

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: June 26, 2024

17020 Placer Hills Rd. Suite 2A, Meadow Vista

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

President 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: Fire Chief Ian Gow, Fire Marshal D'Ambrogi, District Manager Armstrong, Battalion Chief Nelson, and Battalion Chief Williamson

2. Agenda approval:

Director Wright moved to approve the agenda. Director Lofrano seconded the motion which passed 5 to 0.

3. Approval of the minutes:

Director McCray requested a change to section 6 a. v. to include the word engine after reserve. Director Lofrano moved to approve the amended minutes. Director Wright seconded the motion which passed 5 to 0.

4. Public Comment: N/A

5. Correspondence (not covered in Agenda items below): N/A

6. Information Items:

a. Fire Chief Gow's Report

- i. Haven't received any applicants for Engineer opening, reposting the position.
- ii. Staff had another field save
- iii. Anticipating the MSR report will be completed next month and put on the LAFCO agenda in August
- iv. Fire chiefs' association is working on a plan to recommend to SSV to only offer a 1-year contract to AMR to allow for time to see if there is another option for ambulance services
- v. Administrative contracts have been rewritten by our attorney. The attorney is now working on the JOA agreement. The attorney recommends that we send the updated agreements to LAFCO to satisfy their request to update the language in the agreements.
- vi. Our trial membership with the California Special District Association has come to an end. Staff is recommending that we sign up for a membership, plan to present information at the next board meeting.
- vii. Staff interested in participating in a service dog program, may bring more details in the future
- viii. Working on an engine rental agreement for Newcastle Fire to use our reserve fire engine
- ix. In the process of hiring volunteers in Penryn and recently sold their surplus vehicles.

b. Fire Marshal D'Ambrogi's Report

- i. Completed 3 single family dwelling plans, 1 hydro/rough single family dwelling, 1 single family dwelling final, 1 commercial and 3 propane lines.
- ii. In planning there has been requests for set-back variances
- iii. August 10th new mitigation fees go into effect

c. Battalion Chief Williamson

- i. Hose testing has been scheduled
- ii. Jan – May; 569 calls for service, 28 fires, 276 medicals, 35 hazardous conditions

Battalion Chief Nelson

- i. Staff recently had a field save, saved someone that started with chest pains and ended up performing CPR and saving the individual
- ii. Medical rescue was performed in the back county, after a tree came down on someone. Able to quickly assist with the rescue vehicle and UTV

d. Placer Hills Firefighters Association report: Captain Craig reported that the association made a profit at Pioneer Day

e. Local 3800: N/A

f. Board Committee reports:

- i. Finance Committee:* Director Hills reported that the Prelim budget will be presented later on in the meeting.
- ii. Long Range Committee:* N/A
- iii. Ad hoc Committee for reorganizations:* Director Hills reported that he continues to work on the financial data. He also plans to meet with the LAFCO executive director after the MSR is presented at the LAFCO meeting.
He also shared that the workers comp JPA is in the best financial position it's been in and plans to give out a dividend to the agencies within the JPA.

7. Discussion and Action Items:

a. Consider and Adopt Resolution No 2024-06 approving the Preliminary Budget for Fiscal Year 2024-2025 (action)

Director Hills reported that District Manger Armstrong put together a staff report on the adjustments that were presented at last month's meeting.

Director Wright motions to adopt the preliminary budget with a reduction to workers comp insurance of \$8,098. Director McCray seconded the motion, which passed 5-0.

b. Consider and approve the Administrative Contract with Newcastle Fire Protection District (action)

Director Hills reported that we only received the agreement a week ago and a few adjustments were made. The contract was presented at Newcastle's board meeting and they accepted the initial draft of the agreement. Since the Newcastle's approval additional adjustments were made per Penryn Fires request which was then approved at the Penryn board meeting.

Director Wright motions to approve the agreement signed by Newcastle on June 19, 2024 and the new revised agreement. Director Lofrano seconded the motion, which passed 5-0.

c. Consider and approve the Administrative Contract with Penryn Fire Protection District (action)

Director Wright motions to approve the Administrative Agreement with Penryn Fire. Director Lofrano seconded the motion, which passed 5-0.

- d. Consider and approve the rates for Kingsley Bogard Attorneys for Fiscal Year 2024-2025 (action)
Chief Gow reported that the attorney's office has increased their rates and now includes a fee range.
Director Harvey motions to approve the new rates for Kingsley Bogard. Director Wright seconded the motion, which passed 5-0.
- e. Consider and approve update job descriptions 4-001 Fire Chief, 4-002 Assistant Chief, 4-002.1 Fire Marshal, 4-003 Battalion Chief, 4-004 District Manger, 4-005 Fire Captain, 4-006 EVT/Captain, 4-007 Fire Engineer, 4-008 Firefighter, 4-009 LT Seasonal Firefighter, 4-010 Office Assistant (action)
Chief Gow reported that the job descriptions were amended to update the educational requirements and the requirements for staff to act out of class. Job descriptions were created for the new positions; Firefighter, Emergency Vehicle Technician and Assistant Chief.
Director Wright motions to approve the updated job descriptions. Director McCray seconded the motion, which passed 5-0.
- f. Consider and approve the Placer County Auditor-Controller's agreement for service for Fiscal Year 2024-2025 at a cost of \$7,295.31 (action)
District Manager Armstrong reported that the cost increase is due to the increased services and a rate increase for IT and the auditor's office.
Director Lofrano motions to approve the agreement with Placer County Auditor-Controller's agreement. Director Wright seconded the motion, which passed 5-0.
- g. Consider and approve background investigation agreement with KP Research Services Inc
Chief Gow reported that this is an updated agreement with a slight cost increase.
Director Lofrano motions to approve the agreement with KP Research Services. Director McCray seconded the motion, which passed 5-0.
- h. Approve the budget update and monthly expenses (action)
Director Lofrano motions to approve the budget and monthly expenses. Director Wright seconded the motion, which passed 5-0.

The open meeting was adjourned and the Board went into Closed Session at 6:50pm.

- i. Closed Sessions
- a. Pursuant to California Govt. Code § 54957.6(a) **LABOR NEGOTIATIONS**; Discussion of the Memorandum of Understanding with Local 3800, District negotiators: Harvey and Lofrano.
 - b. Pursuant to California Govt. Code § 54957.6(a) **LABOR NEGOTIATIONS**; Discussion of the Sider Letter of Agreement for Firefighters and Emergency Vehicle Technician with Local 3800, District negotiators: Harvey and Lofrano.

The open meeting was reconvened at 7:24 pm. President Hills reported that the Board approved the MOU with Local 3800 and the Side Letter of Agreement for Firefighter and Emergency Vehicle Technician with Local 3800.

- j. Consider and approve the MOU with Local 3800 Battalion Chiefs Unit for the term January 1, 2024 to December 31, 2024 (action)

Director Lofrano motions to approve the MOU with Local 3800 Battalion Chiefs Unit. Director McCray seconded the motion, which passed 5-0.

- k. Consider and approve the Side Letter of Agreement for Firefighters and Emergency Vehicle Technician with Local 3800 for the term July 1, 2024 to December 31, 2024 (action)

Director Lofrano motions to approve the Side Letter of Agreement. Director McCray seconded the motion, which passed 5-0.

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. *Reminder of next Board meeting(s): July 24th, 2024.*

9. Adjournment:

There being no further business, the meeting was adjourned at 7:26 pm.

Respectfully submitted by:



Michelle Armstrong, District Manager



Approved by: _____
Peter Hills, President