

MINUTES
Pioneer Fire Protection District
Board Meeting
Tuesday, August 14, 2018 – 6:00PM
7061 Mount Aukum Rd., Somerset CA 95684

Welcome to the Pioneer Fire Protection District Board Meeting. The Chairman of the Board of Directors will invite your comments regarding any item listed on our open session agenda. The Chairman may request that comments be limited to three (3) minutes for any item not listed on the agenda. The Brown Act prohibits the Fire Board from taking any action not listed on the agenda.

1.0 CALL TO ORDER

Roll Call

Directors Present: Fitts, Strangfeld, Dayton, Pratt

Salute to Flag

Adoption of Agenda

(M/S) Strangfeld/Fitts

Passed 4-0

2.0 PUBLIC COMMENT OTHER THAN AGENDA ITEMS

Omo Ranch representative Patrick Bareuther reported that they would like to set up a Fire Safe Council in Omo Ranch. They have picked up paperwork from Grizzly Flats Fire Safe Council and will be relying on support from that group to get their fire council started.

Jerry Jumper was interested in applying for one of the open Board of Director positions. Jerry will submit a resume for the next board meeting, and his name can then be forwarded on to the Board of Supervisors.

3.0 CONSENT CALENDAR

3.1 Minutes from Special Board Meeting July 17, 2018

3.2 Board approval of payment of bills – Copy of greensheets attached

Motion made to adopt Consent Calendar 3.1-3.2 with the correction of typo on greensheet dated 7/7/2018

(M/S) Strangfeld/Dayton

Passed 4-0

4.0 ITEMS REMOVED FROM CONSENT CALENDAR

5.0 UNFINISHED BUSINESS

5.1 Review of Applications Received for Open Board Position

No applications were received. The 60-day time frame to appoint has passed. Any applications received from this point forward will be forwarded to the Board of Supervisors.

6.0 NEW BUSINESS

6.1 FY 2018-2019 Budget Review and Discussion

Chief Matthews gave an overview of the proposed budget. Budget adoption will be on the September 11, 2018 board meeting agenda

6.2 Measure F Signature Authority

Discussion and motion to allow Lynette Dwyer to sign Measure F paperwork.

Lynette provided information for Measure F Fund. This year's number is \$ 251,768.72 which is approximately a \$7000.00 increase.

Motion to allow Lynette the authority to sign Measure F paperwork

(M/S) Strangfeld/Fitts

Passed 4-0

6.3 Review Board Policies and Procedures Manual

Motion to form an Ad-Hoc committee to review Board Policies and Procedure Manual. Phil Dayton and Eileen Strangfeld will serve on committee and include meeting with the Chief.

(M/S) Dayton/Fitts

Passed 4-0

6.4 Developing and reviewing the Districts HR Policies, SOP's and By-Laws

Motion that the existing Ad-Hoc committee for the Board's policies and Procedures Manual also review the District's HR Policies, SOP's and By-laws and come back with recommendations for either a special board meeting and / presentation at the next regularly scheduled board meeting.

(M/S) Fitts/Pratt

Passed 4-0

6.5 PVFA Lease Agreement for station 31 and 35 requires board vote of approval.

Discussion and motion to sign new lease agreement.

A commercial lease agreement for 2018-2019 was presented by PVFA. Pioneer Fire Protection District would be responsible for the buildings and grounds and any maintenance that goes along with the 2 facilities, PVFA will be paying the property taxes.

Motion to sign lease agreements with the PVFA for Station 31 & Station 35.

(M/S) Dayton/Fitts

Passed 4-0

6.6 Closed session pursuant to Government Code Section 54957.6 Conference with Labor Negotiators regarding MOU negotiations with Pioneer Union International Association of Firefighters Local #4586.

Nothing to report out

Item 6.6 was discussed after items 7.1-7.4

7.0 STANDING REPORTS

7.1 Chief's Report

Updates:

1. **Reserve/Volunteer program:** All of our reserves are released to work with crews.
2. **Wildland deployment:** We have had an Engine and 3 personnel covering Station CalFire Station 30 since July 29, 2018
3. **Auto aid/mutual aid:** I have not had the opportunity to meet with US forest service as of date, busy time of the year for all with the fires. I will keep this on my agenda.

4. **Annexation:** None to report
5. **Crews:** Are working a bunch due to the Engine covering at Station 30, it's our busy time of the year and they seem to be doing well.
6. **Administration;** we have had a lot of activity and working on catching up in the office and with procedures. We have purchased polo shirts for staff.
7. **EMS Program:** I have met with a few community groups and I will be working on a District EMS volunteer program soon. Possibility we will be expanding our scope with our EMT's
8. **Training programs:** I have met with the Captains and we will be moving forward with our normal shift training and developing training calendars. Also, I will be working on developing the following potential programs: EMS ORT response program, Wildland ORT response program along with refining our reserve and volunteer FF programs.
9. **Station 38 (Main)** Normal 24-7 manned station, minimal issues at this time.
10. **Station 37 (OMO Ranch):** School is still utilizing facility for storage, water supply tank was down for a week due to leak in fill line. Crews addressed and repaired issue quickly. Good Job from our crews.
11. **Station 35 (Grizzly):** We move the engine to station 38 for back up. Still having issues with OH door. Grizzly Flats Fire Counsel has approached the PVFA to utilize the property for a Conex storage unit.
12. **Station 34 (Mt. Aukum)** PVFA still utilizing for storage nothing further to report
13. **Station 32 (Sandridge)** We have our water-tender at this station along with PVFA Historic Engine, man door is still OOS, we are seeing increase in trash and signs of vandalism. Will be contacting EDSO for extra patrol. In August a sign will be posted "Unmanned" Call 911 Etc.
14. **Station 31 (Willow)** We have one patrol (Rescue/Brush unit) at this station with command rig after 5PM. HVAC/AC unit repaired frayed low voltage wire. Looking for a plug on the water storage tank. Soon it will have a banner stating this station is manned
15. **Facilities:**
 - **St. 31:** Kitchen sink is leaking a replacement has been purchased, will be replaced soon. Garbage disposal frozen not working it will be replaced soon. Woodpecker damage to exterior of building (will be working with PVFA on future repair) two damaged windows will need replacing in future, both have temporary repairs. AC unit is working.
 - **St. 32** Man door is damaged beyond repair, will need to be replaced soon we are looking into cost.
 - **St. 35** OH door was worked on and is now not working again crews are looking into the repair. We will need to replace open ceiling that was damaged during installation of OH door and door expansion.
 - **St. 38** We will need to have the engine bay roof professionally repaired soon, the retaining wall on the S/E corner of the property will need repairs soon along with de-liming a few of the trees around the facility to prevent further falling damage. Also we will need to reseal the asphalt soon.
 - **Administration** Again we will be conducting a safety walk through in September with staff

16. **Staffing Information:** St. 38 minimum of two career with a maximum of 4 (two reserve during peak fire season, St. 31 one career after 5pm, administration office Tue-Thu 0900-1PM, duty chief staffing during day M-F.
17. **Camino 911 center and Communications:** No updates!
18. **Water supply:** A few applications have been reviewed for personal residential water supply
19. **Communications:** We will need to purchase 2 to 6 more BK portable radios in the near future.
20. **Unusual Occurrences/Injuries:** Poison oak exposure and reactions starting to occur with crews working in those environment.
21. **Training Conducted:** We are currently focusing on EMS and Wildland. And new reserve training.
22. **Projects:** Reviewing EOP's, AOP's, Information sheets, and Policy and Procedures manuals. ISO and Annexation on the radar for the next few months, however budget prep still taking up my time. Station Training and Task books.
23. **Fleet Issues:** Engine 32 OOS due to several issues with air and steering.
24. **Office:** office hours Tue-Thu 0900 to 1300 closed Fridays I am in and out M-F
25. **Schools:** Schools are out until August 9th, I have had a few brief meetings with staff. We will be out at the schools welcoming kids back.
26. **Grants:** Our SCBA grant did not make first round, however we have not heard any news. We may have a chance
27. **Public education** We will be participating in back to school in August, due to activity I have not been able to meet with the Captains on public ed. This will be postponed for a month.
28. **Alarm/Call Information: 7/1/2018 to 8/5/2018**

Fires calls	03	
EMS/Rescue	42	
Haz-Conditions		03
Service calls	23	
Good Intent	13	
Unk. type	01	
Total	85	
29. **Community Meetings and Groups:** Met with OMO Ranch group, looking to move forward on a fire safety counsel, EMS ORT, wildland ORT and disaster planning. Meeting monthly with Grizzly Flat fire safety counsel. Met with Pioneer school district and have conversations with Indian Diggings and Leoni Meadows.
30. **Volunteer recruitment:** I am working on the following programs: EMS ORT, wildland ORT and Volunteer FF.

Mark S. Matthews, Fire Chief

7.2 Report for Firefighter's Local #4586

Nothing to report

7.3 Report from PVFA

PVFA will be doing Fire and Wine on November 10, 2018 at Saluti Cellars. Two Crab Banquets have been planned to be held January 12th and January 19th 2019 at Skinner Winery.

PVFA would like to use Station 38 to host Christmas Party.

Dan Dwyer made mention of the 2018 Grand Jury Report related to fire districts, mergers, annexations and consolidations.

7.4 Financials

8.0 AGENDA ITEMS FOR NEXT MONTH

Interview Applicants for open board position. Recommend and forward packets to the Board of Supervisors.

Review Board Policies and Procedures Manual

Developing and reviewing the Districts HR Policies, SOP's and By-Laws

FY 2018-2019 Budget Review and Discussion

9.0 FINAL COMMENTS BY DIRECTORS

Director Pratt's granddaughter raised over \$2100.00 for Fire Relief at her lemonade stand. Funds were donated to the fire victims.

It was suggested that some employee recognitions were needed. It was further suggested that this event be planned for October.

LAFCO has sent invitation and request that the board participate in a workshop September 26th 2018 @ 6:00pm located at the Supervisors Hearing Room in Building A at 330 Fair Lane, Placerville.

10.0 ADJOURN MEETING

(M/S) Dayton/Fitts

Passed 4-0

Meeting Adjourned at 8:54pm



Board Signature

Note: All Board meetings are recorded. That agenda is available on the District's web site (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.