

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 SPECIAL MEETING: November 23, 2020

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

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 Gow, Fire Marshal D'Ambrogi, District Manager Lofrano, Battalion Chief Slusher.

2. Agenda approval:

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

3. Approval of the minutes:

Motion made and passed approving the minutes of the regular meeting held on October 28, 2020. (Lofrano/Wright). Director Hills abstained as he did not attend the meeting.

4. Public Comment: None.

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

6. Information Items:

a. Fire Chief Ian Gow

- Chief Gow made a provisional offer to the candidate who came out number 1 in the Battalion Chief test. Hopefully he will start in 2 weeks. Chief Slusher organized a very impressive and professional testing process.
- Sutter Occupational Health suddenly canceled its pre-employment and fitness for duty medical evaluations. Occu-Med provides these services at a much cheaper cost than Kaiser.
- All the staff meetings have been going well with good input from everyone.
- Foresthill Fire sent a Joint Operations Agreement to re-start the program. Staff have not got very far in discussing this issue.
- Auburn City's measure for funding for the second fire station staffing failed. This may impact our staff with less mutual aid received but more mutual aid given.
- South Placer Fire has 3 new members on their 7 member Board – waiting to see how this unfolds.
- Penryn Fire is still negotiating with South Placer.
- Newcastle Fire had an agreement 4 years ago with the Placer County Treasurer for a \$2,000,000 loan to build the new fire station. The current contract to build the station is \$3,600,000. Supervisor Holmes and Treasurer Windeshausen introduced the USDA Programs Specialist to Newcastle representatives and staff. A pre-application was submitted to USDA for a loan over 40 years at just under 2.2% interest. Hopefully we

will hear in December if we have progressed to the next step. Chiefs Gow and Slusher are working on a First Responder fee and Advanced Life Support services for Newcastle. Newcastle has 1 paramedic on staff and often Placer Hills' medics fill in at Station 41. S-SV EMS would consider allowing ALS services when available. AMR is willing to transfer the appropriate data to the billing company. Newcastle is served by AMR ambulances stationed in Auburn and Rocklin. Chief Slusher noted that with COVID-19 there has been less vehicle accidents and medical calls reducing the number of staffed ambulances.

- Chief Gow is working through the Lexipol policies.
- We will be posting our vacant Engineer's position.
- Chiefs Gow and Slusher are working on options for the training facility.

Fire Marshal Mark D'Ambrogi

- Chief D'Ambrogi reported that he is keeping up with all the new construction inspections. He is delaying the engine company inspections due to the COVID-19 pandemic. He will inspect the schools during the holidays and is working on some new planning projects.

Battalion Chief Matt Slusher

- Staff are wearing their face coverings. 1224 calls for service this year which is comparable to last year. An 18-wheeler ended up straddling the center median.
- Chief Gow has a new Chevy command vehicle. The new Battalion Chief will use the Tahoe. We hope to get the Type 6 engine in February.
- Staff is working on the alerting system for the Administration offices. We will be able to mute the speakers.
- The Battalion Chief testing process went very well with experienced and knowledgeable assessors from Cal OES, Rocklin, Sac Metro and Cal Fire. We had high quality candidates.

e. Board Committee reports:

- The Ad Hoc hiring committee's report was later on in the meeting.

7. Discussion and Action Items:

a. Reject the claim against the Fire District for \$4,610.23 for property damages submitted by Mid-Century Insurance Company:

Chief Gow reported that the fire engine encountered a private vehicle on a narrow road while responding Code 3. It happened at a slow speed with minor damage. Motion made and approved unanimously to reject the claim submitted by Mid-Century Insurance. (Harvey/Lofrano).

b. Award the contract for the installation of a back-up generator at the Administration offices:

Chief Gow recommended accepting the low bid from Norris Electric for \$39,678. The district is responsible for getting the generator from Station 85 to the Administration Offices and will also co-ordinate with the propane company. This will involve additional costs. After some discussion a motion was made, amended and approved unanimously to award the contract to Norris Electric and approve up to \$2,500 for ancillary items associated with the installation. (Lofrano/Wright).

c. Award the contract to provide recruitment services for the District's next Fire Chief:

Director Hills reported that he was pleased with the proposals. Several were very similar. The Ad Hoc committee recommended the proposal of Bob Murray & Associates as they are local and slightly lower in their bid. After some discussion, motion made and approved unanimously to award the contract to Bob Murray & Associates. (Lofrano/McCray).

d. Approve the 2nd reading of Chapter 2 Policies; 201 Emergency Action Plan & Fire Prevention Plan, 205 Liability Claims, 206 Electronic Mail, 207 Administrative communications, 208 Minimum Staffing Levels, 209 Post Incident Analysis, 210 Annual Planning Calendar, 211 Solicitation of Funds:

Chief Gow reported that the Newcastle Board has approved the policies, but not sure on the status of Foresthill Fire. Motion made and passed unanimously to approve the second reading of the above referenced policies. (Harvey/Wright).

e. Approve the first reading of Chapter 3 Policies, General Operations – see attached list:

Chief Gow reported that he is making minor changes to Policy 306 Response Time Standards. The district has access to South Placer's Chaplain and the County's chaplain. Motion made and passed unanimously to approve the first reading of Section 3 policies. (Lofrano/Wright).

f. Approve the agreement for services with the Placer County Auditor-Controller for Fiscal Year 2020/2021 for a cost of \$1,509.11:

After some debate, a motion was made and passed to approve the agreement with Placer County Auditor-Controller and the cost of \$1,509.11. (Lofrano/Wright).

g. Set the date for the Board meeting in December:

Consensus of the Board members was to keep the regular date of December 23, 2020.

h. Budget update and approval of expenses:

Chief Gow reported that he had signed an invoice for reimbursement of \$180,000 for a strike team deployment. It was a very active wild fire season this year with a lot of experience for our crews. Motion made and passed unanimously to accept the budget update and the expenses of \$230,591.20 for October/November, 2020. (Lofrano/McCray).

i. Closed Session:

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:

Negotiations had not taken place. Motion made and passed unanimously to delete the closed session from the agenda. (Lofrano/Harvey).

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.*

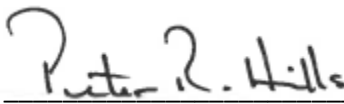
b. *Request items for inclusion in subsequent meetings or request a special meeting: Director Harvey requested that items on the agenda be designated either "action" or "discussion".*

c. *Reminder of next Board meeting(s):* December 23, 2020

9. Adjournment:

There being no further business, the meeting was adjourned at 7:16 pm.

Respectfully submitted by: 
Gillian Lofrano, Board Secretary

Approved by: 

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

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