

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

January 8, 2019 at 6PM

Dave Pratt - Board Chair, Eileen Strangfeld - Board Secretary
Ripley Howe - Vice Chair, Marie Fitts - 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
- 1.2 PLEDGE OF ALLEGIANCE

2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

- 2.1 ADOPTION OF AGENDA
(M/S) Strangfeld/Jumper
Passed 3-0

3. SPECIAL ANNOUNCEMENT/PRESENTATIONS/GENERAL BUSINESS

- 3.1 Introduction and Oath of Office of new Board Member Howe.
Director Pratt swore in new board Director Ripley Howe. Director Howe joined the remainder of the meeting as board member.
- 3.2 Employee Oath of Office
Chief Matthews presided over the Employee Oath of Office for new Reserve/Volunteer Brandon Yang

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.

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.

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- 5.1 Minutes from Board Meeting December 11, 2018
Item 5.1 was pulled from Calendar, did not have quorum to approve. Will be moved to February Agenda.
- 5.2 Approval: payment of bills – green-sheets
Motion to approve payment of bills – Copies of Greensheets
(M/S) Strangfeld/Howe
Passed 4-0
- 5.3 **Personnel Actions:**
Merit Increases:
 1. Approve staff recommendation to award a merit salary increase to Captain 2, Kane Gardiner, to Step 3 effective November 11, 2018
 2. Approve staff recommendation to award salary increase to Captain 2, Greg Morford, to Step 3 effective November 18, 2018

6. MONTHLY/STANDING ACTIVITY REPORTS:

- 6.1 Administrative/Chiefs Report

December-January 2018 Chief's Report

Updates:

1. **Reserve/Volunteer program:** On 1-5-19 Brandon Yang has been hired as a Recruit Reserve Volunteer Kyle is still off on an injury. Currently recruiting for all volunteer positions.
2. **Auto aid/mutual aid:** 6 move ups in November, assisted on 2 working structure fires
3. **Annexation:** LAFCO and Board of Supervisors trying to schedule a meeting with area board members, working on sustainability.
4. **Crews:** The Crews have been working on station and district projects, training new personnel and responding to calls for service.
5. **Administration;** we are seeing an increase in public requests and walk ins to the office, in addition we are seeing an increase in administrative request via phone and email. Office still open from 9 to 1pm Tuesday thru Thursday, Joy is in office until 2:30 PM.
6. **EMS Program:** The Grizzly Flats QRT program vehicle goes to Board of Supervisor for approval did not make it to the agenda on December 15th, waiting to hear back from county on next vote. Secured more portable radios for QRT programs. Still recruiting for EMR and EMTs, applications slowly coming in. Potentially starting an EMR program in February.
7. **Training programs:** Monthly Training program is up and running, we cover the following disciplines each month with different modules: EMS, Specialty Team, Wildland, Structural, Rescue, Safety, Policy Review, Public Education and other. Still working on training for our expanded scope (allowing our EMTs to do more skills). EMS QRT EMR instructor lined up for the response program, Wildland ORT response program sometime in January continuing to refine our reserve and volunteer FF programs. January is a catch-up Month.
8. **Station 38 (Main)** Normal 24-7 manned station. Work to begin in early January on engine bay ceiling. Will be working with PVFA on relocating the Historic Fire Engine to an area in front of the station. Work to begin in late January on the leak in living quarters RR.

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9. **Station 37 (OMO Ranch):** Indian Diggings School has opened up at least 50% of station for our apparatus. Electrical issues have been repaired by FF Ramsey. Looking to stow P37 mid to late January in Station.
10. **Station 35 (Grizzly):** Heater has been repaired, we have been seeing lower 20 at night.
11. **Station 34 (Mt. Aukum)** PVFA still utilizing for storage, cleaned and reorganized. Cal Fire will be placing a new prevention sign in old location of PVFA sign after up staffing occurs later in 2019.
12. **Station 32 (Sandridge)** Water Tender station nothing to report.
13. **Station 31 (Willow)** we have one patrol (Rescue/Brush unit) at this station with command rig after 5PM. Still working on Homeland security grant for generator. This generator will power Station and Communication tower vault. Currently repairing walls, shower, flooring, and misc. repairs. Gutter placed. Have received several positive comments regarding the station.
14. **Facilities:**
 - **St. 31** Station Gutters on west side, short term generator installed, minor repairs to bay and living quarters. Filling and repairing woodpecker holes, drywall, flooring, shower and cabinets.
 - **St. 32** Still seeing littering and vandalism at this station No Trespassing order signed with County SO
 - **St. 34** Cal Fire prevention sign delayed due to CAL FIRE Brown out of Station 30 crew, still need to fill holes in walls and soffits
 - **St. 35** Repair drywall in ceiling due to garage door replacement & engine bay door, minor repairs to walls/ceiling.
 - **St. 37** Repair holes in exterior walls, soffits and remove nest
 - **St. 38** Roof leak repairs contractor starts early January, in addition repair concrete on eastside and we may need to reseal the asphalt soon.
 - **Administration Offices** Minor repairs. We will be adding exit signage, new smoke detectors.
15. **Staffing Information:** St. 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 0900-1PM (Joy in office 1300-1430), duty chief staffing during day M-S.
16. **Camino 911 center and Communications:** Working on repeater vault power etc., review response plans for our district.
17. **Water supply/Prevention/Planning:** VHR inspection start in January.
18. **Communications:** Working with dispatch on response matrix
19. **Unusual Occurrences/Injuries:** Still have one reserve FF out due to personal off duty injury.
20. **Training Conducted:** As noted above crews are following a structured training regimen. We have another new reserve candidate who starts Jan. 5. New hire training, EMS/Fire/Rescue training. EMR trainer lined up for QRT EMS programs, still working on finalizing the training programs for QRT EMS and Wildland.
21. **Projects:** Captains recruitment to begin in January to establish a list. New equipment apparatus and task books. EMS QRT and WL QRT recruitment still open. Continue working with County Sup with VHR inspection program. Working with GFFSC on pre-designated escape routes and SCBA replacement is a high priority project looking at March for

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upgraded SCBA. Omo Ranch Fire Safety Counsel and Somerset/Fairplay Fire Safety Counsel. Still working on Boards Manual, EOP's, AOP's, Information sheets, and Policy & Procedures manuals are distributed and available to crews we are currently are review 6 policy per category each month.

22. **Fleet Issues:** 8600 driver seat needs repair. P37 Radio and minor upgrade repairs, EMS QRT vehicles if approved will arrive sometime at the end of January. UTV being complete for in-service date projected first of Feb.
23. **Office:** office hours Tue-Thu 0900 to 1300 closed Fridays, however Admin Assistant will be working beyond the hours Tue-Thu assisting in prevention and fire & life safety. I am in and out M-F
24. **Schools:** Will be working with schools after the first of the year.
25. **Grants:** Nothing to report, I will be working on CALFIRE Grant soon.
26. **Public education:** Crews will be conducting Blood Pressure Checks every 2nd Wed and 4th Wed of the month at Pioneer Park from **11:45AM to 12:15PM.** Working with GF on evacuation program, prevention to programs along with Cal Fire and other agencies.
27. **VHR:** Begin January 1, 2019. PFPD will be sharing the county inspections the first few months with Garden Valley & Cameron Park.
28. **SPI Contract:** We had two days of deployment in December, crews did a good job! Deployed for 10 hrs. each day in Patrol 31. We had have some potential deployments coming up in January but its all weather dependent.
29. **Alarm/Call Information:**

Fires calls

Vegetation	00
Structure	01
Other (car/trash/misc.)	01
Total	<u>02</u>
EMS/Rescue/MVA	32
Haz-Conditions	02
Service calls	21
12/1 to 01/01/19	Total <u>56</u>

30. **Community Meetings and Groups:** Continue to meet with OMO Ranch Fire Safe council, GFFSC. Meeting with the newly formed Somerset/Fairplay group who are looking at forming a Fire Safe council. Still meeting and advertising EMS QRT, wildland QRT and disaster planning. Meeting with Pioneer school district and with Indian Diggings and soon with Leoni Meadows. Will be attending senior lunch in January
31. **Volunteer recruitment:** Working on the following programs: EMS QRT, wildland QRT and Volunteer FF, Water Tender/Apparatus operator Volunteer.
32. **JPA meetings:** Attended all EDFC meeting and LAFCO when possible, I am the EDCFC Treasure

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33. **Apparatus:** Captain Selig is still moving forward in prep of UTV and P37
34. **PVFA:** The Kids Christmas Party was great! PVFA did a wonderful event, a ton of coats were donated and still being distributed at the Pioneer Park Senior lunch time. Crab Banquet 1-12 and 1-19-19 just around the corner.

Yearend totals

Fires

Structure, RV, Auto & other	42*
Vegetation	11
Total	53

Hazardous Conditions

Haz-conditions, gas leak, CO and other, Electrical, Power lines down	14
Total	14

Rescue & EMS

Rescue, EMS, MVA, extrication, rescue and other	410
Total	410

Service Calls

Service calls, public service, other	207
Move-up and cover	65
Total	272

Camino Dispatch Totals **Total 749**

Percentage of calls per day of the week. Saturdays highest call volume & Sundays the lowest.

<u>Sundays</u>	<u>11.14%</u>
<u>Mondays</u>	<u>14.35%</u>
<u>Tuesdays</u>	<u>14.80%</u>
<u>Wednesdays</u>	<u>13.74%</u>
<u>Thursdays</u>	<u>14.80%</u>
<u>Fridays</u>	<u>13.74%</u>
<u>Saturdays</u>	<u>17.40%</u>

Mark S. Matthews
Fire Chief

- 6.2 Local #4586
Still working on negotiations

- 6.3 PVFA
Crab Banquet will be this Saturday and next, 5pm at Skinner Winery. Have 155 volunteers for each crab banquet. Crab Banquets support the PFPD and the Pioneer Union School District. Both Banquets are sold out.

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6.4 Financial

Financials were reviewed, 2 typos were addressed. The date at the top was incorrect and should read December 31st not October 31st 2018, and number 3041 under unemployment should read 24.5 percent used.

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 Board Policies and Procedures Manual committee update

The hard copy is ready for review, and will be held over to February Board meeting so all board members can review.

7.2 Consolidation Annexation committee/group update.

Director Pratt gave an update, Georgetown in under 6 month interim contract with Cal Fire, Garden Valley is looking at consolidation, consolidation may be on the LAFCO Agenda in January, and Rescue is also looking at Cal Fire as well.

7.3 Vehicle Lease

Removed form agenda - Complete

7.4 Vehicle Replacement

Chief provided quote, discussion followed, will be moved to February agenda for vote.

7.5 Capital Projects

Chief provided updates

7.6 Contractual Agreement with SPI update

7.6 was removed form agenda

Broke for Recess at 6:46pm and returned from recess at 7:07pm.

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)

8.1 Nomination and selection of Board Officer

a. Board Chair

Motion to nominate Dave Pratt to serve as Board Chair.
(M/S) Strangfeld/Howe
Passed 4-0

b. Board Vice Chair

Motion to nominate Ripley Howe as Board Vice Chair.
(M/S) Strangfeld/Pratt
Passed 4-0

c. Board Secretary

Motion to nominate Eileen Strangfeld to serve as Secretary.
(M/S) Pratt/Jumper
Passed 4-0

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- 8.2 Resolution 001-2019
Motion made to accept Resolution 001-2019 with the wording change from be it Ordained, to be it Resolved.
(M/S) Howe/Strangfeld
Roll Call Vote
Ayes: 4 Strangfeld, Jumper, Howe, Pratt
Abstain: 0
Noes: 0
Absent: Fills
Passed 4-0
- 8.3 Resolution 002-2019
Motion made to accept Petty Cash Resolution 002-2019
(M/S) Strangfeld/Howe
Roll Call Vote
Ayes: 4 Strangfeld, Jumper, Howe, Pratt
Abstain: 0
Noes: 0
Absent: Fitts
Passed 4-0
- 8.4 Appointment new Ad-Hoc member to Policies and Procedures Manual Review Committee
Removed from agenda.
- 8.5 Roll Call Vote
Discussion took place surrounding time and place for roll call votes to take place. Education and information was provided.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

10. GOOD OF THE ORDER

1. Emergency information forms have been made to hand out at medical calls so they can fill out the their medical info and keep it on their refrigerator
2. Blood Pressure checks are being provided by PFPD during the Senior Lunch days at Pioneer Park 2nd and 4th Wednesdays each month 11:45-12:15pm.
3. Omo Ranch now has a Fire Safe Council. Organizational meeting for Somerset, Fairplay Mt. Aukum Fire Safe Council have taken place.
4. Outingdale is also looking at organizing a Fire Safe Council as well
5. Drafting hydrants are available at a cost of \$100.00 in Omo Ranch

11. UPCOMING CALENDAR OF EVENTS:

- 11.1 PVFA Crab Banquet January 12, 2019
11.2 PVFA Crab Banquet January 19, 2019

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11.3 County Board of Supervisor meeting with Fire Districts, week of January 14, 2019

12. CLOSED SESSION

- 12.1 Possible exposure to litigation (1 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.
- 12.2 Anticipate Litigation (Significant exposure to litigation pursuant to Gov't. Code section 54956.9(d)(2) or (3).
- 12.3 Labor negotiation (MOU) Pursuant to Government Code Section 54957.6, conference updates and information between District negotiators and Local #4586
- 12.4 Security Pursuant to Government Code Section 54957 (a) matters posing a threat to public services or facilities (standing closed session)

13. RETURN TO OPEN SESSION

Broke into Closed Session 7:48 pm and returned at 9:10 pm.

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

Nothing to report out

15. ITEMS FOR NEXT MONTHS AGENDA

- 1. 5.1 Minutes from Board Meeting December 11 2018
- 2. 7.1 Board Policies and Procedures Manuel
- 3. 7.4 Vehicle Replacement

16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday February 12, 2019 at 6PM

Meeting adjourned at 9:20PM

Prepared by:

Joy Vierra, District Administrative Assistant

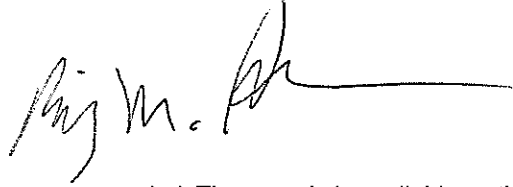
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item on the agenda, please contact the District Administrative Assistant at (530) 620-4444. Station 38 has disabled access and facilities. All Board meeting are recorded. Office hours Tuesday through Thursday 9am to 1pm.

Board Signature

A handwritten signature in black ink, appearing to read "Rij M. [unclear]", followed by a long horizontal line extending to the right.

Note: All Board meetings are recorded. The 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.