

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: January 27, 2021

Held in Unit 2A, 17020 Placer Hills Rd., Meadow Vista and by a Zoom teleconference.

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

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

Directors in attendance: Hills, McCray, Lofrano, Wright and with Harvey on Zoom.

Directors absent: None

Staff in attendance: Chief Gow, Fire Marshal D'Ambrogi, District Manager Lofrano, Battalion Chiefs Nelson, Slusher and Williamson.

2. Agenda approval:

The badge pinning ceremony was moved to the beginning of the agenda. Motion made and passed unanimously to accept the amended agenda. (Wright/McCray).

3. Approval of the minutes:

Motion made and passed approving the minutes of the regular meeting held on December 23, 2020. (McCray/Wright).

4. Public Comment: None.

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

7. a. Badge Pinning Ceremony for Battalion Chief John Williamson:

Several family members and friends of Chief Williamson were in attendance. Chief Williamson's wife, Kim, pinned his badge. Board and staff congratulated Chief Williamson on his appointment.

6. Information Items:

a. Fire Chief Ian Gow

- Chief Gow reported that the generator for backup power has been installed at the administration offices. A huge crane was used to maneuver the generator from the parking lot to the side of the hill. The alerting system was also installed.
- Staff is preparing for the winter storms.
- Busy with Finance and negotiation meetings.
- Newcastle Fire is still going through the USDA process. District Manager Lofrano managed to expedite a second loan denial letter required by USDA. We hope to hear a positive response any day now.
- Penryn hired Brian Shannon as the new Fire Chief. He retired from Sac Metro Fire. He is working with South Placer on an administrative contract. South Placer Chief Walder retires in March. Chief Fowler will probably be the interim Chief but he retires in December 2021. South Placer will also be in the process of hiring command staff.

b. Fire Marshal Mark D'Ambrogi

- Chief D'Ambrogi reported that there are 10 active single family homes and the new café in Meadow Vista. He has signed off 5 new homes.
- He is starting the mandated inspections of the schools, lodging facilities and large day cares. The engine companies assisted with the inspection of the schools during the holidays.
- Chief D'Ambrogi has updated the district's website with public safety information, fee schedules and procedures for new construction.

c. Battalion Chief Matt Slusher

- Chief Slusher handed out the call break down and property losses for December 2020. There were 113 service calls in December and 1375 in 2020.
- Crews mitigated a structure fire that started from ashes on the deck and spread into the house wall.
- We are continuing with our protocols and directives for COVID-19.

e. Local 3800 Captain Wood

- Captain Wood reported that he is waiting to meet with the Board's negotiating team.

f. Board Committee reports:

Finance Committee: Director Hills reported that the Finance Committee met twice this month. Andy Heath, Auburn City Financial Director, gave his perspective on the District's Unfunded Accrued Liability (UAL) with CalPERS. The committee requested that Mr. Heath provides a financial forecast for the district to assist in the meet and confer process.

Norther California Special Districts Insurance Authority (NCS DIA), (District's workers compensation provider) meeting: Director Hills reported that the comprehensive audit for NCS DIA showed that they were in a good financial condition. There has been fairly good returns for the JPA's investments. There is no dividend for this fiscal year. Director Hills provided the report of the use of Target Solutions by each agency.

Ad Hoc Chief Recruitment Committee: Director Hills reported that the committee is meeting with the consultant next week.

7. Discussion and Action Items:

b. Election of Board officers and appointment of Board Committees:

Motion made and approved unanimously to continue the Board Officers and Committee responsibilities from 2020. (Lofrano/Wright).

c. Approve the 2nd reading of Chapter 2 Policies; 213 Credit Cards, 214 Payroll and Chapter 4 Fire Prevention – See attached list of policies:

Chief Gow noted that there was a minor change to Policy 214 Payroll. Motion made and approved unanimously to approve the 2nd reading of Policies 213, 214 with the change, and Chapter 4 as listed. (Lofrano/McCray). (See attached list of Chapter 4 policies).

d. Approve the 1st reading of Lexipol Chapter 5 Policies; Emergency Medical Services – See attached list of policies:

Motion made and passed unanimously to approve the first reading of Chapter 5 Policies: (see attached list). (Wright/McCray). The Board was pleased with the progress on the policies.

e. Approve Staff's recommendation to surplus the 2003 Ford Expedition:

The 2003 Expedition has a blown transmission. Staff recommends stripping it for parts and then use it for vehicle extrication training. Motion made and passed unanimously to surplus the 2003 Expedition. (Wright/Lofrano). The surplus 1987 grass rig has been sold to the highest bidder who lives in the district.

f. Options for the District's CalPERS unfunded liability:

Director Hills reported that Mr. Heath observed that our liability with CalPERS is relatively under control and funded at about 80%. Our liability, at over \$830,000 and is not large enough to warrant going out for a bond. There are other avenues available which could save the district 2% to 3% in interest, particularly a fund specifically used for retirement costs. There is no guarantee that our UAL will not come back if we pay off current liabilities. The Finance Committee hopes to have another CalPERS UAL presentation from a legal firm in February. Director Harvey suggested making an extra contribution to CalPERS if there is sufficient funding.

g. Update on the Department's COVID-19 response:

Chief Gow reported that the COVID response was managed by directives. Chief Slusher is keeping everyone informed and educated. To date, 3 staff members have tested positive but none of the other crew members became infected. A COVID policy will be added to Lexipol when we reach that section. District employees are limited to their respective stations. Chief Slusher has purchased a cleansing system which is used to disinfect the districts buildings and equipment on a weekly basis. In-house testing kits have been purchased under Chief Gow's medical license – we have a waiver to conduct our own testing in-house. The second round of vaccines for first responders starts next week. There has been additional expenditures to deal with the COVID pandemic. Director Hills noted that our Workers Compensation Insurance Company has 168 COVID related cases, 64 actual claims which will be consolidated into 1 claim. Chief Gow added that the cases in Placer County are dropping. However, there seems to be a post COVID syndrome with some positive patients recovering slowly and developing chronic cardiac issues. Staff has been directed to follow up with their physician if they suffer on-going symptoms.

h. Budget update and approval of expenses:

Chief Gow reported that 58% of the fiscal year has elapsed. We are over in medical expenses, mechanic and overtime salaries. The Finance Committee will meet to discuss a mid-year budget review. Motion made and passed unanimously to accept the budget update and the expenses of \$295,330.97 for the period of December 16, 2020 through January 21, 2021. (McCray/Wright).

Battalion Chief Nelson thanked everyone for their thoughts and support during the passing of his father.

The open meeting was adjourned and the Board went into Closed Session at 6:53 p.m.

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:

The open meeting was reconvened at 8:04 p.m. President Hills reported that the Board gave direction to the Negotiating team.

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.

Director McCray suggested that the administration parking lot needs to be striped.

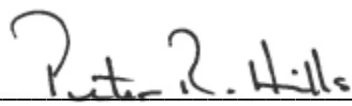
b. Request items for inclusion in subsequent meetings or request a special meeting: Director Harvey requested that items on the agenda be designated either "action" or "discussion".

c. Reminder of next Board meeting(s): February 24, 2021.

9. Adjournment:

There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully submitted by: 
Gillian Lofrano, Board Secretary

Approved by: 

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

Chapter 2 - Organization and Administration

213 - Credit Card Policy.
214 - Payroll Policy.

Chapter 4 - Fire Prevention.

400 - Fire Inspections. 147
401 - Permits. 150
402 - Fire Investigations. 152
403 - Code Enforcement. 155
404 - Alternative Materials and Methods Requests. 157
405 - Public Education. 159
406 - Fireworks Displays. 162
407 - Hazardous Materials Disclosures. 167
408 - Maximum Occupancy - Overcrowding. 170
409 - Juvenile Fire setter Referrals. 172
410 - Fire Watch Services. 175

Chapter 5 - Emergency Medical Services.

500 - Pre-Hospital Care Reports. 178
501 - Medical Supplies. 181
502 - Patient Refusal of Pre-Hospital Care. 184
503 - Advance Health Care Directives. 188
504 - Latex Sensitivity. 191
505 - Controlled Substance Accountability. 193
506 - CPR Training. 199
507 - Automated External Defibrillators. 200
508 - Automated External Defibrillator Training. 201
509 - Blood-borne Pathogen Training. 203
510 - Communicable Diseases. 205
511 - Health Insurance Portability and Accountability Act (HIPAA) Training 207