



PLACER HILLS FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Established 1949 Alex Harvey Peter Hills Fred Lofrano Russell McCray Mark Wright

NOTICE of a SPECIAL MEETING and AGENDA

Monday, November 23, 2020 at 6 p.m.

17020 Placer Hills Road, Unit 2A, Meadow Vista CA 95722

The meeting will also occur via a Zoom video teleconference. To access the Zoom meeting:

<https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09>

[Meeting ID: 769 930 8229](#) [Passcode: 8780405](#)

[Dial by your location](#) +1 669 900 9128 US (San Jose)

[Meeting ID: 769 930 8229](#) [Passcode: 8780405](#)

[Find your local number: https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09](#)

If you require ADA accommodation, please call (530) 401-4279 prior to 10 a.m. on the day of the meeting

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 meeting(s) minutes:
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. Fire Chief Ian Gow's report
 - b. Fire Marshal Mark D'Ambrogio's report
 - c. Battalion Chiefs Nelson and Slusher's report
 - d. Placer Hills Firefighters Association report:
 - e. Nevada County Professional Firefighters (Local 3800) report
 - f. Board Committee reports:
7. Discussion and Action Items:
 - a. Reject claim against the Fire District for \$4,610.23 for property damages submitted by Mid-Century Insurance Company.
 - b. Review the proposals and award the contract for the installation of a back-up generator at the Administration offices at 17020 Placer Hills Rd., Meadow Vista.
 - c. Review the proposals and award the contract to provide recruitment services for the District's next Fire Chief.
 - d. District Policy: Consider and approve the 2nd reading of the following policies:
 - 1) 201 Emergency Action Plan & Fire Prevention Plan
 - 2) 205 Liability Claims
 - 3) 206 Electronic Mail
 - 4) 207 Administrative communications
 - 5) 208 Minimum Staffing Levels
 - 6) 209 Post Incident Analysis
 - 7) 210 Annual Planning Calendar
 - 8) 211 Solicitation of Funds
 - e. Consider and approve the 1st reading of Section 3 of the Lexipol Policy Manual; General Operations – see attached list of policies.
 - f. Consider and approve the agreement for services with the Placer County Auditor-Controller for Fiscal Year 2020/2021 for a cost of \$1,509.11

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.

- g. Consider and set the date for the Board meeting in December
- h. Budget update and approval of expenses.
- i. Closed Session
 - a. 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.
Reconvene and report any actions taken in closed session.
- 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 in subsequent meetings, or request a Special Meeting.
 - c. Reminder of the next Board meeting (regular or special) date, time and location.
- 9. Adjournment

Next meeting: December 23, 2020 at 6 p.m.

**Placer Hills-Newcastle-Forest Hill Fire District
Joint Fire District Policy Manual**

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BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
P.O. Box 350, Meadow Vista, CA 95722
(530) 878-0405 Fax (530) 878-0959
www.placerhillsfire.org



Alex Harvey
Peter Hills
Fred Lofrano
Russell McCray
Mark Wright

MINUTES OF THE REGULAR MEETING: October 28, 2020

Held in Unit 2A, 17020 Placer Hills Rd., Meadow Vista.

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

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

Directors in attendance: Harvey, Lofrano, McCray and Wright.

Directors absent: Hills.

Staff in attendance: Chief Gow, District Manager Lofrano, Battalion Chief Slusher.

2. Agenda approval:

The Closed Session was removed from the agenda as the Negotiating team did not meet with Local 3800. Motion made and passed 4-0 to accept the amended agenda. (Lofrano/Wright).

3. Approval of the minutes:

Motion made and passed to approve the minutes of the regular meeting held on September 23, 2020. (Lofrano/Wright).

4. Public Comment: None.

5. Correspondence (not covered in Agenda items below): Chief Gow reported that the District received a claim for damages from Farmers Insurance. This will be addressed next month.

6. Information Items:

a. Fire Chief Ian Gow

- Chief Nelson did not attend the meeting – his father was in the hospital.
- Chief Gow reported a serious injury accident when an Applegate Garage employee was caught between a lift and a vehicle. There was also a bad bicycle accident involving a car. The patient was taken to the trauma center.
- The testing process for the Battalion Chief takes place next week with 9 applicants – several are well known to us. Chief Gow hired Retired Chief Mark D’Ambrogi as the part-time Fire Marshal. He has jumped in with both feet and has taken a great load off of the other Chiefs.
- Chief Gow and Director Hills attended the County meeting that received a presentation from the County’s Ad Hoc committee to address the fiscal and operational challenges of Placer County Fire Department. Chief Estes wants his stations to be staffed 3-0 ALS. The Board of Supervisors did remind everyone in attendance that the Special Districts also need assistance. Chief Gow supports Chief Estes’ plans for staffing and believes we need to be part of the narrative as our taxes are being used to support County fire services. Director Lofrano would like to see all district stations being staffed 3-0 ALS.
- South Placer Fire is in the middle of a contentious Board election. Foresthill Fire would like to restart the Joint Operations Agreement and submitted a contract to Chief Gow. Placer County Treasurer-Tax Collector Windeshausen is unable to fund the loan of

\$3.6 million for the construction of Newcastle's fire station. Supervisor Holmes and Treasurer Windeshausen introduced Chief Gow and 2 members of the Newcastle Board to the community programs specialist for the US Department of Housing regarding a community facilities direct loan. After a positive meeting, a pre-application was submitted and hopefully we may have funding by Christmas. It is a 40-year loan at a low rate. The station site reverts back to the original owner in a year if construction does not start. Also the sewer repair needs to be completed in 2 years.

Fire Marshal Mark D'Ambrogi

- Chief D'Ambrogi started working a couple of weeks ago. He is streamlining the fire prevention procedures and making everything more transparent. His priority is the commercial inspections by the engine companies. He is assessing staff's needs. We have 2 new "Firewise" communities in our District. Chief D'Ambrogi is involved in both the Community Wildfire Protection Plan and the Local Hazard Mitigation Plan.

e. Board Committee reports:

- Director Lofrano reported that the committee has received 2 proposals for the Fire Chief Recruitment process.

7. Discussion and Action Items:

a. Approve the appointment of Fire Marshal Mark D'Ambrogi:

Motion made and passed 4-0 approving the appointment of Fire Marshal D'Ambrogi. (Lofrano/Wright). Chief Gow administered his oath of office.

b. Completion of probation by Captains Kelley Craig, Anthony Froggatt and Cody Sutherland; Engineers Dillon Burbank, Theresa Chambers, Tag Gregory and Josh Newby:

Chief Slusher reported that all the Chiefs were pleased with the employees' performance. The Board asked Chief Slusher to relay their congratulations to staff.

c. Approve Policy 204: California Fair Political Practices Commission Filings:

Chief Gow reported that Placer County counsel has already approved this policy. Motion made and passed 4-0 to approve policy 204. (Lofrano/McCray).

d. District Policy; Approve the 1st reading of the following polices:

- 1) 201 Emergency Action Plan & Fire Prevention Plan
- 2) 205 Liability Claims
- 3) 205 Liability Claims
- 4) 206 Electronic Mail
- 5) 207 Administrative communications
- 6) 208 Minimum Staffing Levels
- 7) 209 Post Incident Analysis
- 8) 210 Annual Planning Calendar
- 9) 211 Solicitation of Funds;

Motion made and passed 4-0 to approve the first reading of the listed policies. (Lofrano/Wright).

e. Approve staff's recommendation to purchase the budgeted command vehicle for the 3rd Battalion Chief waiving the need for bids due to the impact of Covid-19 on the non-production of vehicles for the police-fire market:

Chief Gow reported that the command vehicle was approved in the final budget. Policy requires 3 bids but only one dealer has the specific vehicle in stock in Northern California decreasing a long wait time. There are no current state bids to piggyback on. This special service vehicle has a Folsom Chevrolet Fire and First Responders credit and a Municipal/Government Fleet discount. Motion made and passed 4-0 to approve the vehicle purchase. (Lofrano/McCray).

- f. Accept the District's Appropriation Limit of \$4,309,564.32 for Fiscal Year 2020-2021, calculated by Placer County:
Motion made and passed 4-0 to accept the above Appropriation Limit. (Lofrano/McCray).
 - g. Approve an application to borrow County funds to cover any shortfalls until property tax revenues are received:
Motion made and passed 4-0 to approve the application to borrow County funds. (Wright/Lofrano).
 - h. Approve revised indemnification clause for the MOU with Placer County for Hazardous Vegetation Enforcement:
Placer County Counsel has re-written the indemnification clause for the MOU. Motion made and passed 4-0 to approve the changes. (Lofrano/McCray).
 - i. Approve the appeal from Mr. Pendleton to waive the Measure "A" parcel tax. Mr. Pendleton has a legal parcel with 2 separate APNs for county billing purposes. At one time the parcel had 2 different ownerships:
Motion made and passed 4-0 to approve Mr. Pendleton's appeal. (Lofrano/Wright).
 - j. Budget update and approval of expenses:
Motion made and passed 4-0 to accept the budget update and the expenses of \$245,389.59 for September and October, 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): November 23, 2020*
9. Adjournment:
There being no further business, the meeting was adjourned at 6:54 pm.

Respectfully submitted by: 
Gillian Lofrano, Board Secretary

Approved by: _____

November 20, 2020

To: Placer Hills Board of Directors

From: Fire Chief Recruitment Ad-Hoc Committee

Subject: Selection of Fire Chief Recruitment Consulting Company

Recommendation:

The Ad-Hoc Committee recommends the Board consider and approve a contract with Bob Murray and Associates to conduct the recruitment process for the Fire Chief position.

Background/Discussion:

The Fire District received five (5) proposals from companies in response the Request for Proposals issued by the Fire District staff following approval of the Board at the September Board Meeting to begin the recruitment for a new fire chief. The companies are listed below in order of ranking by the Ad-Hoc Committee, Fire Chief and District Manager:

Bob Murray and Associates

Prothman

CPS HR Consulting

Ralph Andersen and Associates

Pacific ExecSearch

All of the submittals proposed similar recruitment methodologies and demonstrated experience in recruitment for both fire chief and other executive level recruitments. Also, the cost to conduct the process by the companies were very comparable with the exception of Pacific ExecSearch. Their fee was 25% of the proposed first year salary of the fire chief.

The Ad-Hoc committee recommendation to select Bob Murray was primarily based on the company being local (Roseville), and, therefore, knowledge of the local Placer County area. In addition, the Companies guarantee was considered as a significant criteria in the selection review process. Their proposal stated guarantee is as follows: "Should the candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the Placer Hills Fire Protection District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the Placer Hills Fire Protection District's behalf during the new search".

The timeframes submitted by the companies to complete the recruitment process were again all similar. The proposal by Bob Murry outlines a 4 month process to complete the recruitment process. Therefore, the Ad-Hoc committee would anticipate starting the process after the holiday period and begin the initial phases in January 2021.

Fiscal Impact:

The proposal submitted by Bob Murray and Associates identifies Professional Services (fixed Flat Fee) of \$17,500 and \$5,500 for Reimbursable Expenses for a Not to exceed Total of \$23,000. There are some optional services listed in the proposal if the District so chooses to request those services.

The Approved 2020-2021 Fiscal Year Budget allocated \$35,000 for these professional services.

Respectfully submitted,

Peter Hills, Ad-Hoc Committee Member

Fred Lofrano, Ad-Hoc Committee Member



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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June 10, 2020

To the Board of Directors and Management
Placer Hills Fire District

The Auditor-Controller is pleased to confirm our understanding of the terms and costs of our services under this agreement for the 2020-2021 fiscal year.

A. Scope of Services

The Auditor-Controller will provide the following services to Placer Hills Fire District ("District"):

1. **General Accounting** – includes use of County's centralized accounting system and recording of financial system entries submitted by the District. Transactions will be reviewed for authorization by appropriate District personnel prior to processing. This also includes compiling the District's financial information to report within the County's A-87 Cost Plan, if applicable.
2. **Accounts Payable** – includes processing payment claims by warrant, wire or ACH. Claims will be reviewed to validate authorized District signers have approved the payment prior to processing, recording and mailing payments. Any invoices submitted with payment claims will be scanned and archived for retention. Review of invoices for mathematical accuracy and appropriateness of expenditure is not part of the service agreement. Maintaining vendors and payments for purposes of 1099 reporting along with issuing 1099 forms for the calendar year, if applicable.
3. **Accounting Support** – includes responding to routine inquiries, working with external auditors, and replying to bank confirmations.
4. **Adopted Budget** – includes recording your District's adopted budget, ensuring expenditures do not exceed authorized budget and processing budget revisions.
5. **Gann Limit** - calculation of appropriation limit for the current fiscal year and measurement (testing) of appropriation limit for the previous fiscal year to assist the District in meeting the requirements of Article XIII B, Section 1.5 of the California Constitution.

B. Term

The term of this Agreement will commence on July 1, 2020 and end on June 30, 2021. Subject to written agreement of the parties, this agreement may be renewed annually.

C. Responsibilities of Auditor-Controller

The Auditor-Controller's responsibility under this Agreement is to perform the services enumerated above. The Auditor-Controller will not audit accounting entries, payment claims or budget transactions, nor will we validate the appropriateness of accounting transactions or claims for payment.

The Auditor-Controller's services are not designed to detect instances of fraud, noncompliance with laws or regulations or significant errors; however, the Auditor-Controller will communicate to District any known and suspected fraud, noncompliance with laws or regulations or significant errors that come to their attention. Neither the County nor the Auditor-Controller will be held liable should any instances of fraud, noncompliance with laws or regulations or significant errors be subsequently discovered by either District or through a claim or lawsuit to District.

D. Responsibilities of District Management

District is responsible for (1) ensuring all transactions are submitted and/or approved by authorized staff, (2) reviewing all transactions prior to submittal to ensure appropriateness of the expenditure, compliance with laws or regulations and to check for significant errors and fraud, (3) retaining all source documents, and (4) providing all District Board authorized budgets and budget amendments. District is encouraged to routinely provide accounting reports and payment registers to its Board for review.

District agrees to inform County of significant noncompliance, fraud and/or errors immediately upon discovery.

For all services provided District management agrees to assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, and/or experience to understand the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. District agrees to hold the County and the Auditor-Controller harmless for any subsequent claims or lawsuits that may arise from the results of the services.

Annual Cost and Billing

The annual cost of services identified above is \$1,509.11. Your District will be billed by journal entry during the third quarter of the fiscal year for the entire annual costs. A copy of the journal entry will be provided to your District.

Agreement

The Auditor-Controller appreciates the opportunity to be of service to you and believes this letter accurately summarizes the significant terms of your agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. Please execute this document and return the original version to my office at your earliest convenience.

Sincerely,

Andrew C. Sisk, CPA
Auditor-Controller

We, the undersigned, have read and agree to the terms of this Agreement. We represent we have the authority to execute this Agreement on behalf of the Placer Hills Fire District.

Authorized Signature Director: _____ Dated: _____

Authorized Signature Board Chair: _____ Dated: _____

District Name: Placer Hills Fire Protection District

PLACER HILLS FIRE DISTRICT BREAKDOWN OF AUDITOR CONTROLLER COSTS

General Accounting and Accounts Payable	459.11
Accounting Support	300.00
Adopted Budget	500.00
Gann Limit	250.00
<hr/>	
Total	1,509.11