

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT

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MINUTES OF THE REGULAR MEETING; March 11, 2014

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

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

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

Staff in attendance: Chief Gow, District Manager Lofrano, Captain McKinney, Engineers Brittner and Yee and Firefighter Baumgardner.

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

2. Agenda approval:

There is no report for item 7gi as the negotiating team has not met with the union. The agenda was approved as posted. (Tresidder/Wright).

3. Approval of the minutes:

The minutes of the regular meeting on February 5, 2014 and the Special meetings on February 21 and 27, 2014 were approved. (Stuart/Tresidder).

4. Public Comment: None.

5. Correspondence (not covered in Agenda items below): Foresthill Fire Protection District approved the agreement for interim administrative services at their regular meeting on March 4, 2014. Chief Gow was contacted by ISO.

6. Information items:

a. *Fire Chief Ian Gow's report*

- Insurance Services Offices (ISO) is the national agency that evaluates fire departments on water supply, training, equipment etc. Insurance companies use this information to determine the rates for their clients. Placer Hills Fire District has a current rating of 5 in areas that have hydrants and 8 without hydrants. ISO will evaluate the district in May. It will take about 100 hours of staff time to prepare for this visit.
- Chief Gow anticipates a Grand Jury subpoena to review the ethics training completed by the Board of Directors. All Board members are compliant.
- Staff received defensible space inspection training this morning. The district received a \$5,000 grant to conduct 300 inspections. We will concentrate efforts on Placer Hills Road.
- Chief Gow has spent 12 hours over at Foresthill in 6 visits. It's about 25 miles one way. Foresthill FPD's EMS Coordinator is working on our Quality Insurance program and the Fire Marshal will help with pre-planning. The Placer County Fire Chiefs meeting is at Foresthill on Thursday and a Foresthill staff meeting is planned for Friday.
- The buyer has the funding to purchase Water Tender 85.
- Commercial inspections are up to date. New construction seems to be picking up especially in Winchester.
- Work has started on the roadside clearing along McElroy Road and the firebreak from Winchester to Lake Combie. Chiefs Gow and Paulus persuaded the Fire Safe Council to target these areas.

- All breathing apparatus have been serviced at a cost of \$3,000.00.
- The Fire Chiefs are negotiating with S-SV EMS Agency for ambulance transporting in the future. The ambulance contract will soon be ready for review.
- The Fire Chiefs had significant input in the consultant chosen to complete the MSR for LAFCO. Chiefs looking at sharing Battalion Chiefs. The new Placer County CAD system will automatically send the nearest Battalion Chief.

7 Discussion and Action Items:

a. *Presentation by Brian Campbell on his Eagle Scout project:*

Brian Campbell presented his drawings for the Applegate Park sign that he is making for his Eagle Scout project. This sign will be placed on the corner in front of the Applegate Fire Station and direct the public to the park entrance. Motion made and passed by all present to allow the installation of the sign. (Wright/Stuart).

b. *Fire Facility Fee Plan and Schedule update:*

Nothing to report. This will be continued next month.

c. *Policy revision; Controlled substances:*

Chief Gow purchased a safe to securely store narcotics. Each paramedic is given a personal identification number to open the safe which is automatically tracked. Director Stuart felt that there were some wording inconsistencies throughout the draft policy and that there was not a clear chain of custody. Discussion followed on installing a safe at each station to secure the narcotics off the engine when there is not a paramedic on duty. Everything must be traceable. Director Wright motioned to table this policy and bring back a revised draft next month. Director Tresidder seconded the motion which was carried by all present.

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

Everyone was reminded to file a petition when paying the State Fire Prevention Fee.

e. *Budget update and approval of expenses of \$143,253.53 for February 2014:*

Director Hills reported that the Finance Committee met and recommended no changes at this time. We have received almost 58% of the property tax revenues indicating a 3 to 4 % increase. The Finance Committee will meet in April and May to work on next year's budget. The annual defibrillator service is included in the medical account. We purchase our narcotics from Life Assist. We trade out some expiring drugs and medical supplies with AMR. Motion made and passed by all present to approve the budget update and the expenses for February. (Stuart/Tresidder).

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

Director Stuart distributed the Bylaws draft. The Board will review for the next 30 days. There are some references to policies that may not exist. Board recommended to meet at 6 p.m. before next month's meeting to review the Bylaws.

Mr. Jeffries requested a copy of the district's Sick and Vacation policy. He will contact the district office during business hours. The Board went into Closed Session at 8 p.m.

g. *Adjourn to Closed Session:*

- a.i. Govt. Code Section 54957.6 (a) Labor Negotiations: Board to discuss Memorandum of Understanding with NCPF Local 3800
- a.ii. Govt. Code Section 54957: Public Employee Performance Evaluation (Chief Gow)
- a.iii. Govt. Code Section 54957.6: Conference with Labor Negotiators (Hills and Stuart) (Fire Chief)

Board reconvened into open session. Director Hills reported that direction was given to the negotiating teams.

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.*

b. *Request items for inclusion in subsequent meetings, or request a special meeting:*
The review of the Bylaws before the April meeting was cancelled.

c. *Reminder of next Board meeting:*
Wednesday, April 2, 2014 at 7 p.m. at the Meadow Vista Fire Station.

b. Adjournment:

Motion made and approved by all present to adjourn the meeting.

Respectfully submitted by: _____

Gillian Lofrano, District Manager

Approved by:

Alex Harvey _____

Peter Hills _____

Stephanie Stuart _____

Bret Tresidder _____

Mark Wright _____