is responsible for performing executive level command and control direction regarding resource utilization, deployment, and staffing during major emergencies, disasters or extreme weather staffing conditions. Incumbent is responsible for planning, organizing, and directing the functions of the Operations Department.

Establishes department goals, objectives, and action plans in order to effectively manage the emergency service delivery for Placer Hills.

Formulates, interprets and approves department policies and practices and related regulations, standards and codes.

Selects, trains, oversees and evaluates departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels.

Attends and makes presentations at Board of Directors, City Council, County Municipal Advisory Committee, committee and staff meetings; interfaces with elected and appointed officials, civic groups, professional associations and other parties on behalf of the Authority.

Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.

Administrative Captain reviews department budget and approves major operating expenditures within department's budget.

Reviews, proposes, and approves specifications associated with Requests For Proposals (RFP's) for major capital improvements projects.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

Assumes Incident Command and Duty Officer Responsibilities.

Performs other duties of a similar nature or level.