

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: February 26, 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: Division Chief Brothers, District Manager Lofrano, Battalion Chiefs Nelson and Slusher.

2. Agenda approval:

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

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

4. Public Comment: None.

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

6. Information Items:

b. *Division Chief Brothers*

- Chief Kushen is on vacation and will return March 3, 2020.
- Crews have responded to several escaped debris burns. Fuels are very dry with no rain in February. Chief Brothers cautioned everyone to be careful when burning.
- We collected \$2,200 in fire code inspection fees in February.

Battalion Chief Slusher

- Chief Slusher is disseminating EMS updates about the Coronavirus (COVID-19) to all personnel. Everyone is counseled to routinely wash hands and wear the appropriate personal protective equipment and respiratory protection. The fatality rate of COVID-19 is 2% of infected people.

Battalion Chief Nelson

- Chief Nelson and Captain Lippold went to the factory in Nebraska to finalize the build-up of the new Smeal Type 1 engine. Progress was impacted by flooding, but we should have the engine in the next couple of weeks and in service in April.
- Captain Lippold is getting the fleet ready for fire season. Ladder testing has been completed. The new command vehicle will be in service in 6 weeks.
- Responded to 107 calls this month. Crews responded to a technical rescue in Nyack involving several big rigs. There was a good outcome for the patients.

c. *Firefighters Association report by Captain Froggatt*

- Awards Banquet is set for March 21, 2020 at the Winchester Country Club.

d. *Local 3800 report by Captain Wood*

- Captain Wood is now the new shop steward for Local 3800. He is looking forward to working with the board representatives.

e. *Board Committee Reports:*

- *Northern California Special Districts Insurance Authority report by President Hills:*

All audits went well. Senate Bill 542 defines post-traumatic stress as presumptive. NCS DIA contracted with a firm with reasonable rates to create a new website which follows the mandates of Senate Bill 929. President Hills will share the website compliance check list. President Hills will also share the online training program "Targetsolutions" utilization report with Chief Slusher. Additionally there was a report of the annual net reductions in the cost of the claims mediated by "Medata".

- *17020 Placer Hills Road Tenant Improvements update by Director Lofrano:*

Director Lofrano presented the scope of work for the project. The Request for Proposals will be published and the contract will be awarded at next month's board meeting.

7. Discussion and Action Items:

b. Approve a Duty Chief Response and Management Agreement with Penryn FPD:

This document memorializes the verbal agreement that Chiefs Kushen and Higgins have been operating under for some time. Penryn FPD's Board is supportive of the document. Division Chief Brothers suggested that there would be better administration and operational oversight by using Placer Hills' Duty Officers to cover Chief Kushen's shifts. President Hills felt that this was a staff level discussion and asked staff to bring back a report with any fiscal impact. Motion made and passed unanimously to accept the Duty Chief Response and Management agreement. (Lofrano/Wright).

c. Approve a Duty Chief Services Agreement between the District and Foresthill FPD:

President Hills reported that the services agreement with Foresthill FPD expired on February 24. He has had several discussions with Director Reams – Foresthill is interested in a Duty Officer agreement. One option was to extend the current agreement for a month to work on a Duty Officer agreement. At a special Board meeting, Foresthill requested to continue the current contract but at a reduced cost. President Hills felt that this was not legal. The Board were unable to schedule a Placer Hills' special meeting to consider the Duty Chief agreement with a reduced scope of services. The cost of the proposed agreement covers the 3 duty positions and an administration and vehicle fee. There is little room for negotiation. Director Harvey moved to approve the proposed Duty Chief Services agreement with Foresthill FPD. Director McCray seconded the motion. Retired Chief Gow thought the contract was costly and encouraged all to continue with consolidation talks for the growth of the fire districts. Director Reams appreciated all the services given by Placer Hills in the past but Foresthill is only requesting Duty Officer coverage. He would like to meet with the board representatives to continue the discussion. Captain Reams commented that Foresthill wants to maintain its association with Placer Hills. It was commented that Foresthill receives Duty Chief coverage through mutual aid for free. Director Harvey amended his motion to include that the agreement

will take effect on April 1, 2020. Director McCray seconded the motion which was passed unanimously.

a. Personnel Changes:

Motion made and passed unanimously to hire Engineer/Paramedic Hodges and approve Engineer Havard's completion of his probation. (Lofrano/Wright). Division Chief Brothers conducted the Oath of office for Engineer/Paramedic Brian Hodges, and his wife and son pinned his badge

d. Approve Resolution No. 20-01 adopting the 2019 California Building and Fire Codes, with Placer County and Placer Hills FPD amendments:

Motion made and passed unanimously to adopt Resolution No. 20-01. (Lofrano/McCray).

e. Approve the first reading of Ordinance No. 20-02 Abatement of Hazardous and Combustible Materials repealing and replacing Ordinance 19-03:

Chief Brothers reported that he learned a lot about drafting this ordinance through County Counsel. The formatting is much clearer and easier to understand. Unimproved lots were added but no requirements were changed. Concerns were voiced about the impracticality of clearing within 10 feet of a roadway. Motion made by Director Lofrano and seconded by Director Harvey to approve Ordinance No. 20-02 with the modification that the clearing be reduced to 2 feet of a roadway. After some discussion, Director Lofrano amended his motion to add that the Chief has the latitude to reduce the clearing down to 2 feet. Director Harvey seconded the motion which was passed unanimously.

f. Approve Policy 212 Purchasing policy:

Chief Kushen drafted the policy in the new "Lexipol" format. Under section 212.4, purchases for supplies, equipment and services was raised from \$4,000 to \$5,000. Motion made and approved unanimously to approve the amended policy (Wright/Harvey).

g. Approve the lease agreement proposed by Casey Spencer for Unit 1B:

Mr. Spencer proposed to continue renting Unit 1B at \$700 per month until January 31, 2021 and then \$800 per month thereafter. Motion made and passed unanimously to approve Mr. Spencer's proposal and extend his lease for another year. (Wright/Lofrano).

h. Approve an appeal from Mr. Steinhauer to waive the "Measure A" parcel tax:

Director McCray and Chief Kushen went to the property. The canal has an easement that stops at his property. The County has assessed minimal taxes on this property. Motion made and passed unanimously to waive the Measure "A" parcel tax for Mr. Steinhauer. (Lofrano/Wright).

i. Approve the mid-term corrections recommended by the Finance Committee for the current fiscal year:

District Manager Lofrano reported that the Finance Committee made the following recommendations to the current budget:

- Revenues: The building and engine loans were added. No changes were made to the estimated property and special tax revenues. Administrative services were reduced to reflect the cancellation by Foresthill FPD. Code inspection fees were increased in anticipation of spring building. Miscellaneous revenue increased due to the escrow refund. Grant revenues were adjusted to actual amounts.
- Expenditures: \$150,000 was assigned to future infrastructure improvements. Funding was budgeted for the parking lot at Station 85 and small renovations to Station 84. The Fire Prevention budget was increased for public outreach. Legal fees increased to

\$45,000. Wages and benefits accounts were adjusted to reflect actual costs. Increased funding allocated for the SCBA purchase/air unit retrofit and additional equipment for the new Smeal engine. Apparatus maintenance was increased due to anticipated repairs.

Motion made and passed unanimously to approve adjustments to the 2019/2020 Fiscal Year budget. (Lofrano/Harvey).

j. Budget update and approval of expenses:

Although invoices have been approved, we have not received reimbursement for some strike teams. Mitigation Fees collected are approximately \$60,000. Motion made and passed unanimously to approve the budget update and the expenses of \$307,963.74 for the period of 1/18/2020 to 2/21/2020. (Lofrano/Wright).

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): March 25, 2020*

9. Adjournment:

There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted by: _____


Gillian Lofrano, Board Secretary

Approved by: _____

