

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

April 9, 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

Present: Strangfeld, Howe, Jumper, Pratt

Absent: Fitts

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 4-0

3. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

3.1 Oath of Office

Kara Garrett was given her Oath of Office by Chief Matthews.

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.

No Public Comment

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

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the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Minutes from Board Meeting December 11, 2018
Item 5.1 was pulled from Calendar, did not have quorum to approve. Will hold over to May Agenda.
- 5.2 Minutes from Board Meeting March 14 , 2019
Motion made to approve
(M/S) Howe/Strangfeld
Passed 4-0
- 5.3 Approval: payment of bills – green-sheets
Motion made to approve 5.3 Payment of bills-greensheets.
(M/S) Howe/Strangfeld
Passed 4-0

6. MONTHLY/STANDING ACTIVITY REPORTS:

- 6.1 Administrative/Chiefs Report

February/March 2019 Chiefs Administrative Report

Updates:

1. **Reserve/Volunteer program:** On 3/21/2019 18 EMS QRT members will begin the CPR/AED/EMR program. It is expected to be completed by June 1, 2019. Currently we have 11 from Omo Ranch and 7 from Grizzly Flats. Recruit Reserve Volunteer Kyle is still on a leave of absence for FF I and II Academy. Currently recruiting for all volunteer positions. Cory Danielson has resigned and taken a medic position in Tacoma WA.
2. **Auto aid/mutual aid:** Normal move-ups
3. **Annexation:** Fire Chief Association and Board of Supervisor scheduled a meeting and met, working on sustainability. Next meeting TBA
4. **Crews:** Kane Gardiner has resigned, we have offered a temporary FF-EMT position to John Schwitalla (he was one of top 3 candidates) he has accepted and his training period started March 11 (working days from 3-11 to 3-15), he should be on shift March 18, 2019. Jason Ortiz will be moved to A-shift and begin working as A-Shift AIC Captain for 5 weeks, then he will switch shifts with Scott Ramsey (Ramsey will be the A-shift AIC Captain). The crews will and have been busy with training and cleaning up all that the weather has left behind. They are still working on station and district projects, training new personnel and responding to calls for service.
5. **Administration:** Office still open from 9 to 2pm Tuesday thru Thursday, Joy is in office until 2:30 PM. Steady traffic in the office, staying busy with a number of preventions, public education and

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district items and projects. Starting audit, budget and yearend financial items. Chiefs office ceiling/roof leak was repaired.

6. **EMS Program:** The Grizzly QRT program vehicle will be voted on soon by the BOS, we offered 2K for the vehicle. If approved, we will be utilizing PVFA funds. We have interviewed and placed 19 people through the EMS QRT requirements. Mike Stutts will be our EMR, CPR and AED instructor. Hoping for a few more, age group from 21 to infinity; college students to scientist. Experience from RN's to none at all, but want to help their community.
7. **Training programs:** SCBAs training, due to the purchase of used SCBA's from county. 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 was reschedule to later March due to instructor illness. Reserve task book training and new employee training. UTV training coming up in March/April.
8. **Station 38 (Main)** Normal 24-7 manned station. We will be working with PVFA on relocating the Historic Fire Engine to an area in front of the station date TBA. Crews moved the dishwasher from the Main office kitchen to the station, due to poor condition.
9. **Station 37 (OMO Ranch):** IDS has not made much progress with their project to remove their supply's. Pay phone has been disconnected and removed, not sure why! Working with AT&T to get a 911 pre-dial phone at old pay phone spot. Adding LED motion lights and dusk to dawn light near man doors.
10. **Station 35 (Grizzly):** Gas heater malfunctioning, should be up and running by the meeting.
11. **Station 34 (Mt. Aukum)** PVFA still utilizing for storage, PVFA has cleaned and reorganized. Cal Fire will be placing a new prevention sign in old location after they open River Pines.
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. Minor snow and wind damage to station, most has been repaired. Replaced engine bay lights with LED's.
14. **Facilities:**
 - **St. 31** Station: Filling and repairing woodpecker holes, drywall, flooring, entry cover re-evaluates gutters and cabinets.
 - **St. 32** Minor rain pooling issues on east parking area.
 - **St. 34** 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** Looking at repair concrete on eastside and we may need to reseal the asphalt soon, fencing repair needed and rock front.
 - **Administration Offices** 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 0900-2PM (Joy in office 1300-1430), duty chief staffing during day M-S.
16. **Camino 911 center and Communications:** 2023 it appears most of our radios will be non-functional and needing replaced due to federal and state standards. Working on new updates

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17. **Water supply/Prevention/Planning:** No VHR at this point, vegetation enforcement programs still under review
18. **Communications:** Working with dispatch on response matrix
19. **Unusual Occurrences/Injuries:** Kane Gardiner resigned with short notice. Cory Daniels resigned and took EMS position in Tacoma WA.
20. **Training Conducted** As noted above crews are following a structured training regimen. We have another new reserve candidate who starts the week of February 11, 2019. New hire training, EMS/Fire/Rescue training. EMR training coming up for QRT EMS programs, still working on finalizing the training programs for QRT EMS and Wildland. Crews will be doing live fire training with County Agency's in Mid-February.
21. **Projects:** Captains recruitment began in January, closes March 22, 2019. We have two open positions to fill in June, we plan on establishing a list for potential future openings. 5 applications to date, this includes 2 internal applicants. WL QRT recruitment is still open. Continue working with County Sup on sustainability. Working with GFFSC on pre-designated escape routes. Health and Safety Fair June 1, 2019. Grizzly Flats Omo Ranch and Somerset/Fairplay Fire Safety Counsel. I will be meeting with groups from GF, OMO Ranch and Somerset on district sustainability. Sandbags group meeting (Jerry/Eileen)
22. **Fleet Issues:** EMS QRT vehicles if approved will need lights and radio. UTV being complete for in-service training in March/April. U-38 OOS at shop being diagnosed and repaired (cost 2Kish+), U-35 at station 38 for back up. 338 has been repaired same engine issues (under warranty), E32 has a power steering leak, Cpt. Selig and Jason getting parts for repair.
23. **Office:** office hours Tue-Thu 0900 to 1400 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:** I will be meeting with school district soon
25. **Grants:** Nothing to report, I will be working on CALFIRE Grant soon. Waiting to hear from SAFER grants.
26. **Public education:** Crews are conducting Blood Pressure Checks every 2nd Wed and 4th Wed of the month at Pioneer park from **11:45AM to 12:15PM.** Working with Health and Safety fair group. Working with GF & OES on evacuation program, prevention to programs along with Cal Fire and other agencies. Meeting with Kara Garrett soon to discuss potential programs.
27. **VHR:** Nothing to report.
28. **Sandbags:** The County DOT has committed to provide sand to fill sand bags at no cost, we have purchased 1000 sandbags (PVFA funded). Jumper/Strangfeld and I will meet soon to workout distribution policy. This is a big assistance for our district.
29. **Vegetation Enforcement Program:** Nothing to report
30. **SPI Contract:** Nothing to report
31. **Alarm/Call Information: 2/1/2019 to 3/1/3019**

Fires calls

Vegetation

00

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Structure	02
Other (car/trash/misc.)	00
Total	02
EMS/Rescue/MVA	32
Haz-Conditions	08
Service calls	07
Good intent/False calls/other	17
Total	66

- 32. Community Meetings and Groups:** Continue to meet with OMO Ranch Fire Safe council, GFFSC & Mt. Aukum/Fairplay. Potentially Sandridge maybe meeting soon to revamp their FSC. 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). Meeting with Pioneer school district and with Indian Diggings and soon with Leoni Meadows. Will be attending senior lunch in March
- 33. Volunteer recruitment:** Working on the following programs: Wildland QRT and Volunteer FF, Water Tender/Apparatus operator Volunteer.
- 34. JPA meetings:** Attended when possible EDFC, JPA financial, EDFO, and LAFCO when possible, I am the EDCFC Treasure
- 35. Apparatus:** Captain Selig is still moving forward in prep of UTV for back-board use and all fleet issues.
- 36. PVFA:** The PVFA has raised \$25, 500.00 from the Crab Banquet. At the Crab Banquet volunteer dinner, the district presented the Over-Head staff committee with our new Challenge coins. The PFPD civilian award for 2018 was given to Dixie and Bill Buxton. It was a great evening.

Mark S. Matthews
Fire Chief

6.2 Local #4586

Jason Ortiz spoke on behalf of Local #4586, still working on negotiations for over 3 years. Looking for outside Counsel and support from other agencies.

6.3 PVFA

4/20 will be the Pancake Breakfast & Easter Egg Hunt. During the month of May Grizzly Pub & Grub would be donating 10% of a customer's bill to PFPD/PVFA if Customers mention one of the two.

6.4 Financial

Financials were discussed. There was a general disapproval of the timeliness of the county reports on the budget. Again, a new system for reporting to the board was suggested for the upcoming fiscal year.

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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 Review, update or change Article 3.6 Fire District Legal Counsel in Board Policies and Procedures Manual
Motion made to modify Article 3.6 in the Board Policies Manual
(M/S) Jumper/Howe
Passed 4-0
 - 7.2 Board Policies and Procedures Manual
Motion made to adopt the Board Policies and Procedures Manual with the 3.6 modification
(M/S) Howe/Jumper
Passed 4-0
 - 7.3 Vehicle Replacement.
Chief Matthews gave a brief update. 100 days before delivery.
No action taken
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 Response from Attorney regarding Brown Act Compliance
Open discussion took place
 - 8.2 Kane Gardiner Allegations/Complaint
Deputy Wunschel updated and reported that no crime took place. We are waiting for the report to become public record.
 - 8.3 OSHA Update
Chief gave update and review on the complaints. He addressed the concerns and sent information and letter to OSHA.
 - 8.4 GF Flat Type 6 lease/purchase option
Chief discussed a few proposals, he will utilize PVFA funds.
No action taken
 - 8.5 Job Description Updates
Chief gave an update on the Part-time mechanics position and public educator position.
No action taken
 - 8.6 Training Officer Position
Chief discussed with the Board the possibility of adding a Training Officer position to next year's budget. The Board discussed it briefly with the Chief. A motion was made to form an ad hoc committee to research the viability of hiring a training officer and where the funds would come from. Directors Strangfeld and Jumper agreed to form the committee and meet with Chief Matthews.
(M/S) Jumper/Strangfeld
Passed 4-0

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9. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

10. GOOD OF THE ORDER

Director Howe discussed the issues and concerns he has with Closed Sessions related to the Brown Act.

Chair Pratt discussed his position as Chair with relation to future plans to move east and asked that an election of a new Chair take place at the next board meeting.

11. UPCOMING CALENDAR OF EVENTS:

- 11.1 PVFA Easter Egg Hunt/Pancake Breakfast is scheduled for April 20th, 2019, at Pioneer Park.
- 11.2 April 20th. Wildland Academy
- 11.3 April 26th & 27th Captain's Testing
- 11.4 GF Tabletop May 3rd
- 11.5 All of May Grizzly Pub & Grub fundraiser for PFPD/PVFA

12. CLOSED SESSION

Board Chair announced that the Board will only go into closed session for 12.2
Closed Session time in: 7:38 p.m., Closed Session Time Out: 8:27 p.m.

- ~~12.1 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.~~
- ~~12.2 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).~~
- 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 closes session) CA Governor, CA Attorney, El Dorado County District Attorney, El Dorado County Sheriff or Designee, El Dorado County Office of Emergency Services Supervisor, or the California Highway Patrol District Supervisor.~~

13. RETURN TO OPEN SESSION

Returned from closed session at 8:27pm

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

Nothing to report out, took no action on any items.

15. ITEMS FOR NEXT MONTHS AGENDA

- 1. 5.1 Minutes from Board Meeting December 11, 2018

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2. Election of new Board Chair
3. 7.3 Vehicle Replacement
4. 8.4 GF Flat type 6 lease/purchase option
5. 8.6 Training Officer Position

16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday May 14, 2019 at 6 p.m.

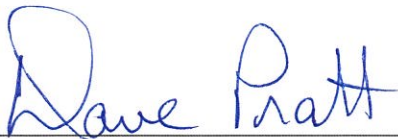
Motion to adjourn
(M/S) Strangfeld/Howe
Meeting adjourned at 8:35 PM
Passed 4-0

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

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.