

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Board Meeting

December 8, 2020 at 6 p.m.

Jerry Jumper - Board Chair, Marie Fitts - Vice Chair,
Judy Hobson - Secretary, Michael Irish - Director, Randy Rossi - 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.

The regularly scheduled December 8, 2020 6:00 PM meeting will be conducted via Teleconference only Members of the public may call in during the meeting. Members of the public wishing to attend the meeting must email admin@pioneerfire.org or call 530 620-4444 to receive the Participate Phone Number and the Meeting ID Number prior to the start of the meeting. These meetings will be conducted pursuant to the provisions of California Executive Order N29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing the public participation telephonically These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

MINUTES

1. CALL TO ORDER and DETERMINATION OF QUORUM

1.1 Roll Call

Present: Irish, Hobson, Rossi, Jumper

Absent: 0

Administrative Staff Present: Chief Matthews, Joy Vierra AA, BC Mike Stutts

Audience in attendance: Dan & Lynette Dwyer, Captain Scott Whelden, FF Brian Watkin

1.2 Pledge of Allegiance

2. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

2.1 Oath of Office (Directors: Irish, Hobson, Rossi)

Board Chair Jumper gave Directors Irish, Hobson and Rossi their oaths of office

2.2 Letter of Resignation from BOD; Marie Fitts

The Pioneer Fire Protection District board accepted Marie Fitts resignation letter

3. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action.

3.1 Administrative Assistant recommends the board approve the Minutes from Regular Board Meeting November 10, 2020

3.2 Administration recommends the board approve: payment of bills – green sheets

3.3 Administration recommends the BOD approve: BC insurance contribution increase

3.4 Administration recommends the BOD approve: Resolution 20-005 Compliance with Sections 13146.3 & 13146.3 of the CHSC

3.5 Administration recommends the BOD approve wage scale to RV & Vol Deployment Stipends

Motion to Adopt the Agenda and Approval of Consent Calendar 3.1 - 3.5

(M/S) Irish/Hobson

Ayes: Irish, Hobson, Rossi, Jumper

Abstain: 0

Absent: 0

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Passed 4/0

4. PUBLIC COMMENT (OPEN FORUM)

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.

No Public Comment

5. MONTHLY/STANDING ACTIVITY REPORTS AND COMMITTEE REPORTS

5.1 November -December 2020 Chiefs Administrative Report (Chief)

Chief Matthews addressed the Reserve Volunteer program and answered questions from board members. The Reserve Volunteer Program will be placed on January agenda item for new business.

Administration:

Hiring – Brian Watkin FF-EMT has started shift work and Fire Marshal/Fire and Life Safety

Director Kara Garrett is off and running. In December we are doing joint recruitment with AFPD

Budgeting/Financial sustainability/Purchasing – It is anticipated we are 11K over budget in repairs due to deployments and apparatus issues, payroll is over budget due to OES deployment. Soon we should have funds coming in from the State.

Updates – Administrative facility and stations closed to the public except for emergencies

Recruitment – RV's, EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer & SV's. BC Stutts has started with new SV's coming. Social training. Working with AFPD Per Diem

Communications – AVL system still on hold until connectivity issues worked out, will be purchasing iPads in Dec/Jan

Amador/Pioneer – Working on up staffing station 34 and 123 after Cal Fire Vacates St. 30 in winter months. Joint recruitment through Dec/Jan.

Investigations – None at this time.

Grants and donations – Water supply project moving forward and still receiving donations

County Auditor nothing to report.

Other – Conex storage delivered and we located all the remaining PVFA items and cleared St. 34

Deployment – None to report.

New apparatus – Water tender delayed until late January due to covid issues at plant, new command vehicle possible pick-up mid-December. I don't anticipate the WT or command pick-up to be in-service until late Jan/Feb.

Donations – Still receiving water tank project funds.

Fire & Life Safety Division Public Ed & Cost Recovery (PE, Garrett):

Grant information: Nothing to report

Newsletter

Novembers was posted on November 1st. Kara is working on cohesiveness with reader board signs and new letter. Decembers is posted on website now.

Facebook and Messaging:

Kara continues to update and keep the community informed as emergency issues occur and is changing the messages on the reader board signs:

Programs:

Helmet Distribution program is on hold but Kara is looking at ways to get grants to have helmets donated. She will be reaching out to Target in Placerville to request donations. We received the life jackets; Kara is working with the Captains on a distribution plan.

Inspections:

Vegetation Management Program update; Defensible Space Inspections:

Kara attended the most recent vegetation management meeting on December 2. County has been handling the reports of complaints as they come in and Kara asked the committee to send her detail and the spreadsheet of current complaints. Kara will work with Ron Philips to learn about the Track-it app and will work with the group to handle complaints. There are 6 total complaints and the county has handled 3. The remaining 3 will be reviewed by Kara and complaints moving forward will be reviewed and assessed on a case by case basis.

Kara is currently working on the educational pamphlet on the Evacuation Route signs for Grizzly Flats, she is currently waiting on the maps form GIS to insert into the handouts.

Kara is working on getting her OSFM Inspector 1 task book signed off as a California fire inspector. In order to request a task book she will need to complete PC832 and hazardous awareness.

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Summary of EMS Cost Recovery is listed below:

60 pending accounts and more information (medical numbers, etc.)

We still have more cost recovery sheets that still need to be processed from June through Dec. Kara will catch up on them over the next few months

Classes Being Taught:

Kara is completing American Heart Association BLS Instructor course with BC Stuttz to be able to certify through the AHA once completed. CPR and First Aid classes will begin being taught when it is allowable to teach classes in groups again.

Administration Office/Fire & Life Safety Division Prevention (Vierra):

(Vierra)

Fire Cost Recovery

None

Board Meeting Prep (elections and new members)

Approx. 4 hours Board meeting prep

Payroll/EED

Approx. 4.25 hours on payroll

Burn Permits

.5

Plans Review/Prevention & Inspections

Approx. 4.5 hours

Business Licenses/Building permits

Approx. 7 hours

VHR Inspections

0 hour

Email review and responding

Approx. 4.75 hours

OES Billing/SPI

.75 hours

Volunteer Stipends

Station Cover	Office Cover	Public Ed
0	3 stipends \$75.00	\$0

Shift Volunteers

24 Hr. Stipend Shifts	OES Stipends	SPI
14=\$945.96	10.25=\$4,910.00	\$0

Career OT

District	Deployment	Upstaff/Sick/PTO
5 hours \$71.85	270.5 hours \$9,191.56	72 hrs \$2,231.43

Fire & Life Safety Cost Recovery

Nov Received	Year (July-Nov) Received	Donations YTD
\$1,119.70	\$9,830.20	\$1,050.00

PVFA (Shift Volunteer Support)

Nov Received	Year (July-October) Received
\$0	\$3,000.00

OES Deployment

November Received	Year (July-Nov) Received
\$2,752.88	\$2,752.88

SPI Deployment

Bills /Invoices/ PO's

Approx. 25 hours spent on accounts payable

Website (IT/emails issues)

Approx. .5 hours

Vegetation Ordinance Inspections

None

Phone

130 phone call received & responded to msg.

Measure F

Approx. 0 hours

Walk In

Closed to Due to Covid

Covid 19 & Cleaning Protocol (office)

Approx. 1 hours

HR Activities

Approx. 11 hours

Admin/HR/Mail/Meetings/Dist. Business.

16.5

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Nov Received	Year (July-Nov) Received
\$0	\$0

EMS Recovery

Nov Received	Year (July-Nov) Received
\$259.00	\$634.00

Fire/Rescue Recovery

Nov Received	Year (July-Nov) Received
\$0	\$1,547.00

Training Division

Total Training hours completed by shifts

A Shift	145
B Shift	42
C Shift	165

Station 38 (career personnel)

Training:

Crews began training new hire Brian Watkin and completing his task book
Crews on C Shift conducted Wildland and EMS training with QRT's from 37 and 35
Crews continue to update their training regarding COVID protocols and procedures
Crews have been training on recent County/State EMS Electronic patient Care Reports in Preparation for when it goes live for the county.
Crews have conducted approx. 40 hours of training with the new hire Brian Watkin ranging from EMS, Hose pulls, Firefighter survival, ladder evolutions and documentation procedures.

Activities:

Public education and outreach have been limited due to the COVID 19 pandemic.
Crews have completed the movement of equipment from station 34 to the new conex.
Bay doors at station 34 are being scheduled to be worked on.

Operations:

Crews were deployed down south for fires on OES strike teams
Crews are continuing to perform yard maintenance around all the stations.
Crews have been working on the new Squad to prepare it for service at Station 35

Station 37

Training: QRT's conducted 4 hours of Wildland and EMS training with career crews at station 38

Activities: No activities to report this month

Calls/Runs: QRT's at station 37 responded to the following calls:

1. 1 Move up and cover assignments

Station 36

Chris Pappas is active and responding to calls in 35 and 36's area.

Training: Chris attended 4 hours of training at 38 with all other QRT's

Calls/Runs:

1. 1 Commercial alarm at Leoni Meadows

Station 35

Training: QRT's conducted 4 hours of Wildland and EMS training with career crews at station 38

Activities: QRT's have begun familiarization and training on Squad 35

Calls/Runs: QRT's at station 35 responded to the following calls:

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1. None

Station 34 (Mt. Aukum)

Doors being repaired and updated. P34 stowed at station working on volunteer staffing. Water tanks delivered JR prepping site

Station 34 (Sub Station/Mt. Aukum Mall)

Open and being used when station 123 move ups and covers south district

Station 32 (Sandridge)

No activity, stowing apparatus and equipment

Station 31 (Willow)

Duty response station

Station 123

Currently station 123 has been unstaffed

Activities: N/A

Calls/runs: N/As

BC Stutts (8603)

Training: BC working with Amador Fire Protection District BC's to create a training and Recruitment plan to start getting SV's from there side to come pull shifts with us and Vice versa. Training assignments and yearly training requirements will be created this next Month to ensure All personnel are up to date with all State, County, and Federal standards.

Activities:

Projects around the stations continue. Covered 5 shifts and attended 4 meetings

Calls/Runs:

1. 5 Medical Aid calls
2. 2 Traffic Collisions (1 with extrication)

Station 35 Office:

BC office is opne Tuesday, Wednesday and Thursday from 1-5 pm for office hours.

One public meeting at the office this month.

Maintenance on the office/house is on-going and accounts for approx. 10+ hours a week.

Facilities, Apparatus, PVFA & More

Facility and Equipment repairs – Station 38 generators project completed. Still working on station 37 and 35 generator projects. We have obtained a homeland grant to provide a generator at station 31 and the tone 14 tower. This should get started in November. Station 35 house repairs on going, and several minor repair projects ongoing. Water tank project at Station 34 and 32. Purchase water supply pumps and supplies from pump grant.

Current projects

Ice Machine repair	Hose testing
Repair double doors on wood shed	Repair trash gate
ST 34 water supply prep.	ST 34 repairs/cleaning garage/man door, replace lights with LED Station 35 Carport
Color coded to specific vehicle/station with colored tape.	
SPI water tank Omo Ranch	Painting inside St. 37
Station 31 Generator	Station 35 & 37 Generator
Station 37 Hydrant	Water supply tanks
Station 32 Alarm and door repair	Station 35 and 37 battery back up on garage doors
Station 32 water supply	Power to App Bay Conex
Lights for school conex	Station 38 hydrnt tanks

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Station 38 soft start for barracks
 Station 38 diesel fuel pump power circuit

Squad 35 110 power
 RV quarters

Projects completed

LED lighting with motion sensors office area & barracks
 Damage brick pillar removed
 Hose testing
 St. 38 sprinkler valve replaced
 Unloading water tanks
 Equipment inventory
 Moved tools to school

Rock for flower beds at 38
 Tables and chairs from 34 to conex at 38
 St. 38 well and pressure tank repaired
 Relocated EMS and PPE
 Level conex
 Fix PPV
 Cleaned out Admin Kitchen

EMS (Emergency Medical Service)

Review new EPCR policies (EMS division) CQI requirements Tracking of supplies

SCBA/Fit Test (Self Contain Breathing Apparatus)

JOA shared test with AFPD

TRT (Technical Rescue Team)

Nothing to report on deployments

Misc/Electrical

Working on 35/37 and GF home generators and battery/inverter for 35 and 37 doors.

Apparatus/Fleet

U235 08-005	Repairs completed: New front brakes, oil change and air filter, new unit id letters Cost approx: \$400.00
U36 01-001	Repairs completed: ----- Repairs needed:
U37 05-004	Repairs completed: Replaced Coil Pack on number one cylinder ----- Repairs needed:
U-38 04-002	Repairs Made: Repairs needed:
E32	Repairs needed: All items repaired at estimated cost of \$13K
Wt-38	Repairs needed: Currently OOS Transmission OOS Repairs Made:
8600 19-009	Repairs completed: Repairs needed: None
8603 10-006	Repairs needed: Repairs made: Robinsons replace transmission control module Cost \$2500.00
P-37	Repairs completed: oil change and replace air filter Repairs needed: d
E335 97-300	Repairs completed: oil change, fuel filter, coolant change Repairs make: buffed, was and polished
E32 05-301	Repairs completed: Replaced fuse and fuse block for emergency lights fixed air lines and air dryer Repairs needed: Cpt window not working foam pump needs replaced,

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E38 17-303	Repairs completed: Repairs needed:
E338 16-302	Repairs completed: PMI completed; cost \$350.00 Repairs needed: Repair front bumper, straighten and weld hose boxes.
P31 03-102	Repairs completed: Repairs needed: none
SQ35 11-103	Repairs completed: Tire extenders, was, mounting equipment Cost \$1K plus Repairs needed:
Fleet hours	16 total hours

Equipment/Radios

Updating frequency tones ordered radios for new apparatus (WT/Mini/8603)

Fuel Costs

S Grays Market \$637.60/Mt. Aukum Store \$140.00
Deployment Fuel \$118.15/Wex Card \$129.49

Hunt & Sons

Bulk Fuel \$1309.00
Total \$2,334.00

PVFA All items removed from St.34, Christmas party/event moved to Pioneer Park, Dec. 12th 2PM

Unusual Occurrences/Injuries: Nothing to report

APD/PFD:

Joint Operations at Station 123/St 34 discussions, joint recruitment for hiring list

November 2020

Veg Fire	Structure Fire	Other Fires	Traffic Collisions	Medical	Good intent	Public Service/other	False	Total
1	0	3	2	26	0	11	0	43

Total approximate hours on calls (WL Deployment is more than one person per shift)

A Shift 16.5 to 20
B Shift 11 to 15
C Shift 22.5 to 24

Customer service contact hours (crews)

10 hours total

Move up and cover approximates (not equated in call hours)

Station 19 2 (us covering)
Station 123 0 (covering PFPD dist)

Mark S. Matthews
Fire Chief

5.2 Local #4586 (Local)
Captain Whelden reported for the Local #4586 and stated nothing to report

5.3 PVFA (Dwyer)
Christmas Party this year will be a drive through Christmas Party with Santa at Pioneer Park on Saturday Dec 12th from 2-4 p.m. Instead of Crab Banquets this year PVFA will be sending out a letter to those they would have been sending the invitations out to explaining why there will not be crab banquets and requesting a donation in in place of the banquet. Continuing work on the community hall looking at bids for new roof. The plan is to turn it into a training facility and community event center. The crews were

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thanked, Captain Selig – C Shift for helping with moving cabinets and Captain Ramsey B Shift for helping with the electrical.

5.4 Financial (Chief)

Chief Matthews reviewed the financials

5.5 JOA Ad hoc (Amador) (Chief/Jumper)

Director Jumper reported that the committee has not formally met.

5.6 JOA Divided (Chief)

Chief received an email from Chief Brown with a signature page for PFPD to sign regarding a 4 department JOA agreement that will need to be signed by the BOD.

5.7 Covid Update (Chief)

Chief reported that cases are on the rise. We need to continue to be vigilant and take the precautionary measures and guidelines that have been put in place.

5.8 PFPD Apparatus/equipment/facility 20-22 (Chief/Rossi)

Chief Matthews provided updates on the district Water Supply Projects. Station 34 water project is about 75% complete. J& R Logging prepped the ground and did piping and tanks have been placed. Approx. 80% of the funds needed have been raised for this station. Station 31 has its second tank and the PVFA helped level and rock the ground. Four Corners water storage is moving along. 3 tanks have been donated to this project. The county provided rock for both the water tanks and landing zone. Director Rossi reported the top part of the 4 corners property will be used as the landing zone. Director Rossi will be obtaining from any votes related to the water storage and landing zone due to ownership of the property being used for these purposes.

6. 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. 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).

7.1 Open Board Position (Chief/Jumper)

Director Jumper stated that the Board is now advertising for the open board position.

7.2 Board of Directors Elections (Chair / Vice Chair / Secretary) (Jumper)

Director Jumper opened up the nominations for Chair / Vice Chair / Secretary Board positions

Director Rossi nominated Director Hobson as Secretary.

M/S Rossi/Irish

Passed 4-0

Director Hobson Nominated Director Jumper as Board Chair

M/S Hobson/Rossi

Passed 4-0

Director Jumper nominated Director Rossi as Vice Chair

M/S Jumper/Hobson

Passed 4-0

7.3 Fire & Life Safety Building Inspections and Billing (Chief)

Chief Matthews Welcomed Fire Marshall Garrett. The Chief informed the board that the department will be implementing the yearly inspections for all the local businesses.

7.4 Measure F (Chief/Dwyer)

Chief Matthews discussed the need for clarification related to the trailer parks and definitions of improvements and making sure all measure F assessments are being made correctly. Lynette Dwyer will assist in researching definitions.

8. CORRESPONDENCE AND COMMUNICATIONS (GOOD OF THE ORDER)

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Nothing to report

9. BOARD COMMENTS

Director Jumper asked that all board members would notify the board chair and the Chief is unable to attend or will be late to the meeting.

10. AGENDA ITEMS FOR NEXT MONTH

New Business - Resident Volunteer Program

Old Business - Open Board Position

Old Business - Measure F

Chief Matthews added Executive Session related to the Chief's Termination of Employment

11. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR January 12, 2020 at 6 p.m.

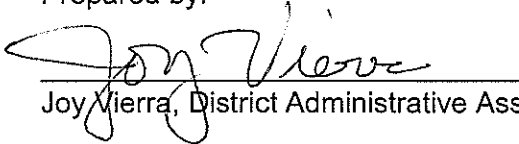
Motion to Adjourn

(M/S) Hobson/Irish

Passed 4-0

Meeting adjourned at 7:22 p.m.

Prepared by:



Joy Sierra, 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 3pm.

Board Signature

