

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: April 28, 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 and Williamson.

2. Agenda approval:

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

3. Approval of the minutes:

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

4. Public Comment: Jane Walsh, who was a member of the Meadow Vista Rescue Squad in the 1960's and 1970's, passed away recently. Chief Nelson reported that Gary Barker, who was the Meadow Vista Fire Chief in the 1970's and 1980's, also passed away. He had all his fire department memorabilia on display in his home office.

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

6. Information Items:

a. Fire Chief Ian Gow

- Chief Gow met with Chief Estes, Cal Fire and Chief Spencer, Auburn City and discussed the Closest Resource Agreement. Chief Gow and President Hills are meeting with Chief Estes next week. Chiefs Gow and Slusher have a meeting at the Sheriff's Office to discuss dispatch issues.
- Auburn City is hiring personnel.
- South Placer is hiring command staff.
- Chief Gow and the Newcastle Board representatives will meet with the union in the next couple of weeks to negotiate the new MOU.
- Newcastle's loan with USDA is moving on through the process. There will be lots of work in the next couple of months.
- The electrical work to install a switch for a portable generator at the Applegate Civic Center's pump house, will cost \$800. This will provide water for Station 85 during a power outage,

b. Fire Marshal Mark D'Ambrogi

- Chief D'Ambrogi reported that construction is steady with the majority of the growth in Winchester. There are 2 more cell towers for a total of 9 throughout the 2 districts.

- We will be receiving complaints about hazardous vegetation.
- Chief D'Ambrogi is working on an enquiry for a propane distribution site at Canyon Way. He is also working on the mandated inspections.

c. Battalion Chief Pat Nelson

- The Fleet Services Vehicle obtained from GSA is in service.
- The Request for Proposals for the repair of Station 85's parking lot go out tomorrow.
- The winter service of the fleet is being completed.
- The water tender has been overhauled.

Battalion Chief John Williamson

- Chief Williamson gave the operations and training report – see attached.
- Chief Gow reported we are now certified as a TYPE III Water Rescue Department. Staff made a great effort to accomplish this.

d. Placer Hills Firefighters Association Captain Froggatt:

- Captain Froggatt reported that the Association is holding a socially distant French Toast Breakfast and parade on Pioneer Day, Sunday June 6, 2021. The pioneer day cups will be back!

e. Local 3800 Captain Wood

- Captain Wood reported that the proposed MOU was approved and was signed by the union for tonight's meeting.

f. Board Committee reports:

- Directors Harvey and Hills attended the quarterly meeting of the Northern California Special Districts Insurance Authority (the district's workers compensation carrier). Our contribution rate will increase by 7% to \$117,500. This will be finalized at the June meeting. Director Harvey reported that it will be interesting to see how the COVID claims will be resolved.

7. Discussion and Action Items:

a. Approve the updated rent proposal from Casey Spencer (Unit 1B) for June 2021 to June 2022:

Motion made and passed unanimously to approve Mr. Spencer's proposal for his rent to increase on June 1, 2021 to \$800 per month until June 1, 2022. (Lofrano/Harvey).

b. Report from Ad-Hoc Committee regarding discussions with Foresthill Fire Board representatives regarding the possibility of a Joint Operations Agreement (JOA):

Directors Harvey and Wright met with Foresthill Directors Miller and Simonik. The Foresthill Directors were interested in a JOA for staffing and possibly working towards a Joint Powers Agreement (JPA).

The directors will be meeting again in May. President Hills had concerns about the exposure of our personnel with Foresthill's command structure. Chief Gow reported that he had already discussed this issue with Chief Ridley. Chief Gow felt it was important to keep the lines of communication open for the future. Director Harvey thought that the JOA would be a step towards consolidation. President Hills felt that the JPA works well for Cities but duplicates government and costs for special districts. The Foresthill

representatives were concerned that a consolidation might lead to a loss of one of their stations. Staff needed more information before commenting on this issue.

- c. Report from Ad-Hoc Committee regarding discussions with representatives of the Newcastle and Penryn Fire Districts pertaining to Administrative Services Agreements for Fiscal Year 2021/2022 and approve an Administrative Services Agreement with Penryn Fire Protection District:

Directors Hills and McCray met with the Board representatives for Newcastle and Penryn. President Hills reported that the draft agreement with Newcastle has an increase of \$20,000 to \$132,611. This covers the cost of the Fire Marshal so Newcastle will keep their fire prevention fees. A 3-year contract was suggested but everyone was more comfortable with a 1-year agreement.

A draft agreement for services with Penryn was amended several times by both parties. The annual contract cost for Penryn is slightly higher at \$147,008 due to the additional first year workload. Both contracts have a 5% administrative fee to cover additional costs, depreciation on vehicles and gas charges.

Penryn requested to begin the contract on June 1, 2021. Chief Gow reported that staff is ready and willing to do this. Penryn's business systems are similar to Newcastle's. Penryn carries out their fire prevention duties in house. Motion made and passed unanimously to approve the Administrative Services Agreement with Penryn Fire Protection District from July 1, 2021 through June 30, 2022 and to approve a side letter for the same services in accordance with the aforementioned agreement for the term of June 1, 2021 through June 30, 2021 at a prorated cost of \$12,250. (Lofrano/McCray). Staff looked forward to working with Penryn.

- d. Board review and acceptance of the flyer for the Fire Chief's position submitted by Bob Murray and Associates:

The Board modified the flyer to include the administrative agreement with Penryn and any changes to the salary ratified later at this meeting. Motion made and approved unanimously to accept the flyer with the proposed changes. (Lofrano/McCray).

- e. Station 84 Replacement Project Preliminary Design concepts as presented by Lionakis and approval of the Civil Engineer from Lionakis to move forward with a topographic land survey of the Meadow Vista Station 84 site at an additional cost of \$9,000:

President Hills reported that the committee met with Mr. Mariano who presented 2 options for the Meadow Vista fire station. Both require an elevator to access the second story. Staff preferred the option with the station in the middle of the site. Director Lofrano met with the Pastor of Faith Lutheran Church to discuss the possibility of using the corner of their property to improve the accessibility of the station from the back of the district's property. The Pastor was amenable with the suggestion and will discuss it with the elders of the church. The next step in the process is to get the site surveyed with the elevations at an additional cost of \$9,000. Motion made and passed unanimously to approve the survey of the district's site and include the proposed section of the church's property. (Harvey/ McCray).

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

The Board reviewed the proposals from Capitol Public Finance Group and Weist Law/CalMuni. Motion made and passed unanimously to approve the proposal from Capitol Public Finance Group, Inc. for comprehensive financial policies and planning services for an initial cost of \$7,500. (Wright/Lofrano).

- g. Lexipol Policy review; Approval of the 2nd reading of Section 7: Equipment and Technology (See attached list for the individual policies):

Motion made and passed unanimously to approve the 2nd reading of Section 7, Equipment and Technology. (Lofrano/Harvey).

- h. Consider and approve the 1st reading of Section 8: Records Management (See attached list for the individual policies):

Motion made and passed unanimously to approve the 1st reading of Section 8, Records Management. (Harvey/Wright).

- i. Approve Resolution No. 21-01 requesting the collection of charges on the Placer County tax roll for tax year 2021/2022:

Motion made and passed unanimously to adopt Resolution No. 21-01 to collect the district's charges on Placer County's tax roll for 2021/2022. (McCray/Wright).

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

Staff still wear full PPE on calls. The County rate of infection has stabilized. We are not changing any of our protocols at this time.

- k. Budget update and Approval of Expenses:

Chief Gow reported that we are over in the medical, mechanic's salary and contract services accounts. Contract services include Andy Heath's financial projection and employee physicals. Motion made and passed unanimously to approve the budget update and the expenses of \$205,906.92. (McCray/Lofrano). The Finance Committee will meet next week to work on the preliminary budget.

The open meeting was adjourned and the Board went into Closed Session at 8:06 p.m.

- l. Closed Session:

CONFERENCE WITH LABOR NEGOTIATORS pursuant to California Government Code § 54957.6(a) LABOR NEGOTIATIONS; Discussion of memorandum of understanding with Local 3800 BC UNIT, District negotiators: Directors Harvey and Lofrano:

The open meeting was reconvened at 8:36 p.m. President Hills reported that the Board unanimously approved the agreement with NCPF Local 3800 BC Unit.

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

Motion made and passed unanimously to approve the MOU with NCPF, Local 3800 for the term of January 1, 2021 to December 31, 2023. (Lofrano/McCray).

- n. Consider and approve the MOU with NCPF, Local 3800 Battalion Chiefs Unit for the term of January 1, 2021 – December 31, 2023:

Motion made and passed unanimously to approve the MOU with NCPF, Local 3800 BC Unit for the term of January 1, 2021 to December 31, 2023. (McCray/Wright). Everyone was appreciative.

- o. Consider and approve the salary adjustment for Administrative personnel: Fire Chief, Fire Marshal and District Manager:

Chief Gow reported that the salary adjustment for the Fire Chief's position would not apply to him as he is a contract employee. Fire Marshal D'Ambrogio also declined to accept any change in his payrate. Chief Gow presented his report regarding the District Manager's salary which was historically tied to the highest Captain's rate which at the time was the next rate below the Fire Chief. The responsibilities have increased immeasurably over time. Staff recommended that the District Manager be compensated at the top step Battalion Chief ALS rate. Chief Slusher added that L3800 BC Unit was in full support of this recommendation. Motion made and passed by 4 votes to zero, to approve the 6% increase for the fire chief's position, with no adjustment for the current fire chief's contract and the District Manager to be compensated at the top BC ALS rate. (McCray/Wright). Director Lofrano abstained.


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): May 26, 2021. Director Hills will miss the May meeting.*

9. Adjournment:

There being no further business, the meeting was adjourned at 8:45 p.m.

Respectfully submitted by: _____


Gillian Lofrano, Board Secretary

Approved by: _____



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

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

Chapter 8 - Records management

- 800 - Records Management
- 801 - Release of Records
- 802 - Subpoenas
- 803 - Patient Medical Record Security & Privacy
- 804 - Standardization of Station Files



Operations and Training Report April 2021

Operations

Incident by Incident Type March 1st – 31st 2021

Fire – 7

Loss \$65,000

EMS – 69

Haz Cond. – 3

Service Call – 10

Good Intent – 22

False Alarm/False Call – 3

Total Incidents – 114

Year-to-date 2020 vs. Year-to-date 2021

January 1st 2020 through April 28th 2020 – 319 Calls for service

January 1st 2021 through April 28th 2021 – 458 Calls for service

2021 is showing a 35.7% call volume increase ytd with nearly 1/3 of the calendar year elapsed. If this increase in call volume continues, we would respond to over 1600 calls for service which would be by far our busiest year on record. We will continue tracking call volume and report back the trends as the calendar year progresses.



Training

As COVID restrictions lift personnel have once again been attending classes in-person. We are excited to get personnel back in the seats and expanding our capabilities and enhancing our knowledge.

The second week of May will be RT-130 and staff will be preparing for what is expected to be a substantial fire season once again.

Lastly, with our Technical Rescue Team completing its Type III Swift Water Qualification our team will be using increased river flows to hone skills and practice river and flood rescue techniques.

Respectfully Submitted,

Matthew Slusher, Battalion Chief

Incident by Incident Type With Detail

Date Range: From 3/1/2021 To 3/31/2021

Incident Type	Incident Count	Used in Ave Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Fire					
Building fire	2	1	00:07:45	\$2,100.00	\$65,000.00
Cooking fire, confined to container	1	1	00:02:14	\$72.00	\$72.00
Natural vegetation fire	1				
Natural vegetation fire, other	1	1	00:00:48		
Forest, woods or wildland fire	1	1	00:02:22		
Brush, or brush and grass mixture fire	1	1	00:03:57		
Total Fire	7	5	00:03:25	\$2,172.00	\$65,072.00
EMS/Rescue					
Medical assist, assist EMS crew	1	1	00:02:57		
Emergency medical service (EMS)	11				
EMS call, excluding vehicle accident with injury	52	50	00:03:54		
Vehicle accident with injuries	2	1	00:01:49		
Motor vehicle accident with no injuries	3	3	00:01:47		
Total EMS/Rescue:	69	55	00:03:43		
Hazardous Condition					
Gas leak (natural gas or LPG)	2				
Power line down	1	1	00:02:44		
Total Hazardous Conditions:	3	1	00:02:44		
Service Call					
Public service assistance	1				
Public service assistance, other	3	3	00:06:54		
Public service	4	2	00:01:13		
Assist invalid	2	2	00:02:13		
Total Service Call	10	7	00:03:56		

Incident Type	Incident Count	Used in Ave Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Good Intent					
Dispatched & cancelled en route	11				
EMS: Dispatched & cancelled en route	3				
Authorized controlled burning	6	4	00:01:50		
Smoke scare, odor of smoke	2	1	00:07:44		
Total Good Intent	22	5	00:03:00		
False Call					
Smoke detector activation due to malfunction	1	1	00:01:44		
Smoke detector activation, no fire - unintentional	1	1	00:01:55		
Alarm system sounded, no fire - unintentional	1	1	00:02:35		
Total False Call	3	3	00:02:04		
Total Incident Count:	114	76		\$2,172.00	\$65,072.00