

# BOARD OF DIRECTORS

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

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## MINUTES OF THE REGULAR MEETING: January 22, 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: Chief Kushen, District Manager Lofrano, Fire Marshal Brothers, Battalion Chief Nelson and Acting Battalion Chief Slusher. Also in attendance, a large contingent of well-wishers for the badge pinning ceremony.

### 2. Agenda approval:

Director Hills moved the badge pinning ceremony to before correspondence. A Motion was made and passed unanimously to accept the amended agenda. (Lofrano/McCray).

### 3. Approval of the minutes: Motion made and passed unanimously to approve the minutes of the special meeting on December 19, 2019. (McCray/Lofrano).

### 4. Public Comment: None.

### 7a. Approval of the promotions of Division Chief/Fire Marshal Vernell Brothers and Battalion Chief Matthew Slusher:

Chief Kushen congratulated both Chiefs on their promotions. The district is now in a better position to serve the public. Battalion Chief Slusher had his badge pinned by his wife, Meghan and son, Colton. Division Chief/Fire Marshal Brothers had his badge pinned by Chief Kushen. A short recess followed to congratulate the Chiefs.

### 5. Correspondence (not covered in Agenda items below): President Hills received a letter from Foresthill's Board President Michelini requesting to meet to discuss the Joint Operations Agreement (JOA) and potential continued partnerships with fleet services and battalion chief response. President Hills and Director McCray will meet first with staff to discuss these items and then with Foresthill's representatives. Foresthill Board Director Reams noted that all three agencies benefitted from the JOA. "Lexipol" will make our policies. Retired Chief Gow also concurred that the JOA was a tremendous benefit to all concerned. He recommended getting the Directors Group back together.

### 6. Information Items:

#### a. *Fire Chief Kushen*

- New hire Engineer Brian Hodges started on January 3, 2020. All permanent positions have now been filled. We will have his badge pinning ceremony next month. The seasonal firefighters have been laid off. We have 5 new interns providing 3-0 staffing. Only Station 84 B-shift does not have an intern. We have created new organizational and responsibility charts.

- Engine 85 will be going into service at Newcastle. We expect delivery of our new Type 1 engine in February and in service in March. The Air Pollution Control District's grant has been extended to the end of March.
- We have submitted a grant for ballistic vests to S-SV EMS agency. The containers for the burn prop have been purchased.
- The 57 KW generator, which we received from the County for the administration building, has been moved to Station 85. Captain Lippold will check out the unit. Chief Kushen is applying for funds to move the generator.
- There are 5 new recognized "Firewise" communities in our district.

*Battalion Chief Slusher*

- We responded to 1,491 incidents last year. We were significantly busier. The call volume increase may be due to more resources requested to incidents and an aging population. Staff trained for 2,796 hours in 2019. Staff will be attending Rescue Systems 1 training in the Southern California and in the Bay Area.
- Chief Slusher presented the new organizational and collateral duties charts.

*Division Chief/Fire Marshal Brothers*

- We have collected \$12,525 in fire code compliance fees. Newcastle has collected over \$9,000. Newcastle approved transferring these fees to Placer Hills to pay for the Fire Marshal's position.
- Chief Brothers will be bringing forward a resolution to adopt the 2019 California Fire Code next month which will be followed by an ordinance.

*Battalion Chief Nelson*

- The Request for Proposals for the tenant improvements for the new administration building will be going out in the next couple of weeks. Director Lofrano commented that the conference room is being set up as a potential command center and all the light fixtures are being upgraded to LEDs. Chief Nelson has already addressed some tripping hazards at the new building. We will get legal review for the contract for services. There must be a clause to reject any or all bids. Chief Nelson is looking at PublicPurchase.com for major purchases. This site is used by many agencies including Placer County. Chief Kushen is updating the Purchasing Policy.

*c. Firefighters Association report by Captain Froggatt*

- Working on a date in March for Awards' Night.

*e. Board Committee report by President Hills:*

- The Finance Committee will meet in the first part of February to discuss recommendations for mid-course corrections for the budget and the addition of the loan proceeds.
- The quarterly meeting of Northern California Special Districts Insurance Authority is next week. The audit will be reviewed.

7. Discussion and Action Items:

*b. Election of Board Officers and Appointment of Committee Assignments:*

Motion made and passed unanimously to continue the current board officers and committee responsibilities. (Lofrano/Wright). Director Harvey is the alternate for NCS DIA.

*c. Accept the Audit for Fiscal Year 2018-2019:*

Motion made and passed unanimously to accept the Audit prepared by Johnson Accounting for Fiscal Year 2018-2019. (Lofrano/Wright). President Hills noted the inconsistency to the audit made by the strike team reimbursements.

d. Accept a vision care plan for approved district employees:

Motion made and passed unanimously to approve the vision care plan presented by "InterWest" Insurance Services. (Harvey/Lofrano).

e. Community members' requests to waive the Measure "A" parcel tax:

Motion made and passed unanimously to waive the Measure "A" parcel tax requested by Mr. Owens, to refund the fees and to remove from future parcel tax assessments. (Lofrano/Wright). Motion made and passed unanimously to table Mr. Steinhauer's request. (Wright/McCray). Staff will visit the property to assess the situation.

f. Approve the transfer of Engine 85 to Newcastle FPD:

Chief Kushen reported that the transfer of Engine 85 was part of the grant agreement with Placer County Air Pollution Control District. Staff will be transferring some equipment and radios. The Board of Newcastle FPD has accepted the transfer. Motion made and approved unanimously to transfer the title of the 2004 HME engine to Newcastle FPD and to allow staff to make the necessary equipment changes. (Lofrano/Wright).

g. Budget update and approval of expenses:

Legal fees are over budget. Some other accounts will need to be adjusted at the mid-course correction. Motion made and passed unanimously to approve the budget update and the expenses of \$260,436.62 for the period of 12/19/2019 through 1/17/2020. (Lofrano/Wright).

8. Discussion Items:

a. Alternative locations for board meetings:

Chief Slusher reported that staff is planning to make the training room into the gym after administration has moved to the new offices. The board meeting could be conducted at the Meadow Vista Community Center. The lessee of the second ground level unit of the administration building has not committed to continue his lease. This provides another option.

b. Participate in an MOU with the Bureau of Reclamation to manage wildland fuels reduction programs on lands under Reclamation authority adjacent to the district's boundaries:

Retired Chief D'Ambrogi noted that this would be a great benefit. Consensus of the Board was to move forward with the MOU with the Bureau of Reclamation.

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 and Director McCray will meet with Newcastle FPD Directors Bettencourt and Heisterkamp to discuss the administrative services contract and Fire Marshal services.


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

c. Reminder of next Board meeting(s): February 26, 2020

9. Adjournment:

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted by: \_\_\_\_\_



Gillian Lofrano, Board Secretary

Approved by: \_\_\_\_\_

