

# 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](http://www.placerhillsfire.org)



Alex Harvey  
Peter Hills  
Fred Lofrano  
Russell McCray  
Mark Wright

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## MINUTES OF THE REGULAR MEETING: April 22, 2020 by video 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, 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 February 26, 2020. (Lofrano/McCray). The regular March meeting was canceled due to the COVID-19 pandemic.

4. Public Comment: None.

5. Correspondence (not covered in Agenda items below): The Negotiating Committee received correspondence from the shop steward of Local 3800 after the agenda was posted. This will be reviewed by the Board next month.

6. Information Items:

a. Fire Chief Kirk Kushen

- Our Insurance Services Office (ISO) rating has improved to a 3-3Y which takes effect on June 1, 2020. This is a great accomplishment for our district putting us in the top 13% of rated fire districts. This will improve the rate and availability of insurance for our district's residents.
- We have been proactive with our procedures to safeguard our personnel and community against the COVID-19 crisis. We participate in daily county meetings, keeping apprised of directives and precautions to mitigate the deadly virus.
- Personnel: 2 of our interns resigned to accept full-time positions in the fire service. We have rehired our 3 limited term firefighters who started at the beginning of the month. We will continue to recruit interns after they graduate from the academies.
- Many of our employees work different first responder jobs to supplement their incomes. Due to the impact that this may have on our small district if one of our employees contracted COVID-19, we are offering opportunities for our staff to work extra hours on projects that need additional staff time for completion. Chief Kushen would like to allocate \$7,000 from the part-time employees' budget key to fund 30 to 40 hours of weekly overtime to catch up on the backlog of work before fire season.
- Our new Type 1 engine is currently in Southern California for equipment installation. Many thanks to Chief Nelson and the apparatus committee's efforts on this project.

We have transferred the title and completed the DMV paperwork for our old PHF E-85 to Newcastle FPD, where it is now in service as E-41.

- We have received our ballistic vests which are funded through the Placer County EMS Improvement fund. Newcastle Fire was also a recipient of ballistic vests.
- Chief Kushen reached out to Congressman LaMalfa's office soliciting support for additional FEMA funding support for rural fire departments. The percentage of allocated grant funds is disproportionately favoring large municipal agencies. They have offered to support our local grant efforts.

We will be working on a SAFER Grant requesting the funding for 3 permanent firefighter positions. There will be some cost share components of this 3 year grant funding program. We are also applying for a Fire Inspector and public education materials through the FEMA Fire Prevention and Safety grants.

With the COVID-19 crisis and the local, state and federal disaster declarations, there are multiple areas where FEMA is funding Public Assistance grants and cost recovery options in several formats, including Fire Management Assistance Grants with 75% reimbursement to assist with the initial response and associated costs and potential future mitigation costs. We have applied for an initial expedited funding grant for 4 lap top computers and a printer for supporting the remote workplace safety mitigations recently implemented.

Additional assistance may become available for Mitigation grant funding for the infrastructure needs, added communications capabilities and the installation of the generator at our administration building to prepare our operations center for current and future events. This ties directly to Action Item 7c. Resolution 20-02 designating our Districts Chief Officers as the authorized agents for these grants requesting financial assistance and emergency relief.

We will also be applying for a PSPS Event mitigation grant through Placer County OES to assist funding the generator installation when those grant application periods open.

#### *Battalion Chief Slusher*

- Chief Slusher reported that the fire stations are closed to the public. No outside shoes are allowed in the buildings. There is increased cleaning and disinfecting of the stations. Employees' temperatures are taken. Staff has received IAFF's guidelines for mental and physical health. Interaction between the engine companies is limited. There has been a reduction in the call volume. Crews did assist with the structure fire of the old Denny's building in Auburn.

#### *Battalion Chief Nelson*

- The temporary building for the new engine is assembled. Electrical power and the garage door still have to be installed.

#### *Division Chief/Fire Marshal Brothers*

- Chief Brothers reported that \$28,349 has been collected for fire code inspections in this fiscal year. This is close to our projections.

- Chief Brothers met with County Officials to discuss the County Hazard Vegetation Abatement Ordinance. He persuaded them to include unimproved lots. The County has tabled the adoption of the 2019 Fire and Building codes until August.
- Chief Brothers hopes to get the “Collector” app free to document defensible space inspections.

c. Firefighters Association report by Engineer Havard

- The association has been on hold during the COVID-19 situation. Still no decision on Pioneer Day and Awards Dinner.
- Members are participating in a Zoom meeting to raise donations for the annual St. Baldrick’s Foundation to help children with cancer.

d. Local 3800 report by Captain Wood

- Captain Wood reported that he had recently submitted a letter to the negotiating team.

e. Board Committee Reports:

- Fire District Agreements:

Director McCray reported that there has been no communication with Foresthill FPD. Director Hills is working on an Administrative Services and Joint Operations agreements with Newcastle Fire Protection District. Meeting with the Newcastle representatives in May.

7. Discussion and Action Items:

a. Award contract for the tenant improvement at 17020 Placer Hills Rd., Meadow Vista:

Director Lofrano reported that the Request for Proposals was sent out. The district received 4 bids. Three bids ranged from \$82,000 to \$90,000. The fourth bid was not considered as it was for \$148,000. The committee sent out further clarification to the 3 bidders. The committee reviewed the bids on the criteria set forth in the RFP: 50% pricing, 30% meeting criteria set forth in RFP and 20% in company credentials. The committee recommended going with DKMC Corp. as it was the most complete proposal addressing all the points. Director Lofrano made a motion to accept the contract with DKMC Corp. for \$90,209. The motion was seconded by Director Wright. Director McCray asked about the installation of the generator. Chief Kushen reported another unit could be powered up by manually shutting down another unit. Chief Kushen is pursuing grants to fund the installation of the generator as this is a separate project from the RFP. Chief Nelson noted that office equipment and computers still need to be purchased. The motion was amended and seconded by the originators to include legal review of the contract with the Contractor. Motion was approved unanimously. The project will take 6 weeks to finish.

b. Approve the second reading of Ordinance No. 20-02 Abatement of Hazardous and Combustible Materials:

Chief Brothers reported that Section 4, item 7 was changed to two feet either side of the roadway. Motion made and approved unanimously to accept Ordinance 20-02. (Wright/McCray). The Ordinance references Public Resource Code 4291. Mr. Oslund from Winchester thanked the Chief Officers of Placer Hills FPD for their work in this ordinance.

c. Approve Resolution No. 20-02 designating the district’s agents for the purpose of obtaining Federal and State financial assistance and emergency relief:

Chief Kushen reported that this resolution is necessary to apply for disaster grants as reported above. Motion made and passed unanimously to approve Resolution 20-02. (McCray/Lofrano).

*d. Review and give direction regarding the correspondence from Linnie O’Flanagan regarding her rental lease with the district:*

Ms. O’Flanagan communicated that she has been unable to secure a disaster relief loan and she is unable to treat her patients due to the Coronavirus situation. Motion made and approved unanimously to postpone her rent until lockdowns have been lifted with no fees or interest assessed. (Wright/Lofrano).

*e. Approve an appeal from Mr. and Mrs. Fredy to waive the “Measure A” parcel tax:*

The Fredy’s have combined their two parcels into one. Motion made and passed unanimously to approve the refund of the “Measure A” tax for 2019-2020 fiscal year. (Wright/Lofrano).

*f. Review the staff report of the training burn simulator at Station 86:*

Chief Nelson noted that it had been a long time goal to get a training site in the district. Chief Slusher was successful with his FEMA grant to fund the containers and steel. President Hills appreciated the comprehensive staff report. Director Lofrano was concerned about the smoke component. Staff did extensive fire studies throughout the year and at different times of the day. The trees helped to dissipate the smoke. Staff anticipates only burning once a month. The simulator will ensure our control over the live fire training and keep our crews in district instead of using Roseville’s facility. Chief Kushen added that the simulator will assist with our ISO evaluation in the future. The simulator will also be used for rescue training.

*g. Budget update and approval of expenses:*

We received 40% of our property tax revenue. There have been 9 new home starts in Winchester and 17 starts in the rest of the district. We are close to our projected revenues for Mitigation fees. We anticipate going over budget on the temporary building at Station 84. Motion made and passed unanimously to approve the budget update and the expenses of \$371,521.67 for the period of 2/26/2020 to 4/18/2020. (Harvey/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.*

President Hills will be participating in the video teleconference of Northern California Special Districts Insurance Authority’s quarterly meeting next week.

Finance Committee will meet next month to work on the preliminary budget for next year.

President Hills and Director McCray will be meeting with the Newcastle Board representatives to discuss the administrative contract and the Joint Operations Agreement.

Director Harvey received a request from Local 3800 to reopen negotiations. This will be discussed in closed session next month.

President Hills received a letter from Local 3800 regarding the Battalion Chief Unit.

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

c. *Reminder of next Board meeting(s): May 27, 2020*

9. Adjournment:

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted by:   
Gillian Lofrano, Board Secretary

Approved by: 