

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Regular Board Meeting

June 11, 2019 at 6PM

Marie Fitts - Board Chair, Eileen Strangfeld - Board Secretary

Ripley Howe - Vice Chair, Dave Pratt- Director, Jerry Jumper - Director

### ***Mission Statement***

*To provide a professional and compassionate level of community fire protection, emergency medical and rescue services to the citizens and property owners within the Fire District, in order to prevent or minimize the loss of life, pain, suffering and property damage as a result of fire or other types of emergency.*

**Meeting location: PFPD Administration Offices– Boardroom  
7060 Mount Aukum Road, Somerset, CA 95684**

### **MINUTES**

#### **1. CALL TO ORDER**

##### **1.1 ROLL CALL**

Present: Strangfeld, Jumper, Fitts, **Pratt (Arrived at 6:13 p.m.)**

Absent: Howe

Administrative Staff Present: Chief Matthews, Joy Vierra AA

PLEDGE OF ALLEGIANCE

#### **2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

##### **2.1 ADOPTION OF AGENDA**

Motion was made to adopt agenda as presented

(M/S) Strangfeld/Jumper

Passed 3-0

#### **3. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS**

(3.2 was heard out of order before 3.1)

##### **3.1 Swearing in Marie Fitts as New Board Chair**

Director Strangfeld Swore in Director Fitts as the new Board Chair.

##### **3.2 Oath of Office for Scott Ramsey, John Schwitalla, Mike Stutts, & New Reserve**

Scott Ramsey was given his Oath of Office for his new position of Captain.

#### **4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 et seq) and may be limited to three (3) minutes for any person addressing the Board.

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- 4.1 Fire Safe Councils to discuss El Dorado County's recent Vegetation Management Ordinance and enforcement of such within the boundaries of Pioneer Fire Protection District.

Tim Hinkle representing Grizzly Flats FSC provided a handout and updated the Board regarding Ordinance 5101 focusing on section 08.09.020 (M), (N) and 8.09.080 A&B. Delores Jumper from Omo Ranch FSC also addressed the board along with John Hess from the Aukum, Fairplay, Outingdale FSC with unanimous support of the ordinance and avenues of enforcement.

Discussion and questions from the board took place. The Fire Safe Councils are asking to put together an Ad Hoc Committee to review enforcing Ordinance 5101.

### 5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Minutes from Board Meeting May 14, 2019

Motion made to approve 5.1

(M/S) Jumper/Pratt

Passed 4-0

- 5.2 Approval: payment of bills – green-sheets

Motion made to approve 5.2 Payment of bills-green sheets.

(M/S) Jumper/Pratt

Passed 4-0

### 6. MONTHLY/STANDING ACTIVITY REPORTS:

- 6.1 Administrative/Chiefs Report

## May/June 2019 Chiefs Administrative Report

### Updates:

1. **Reserve/Volunteer & QRT Programs:** EMS QRT: EMR program is completed we will be doing Oath of Office during July's Board meeting for all of our new QRT's. We are projecting June 30 to start the QRT response at 35 and 37, maybe sooner. Team Leaders for QRTs: Phil Dayton at 35 and Steve Wunschel. We have 3 Reserve/Volunteer going to Cal Fire Seasonal. We are currently recruiting for all volunteer positions especially Reserve FF.
2. **Auto aid/mutual aid:** Normal move-ups
3. **Annexation:** Nothing to report from El Dorado County side. I have had one meeting with Amador County Fire Chief and plan to meet again working on joint recruitment and training.
4. **Crews:** Scott Ramsey starts as Captain on June 18 as the B-shift Captain filling the spot vacated by Greg Morford. John Schwitalla starts moves from limited term FF to full-time career ff on June 18 and Mike Stutts will move from Reserve FF to limited term FF on June 16.

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5. **Administration;** Office hours changing due district need; open from 9 to 3pm Tuesday thru Thursday. Audit, budget and planning currently on going.
6. **EMS Program:** Moving forward fast, effective July 1, 2019 JPA will no-longer be giving us 5K.
7. **Training programs:** Monthly training covers the following disciplines each month with different modules: EMS, Specialty Team, Wildland, Structural, Rescue, Safety, Policy Review, Public Education and other. Expanded scope training has been completed. Reserve task book training and new employee training. We will be focusing on safety training and safety issues along with the upcoming wildland season. We are a CE provider for PFPD and the County. We will be doing most of our EMS training in house. This should save us time and funds.
8. **Station 38 (Main)** Normal 24-7 manned station. Building has been ordered for the Historic Fire Engine to be stowed in front of the station west parking area. Garage door motor to be replace in July.
9. **Station 37 (OMO Ranch):** IDS to be out of Station 37 by August 10, 2019, it has been frustrating to this point. We will me rearranging the items to provide more room. The IDS administration hs been advised this is now a working fire station, we do not take responsibility for their stored items. We will be placing a new electric man door lock soon. Access to the facility will be limited to PFPD personnel, I will be letting IDS know they will need a PFPD person at the facility when they enter.
10. **Station 35 (Grizzly):** QRTs to move in by end of the month.
11. **Station 34 (Mt. Aukum)** PVFA still utilizing for storage, PG&E cleared several trees at 34, we will being doing some yard maintenance soon.
12. **Station 32 (Sandridge)** Water Tender station, we will be working on water run-off and building maintenance this next fiscal year. Cleaning and reorganizing in June/July.
13. **Station 31 (Willow)** We have one patrol (Rescue/Brush unit) at this station with command rig after 5PM.
14. **Facilities:**
  - **St. 31:** Still repairing woodpecker holes, drywall, flooring, entry cover and cabinets working with OES on Generator for Vault tower and station.
  - **St. 32** Minor rain water issues on east parking area, crew have temporarily fixed we will need to add better drainage this summer and motion lights. Cleaning and re-organizing in addition we will be replacing the man door.
  - **St. 34** Still need to fill holes in walls and soffits, will be adding motion lights.
  - **St. 35** We will be fixing the damage created when the Garage door was added several years ago; minor repairs to walls/ceiling station prep for volunteer and vehicles. Adding motion lights and night light. Working on quotes for generator power.
  - **St. 37** Repair holes in exterior walls, soffits and remove nest, looking at redoing generator so it can power the building too.
  - **St. 38** Looking at repair concrete on eastside and we may need to reseal the asphalt soon, fencing repair needed and rock front. Replacing garage door motor.
  - **Administration Offices.** New water leaks in office area, and engine bay!!! We will be looking at relocating the FF desk and Captains office to the living quarters.

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15. **Staffing Information:** Station 38 minimum of two career with a maximum of four (two reserve one, reserve FF and one recruit reserve FF), St. 31 one career after 4:30pm, administration office Tue-Thu 0900-3PM, duty chief staffing during day M-S.
16. **Camino 911 center and Communications:** Will be updating response areas
17. **Water supply/Prevention/Planning:** We have been busy with plans review and inspections.
18. **Communications:** Nothing to report
19. **Unusual Occurrences/Injuries:** Still having trespassing issues at 32 and 34.
20. **Training Conducted:** New hire training, EMS/Fire/Rescue training. EMR training for QRT EMS programs, wildland training, Mike Stutts has done a great job with our EMR students and WL.
21. **Projects:** Several;
22. **Fleet Issues:** EMS QRT vehicles still at county shops getting lights and radio. UTV still receiving improvements. Replaced batteries on P37, P35 needed converter and radios installed. One engine towed due to getting stuck on EMS call.
23. **Grants:** Nothing to report, still waiting to hear from SAFER grants.
24. **Public education:** Going strong Kara and Crews have been in the schools! Safety poster contest, winners announced and posted at PFPD, grand prize winner received engine ride to school. She will be working with the Senior group in July. Blood Pressure Checks every 2<sup>nd</sup> Wed and 4<sup>th</sup> Wed of the month at Pioneer park from **11:45AM to 12:15PM** were canceled in month of June due to senior lunch cancelled, Eileen told us some districts are coping our BP Checks. Health and Safety fair is complete; however, I will be sending a letter to the organizers withdrawing our participation for next year, we will be focusing on our own events. Working with GF & OES on evacuation program, prevention to programs along with Cal Fire and other agencies. Kara is working on Smoke detector program with GF
25. **VHR:** Nothing to report.
26. **Vegetation Enforcement Program:** Waiting to hear more from County
27. **SPI Contract:** Working on procurement of the property at St. 37.
28. **Alarm/Call Information: 2/1/2019 to 3/1/3019**  
Fires calls

Vegetation	02
Structure	02
Other (car/trash/misc.)	0
<b><u>Total</u></b>	<b><u>04</u></b>

EMS/Rescue/MVA	22
Haz-Conditions	03
Service calls	12
Good intent/False calls/other	12
<b><u>Total</u></b>	<b><u>53</u></b>
29. **Community Meetings and Groups:** Continue to meet with OMO Ranch Fire Safe council, GFFSC & Mt. Aukum/Fairplay. We have formed a South County Fire Safe Group (GF, OR and AF ) meet once a month as a group. We are organizing sustainability groups from the GF, OR, MF and PVFA. The goal is to address, fiscal impacts and insurance issues in our district (staffing levels too).

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30. **Volunteer recruitment:** Working on the following programs: Wildland QRT and Volunteer FF, Water Tender/Apparatus operator Volunteer. We possibly will be starting another EMR program in August and a Wildland Academy.
31. **JPA & Meetings:** Attended when possible EDFC, JPA financial, EDFO, and LAFCO when possible.
32. **PVFA:** Provided a wonderful breakfast at the Health and Safety fair.

Mark S. Matthews  
Fire Chief

- 6.2 Local #4586  
Brett Legoullon gave an update that there was nothing new to report from the Union's end. The Union is still waiting to hear back from the Board. Board Chair Fitts informed Local #4586 that the Board will be responding back to the Local #4586 within the next 30 days.
- 6.3 PVFA  
Dan Dwyer reported that the shelter for old #1 engine will be going up in front of station 38 in approximately 6-8 weeks. In July the PVFA will begin discussion about the crab banquets.
- 6.4 Financial  
Financials were reviewed by the Chief.
7. **OLD BUSINESS** (The Board may elect to review, discuss, take action or vote on any old business. The Board Chair may request a roll call vote on items)
  - 7.1 Vehicle Replacement  
The vehicle is in, need to determine if it will be paid out of 2018-19 FY or 2019-2020 FY budget.
  - 7.2 Training Officer Position  
After meeting with the Ad Hoc Committee the suggestion is to look in house and local for a Training Officer. Interviews will be held in July with an anticipated start date of August 1<sup>st</sup>.
  - 7.3 FY 2019/2020 Budget  
Motion to adopt the proposed 2019/2020 Budget as established and written.  
(M/S) Strangfeld/Jumper  
Roll Call Vote  
Aye: Pratt, Strangfeld, Jumper, Fitts  
Nay: 0  
Abstain/Absent: Howe  
Passed 4/1
8. **NEW BUSINESS** (The Board may review, discuss, take action or vote on any new business. The Board Chair may request a roll call vote on items)

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### 8.1 Public Hearing

Motion and Roll Call Vote for Adoption of Resolution 003-2019 of the Board of Directors of the Pioneer Fire Protection District to adopt the Appropriations Limitations for FY 2019-2020

Open Public Hearing

Discussion

Close Public Hearing

Motion to adopt the appropriations Limitations Resolution 003-2019 for FY 2019-2020

(M/S)Jumper/Pratt

Roll Call Vote

Aye: Pratt, Strangfeld, Jumper, Fitts

Nay: 0

Abstain/Absent: Howe

Passed 4/1

### 8.2 LAFCO Election Ballot

Motion to accept the LAFCO Ballot Votes as follows:

1<sup>st</sup> Preference Michael Saunders

2<sup>nd</sup> Preference Michael Seligsohn

3<sup>rd</sup> Preference Holly Morrison

(M/S) Strangfeld/Pratt

Passed 4-0

### 8.3 PFPD HR Policy 2-031 Workplace Wrongdoing/Whistle Blower

Chief Matthews reviewed the need for the adoption of the policy

Motion made to adopt the Wrongdoing/Whistle Blower Policy 2-031.

(M/S) Pratt/Jumper

Passed 4/0

### 8.4 Cost Recovery Program

Chief provided an overview of the cost recovery program for first responder fees. He requested that a vote not be taken now but to move this to the July board meeting for a resolution and vote.

(8.5 was heard out of order after closed session)

### 8.5 Pay Scale

The Chief provided a definition of the correction on the pay scale and an addition of the Training Officer Position and change in the Public Education Position.

Motion to accept the amended Pay Scale and Roll Call Vote

(M/S)Pratt/Strangfeld

Roll Call Vote

Aye: Pratt, Strangfeld, Jumper, Fitts

Nay: 0

Abstain/Absent: Howe

Passed 4/1

(8.6 was heard out of order after 4.0)

### 8.6 District Vegetation Ordinance

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Motion made for Jerry Jumper, Eileen Strangfeld and Chief Matthews to form an Ad Hoc committee working in conjunction with the 3 Fire Safe Councils.

(M/S) Pratt/Fitts

Passed 4/0

### 9. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

#### 10. GOOD OF THE ORDER

- 10.1 July 20<sup>th</sup> Grizzly Flats Fire Safe Counsel annual BBQ fundraiser. Tickets are \$15.00 for adults and \$10.00 for children
- 10.2 Omo Ranch FSC 1<sup>st</sup> annual Hot Dog Social will be held June 22<sup>nd</sup> 12-3pm at Indian Diggins School
- 10.3 The Ice Cream Social for the South County Fire Safe Group will be August 17<sup>th</sup> at Pioneer Park time TBA.
- 10.4 June 21<sup>st</sup> EMR will be starting and June 31<sup>st</sup> Wildland will be starting. We will do open houses at Station 37 and 35 in the near future.
- 10.5 The District received a letter addressing an action that the Fire District Board of Directors made in 2015. The Board is forwarding the concerns to the fire Chief to review and he will reporting back his findings and any recommendations to the Board at the July meeting. This does not reflect on the current board and the concern will be addressed and looked into.
- 10.6 The new Captain Scott Whelden and his wife Tessa were introduced.

#### 11. UPCOMING CALENDAR OF EVENTS:

- 11.1 June 29<sup>th</sup> Amarado summer festival
- 11.2 August 3<sup>rd</sup> Grizzly Flats FSC Poker Night?
- 11.3 August 10<sup>th</sup> EDC Friends Of Seniors Wine in the Vines
- 11.4 July 27<sup>th</sup> Back to the Badge at Saluti Cellars
- 11.5 All of June Grizzly Pub & Grub fundraiser for PFPD/PVFA

#### 12. CLOSED SESSION

Broke into Closed Session at 8:05 p.m.

##### **Woods Claim Update (closed session with attorney)**

- 12.1 Anticipated Litigation Case # PC20190038 Katherine Wood VS Pioneer Fire Protection District (Significant exposure to litigation pursuant to Gov't. Code Section 54956.9(d)(2) or (3). Update from attorney via conference call.
- 12.2 Possible exposure to litigation (1 matter) pursuant to Government Code Section 54956.9(d) (2). Facts and circumstances that might result in litigation need not be disclosed. Conference call from attorney regarding potential appeals.
- 12.3 Labor negotiation (MOU) Pursuant to Government Code Section 54957.6, conference updates and information between District negotiators and Local #4586
- 12.4 Public Employee Performance Evaluation Fire Chief (Gov. Code section 54957(b)(1))

#### 13. RETURN TO OPEN SESSION

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Returned from closed session at 9:01p.m.

### 14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

- 12.1 No Discussion
- 12.2 No Discussion
- 12.3 Nothing to report out
- 12.4 The employee performance evaluation of the Fire Chief was completed and we are following the agreement as per the Chief's contract.

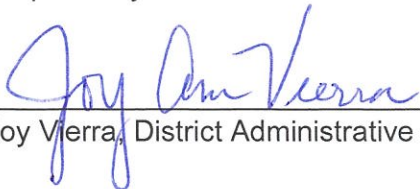
### 15. ITEMS FOR NEXT MONTHS AGENDA

- 8.4 Cost Recovery Program
- 7.1 Vehicle Replacement
- 7.2 Training Officer Position
- 8.6 District Vegetation Ordinance
- 3.6 Swearing in of Reserves and Volunteers

### 16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday July 9, 2019 at 6 p.m.

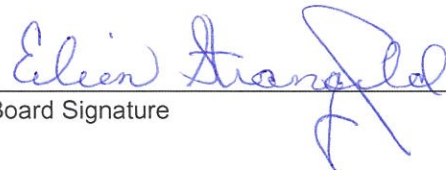
Motion to adjourn  
(M/S) Strangfeld/Jumper  
Meeting adjourned at 9:10 PM  
Passed 4-0

Prepared by:



Joy Vierra, District Administrative Assistant

*The Pioneer Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, may be requested by calling (530) 622-4444 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 7061 Mount Aukum Road, Somerset, California. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Administrative Assistant at (530) 620-4444. Station 38 has disabled access and facilities. All Board meeting are recorded. Office hours Tuesday through Thursday 9am to 1pm.*



Board Signature



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Note: All Board meetings are recorded. The agenda is available on the District's web site ([www.pioneerfire.org](http://www.pioneerfire.org)) and the full agenda packet may be viewed at the District's main office, Station 38, 7061 Mount Aukum Road, Somerset between 9am and 1pm, Tuesday through Thursday. Station 38 has disabled access and facilities.