



# PLACER HILLS FIRE PROTECTION DISTRICT

## REGULAR MEETING OF THE BOARD OF DIRECTORS

Established 1949

Alex Harvey

Peter Hills

Fred Lofrano

Russell McCray

Mark Wright

## NOTICE of a REGULAR MEETING and AGENDA

**WEDNESDAY, September 27, 2017 at 6 p.m.**

Fire Station 84, 16999 Placer Hills Rd, Meadow Vista CA 95722

1. Call to Order, Pledge of Allegiance and Roll Call
2. Agenda Approval; Board action may be taken on any item on this agenda.
3. Minutes Approval; Prior meetings.
4. Public Comment; Persons may address the Board on matters not on the agenda. Topics should be of jurisdictional interest to the Fire District. Please limit your comments to 5 min. as the Board is not permitted to take any action on non-agenda items.
5. Correspondence (not covered in agenda items):
6. Information Items:
  - a. Report by Fire Chief Kirk Kushen
  - b. Placer Hills Firefighters Association report
  - c. Placer Hills Fire Auxiliary report
  - d. Nevada County Professional Firefighters (Local 3800) report
  - e. Board Committee reports:
7. Discussion and Action Items:
  - a. Adjourn to Closed Session: Government Code § 54957.6(a) Labor Negotiations; Discussion of Memorandum of Understanding  
Reconvene and report any Action taken in Closed Session
  - b. Consider and Approve Final Budget for Fiscal Year 2017-2018; *action required*
  - c. Consider and Approve agreement with Foresthill FPD for Fire Chief services: *action required*
  - d. Budget update and approval of expenses: *action required*
8. Director's comments; This time is designated for Directors to:
  - 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 item(s) for inclusion on subsequent meetings, or request a Special Meeting.
  - c. Reminder of the next Board meeting (regular or special) date, time and location.
9. Adjournment

Next regular meeting: October 25, 2017 at 6 p.m.

Note: Placer Hills Fire District is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. Please contact the District Office at (530) 878-0405 in advance of the meeting to enable the District to arrange reasonable accommodations for participation in the meeting. Except for records that are exempt from disclosure under the California Public Records Act, agendas and other writings relating to this agenda and meeting which are distributed to the Board Members prior to or at this meeting are available to the public.

# BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT  
P.O. Box 350, Meadow Vista, CA 95722  
(530) 878-0405 Fax (530) 878-0959  
[www.placerhillfire.org](http://www.placerhillfire.org)



Alex Harvey  
Peter Hills  
Fred Lofrano  
Russell McCray  
Mark Wright

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## MINUTES OF THE REGULAR MEETING; August 23, 2017

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

Director Hills convened the regular meeting at 6:00 p.m.

Directors in attendance: Hills, Lofrano and McCray.

Directors absent: Harvey and Wright.

Staff in attendance: Chief Kushen, District Manager Lofrano and Battalion Chief Nelson

2. Agenda approval:

Closed Session was moved to the end of the meeting. The amended agenda was approved. (Lofrano/McCray)

3. Approval of the minutes:

Motion made and passed by all present to accept the minutes of the regular meeting on July 26, 2017. (Lofrano/McCray).

4. Public Comment: None.

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

6. Information items:

a. Chief Kirk Kushen's report:

- An employee rolled her ankle on a small vegetation fire in Weimar. We were unable to backfill the position for 9 hours.
- Director Hills and Chief Kushen met with Supervisors Holmes and Montgomery. Consolidation discussions are moving forward. Chief Gow also had a positive meeting with Supervisor Montgomery. Meeting with the County representatives next week. Chief Kushen will reiterate the challenges and shortfalls of the fire districts. Chief Kushen also met with Sheriff Bell who has promised to help.
- Under the agreement for local government assistance, Placer Hills was reimbursed over \$600 and Newcastle \$1000 for their services on the Stagecoach fire.
- The Duty Officer rotation is going well. Foresthill's Finance Committee recommends continuing with the contract. Chief Higgins of Penryn Fire is also participating in the duty rotation.
- Newcastle's Board will award the bid to prepare the building site for the new fire station at a Special meeting on August 30, 2017. Director Lofrano questioned the location of Newcastle's new fire station especially in the light of the consolidation efforts.
- Chief Kushen has purchased a 2017 Tahoe as his new command vehicle. Decals and signage are being put on and LEHR will install the light package. Battalion Chief Nelson's vehicle will get a command console with the cost savings from the command vehicle purchase.

- Foresthill has a deficit of \$120,000 in the draft of their Final Budget for 2017-2018.

Battalion Chief Nelson's report and Association report:

- Local 3800 had a successful soda booth at the Nevada County Fair.

e. Board Committee Reports:

- Director Hills reported that he is trying to schedule a meeting with the Foresthill Board members to discuss the Administrative Services agreement.
- The Finance committee met and discussed the draft of the final budget for fiscal year 2017-2018.

7. Discussion and Action Items:

b. Appoint Board Representatives to conduct Labor Negotiations with Local 3800:

Motion made and approved by all present to appoint Directors Harvey and Lofrano as the negotiating team. (McCray/Lofrano). Directors Harvey and Wright were absent.

c. Approve Cal Fire grant #7FG17110 for funding of \$9,916.00:

This grant is for hose and turnout gear and covers 50% of the cost. Cal Fire has additional revenue and is soliciting a second round of grants. Motion made and passed to adopt Resolution No. 2017-05 and approve the Cal Fire agreement #7FG17110 for grant funding not to exceed \$9,916.00 (McCray/Lofrano). Directors Harvey and Wright were absent.

d. Review draft of Final Budget for Fiscal Year 2017-2018:

Director Hills reported that there is little change from the preliminary budget. The district was about \$40,000 in the black for fiscal year 2016-2017 before funding depreciation. Pay increases are not built into the draft of the final budget.

e. Budget update and Approval of Expenses:

General Liability insurance and CalPERS unfunded liability have been paid for the year. An employee has returned from an industrial disability. Annual professional fees have been paid. Apparatus expenses are now itemized per vehicle. There was an issue with crews paying for hotels and meals on strike team deployments. In the future, this will have to be pre-authorized by the Chief. Overtime up due to backfilling the strike team crews. Chief Kushen reported that we may be testing for a Captain in the near future. Director Hills noted that new development has increased. Motion made and passed by all present to approve the expenses of \$195,760.47 for the period of July 26 through August 18, 2017. (Lofrano/McCray). Directors Harvey and Wright were absent.

a. Closed Session: Govt. Code § 54957.6(a) Labor Negotiations; Discussion of MOU:

The public meeting was adjourned and the Board went into closed session at 7:25 pm. The meeting was reconvened at 7:39 pm. Director Hills reported that no action was taken in closed session.

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 reported that Mr. Crabtree's workshop on Fire District Law and the Brown Act was very informative. Foresthill's agenda format for committee meetings will be used.

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

Schedule a Closed Session on next month's agenda to address Labor negotiations.

*c. Reminder of next Board meeting: September 27, 2017 at 6 pm.*

9. Adjournment:

The regular meeting was adjourned at 7:40 pm.

Respectfully submitted by:   
Gillian Lofrano, Board Secretary

Approved by:

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

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

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

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

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



Established 1949

BOARD OF DIRECTORS  
PLACER HILLS FIRE PROTECTION DISTRICT

Alex Harvey Peter Hills Fred Lofrano Russell McCray Mark Wright

FINAL BUDGET 2017 – 2018 FISCAL YEAR  
GENERAL OPERATING FUNDS (Including Benefit Assessments)  
Fund: 531 Fire Districts Fund; Sub Fund 350 Placer Hills Fire  
(Health and Safety Code; Section 13893)

REVENUES

CODE	DESCRIPTION	AMOUNT
5460	Capital Asset Reserves	35,000.00
5520	Equipment Replacement Reserves	25,000.00
6100	Current Secured Taxes	1,045,450.00
6107	Unitary & Op Unitary	18,000.00
6111	Current Unsecured Taxes	26,000.00
6132 etc	Other Taxes	1,000.00
6171	Supplemental	20,000.00
6950	Interest	4,500.00
7205	Homeowners Tax Reduction	8,500.00
8105	Fire Assessment Charges (3.8% CPI adj.)	567,000.00
8193	Other Services, Strike Teams	100,000.00
8755	Grants/Donations	49,920.00
8764	Miscellaneous Revenues	155,000.00
<b>Total</b>		<b>2,055,370.00</b>

EXPENDITURES

2000	Salaries	1,209,000.00
	Benefits including PERS unfunded liability	313,100.00
	Payroll Taxes/Unemployment	60,500.00
	Services and Operations	433,005.00
	Asset Replacement: Apparatus	160,000.00
	Asset Replacement: Equipment	45,000.00
2508	Collection Charges	5,700.00
2517	SB-2557 Costs	22,300.00
4455	Command Vehicle	35,000.00
Total anticipated Expenditures		<b>2,283,605.00</b>
Net gain from operations		<b>-228,235.00</b>

Passed and adopted by the Board of Directors of the Placer Hills Fire Protection District at the regular Board meeting on September 27, 2017, by the following vote on roll call:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Peter Hills, President

\_\_\_\_\_  
Attest: Mark Wright, Sec/Treasurer



Established 1949

BOARD OF DIRECTORS  
PLACER HILLS FIRE PROTECTION DISTRICT

*Alex Harvey Peter Hills Fred Lofrano Russell McCray Mark Wright*

FINAL BUDGET 2017 – 2018 FISCAL YEAR  
Fund: 531 Fire Districts Fund;  
(Health and Safety Code; Section 13893)

**FIRE MITIGATION FUNDS (Sub Fund 351)**

REVENUES

CODE	DESCRIPTION	AMOUNT
2453 546000	Assigned Capital Assets	35,000.00
8263	Development Fees	48,000.00
	Winchester Fees	30,000.00
6950	Interest	2,000.00
Total Anticipated Revenue		115,000.00

EXPENDITURES

2000	Refund fees	10,000.00
4455	Brush Engine	70,000.00
4455	Command Vehicle	35,000.00
Total anticipated Expenditures		115,000.00

***Net Gain from operations*** **0.00**

Passed and adopted by the Board of Directors of the Placer Hills Fire Protection District at the regular Board meeting on September 27, 2017 by the following vote on roll call:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Peter Hills, President

Attest: \_\_\_\_\_

Mark Wright, Sec/Treasurer

**Placer Hills Fire District  
FINAL BUDGET 2017/2018**

DRAFT 8-24-2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Prelim 17/18	Final 17/18	Notes
<b>Ordinary Income/Expense</b>							
<b>Revenue</b>							
5460 Capital Expenditures	0.00	25,000.00	-25,000.00	0.0%	35,000.00	35,000.00	Command vehicle
5520 Capital Equipment Reserves	0.00	25,000.00	-25,000.00	0.0%	25,000.00	25,000.00	
<b>Taxes</b>							
							County estimates
6100 Current Secured Taxes	1,011,235.84	1,015,000.00	-3,764.16	99.63%	1,045,450.00	1,045,450.00	1,066,187.86
6107 Unitary Non-Unitary	17,676.06	18,000.00	-323.94	98.2%	18,000.00	18,000.00	18,771.23
6111 Current Unsecured Taxes	26,077.05	24,400.00	1,677.05	106.87%	26,000.00	26,000.00	24,166.55
6132 6140 6160 Other Taxes	1,394.82	1,000.00	394.82	139.48%	1,000.00	1,000.00	1,066.86
6171 Supplemental Taxes	25,514.21	25,500.00	14.21	100.06%	20,000.00	20,000.00	21,140.19
<b>Total Taxes</b>	<b>1,081,897.98</b>	<b>1,083,900.00</b>	<b>-2,002.02</b>	<b>99.82%</b>	<b>1,110,450.00</b>	<b>1,110,450.00</b>	<b>1,131,332.69</b>
<b>Interest</b>							
6957 R&T Interest Refunded	-319.60	0.00	-319.60	100.0%	0.00	0.00	
6950 Interest	7,903.39	4,000.00	3,903.39	197.59%	4,500.00	4,500.00	
<b>Total Interest</b>	<b>7,583.79</b>	<b>4,000.00</b>	<b>3,583.79</b>	<b>189.6%</b>	<b>4,500.00</b>	<b>4,500.00</b>	
<b>Intergovernmental Revenue</b>							
8782 Contributions	28,122.00						
7205 Homeowners Tax Reduct	8,590.62	8,350.00	240.62	102.88%	8,500.00	8,500.00	8,344.95
<b>Total Intergovernmental Revenue</b>	<b>36,712.62</b>	<b>8,350.00</b>	<b>28,362.62</b>	<b>439.67%</b>	<b>8,500.00</b>	<b>8,500.00</b>	
<b>Charges for Services</b>							
8105 Benefit Assessment	543,671.64	543,000.00	671.64	100.12%	563,634.00	567,000.00	
8193 Strike Teams							
Strike Teams to checking	50,291.18	0.00	50,291.18	100.0%	0.00	0.00	
8193 Strike Teams - Other	118,204.02	180,000.00	-61,795.98	65.67%	100,000.00	100,000.00	
<b>Total 8193 Strike Teams</b>	<b>168,495.20</b>	<b>180,000.00</b>	<b>-11,504.80</b>	<b>93.61%</b>	<b>100,000.00</b>	<b>100,000.00</b>	
<b>Total Charges for Services</b>	<b>712,166.84</b>	<b>723,000.00</b>	<b>-10,833.16</b>	<b>98.5%</b>	<b>663,634.00</b>	<b>667,000.00</b>	
8755 Donations	79.00	40,000.00	-39,921.00	0.2%	50,000.00	49,920.00	CalFire/EMS grants
8764 Miscellaneous Revenues	204,158.13	180,000.00	24,158.13	113.42%	165,000.00	155,000.00	NFD 90k FFD 57k
<b>Total Revenue</b>	<b>2,042,598.36</b>	<b>2,089,250.00</b>	<b>-46,651.64</b>	<b>97.77%</b>	<b>2,062,084.00</b>	<b>2,055,370.00</b>	
<b>Total Income</b>	<b>2,042,598.36</b>	<b>2,089,250.00</b>	<b>-46,651.64</b>	<b>97.77%</b>	<b>2,062,084.00</b>	<b>2,055,370.00</b>	
<b>Gross Profit</b>	<b>2,042,598.36</b>	<b>2,089,250.00</b>	<b>-46,651.64</b>	<b>97.77%</b>	<b>2,062,084.00</b>	<b>2,055,370.00</b>	
<b>Expense</b>							
Future Capital Expenses	160,000.00	160,000.00	0.00	100.0%	160,000.00	160,000.00	Apparatus replacement
Future Equipment replacement	45,000.00	45,000.00	0.00	100.0%	45,000.00	45,000.00	Equip replacement
Bank Service Charges	282.38	450.00	-167.62	62.75%	400.00	400.00	
Conferences & Education	4,091.49	5,000.00	-908.51	81.83%	5,000.00	5,000.00	
Dues and Subscriptions	910.00	1,000.00	-90.00	91.0%	1,000.00	1,000.00	

**Placer Hills Fire District  
FINAL BUDGET 2017/2018**

DRAFT 8-24-2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Prelim 17/18	Final 17/18	Notes
Election Costs	750.00	750.00	0.00	100.0%	0.00	0.00	Special Election?
Fire Prevention	537.50	600.00	-62.50	89.58%	600.00	600.00	
Gas, Diesel and Oil	28,166.20	28,000.00	166.20	100.59%	30,000.00	30,000.00	
<b>Insurance</b>							
Disability Insurance	55,743.00	55,750.00	-7.00	99.99%	70,000.00	69,700.00	Actual
Liability Insurance	9,581.32	9,600.00	-18.68	99.81%	10,000.00	7,550.00	Actual
<b>Total Insurance</b>	<b>65,324.32</b>	<b>65,350.00</b>	<b>-25.68</b>	<b>99.96%</b>	<b>80,000.00</b>	<b>77,250.00</b>	
<b>Lease Payments</b>							
St. 3 lease	677.20	700.00	-22.80	96.74%	705.00	705.00	
Copier	4,610.32	4,400.00	210.32	104.78%	5,000.00	5,000.00	
Principal	0.00	0.00	0.00	0.0%	0.00	0.00	
<b>Total Lease Payments</b>	<b>5,287.52</b>	<b>5,100.00</b>	<b>187.52</b>	<b>103.68%</b>	<b>5,705.00</b>	<b>5,705.00</b>	
Legal Fees	14,807.70	10,000.00	4,807.70	148.08%	15,000.00	15,000.00	
Medical Supplies	14,838.57	15,000.00	-161.43	98.92%	17,500.00	17,500.00	
Miscellaneous	595.16	1,000.00	-404.84	59.52%	9,000.00	9,000.00	Moving expenses
Office Supplies	5,514.88	4,500.00	1,014.88	122.55%	4,500.00	4,500.00	
Intern Stipend	8,100.00	10,000.00	-1,900.00	81.0%	10,000.00	10,000.00	
<b>Payroll Expenses</b>							
<b>Benefits</b>							
CalPERS retirement	146,470.28	146,870.00	-399.72	99.73%	160,000.00	160,000.00	
Employe Benefits	148,370.18	155,800.00	-7,429.82	95.23%	133,000.00	133,000.00	
457 Deferred Comp	16,755.60	16,760.00	-4.40	99.97%	20,100.00	20,100.00	
<b>Total Benefits</b>	<b>311,596.06</b>	<b>319,430.00</b>	<b>-7,833.94</b>	<b>97.55%</b>	<b>313,100.00</b>	<b>313,100.00</b>	
<b>Wages</b>							
Administration	227,195.76	232,500.00	-5,304.24	97.72%	200,000.00	200,000.00	
Full-time permanent	266,888.68	313,000.00	-46,111.32	85.27%	287,000.00	287,000.00	
Apprentices	220,657.32	240,000.00	-19,342.68	91.94%	350,000.00	350,000.00	
Part-time	43,090.49	60,000.00	-16,909.51	71.82%	30,000.00	30,000.00	
Overtime	251,909.11	210,000.00	41,909.11	119.96%	200,000.00	200,000.00	
Out of Class	14,975.50	15,000.00	-24.50	99.84%	21,000.00	21,000.00	
Strike Teams	65,609.70	75,000.00	-9,390.30	87.48%	95,000.00	95,000.00	
Mechanic	14,192.76	20,000.00	-5,807.24	70.96%	25,000.00	25,000.00	
Paid Sick Leave	625.44	1,000.00	-374.56	62.54%	1,000.00	1,000.00	
Volunteer Stipend	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	
<b>Total Wages</b>	<b>1,105,144.76</b>	<b>1,167,500.00</b>	<b>-62,355.24</b>	<b>94.66%</b>	<b>1,209,000.00</b>	<b>1,209,000.00</b>	
Payroll Taxes	17,905.29	20,000.00	-2,094.71	89.53%	20,000.00	20,000.00	
Disability Payments	56,978.42	40,000.00	16,978.42	142.45%	40,000.00	40,000.00	
Unemployment Insurance	0.00	500.00	-500.00	0.0%	500.00	500.00	



**Placer Hills Fire District  
FINAL BUDGET 2017/2018**

DRAFT 8-24-2017

	<b>Jul '16 - Jun 17</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Prelim 17/18</b>	<b>Final 17/18</b>	<b>Notes</b>
<b>Total Payroll Expenses</b>	1,491,624.53	1,547,430.00	-55,805.47	96.39%	1,582,600.00	1,582,600.00	
<b>Planned Expenditure</b>							
<b>Equipment replacement</b>	0.00	25,000.00	-25,000.00	0.0%	25,000.00	25,000.00	
<b>Grant Expenditures</b>							
<b>SSV EMS</b>	28,122.00	28,000.00	122.00	100.44%	40,000.00	40,000.00	Manikin
<b>CDF</b>	18,325.91	20,000.00	-1,674.09	91.63%	20,000.00	19,850.00	
<b>Total Grant Expenditures</b>	46,447.91	48,000.00	-1,552.09	96.77%	60,000.00	59,850.00	
<b>Expendable purchases</b>	12,625.55	10,000.00	2,625.55	126.26%	10,000.00	10,000.00	
<b>Safety Equipment</b>	5,475.59	20,000.00	-14,524.41	27.38%	10,000.00	10,000.00	
<b>Planned Assets</b>							
<b>Apparatus</b>	0.00	50,000.00	-50,000.00	0.0%	35,000.00	35,000.00	
<b>Total Planned Assets</b>	0.00	50,000.00	-50,000.00	0.0%	35,000.00	35,000.00	
<b>Total Planned Expenditure</b>	64,549.05	153,000.00	-88,450.95	42.19%	140,000.00	139,850.00	
<b>Professional Fees</b>	20,742.33	25,000.00	-4,257.67	82.97%	12,000.00	12,000.00	GASB report 1500
<b>Repairs and Maintenance</b>							
<b>Building Repairs</b>	20,165.04	41,000.00	-20,834.96	49.18%	20,000.00	20,000.00	
<b>Equipment Repairs</b>							
<b>Small Equipment</b>	9,272.72	12,000.00	-2,727.28	77.27%	10,000.00	10,000.00	
<b>Apparatus</b>	91,931.11	90,000.00	1,931.11	102.15%	45,000.00	45,000.00	
<b>Total Equipment Repairs</b>	101,203.83	102,000.00	-796.17	99.22%	55,000.00	55,000.00	
<b>Total Repairs and Maintenance</b>	121,368.87	143,000.00	-21,631.13	84.87%	75,000.00	75,000.00	
<b>Station Supplies &amp; Tools</b>	3,426.47	5,000.00	-1,573.53	68.53%	5,000.00	5,000.00	
<b>Strike Team Expenses</b>	950.50	2,000.00	-1,049.50	47.53%	5,000.00	5,000.00	
<b>Strike Team Stipend</b>	2,535.00	3,000.00	-465.00	84.5%	0.00	0.00	
<b>Tax Collections</b>	26,981.07	28,800.00	-1,818.93	93.68%	28,000.00	28,000.00	
<b>Uniform Costs</b>	12,388.61	13,500.00	-1,111.39	91.77%	14,000.00	14,000.00	
<b>Utilities</b>	38,472.84	36,000.00	2,472.84	106.87%	40,000.00	40,000.00	
<b>Volunteer Awards</b>	1,156.20	1,200.00	-43.80	96.35%	1,200.00	1,200.00	
<b>Total Expense</b>	2,138,401.19	2,309,680.00	-171,278.81	92.58%	2,286,505.00	2,283,605.00	
<b>Net Ordinary Income</b>	-95,802.83	-220,430.00	124,627.17	43.46%	-224,421.00	-228,235.00	
<b>Interest Income</b>	6.48						
<b>Total Other Income</b>	6.48						
<b>Net Other Income</b>	6.48						
<b>Net Income</b>	<b>-95,796.35</b>	<b>-220,430.00</b>	<b>124,633.65</b>	<b>43.46%</b>	<b>-224,421.00</b>	<b>-228,235.00</b>	