

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 REGULAR MEETING: March 24, 2021

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

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

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

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

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 CSDA presentation was moved to the beginning of the agenda. Motion made and passed unanimously to accept the amended agenda. (Wright/Lofrano).

3. Approval of the minutes:

Motion made and passed unanimously approving the minutes of the regular meeting held on February 24, 2021. (Lofrano/McCray).

4. Public Comment: None.

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

7. Discussion and Action Items:

a. Presentation: CSDA membership and current legislative issues by Dane Wadlé, CPFO:

Mr. Wadlé highlighted CSDA's efforts outlined in the "Take Action Brief". AB339 may place unworkable mandates for special districts for public meetings. Mr. Wadlé persuaded the Board to sign up for the free 3-month trial membership.

6. Information Items:

a. Fire Chief Ian Gow

- Staff still working on the USDA loan for Newcastle's fire station.
- Staff working on an audio-visual system for the Board/meeting room.
- South Placer Fire Board voted against Penryn Fire's request for an administrative contract. Chief Fowler was promoted to Fire Chief. South Placer will be hiring Battalion Chiefs and Captains from outside their department.
- Placer County Fire Chiefs are discussing the Closest Resource Agreement. Chief Slusher reported that the issues with the upgraded CAD seem less especially for EMS calls.

b. Fire Marshal Mark D'Ambrogi

- Chief D'Ambrogi reported that construction has been steady. 7 new cell towers are being installed in our districts, mostly by T-mobile, who lease out the towers.
- Chief D'Ambrogi has completed 80% of the state mandated inspections. Some daycares have closed due to the pandemic but one in Meadow Vista has expanded.

c. Battalion Chief Pat Nelson

- Chief Nelson reported that the pump testing was completed today.
- Through the GSA, we have acquired a 2008 Ford 250 for a fleet truck. We have to pick it up from Albuquerque. The only costs will be transportation and minor maintenance.
- The old Brush rig was purchased by Taylor Volunteer Department in Texas.
- Chief Nelson is working with the Long Range Committee on the options for the replacement of the Meadow Vista Fire Station.

Battalion Chief Matt Slusher

- Chief Slusher reported that there were 113 calls for service last month with \$63,000 in property loss. There was a fatal accident on Placer Hills Road.
- The Captain's test for both Placer Hills and Newcastle is next week. The Battalion Chiefs hosted 3 mentoring opportunities for the applicants. We have assessors from the following fire agencies: Cal Fire, Rocklin, Roseville and South Placer. The list for Captain will be good for one year.

d. Placer Hills Firefighters Association Captain Froggatt:

- Captain Froggatt reported that the Association donated \$500 to the family of the Sac Metro firefighter who was killed in a vehicle accident on his way to work.
- Looking at different fundraisers. Still undecided about Pioneer Day.

e. Local 3800 Captain Wood

- Captain Wood thanked the negotiating team.

7. Discussion and Action Items:

b. Approve a contract with Lionakis to provide preliminary schematic designs for a replacement fire station for the Meadow Vista site:

President Hills reported that the Long Range committee met with Don Mariano, Senior Project Manager from Lionakis and discussed the Station 84 replacement planning process. Mr. Mariano and Lionakis come recommended by other fire agencies. The District does not need to go out to bid for special services. The potential cost for a new fire station will be challenging with costs heading towards \$600 per square foot. In the future a third staffed station may be required in Applegate. President Hills noted that there would be an expected obligation to move forward with the same company if the Board decided to approve the starting phase of the contract. Staff has also been researching other potential sites. Motion made, amended and passed unanimously to approve the architectural and engineering schematic design services contract with Lionakis for \$64,000. (Harvey/Lofrano). Chief Nelson thanked the Board for their decision.

c. Approve a change on the Long Range Committee, Director Lofrano for Director Harvey:

Motion made and approved unanimously to approve the above change in the Long Range Committee. (McCray/Wright).

d. Board review of the Consultant's flyer for the Fire Chief's position:

Board consensus was that the flyer was repetitive. Staff will contact Bob Murray and Associates to amend the flyer.

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

The Finance Committee will review the proposals from Weist Law/CalMuni and Capitol Public Finance Group and make a recommendation at the April meeting.

f. Approve the 2nd reading of Section 6: Training and Policy 215 Electronic payments and checks:

The Newcastle Board made minor changes to policies 215 and 603. Motion made and passed unanimously to approve the second reading of Chapter 6 and Policy 215 as presented. (Wright/Lofrano).

g. Approve the 1st reading of Section 7: Equipment and Technology:

Motion made and passed unanimously to approve the first reading of Chapter 7 as presented. (Wright/Lofrano). Staff carries 2 Knox keys to open the district's and the countywide Knox rapid entry systems. Both keys are secured in the engines.

h. Chief Gow's request to discuss a possible Administrative Contract with Penryn Fire District:

Chief Shannon who retired from Sac Metro Fire, took over Penryn Fire when Chief Higgins retired. South Placer rejected Penryn's request for Administrative Services as they too have a lot going on within their department. Chief Shannon sent a letter to Chief Gow requesting that the Board consider options to provide administrative and operational services to Penryn Fire District. Chief Gow fully recognizes the responsibility of overseeing another district and suggested that 2 Board members should meet with 2 representatives from Penryn. Chief Gow is highly motivated to move forward on this request and has already discussed it the President of Local 3800. President Hills suggested the usual contract negotiating team should meet with representatives from Newcastle and Penryn to discuss the service agreements and consider a multi-year contract if additional staff are required. Chief Slusher appreciates the alignment of district policies and procedures and felt that the district is better equipped today to function with an additional station. Motion made and passed unanimously that Directors Hills and McCray, with Chiefs Gow and Shannon will meet with 2 Board members from Penryn and the same Directors with Chief Gow will meet with 2 Board members from Newcastle to discuss administrative services agreement for each district. (Lofrano/Wright). Foresthill Fire District are still very interested in a Joint Operations Agreement and requested that 2 of their Board members meet with 2 Placer Hills Board Members. Consensus of the Board was that Directors Harvey and Wright will meet with the Foresthill representatives.

i. Nominations for Fire Agencies Insurance Risk Authority's Governing Board:

There was no interest from the Placer Hills Board of Directors.

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

Chief Gow reported that the infection rate has stabilized. The vaccines seem highly effective against the new variants in California. The rate of post-COVID syndrome could be as high as 10%. Preliminary studies suggest the vaccine can assist with the lingering symptoms. Staff is continuing with station and equipment disinfecting, temperature taking and the wearing of PPE. We are now allowing shift trades within the stations. The District has received PPE supplies from Placer County.

k. Budget update and Approval of Expenses:

Chief Gow reported that 73% of the fiscal year has elapsed. We are over in the medical account due to the defibrillator annual service. We are also over in the office and maintenance accounts. We will repair the parking lot at Station 85 in the spring. Motion made and passed unanimously to approve the budget update and the expenses of \$183,021.73. (McCray/Lofrano).

The open meeting was adjourned and the Board went into Closed Session at 7:44 p.m.

l. 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 8:27 p.m. President Hills reported that the Board approved the tentative agreement with NCPF Local 3800, 4 votes for and 1 against.

m. Approve the MOU with NCPF, Local 3800 for the term of January 1, 2021 to December 31, 2023:

No action was taken as there was no document to review. This was continued to next month.

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): April 28, 2021.*

9. Adjournment:

There being no further business, the meeting was adjourned at 8:29 p.m.

Respectfully submitted by: 
Gillian Lofrano, Board Secretary

Approved by: 

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

Chapter 6 - Training

- 600 - Training Policy
- 601 - Fire Equipment Driver/Operator Training
- 602 - Emergency Action Plan and Fire Prevention Plan Training
- 603 - Hazard Communication Program Training
- 604 - Hazardous Materials (HAZMAT) Training
- 605 - Hearing Conservation and Noise Control Training
- 606 - Heat Illness Prevention Training
- 607 - National Incident Management System (NIMS) Training
- 608 - Repetitive Motion Injuries and Ergonomics Training

- 609 - Respiratory Protection Training
- 610 - Wildland Fire Shelter Deployment Training
- 611 - Training Records
- 612 - Firefighter Health, Safety and Survival

Chapter 7 - Equipment and Technology

- 700 - Use of District-Owned and Personal Property
- 701 - Personal Communication Devices
- 702 - Vehicle/Apparatus Inspections and Maintenance
- 703 - Use of District Vehicles
- 704 - Information Technology Use
- 705 - Mobile Data Terminal Use
- 706 - Knox-Box[®] Access
- 707 - Communications Operations
- 708 - Public Alerts
- 709 - Photography and Electronic Imaging
- 710 - Non-Official Use of District Property