

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT

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MINUTES OF THE REGULAR MEETING; February 5, 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 McKinney, Engineers Paskey and Wood.

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

2. Agenda approval:

Director Wright noted there was no report for item 7g. The agenda was approved as posted. (Tresidder/Wright).

3. Approval of the minutes:

Director Stuart had modified the language for item 8b. The corrected minutes of the regular meeting on January 8, 2014 were approved. (Wright/Stuart).

4. Public Comment: Mr. Proctor reported that he again witnessed the fire engine barreling down Crother Road following very close to the bumper of a car. He yelled at the engineer to slow down. Chief Gow had a written report of the incident. The Company Officer looked at the speedometer at the time of the incident and that the engine was travelling at 15 miles per hour. The loud sound of the transmission brake may make the engine appear to go faster than it is. Director Hills reported that Chief Gow did address Mr. Proctor's concern from last meeting about speeding.

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

6. Information items:

a. *Fire Chief Ian Gow's report*

- Crews responded to several structure fires. A structure fire in Colfax may have been caused by a heroin retaliation.
- Chief Gow, on behalf of the county Fire Chiefs, will speak at the PCWA Board meeting. They are concerned about the lack of water. Chief Gow has directed staff to turn off lawn sprinklers and to stop using water while training.
- Planning for early strike team requests. Staff is working on the schedule.
- Staff conducts about 15 commercial/daycare inspections every month.
- Chief Gow is checking more building plans. Winchester is building 8 new homes and opening up phases 5 and 6. Chief Gow spent a couple of days working with Campora Propane on a new 30,000 gallon tank.
- The Fire Chiefs are working on standardizing the Knox key system throughout the County.
- The new safe and narcotics containers were shown to the Board. There will be an additional vault at the station for the narcotics supply. Still fine tuning the Controlled Substance policy. Chief Gow also purchased a small punch safe to secure the Knox/specialized keys kept in the engines.
- The Firefighters Association is looking at remodeling the training room. They will bring a proposal to the Board.

- The Fire Chiefs and S-SV EMS Agency are writing the ambulance contract.
 - The consultant recommended by the Fire Chiefs will prepare the Municipal Services Review for LAFCO. This will hopefully give a template for a County fire department.
 - Newcastle and Penryn share a Fire Chief. Loomis Fire is talking to South Placer. The Foresthill Fire Chief resigned last night and asked Chief Gow to provide interim administrative coverage. The Foresthill Chief will be leaving at the end of the month. A special Board meeting will be scheduled to discuss this issue.
- e. *Director Hills, Northern California Special Districts Insurance Authority*
- Clean financial audit similar to prior year. Recommended funding level is at 85%. However claims are up \$400,000 so no dividend was given. Received a sample 700 form for multi-county agency for the Board's representative and alternate.
- 7 a. *Board President's report on research into Fire Chief's contract:*
- Director Hills received legal advice on the process for the Chief's contract. A two-person committee will be appointed in open session and will meet with the Chief to discuss his contract. The committee will report back to the Board in Closed Session. When an agreement is reached, this will be reported in Open Session. Chief Gow has never received a formal evaluation but had informal discussions with Director Hills. It would have been difficult to have a fair evaluation with the many changes on the Board. Director Hills suggested that an evaluation, using the district form, could be given in conjunction with the contract negotiations and brought back to the Board. Director Harvey would like to see annual evaluations. Director Harvey nominated Director Hills to be on the contract committee as he has had the longest relationship with the Chief. Director Stuart also wanted to be on the committee. Mr. Proctor asked if the committee would consider other options and evaluate from a dollar standpoint. Director Stuart stated that all things will be considered and all actions substantiated and defensible. The Chief's salary could not be cut due to contractual obligations. Mr. Jeffries recommended that the Chief's contract should be for one year. He felt that a rural community cannot afford such high administrative salaries. He moved here for a good life for his children and that we cannot expect the same level of service. Cutting the administrative salaries will give more money for the paramedics. Director Tresidder moved to appoint Directors Hills and Stuart on the contract committee. Director Harvey seconded the motion that was passed unanimously by all. Director Hills will take responsibility of the Chief's evaluation and bring back to the Board.
- b. *Fire Facility Fee Plan and Schedule update:*
- Director Hills reported that the Finance Committee met and disagreed with the population growth projections submitted by Willdan Services. The Committee amended the square footage and cost per square foot and agreed with staff's revised apparatus schedule. The changes will be sent to the consultant. The Finance Committee will meet for a mid-term review of the budget and will report at the March meeting. Hopefully the revised Fire Facility Fee tables will also be available.
- c. *Update on district's utilities:*

The district has government pricing for the phones at the district office. Working on the intermittent internet connection through Suddenlink. The district contracted employee pricing with both Suburban Propane and Amerigas. Staff will keep monitoring available bundle options.

d. *Policy revision; Controlled Substance policy:*

Continued to next meeting.

e. *Ongoing discussion of future ballot measures for additional funding:*

Bills will be coming out for the third cycle of this fee. In order to qualify for a refund you must protest every year. The Board's position letter on the web will be checked.

f. *Budget update and approval of expenses of \$129,371.04 in January 2014:*

Over budget in apparatus maintenance. The buyer for Water Tender 85 is dealing with his bank. Director Stuart noted that the Dog Bar area is out of potable water. Staff is purchasing a new water tender in 2014-2015. Motion made and passed by all to approve the budget update and the expenses for January. (Tresidder/Harvey).

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

Ad hoc committee has not met. Continued to next month.

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 will miss the next meeting as he will be on a cruise.

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

Special meeting to discuss Foresthill Fire District

c. *Reminder of next Board meeting:*

Wednesday, March 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 8:23 p.m. (Wright/Tresidder).

Respectfully submitted by: _____

Gillian Lofrano, District Manager

Approved by:

Alex Harvey _____

Peter Hills _____

Stephanie Stuart _____

Bret Tresidder _____

Mark Wright _____