

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: June 24, 2020

Held in the training room at 16999 Placer Hills Rd., Meadow Vista and also by a Zoom teleconference.

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, District Manager Lofrano, Battalion Chief Slusher.

2. Agenda approval:

Items 7d and 7f were continued to next month's meeting. Motion made and passed unanimously to accept the amended agenda. (Wright/Lofrano).

3. Approval of the minutes: Motion made and passed unanimously to approve the minutes of the regular meeting on May 27, 2020. (McCray/Wright).

4. Public Comment: None.

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

6. Information Items:

a. Fire Chief Kirk Kushen

- All facilities still remain closed to the public. Information display sign boards are in place at all of our fire stations with pertinent COVID-19 information. We 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 continue on a weekly basis on the current status of our county and our local EMS & Hospital systems. District Manager Lofrano is working remotely with both the Fire Marshal and myself primarily working in the office.
- We are continuing to work on the Lexipol Policies and plan to bring new additions and old Policy deletions to the Board in July.
- Our engines are staffed with our new Interns and a few shifts overlap with the last few weeks of our current Interns completing their 6 month assignments. With the re-hiring of our seasonal employees at the beginning of June, both E-84 and E-86 have been staffed with 4 personnel on most days. This will end in July and 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.
- We have been utilizing the approved overtime allocated to complete several ongoing projects and this week Captain Wood is working overtime to learn some of the specific requirements for functioning in our Fire Prevention Division.

- We expect to receive our new E-84 next week for our final equipment outfitting, finishing decals and striping and personnel training. Hopefully it will be service before our next board meeting. Our 1999 Type 3 has been moved to Sta. 84 and is out of service as we evaluate and develop recommendations for its future. We plan on housing our new OES Type 6 at Station 84 once we receive it later this summer. B-84 has been permanently moved and is in service as B-86. The Air Unit has the new upgraded 5500 psi compressor installed and we should have the training completed to place it in service within the next week.
- The new 2020 Command vehicle was placed in service yesterday and is outside. The old 2004 Ford P/U will be undergoing some changes and outfitted for an operational support role for rescue related responses to serve the communities with some of the new USAR related expanded training and upgrades in our “all risk” service delivery capabilities.
- We have submitted a FP&S FEMA Grant for a Fire Inspector, fire prevention supplies and materials and also for Prevention training classes. We will be submitting a PSPS mitigation grant in July through Placer County and Cal OES to assist funding the generator installation at our new Administrative building.
- Placer County’s new Hazardous Vegetation Ordinance has been adopted by the County. It is very similar to our new Placer Hills Ordinance. The County is requesting we establish an Enforcement Official (Fire Chief) for interfacing with the County for Hazardous Vegetation enforcement and cost recovery with the Building Dept. and Assessors Office. This requested MOU is on the agenda for your approval tonight.
- We budgeted \$35,000 for Prevention fees and have collected \$36,000 so far this fiscal year with multiple projects over the next couple of weeks estimated to bring in another \$3,000 which will bring our revenue to nearly \$40,000 for our first full year.
- The Hazard Reduction Manual is completed and two shifts at station 41 have been trained with the remainder of the stations crews and shifts to be trained by July 1st for the implementation. This will be handled on a “complaint only” basis.
- Engineer Chambers has completed the research and ordered a PHF back drop, three table cloths for Board Meetings and a podium with our logo. This was all from the prevention budget. Theresa deserves recognition for her efforts on this project completion.

Battalion Chief Slusher

- District Wide Call Volume May 2020 – 103 Incidents
 - Station 84 – 83 Unit responses
 - Station 86 – 75 Unit responses

Comparatively District Wide Call Volume May 2019 – 66 Incidents

This represents a 56% increase in district wide call volume year-to-year; this also identifies a 46% increase in unit responses for Station 84 and 127% increase for Station 86.

- Vegetation Fire activity has increased across the County, Region and State. We’ve responded to several vegetation fires including one in Winchester on May 14th and one in Meadow Vista on May 18th.

- May 23rd, we responded to a working structure fire that required an augmented dispatch. The initial dispatch included 6 engines, a water tender, an ambulance and 2 B/C's. Two additional engines were required, and an additional response of a B/C and Fire Marshal assisted on the incident. The cause of the fire was likely electrical associated with a main bathroom Jacuzzi style tub motor. No civilian or firefighter injuries were reported.
- COVID numbers continue to increase across the county as expected. We have continued to modify our procedures for staff as recommendations have continued to change from both our local, state and federal agencies who are providing oversight. We have adequate PPE, protocols and procedures in place currently to safeguard staff, but will continue to evaluate as the situation develops. We as a county have not hit the threshold to re-shutdown, however, we are trending that direction unless we can get a stabilization of the curve. We continue to participate in county briefings and planning and will continue to do so well into the future. The positive news is that as cases have increased the percentage requiring hospitalization and ICU stays are decreasing as are fatalities.

f. Board Committee Reports:

- The Finance committee met to discuss the preliminary budget.
- Director Hills attended the quarterly meeting of the district's workers compensation carrier, Northern California Special District's Insurance Authority. No change to the district's contribution rate for the 2020/21 Fiscal Year. NCS DIA is offering a webinar on Target Solutions on August 8, 2020. They also offer general liability insurance with good rates.

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

7. Discussion and Action Items:

b. Personnel update; Successful completion of probation by Engineer Josh Newby:

Chief Kushen congratulated Engineer Newby for successfully completing his probationary period and becoming a valuable member of our team.

Resignation of Division Chief/Fire Marshal Vernell Brothers:

The Board and Chief Kushen thanked Chief Brothers for the massive contribution he made at Placer Hills Fire District and wished him all the best in his new position with the State. He will be sorely missed. The Board acknowledged that they had received Chief Brothers' resignation letter.

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

a. Closed Session:

- i. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to California Government Code § 54957(b)(2): Fire Chief
- ii. CONFERENCE WITH LEGAL COUNSEL; Pursuant to California Government Code § 54956.9(b): Anticipated Litigation (one case)
- iii. 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 at 8:53. Director Hills reported that no action was taken in items (i) and (ii) of closed session. The Board gave direction to the negotiating team under item (iii).

- c. Approve interim and future staffing options to accommodate the Fire Marshal's services and assignments due to Chief Brothers' resignation:

As reported above, Captain Wood is working extra hours in Fire Prevention.

- d. Approve the second reading of Ordinance No. 20-01 amending and adopting the 2019 edition of the California building code:

Continued to next month.

- e. Approve a Memorandum of Understanding with Placer County over Hazardous Vegetation Enforcement:

Chief Kushen reported that the County is requesting we establish an Enforcement Official (the Fire Chief or his/her designee) for interfacing with the County for Hazardous Vegetation enforcement and cost recovery with the Building Department and Assessors Office. This will allow us to work with the Placer County agencies to recover our costs and attach debts to the property tax rolls. Motion made and passed unanimously to approve this MOU with Placer County. (Lofrano/Harvey).

- f. Approve Resolution 20-06 accepting the state mandated annual fire inspection report in compliance with SB 1205:

Continued to next month.

- g. Approve a Memorandum of Understanding with the Bureau of Reclamation (BOR) to implement and manage wildland fire fuels reduction programs:

The language modifications to the MOU have been completed. Motion made and passed unanimously to approve the MOU with BOR. (Lofrano/McCray).

- h. Consider the request by Linnie O'Flanagan to terminate her lease as of July 1, 2020:

Director Harvey recommended getting a legally approved tenant lease for future similar situations. Chief Kushen reported that the vacant unit would be a better venue for Board meetings and staff trainings. Staff would like move the exercise equipment into the current meeting room at Station 84. Motion made and seconded to terminate the lease with Linnie O'Flanagan/One River Medicine. (Lofrano/McCray). Director Lofrano amended the motion to add that the district would be compensated for any damages to the unit and any outstanding rent. Director McCray seconded the changes and the motion was approved unanimously.

- i. Approve the Preliminary Budget for Fiscal Year 2020-2021:

Director Hills reported that there were minor changes from the preliminary budget presented last month. There is a projected surplus of \$228,000 at the end of Fiscal Year 2020/2021. This will boost our General Reserves to approximately 16%. Depreciation is fully funded and there is funding for a feasibility study for the Station 84 fire station site. Motion made and passed unanimously to adopt the Preliminary Budget for Fiscal Year 2020/2021. (Lofrano/Harvey).

- j. Review the Draft of the Fire Impact Study prepared by Capitol Public Finance Group:

Chief Kushen raised concerns regarding the contradiction in the study about a single fee for all new construction and he proposed new wording. The Finance Committee will meet with the consultant and review the study.

k. Discuss the Placer County residency exemption from service claims through Fire Recovery:
Director Hills reported that this was discussed at the Finance Committee meeting. Other Placer County agencies do charge cost recovery fees on Placer County residents who live outside their district. The claims are filed with the insurance companies of the involved parties. The Newcastle Fire Board is also discussing first responder fees. Staff was directed to bring this item back next month.

l. Budget update and approval of expenses:
Motion made and passed unanimously to accept the budget update and the expenses of \$262,954.29 for the period from 5/23/2020 through 6/20/2020. (McCray/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.*

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


c. *Reminder of next Board meeting(s): June 24, 2020*

Board candidate filing: July 13 – August 7.

9. Adjournment:

There being no further business, the meeting was adjourned at 9:56 pm.

Respectfully submitted by: _____


Gillian Lofrano, Board Secretary

Approved by: _____

