

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
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www.placerhillsfire.org



Alex Harvey
Peter Hills
Fred Lofrano
Russell McCray
Mark Wright

MINUTES OF THE REGULAR MEETING; April 26, 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
Guests: Mr. and Mrs. Crabtree

2. Agenda approval:

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

3. Approval of the minutes:

The minutes of the regular meeting on March 22, 2017 meeting were approved. (Wright/Lofrano).

4. Public Comment: None

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

6. Information items:

a. Chief Ian Gow's report:

- Newcastle is going well. Making good progress on the Policies and Procedures.
- Mr. Michelini, retired Cosumnes Deputy Fire Chief, is heading up the political action committee for Foresthill's funding measure. The California Professional Firefighters is also helping with the campaign.

Captain Nelson's report and Association report:

- The district has run over 275 calls this year.
- Several tree companies are working with PG&E removing the bark beetle stricken trees in our district.
- The Association is planning for Pioneer Day on Sunday, June 4, 2017.
- The engine company attended the Annual Fishing Derby at the Meadow Vista Park

7. Discussion and Action Items:

a. Fire Chief Recruitment update by Larry Crabtree, Crabtree Consulting Services (CCS):

Mr. Crabtree received 13 applications for the Fire Chief's position. 6 applicants were recommended for the professional panel interview, but one out-of-state applicant dropped out. The professional panel interviewed 4 candidates with another candidate being interviewed next week. These interviews were observed by a Board member from Placer Hills, Foresthill and Newcastle. 2 or 3 candidates will move forward to the Board of Directors interviews on May 10, 2017.

b. Adjourn to Closed Session: Public Employment, pursuant to CA Govt. code, Section 54957, discussion of Fire Chief Recruitment:

The Board went into Closed Session at 6:15 pm.

The meeting was reconvened at 7:43 pm. Director Hills reported that the Placer Hills Board of Directors will conduct interviews for the Fire Chief's position on May 10, 2017 at 3:30 pm with the first interview at 4 pm. The Professional panel will interview a 5th candidate on May 2, 2017 who missed the original interviews due to a communication failure.

c. Approve Ordinance 2017-01 adopting the 2016 California Building and Fire Codes:

Placer County requested an Ordinance to adopt the 2016 California Building and Fire Codes with the Placer Hills amendments. This Ordinance replaced the previously adopted Resolution No. 2017-01. Motion made and approved unanimously, by roll call, to approve Ordinance 2017-01. (Lofrano/Wright).

d. Approve Policy Revisions:

Chief Gow reported that the Environmental Protection Agency has strict regulations for wasting unused narcotics. The Controlled Substance policy was updated to allow paramedics to waste unused narcotics at the hospital per the hospital's policy. Expired medications must be sent back to an approved agency for disposal. Motion made and passed unanimously to approve Policy Number 2-006 Controlled Substance Inventory and Restock. (Harvey/Lofrano).

The part-time job description was modernized and updated to improve recruitment of personnel. Motion made and passed unanimously to approve Policy Number 4-009, Part-time Employee Job Description

e. Approve Upgrade Option with Leasing Company for Station 84 Copier:

The 5-year lease of the Canon copier bought from Ray Morgan Company has expired and has automatically been renewed for 12 months. Staff recommended an upgrade option offered by the Company for a new copier with additional functionality at a lower monthly cost than the existing copier. Staff did receive one other bid for a similar copier with comparable costs. Motion made and passed 4 – 0 to upgrade the current copier. (Wright/McCray). Director Harvey abstained.

f. Budget update and Approval of Expenses:

Chief Gow reported that 80% of the fiscal year has elapsed. Overtime and medical expenses are over budget. Motion made and passed unanimously to approve the budget update and the expenses as of April 21, 2017. (Harvey/Lofrano).

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 Hills will discuss a 90-day extension to the Foresthill contract with Director Reams.

Director Hills attended the quarterly meeting of the Northern California Special Districts Insurance Authority. Loss experiences and salaries have increased. Our estimated contribution for next fiscal year is \$69, 678.

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

The Finance Committee will meet to discuss the budget for next fiscal year.

Special Meeting: May 10, 2017 at 3:30 pm for the Board to interview the Fire Chief Candidates.

c. Reminder of next Board meeting: The regular meeting in May was set for May 16, 2017 at 6 pm. Director Hills will be out of town on May 24, 2017.

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