

# BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT  
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Alex Harvey  
Peter Hills  
Fred Lofrano  
Russell McCray  
Mark Wright

## MINUTES OF THE REGULAR MEETING: May 27, 2020

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: Fire Chief Kushen, Division Chief Brothers, District Manager Lofrano, Battalion Chiefs Nelson and Slusher.

2. Agenda approval:

Motion made and passed unanimously to accept the posted agenda. (Lofrano/Harvey).

3. Approval of the minutes: Motion made and passed unanimously to approve the minutes of the regular meeting on April 22, 2020. (Lofrano/McCray).

4. Public Comment: None.

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

6. Information Items:

a. Fire Chief Kirk Kushen

- On June 1<sup>st</sup> our ISO rating officially changes from a 4/4Y to a 3/3Y. This places our fire district into the top 13% of the 41,267 fire departments rated nationwide. This information is on our website, our Facebook page and also sent out a press release.
- As reported last month, there have been many changes to both our normal response procedures and our daily crew and station routines. All facilities remain closed to the public and Public Information display sign boards are in place at all of our fire stations with pertinent COVID-19 information. We will continue to provide updates and current HHS information on our District Social Media pages. The County conference calls with Placer County OES and multiple other cooperating agencies transitioned to a weekly update on the current status of our local EMS and hospital systems. Pointing to Placer County's success at flattening the COVID-19 curve and the proactive efforts of the local business community to prepare for safely reopening, the county Board of Supervisors yesterday unanimously approved a resolution to request permission from the state to move into Stage 3 of California's reopening roadmap.
- We continue to take advantage of the remote workplace isolation time and have several policies completed and on the agenda for approval tonight. Our labor representatives from L-3800 and the Newcastle BOD have already approved these policies. With the Boards approval tonight, we will begin the process of submitting the new policies to our personnel for their electronic acknowledgement.
- We have rehired our 3 Seasonal Firefighters from last year following their required three months off. We have completed a hiring process for Intern Firefighters which

included an oral panel interview via a Zoom call. Six candidates have been offered an internship and have completed an abbreviated background process that we complete for all Firefighter Interns. Orientation for these six Interns is scheduled for June 7<sup>th</sup> and 8<sup>th</sup> and their first day of work is shift dependent beginning the second week of June. We continue to have success in recruiting from the college Fire Academies for the Intern positions. Our ability to compete, attract and recruit Interns is a testament to our agencies reputation and the continually improving quality of both our training program and service delivery model. This will bring our daily staffing to 3 at Station 84 and 4 at Station 86 throughout fire season. This is the highest level of staffing we have ever maintained and should set us up well for an active fire season.

- As discussed last month, in an effort to encourage our employees to reduce their exposures working for outside ambulance companies, while offering them an opportunity to earn a little extra income, several have assisted in multiple areas, catching up on data entry for our new inventory control software, the continuing updates on our new web site, GIS mapping and training.
- We received confirmation yesterday that we will be receiving one of the new OES Type-6 engines this summer. The OES plan is to have 12 Type-6 engines in Region 4 including Auburn City, Placer Hills, Foresthill, Nevada County Consolidated and Grass Valley fire agencies.
- We submitted a SAFER Grant requesting the funding for 3 permanent firefighter positions. This is a 3 year funding program with some cost share components. If we are successful in our application, the federal share will be just under \$490,000.
- We are finalizing a Fire Prevention and Safety FEMA Grant for a Fire Inspector and for fire prevention supplies and materials for our district and for prevention training classes and for prevention and public education supplies for Newcastle Fire District.
- We have not applied for FEMA Public Assistance for the COVID Response costs.
- We will still be evaluating possible FEMA Mitigation grant funding for the infrastructure needs, added communications capabilities and the installation of the generator at our administration building to prepare our Department Operations Center for current and future events. We will also be exploring PSPS Event mitigation grants through Placer County OES to assist funding the generator installation when those grant application periods open.
- Today there was a Regional Conference call with OES and PG&E updating fire and law enforcement agencies and preparing for the upcoming PSPS Events in conjunction with the current COVID-19 challenges. PG&E's goal is to continue isolating population areas and municipalities with switching devices to enable the geographical footprint to be smaller and hopefully have shorter duration events. They are working to isolate areas of both Auburn and Colfax currently. They have also identified an additional Community Resource Center location in the Freight Depot parking lot in Colfax.

Division Chief/Fire Marshal Brothers

- Crews did a great job on a structure fire on Evergreen Lane in Meadow Vista. Chief Brothers was called in to investigate the cause of the fire.
- We have collected \$32,100 in fire code inspection fees, \$35,000 was budgeted.

- If we are successful in the Fire Prevention and Safety FEMA grant, the fire prevention budget will cover the district's share. Engineer Chambers is assisting with public education and is ordering a back drop, podium and table covers for our meetings.

Battalion Chief Nelson

- Call Volume for April: Station 84 – 32 Calls, Station 86 – 37 Calls. This represents a 33% reduction for the same period last year; Call volume is picking right back up with the Governors reopening plan as our call volume for May 1 - May 15, 2019 was 36 and this year for the same period is 59 calls for service. This represents a nearly 40% increase in call volume from last year for the same period. Fire Activity is increasing, and fuel moistures are in mid-summer form already. We anticipate the potential for an active wildland season.
- There have been a total of 194 Laboratory Confirmed COVID-19 cases in Placer County as of today. 164 of those cases have recovered and now test negative. 10,263 tests have been given that have resulted in a negative laboratory evaluation
  - 1% cases are 0-17 years old
  - 41% cases are 18-49 years old
  - 34% cases are 50-64 years old (1 Death)
  - 23% cases are 65+ (8 Deaths)

Males make up 52% of cases and Females 48%. There are 9 Confirmed fatalities County Wide. 22 total laboratory confirmed cases in mid placer which covers from Newcastle to east of Nyack and covers over 2/3 of the county square mileage. This leaves 172 cases confirmed to be in South Placer or the Tahoe Basin and makes our 22 cases only 11% of the County's total cases. 5 total currently hospitalized in Placer County and 3 currently in the ICU from Placer County. The trend of cases from public health is considered stable with minimal positive increases to our totals daily and our jurisdictional response is also stable with adequate PPE and no notifications of employees infected with COVID-19. We continue, like other agencies, to evaluate a repopulation plan taking in to account that our administration is currently located in a cohabitated and staffed fire station and we are working on plans to safely bring all staff back into the office.

- We have completed the required RT-130 training for wildland refresher training and will begin issuing the mandated Red Cards in order for our personnel to respond to incidents. Our training has been more challenging due to requirements for physical distancing in the Governor's order, but crews have maintained focus and professionalism and we are definitely proud of them. Special thanks to Captain Justin Wood from Placer Hills and Captain Greg Kirk from Newcastle for their extra work in making this year's wildland refresher training program a success. Fire season has been officially declared.
- Staff has been entering data in the online asset tracking system. This will assist in the financial tracking of the district's assets.
- The temporary engine bay at Station 84 has electrical power and the garage door will be installed tomorrow. Staff is working on installing the bollards.
- We have received the compressor for the upgrade of the air unit. The installation will take place at Station 85. The radios and equipment are being installed in our new engine. We should get it back in 2 weeks and hopefully back in service next month.

c. Firefighters Association report

- Pioneer Day has been cancelled.

e. Board Committee Reports:

- Administration Building update:

Director Lofrano reported that the Contractor has completed the rough HVAC, electrical and sheetrock. Chief Brothers identified some ADA compliance issues that have been added to the contract.

The open meeting was adjourned and the Board and District Counsel went into closed session at approximately 6:30 pm.

1. Discussion and Action Items:

a. Closed Session:

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to California Government Code § 54957(b)(2): Fire Chief
- CONFERENCE WITH LEGAL COUNSEL; Pursuant to California Government Code § 54956.9(b): Anticipated Litigation (one case)
- CONFERENCE WITH LEGAL COUNSEL pursuant to California Government Code § 54957.6(a) LABOR NEGOTIATIONS; Discussion of memorandum of understanding with Local 3800, District negotiators: Directors Harvey and Lofrano.

The open meeting was reconvened. Director Hills reported that no action was taken in any of the closed session items.

b. Successful completion of probation by Engineers Gregory and Havard:

Chief Kushen congratulated Engineers Tag Gregory and William Havard for successfully completing their probationary period and becoming permanent members of our team.

c. Approve the first reading of Ordinance No. 20-01 amending and adopting the 2019 edition of the California building code (title 24, California code of regulations) part 9 (2019 California fire code) and appendices; and repealing resolution number 2017-02 and ordinance number 2017-02 in their entirety and any other resolutions or ordinances in conflict herewith:

Motion made and passed unanimously to approve the first reading of Ordinance No. 20-01. (Lofrano/McCray).

d. Consider and Approve Resolution 20-03 requesting collection of charges on tax roll for tax year 2020/2021:

Motion made and passed unanimously to approve the Resolution No. 20-03 requesting the collection of charges on the tax roll. (Harvey/Wright).

e. Consider and Approve Resolution 20-04 requesting Election Services for Three expiring Board Member positions in November 2020:

Motion made and passed unanimously to adopt Resolution No. 20-04 requesting election services for 3 expiring board member positions. (Lofrano/Mark).

f. Consider and Approve Resolution 20-05 adjusting the special taxes (Placer County code numbers 70700, 70704 and 70708) by a CPI of 2.9% for fiscal year 2020-2021:

Motion made and passed unanimously to adopt Resolution No. 20-05 adjusting the special taxes by a CPI of 2.9%. (Harvey/McRay).

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- g. Lexipol Policy manual approval: Mission, Vision, Firefighter Code of Ethics, Using the Cooperative Manual, 100 Fire Service Authority, 101 Chief Executive Officer, 102 Oath of Office, 103 Policy Manual, 200 Organizational Structure, 202 District Directives, 203 Training Policy, 212 Purchasing Policy and 1012 Discriminatory Harassment:*  
Chief Kushen reported that there was a minor addition to the Purchasing Policy to comply with the Public Contracting Code for agencies with total budgets under \$1,000,000 for Newcastle Fire District. Board consensus was to review several policies every month. The organizational chart with the staff names is a hyperlink in the policy and is easily updated and will not change the actual policy. Motion made and passed unanimously to approve all the policies as presented. (McCray/Harvey).
- h. Consider and approve a Joint Operations Agreement with Newcastle FPD:*  
The Newcastle Fire Board approved the Joint Operations Agreement at their regular meeting last week. Motion made and passed unanimously to approve the JOA with Newcastle FPD. (Wright/Lofrano).
- i. Consider and approve the Administrative Services contract with Newcastle FPD:*  
Newcastle Fire Board approved the services contract with a couple of minor changes: payments will be paid quarterly and Section 2.3 the expenses incurred was changed to \$1,500. Motion made and passed unanimously to approve the Administrative Services contract with Newcastle FPD for July 1, 2020 to June 30, 2021. (Wright/McCray).
- j. Approve acknowledgement of the billing rates for legal services from Kingsley Bogard LLP, Attorney Paul Gant. (No change in rates):*  
Motion made and passed unanimously to acknowledge that the billing rates for Kingsley Bogard LLP remain the same for fiscal year 2020/2021. (Wright/Lofrano).
- k. Update on the fire management MOU from the Bureau of Reclamation (BOR):*  
Chief Kushen reported that BOR has requested that any amendments for this MOU be submitted by the end of this week. Chief Kushen has no changes. BOR will submit a final MOU for consideration.
- l. Review the draft of the Preliminary Budget for Fiscal Year 2020-2021:*  
The Finance Committee met with staff to discuss the preliminary budget. The County recommended a 4% increase in property tax revenues. The committee recommended budgeting \$100,000 from the Facilities Improvement Fund to conduct a feasibility study on the layout and location of the fire station in Meadow Vista. Chief Slusher will report on a time and distance study for fire station locations next month. A meeting of the Long Range Committee will be scheduled. The Preliminary Budget will be brought back next month for adoption.
- m. Budget update and approval of expenses:*  
Motion made and passed unanimously to accept the budget update and the expenses of \$272,253.66 for the period from 4/19/2020 through 5/22/2020. (Lofrano/McCray).
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:*
- c. Reminder of next Board meeting(s): June 24, 2020*
9. Adjournment:

There being no further business, the meeting was adjourned.

Respectfully submitted by:   
Gillian Lofrano, Board Secretary

Approved by: 