

# BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT  
P.O. Box 350, Meadow Vista, CA 95722  
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[www.placerhillsfire.org](http://www.placerhillsfire.org)



Alex Harvey  
Peter Hills  
Fred Lofrano  
Russell McCray  
Mark Wright

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## MINUTES OF THE REGULAR MEETING: May 26, 2021

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

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

Vice-President Harvey convened the regular meeting at 6:00 p.m.

Directors in attendance: Harvey, Hills (by Zoom teleconference), McCray, Lofrano and Wright.

Directors absent: None

Staff in attendance: Chief Gow, District Manager Lofrano, Battalion Chiefs Nelson and Williamson.

2. Agenda approval:

Item 7k was moved to the beginning of the action /discussion items. Motion made and passed unanimously to accept the amended agenda. (Lofrano/Wright).

3. Approval of the minutes:

Motion made and passed unanimously to approve the minutes of the regular meeting held on April 28, 2021. (McCray/Lofrano).

4. Public Comment: None.

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

6. Information Items:

a. Fire Chief Ian Gow

- Staff is working on options for the training facility.
- Auburn City Fire Department is hiring. A captain from both Newcastle and Penryn tested for Auburn's captain positions.
- South Placer Fire Board declined Chief Fowler's request to hire a Division Chief. Sac Metro Fire Chief was online at the meeting and stated he was looking forward to working with South Placer in the future.
- Chief Gow and the Newcastle Board representatives met with the labor representatives yesterday.
- Newcastle has progressed through the pre-application process for the USDA loan for the new fire station and is now working on the application.
- The Administrative and Services Agreement with Penryn Fire District goes into effect on June 1, 2021. Chief Gow has met several times with Chief Shannon. A couple of Penryn employees have put in their resignation but Chief Shannon has a waiting list of personnel to fill the vacancies. Chief Gow also met with Penryn Board's Chair, Cheryl Hotaling.
- Chief Gow gave Fire Marshal D'Ambrogi's report – see attached.

c. Battalion Chief Matt Slusher

- Chief Slusher enjoyed a few days off. There were 125 calls for service in April with approximately \$31,000 in loss of property.
- A captain's test will be held on June 28, 2021 for all 3 districts.
- RT130, wildland firefighter refresher, will be held in the next couple of weeks.
- Chief Slusher has been working with Chief Shannon learning Penryn's response area and target hazards. He also spent time with the Penryn staff, building relationships and giving expectations.

Battalion Chief Nelson

- The parking lots and driveways of both Station 84 and the Administration Building have been sealed.
- The structure turnouts are being deep cleaned.
- Staff is starting hose testing.

d. Placer Hills Firefighters Association Chief Slusher:

- The Association is holding a modified Pioneer Day with a free breakfast and parade at noon on June 6. Meadow Vista Lions are having a luncheon at Meadow Vista Park.

e. Local 3800: no report.

f. Board Committee reports:

- Station 84 replacement: Director Lofrano reached out to the Pastor of Faith Lutheran Church. She is amenable to our proposal and is meeting with her elders. The station site was surveyed and the proposed corners were included.

7. Discussion and Action Items:

k. Update on the District's CalPERS unfunded liability:

Jeff Small, Capitol Public Finance, thanked the Board for approving his contract last month. During his presentation, he estimated that the district would have substantial savings in the future if the district addressed its unfunded liability with Cal PERS. CalPERS initial reports are showing a 17% increase in earnings. Consensus of the Board was for Mr. Small to move forward and get bids for this process for next month's meeting.

a. Award a contract for the repair of the parking lot at Station 85:

The district received 2 bids; Baldoni Construction and Hansen Brothers Construction. Staff recommended moving forward with the lowest qualified bid from Baldoni Construction to include the concrete pad at a cost of \$101,750. Motion made and passed unanimously to award the contract to Baldoni Construction, to include the concrete pad and to spread the cost over the current and next fiscal year. (Lofrano/McCray).

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 Placer Hills staff and discussed the JOA. The Board representatives from Placer Hills and Foresthill are meeting later this week.

- 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:

Penryn's district counsel requested an amendment to the agreement which has been approved by our attorney. Director Lofrano suggested that the term of the service contracts should be extended in future agreements.

- i. Motion made and passed unanimously to approve the services contract with Newcastle Fire District for Fiscal Year 2021/2022. (Lofrano/McCray).
  - ii. Motion made and passed unanimously to approve the inclusion of section 2.7 Independent Contractors into the services agreement with Penryn Fire District. (Lofrano/McCray).
  - iii. Motion made and passed unanimously to approve the side letter with Penryn Fire District providing interim administrative services for the month of June, 2021. (McCray/Wright).
- d. Vote for two candidates for the Special District Representative and Alternate for the Placer County Local Agency Formation Commission (LAFCO):

Motion made and passed unanimously to approve the selection of Joshua Alpine and Fred Ifield for the LAFCO commission. (Lofrano/McCray).

- e. Vote for the candidates to fill the vacancies on the Governing Board of Directors for Fire Agencies Insurance Risk Authority (FAIRA):

Motion made and passed unanimously to approve all 4 candidates for the 4 open positions on FAIRA's Governing Board. (Lofrano/Wright).

- f. Approve the new billing rates for Fiscal Year 2021/2022 for the district's attorneys Kingsley Bogard LLP.:

Motion made and passed unanimously to approve the billing rates for Kingsley Bogard for fiscal year 2021/2022. (Lofrano/Wright).

- g. Approve postponing the recruitment process for a new Fire Chief:

President Hills reported that Newcastle Chair Kahrl requested to delay the fire chief recruitment process. Chair Kahrl was going to attend the meeting in person but he had a conflict. Chief Gow was willing and prepared to continue as Fire Chief for as long as needed. The Penryn Board Chair also was concerned about a change in leadership during this time with "lots of irons in the fire". Motion made and passed unanimously to approve postponing the recruitment process for a year. (McCray/Lofrano). President Hills will have a new employment contract for Chief Gow at next month's meeting.

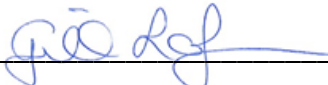
- h. Approve the job description for the Office Assistant:

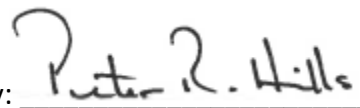
The position is already budgeted. Motion made and passed unanimously to approve the Office Assistant job description. (Lofrano/McCray).

- i. Paramedic retention proposal:

Chief Gow presented the draft of his paramedic retention proposal which was well received by the Board.

- j. Discuss the draft of the Preliminary Budget for Fiscal Year 2021/2022:  
The Finance committee met with staff – see attached report.
- k. Update on the District’s CalPERS unfunded liability: See earlier report.
- l. Lexipol Policy review; Consider and approve the 2<sup>nd</sup> reading of Section 8: Records Management (See attached list for the individual policies:  
Motion made and passed unanimously to approve the 2<sup>nd</sup> reading of Section 8. (Lofrano/Wright).
- m. Update on the Department’s COVID-19 response:  
Chief Gow reported that staff is still disinfecting the stations, offices and equipment. Special Districts are not eligible for any of the State COVID funding given to Placer County.
- n. Budget update and approval of expenses:  
Chief Gow reported we are slightly over in the mechanic wages but everything else is within budget. Motion made and passed unanimously to approve the budget update and the expenses of \$271,198.47. (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.*
- Director Lofrano suggested that future negotiations should not have retroactive ramifications.
- 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): June 22, 2021. President Hills requested a Finance meeting in the second week of June.*
9. Adjournment:  
There being no further business, the meeting was adjourned.

Respectfully submitted by:   
Gillian Lofrano, Board Secretary

Approved by: 

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

**Chapter 8 - Records management**

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

## **FIRE MARSHAL REPORT FOR PLACER HILLS FPD BOARD MEETING MAY 26, 2021**

### Development

- Single Family Dwellings- Five (5) completed finals  
Twenty-two (22) in various stages- plans received, first inspections completed
- Pre-Development- Attended the pre-development meeting for a project located at Placer Hills Rd. and Applegate Rd. (South side of freeway, small parcel west of the intersection of Placer Hills Rd. and Applegate Rd.)  
A 3500 square foot convenience store/gas station (Chevron Extra Mile) with a small drive through fast food business (yet to be determined).  
Issues to be addressed with Placer County Planning- Setbacks from Cal Trans right-of-ways, traffic circulation and flow, line of sight from intersections, on-site parking, and exact size of proposed buildings. No issues for the Fire District, the applicant(s) were satisfied with Fire District conditions.

### Defensible Space Inspections

A number of requests are coming in for defensible space inspections. This is primarily the result of Insurance non-renewals and new policies, mostly CA Fair Plan policies.

### Hazardous Vegetation Complaints

There is an increase number of Hazardous Vegetation Complaints coming in due to the concern of the upcoming fire and drought conditions expected. All complaints are inspected and when and where appropriate, action is taken to be in compliance with the Hazardous Vegetation Ordinance.

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*FINANCE COMMITTEE/STAFF REPORT MAY 26, 2021*  
*PLACER HILLS FIRE DISTRICT BOARD OF DIRECTORS*

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Draft Preliminary Budget Fiscal Year 2021/2022

Revenues:

- Estimate a 4% increase in property tax revenues – up from 3% last year
- The cost of living increase is 3.8% and can be applied to the assessments. However the Measure “A” parcel tax can only be increased by a maximum of 3%.
- Administration contract costs include both Newcastle and Penryn but we do not receive any of their fire code inspection fees.
- As in prior years, we put a place holder of \$100,000 for strike team reimbursements
- We anticipate steady growth in construction and the associated fire prevention inspections.

Expenses:

- Our workers compensation insurance is increasing by 7% to \$117,500
- Anticipate similar increase in our general liability insurance.
- We anticipate filling all the positions in the intern program providing an additional firefighter at both staffed stations every day.
- We will be resurfacing the parking lot at Station 86 – hopefully all the other parking lots have been repaired in 2020/2021.
- Professional Fees for Board consideration: CalPERS UAL, St 84 replacement
- Planned Expenditure:
  - Biannual payments 4 and 5 of 10 for both the Administration Offices (total \$133,332 – 50% General Reserves and 50% Mitigation Fund) and 2020 Smeal Type 1 pumper (total \$104,672 – 50% General Reserves and 50% Mitigation Fund).
  - Fire Marshal/Prevention vehicle to replace 2004 Ford expedition – \$75,750 (50% General Reserves and 50% Mitigation Fund)
  - Staff Support Vehicle \$50,000 for classes, PM pick up, errands, admin ((50% General Reserves and 50% Mitigation Fund)