

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

November 10, 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 November 10, 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](mailto: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, Jumper

Absent: Rossi, Fitts

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

Audience in attendance: Dan & Lynette Dwyer, Paul Schaffer, Captain Scott Ramsey

##### **1.2 Pledge of Allegiance**

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

Chief Matthews read a thank you to Paul Schaffer for his efforts in obtaining donations department supplies and needs.

#### **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 approve the Minutes from Regular Board Meeting October 13, 2020

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

Motion to Adopt the Agenda and Approval of Consent Calendar 3.1 - 3.2

(M/S) Hobson/Irish

Ayes: Irish, Hobson, Jumper

Abstain: 0

Absent: Rossi, Fitts

Passed 3/0

#### **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.

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

No Public Comment

### 5. MONTHLY/STANDING ACTIVITY REPORTS AND COMMITTEE REPORTS

#### 5.1 October-November 2020 Chiefs Administrative Report

(Chief)

#### **Administration:**

**Hiring** – Brian Watkin FF-EMT beginning November 17, 2020 and Fire Marshal/Fire and Life Safety Director Kara Garrett begins November 28<sup>th</sup>, 2020

**Budgeting/Financial sustainability/Purchasing** – Again, high expenditure months due to deployments

**Updates** – Administrative facility still closed to the public and personnel

**Recruitment** – 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 on hold until connectivity issues worked out. Purchased several radios for new rigs.

**Amador/Pioneer** – Working on upstaffing station 34 and 123 after Cal Fire Vacates St. 30 in winter months.

**Investigations** – None at this time.

**Grants and donations** – Failed to be awarded the Regional training recruitment, prevention positions and SCBA. Still on hold for radio grant.

**County Auditor** Trying to improve efficiency this is a challenge.

**Other** – Conex storage unit should be delivered to 38 the on Friday November 6, 2020

**Deployment** – We had all apparatus and personnel back for a few weeks; however, we recently deployed a patrol to Southern Cal Fires.

**New apparatus** – Water tender due late December, new command pick-up due mid-December and mini pumper due later this month. I don't anticipate the WT or command pick-up to be in-service until late Jan.

**Donations** – Funds to purchase Station 35 carport (\$1500.00), St. 34 water tank project (Funds \$1100.00 plus several more coming in) 4 corners water supply (3-5k tanks committed for donation). We are receiving funds, calls and emails daily.

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

##### **Grant information:**

We did not receive the Fire Prevention and Safety Grant 2020 through FEMA

##### **Newsletter**

Newsletters was posted on November 1st. Kara is working on cohesiveness with reader board signs and new letter.

##### **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.

##### **Vegetation Management Program update -**

CAO's office is bring a new proposal to FCA

##### **Defensible Space Inspections**

Chief Stutts has been attending the phone call meetings when available since the meetings moved to Wednesdays. We have a few current complaints on properties that are located on the shared google doc from the county the last time I checked and the document is attached that I used to keep track. We have not received any self residential inspection forms or images.

##### **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, July, and August as well, I will get to them once I catch up on these.

##### **Classes Being Taught:**

Kara is completing American Heart Association BLS Instructor course with BC Stutts 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)**

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

**Fire Cost Recovery**

Approx. 2.5 hours

**Board Meeting Prep (elections and new members)**

Approx. 5.5 hours Board meeting prep

**Payroll/EED**

Approx. 11.25 hours on payroll

**Burn Permits**

.12

**Plans Review/Prevention & Inspections**

Approx. 4.25 hours

**Business Licenses/Building permits**

Approx. 4.25 hour

**VHR Inspections**

1 hour

**Email review and responding**

Approx. 9 hours

**OES Billing/SPI**

2.25 hours

**Volunteer Stipends**

|               |              |           |
|---------------|--------------|-----------|
| Station Cover | Office Cover | Public Ed |
| 0             | \$50.00      | \$15.00   |

**Shift Volunteers**

|                       |                  |     |
|-----------------------|------------------|-----|
| 24 Hr. Stipend Shifts | OES Stipends     | SPI |
| 19.15=\$1,473.44      | 20.41=\$9,939.53 | \$0 |

**Career OT**

|          |             |                  |
|----------|-------------|------------------|
| District | Deployment  | Upstaff/Sick/PTO |
| \$0      | \$24,101.16 | \$0              |

**Fire & Life Safety Cost Recovery**

|                  |                              |               |
|------------------|------------------------------|---------------|
| October Received | Year (July-October) Received | Donations YTD |
| \$50.00          | \$8,910.50                   | \$200.00      |

**PVFA (Shift Volunteer Support)**

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

**OES Deployment**

**Bills /Invoices/ PO's**

Approx. 29 hours spent on accounts payable

**Website (IT/emails issues)**

Approx. 1.75 hours

**Vegetation Ordinance Inspections**

None

**Phone**

83 phone call received & responded to msg.

**Measure F**

Approx. 0 hours

**Walk In**

Closed to Due to Covid

**Covid 19 & Cleaning Protocol (office)**

Approx. 2 hours

**HR Activities**

Approx. 1.75 hours

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

24 hours

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

| October Received | Year (July-October) Received |
|------------------|------------------------------|
| \$2,752.88       | \$2,752.88                   |

### SPI Deployment

| October Received | Year (July-October) Received |
|------------------|------------------------------|
| \$0              | \$0                          |

### EMS Recovery

| October Received | Year (July-October) Received |
|------------------|------------------------------|
| \$0              | \$375.00                     |

### Fire/Rescue Recovery

| October Received | Year (July-October) Received |
|------------------|------------------------------|
| \$494.00         | \$1,547.00                   |

### Training Division

#### Total Training hours completed by shifts

|         |    |
|---------|----|
| A Shift | 04 |
| B Shift | 19 |
| C Shift | 08 |

#### Station 38 (career personnel)

##### **Training:**

Crews have been assigned on numerous deployments and training has been limited. Crews have continued training SVFF's in task book assignments.

##### **Activities:**

Crews have been responding to multiple strike team deployments over the Month of October. These have included the Glass Fire and the Blue Ridge fires in Southern California. Public education and outreach have been limited due to the COVID 19 pandemic. Crews participated In the Halloween candy drive through at station 38

##### **Operations:**

Crews have been working multiple operational shifts to cover for deployed personnel. Crews are continuing to perform yard maintenance around all the stations. Crews are continuing to work on Station 34 to prepare for future apparatus and volunteers. Patrol 31 has had numerous repairs completed and is returning to service. The new Squad has Been delivered and work has begun to get it into service by the end of the Month. Training on the new Squad will begin in the Month of November.

#### Station 37

**Training:** QRT's at station 37 have conducted 10 hours of training this month in EMS and wildland firefighting.

**Activities:** Personnel conducted clean-up days around the station.

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

1. 3 move up and cover assignments to station 34 and station 38



# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

2. 1 Public Relations assignment, (Halloween candy giveaway at station 37)

### **Station 36**

Chris Pappas is active and running calls.

#### **Calls/Runs:**

1. 1 Vegetation fire call
2. 1 support calls for the water tender
3. 5 Hours of training at station 38 with BC Stutts
4. 6 hours of training with duty crew at 38

### **Station 35**

**Training:** QRT's at station 35 conducted 10 hours of wildland training.

**Activities:** QRT's participated in the Halloween candy drive through at station 35

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

1. 2 Medical calls
2. 1 traffic collision assist PFPD personnel (traffic control) (Debris cleanup)
3. 1 Lift assist
4. 1 Cover assignment (station 31)

### **Station 34 (Mt. Aukum)**

Doors needing repaired and updated. Expected to stow fire apparatus sometime in late November.

### **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**

#### **Activities:**

Staffing has been extremely limited due to deployments this month and lack of adequate personnel. Meetings will be held this month to remedy this issue with staffing.

#### **Calls/Runs:**

1. 0 cover assignments this month

### **BC Stutts (8603)**

BC has been spending an average of 25+ hours at station 38 administration building.

I am averaging a total of 20+ hours a week at station 35 office running calls and conducting public outreach and community service. He currently holds Tuesday, Wednesday, and Thursday from 1-5pm for office hours. Training and education have accounted for 25% of his total hours and will be increasing in November.

He has been checking all COVID 19 daily logs as well as the ICS 214 logs.

Training of the QRT's has resumed to pre COVID 19 levels of 10 hours per month.

Public contact has been limited but increasing.

New incoming Volunteer training will resume this month and will include volunteers from Amador County Fire.

#### **Calls/Runs:**

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

1. 6 Medical Aid calls
2. 3 Illegal Burn pile calls (smoke checks)
3. 2 Vegetation fire calls
4. 2 Traffic Collisions (1 with extrication)

### **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               | LED lighting with motion sensors office area & barracks                            |
| Rock for flower beds at 38       | 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          |                                                                                    |

### **Projects completed**

|                                                                              |                                      |
|------------------------------------------------------------------------------|--------------------------------------|
| Reader Board at Mt. Aukum Square                                             | Station 38 conex container (ordered) |
| Flammable liquid container purchased and painted                             | Water Pumps & Supplies delivered     |
| GF evacuation routes completing phase 2                                      | Repaired broken sprinklers           |
| Itemized list of E32                                                         | Chain and signage at 38              |
| Sing in yard by flag pole has been taken down                                | No parking signs placed at Mid-Fork  |
| SPI water tank near Mill Rd has had the brush cleared                        | Station 34 old tanks removed         |
| Station 35 2 <sup>nd</sup> rock delivered for carport (donated by county PW) |                                      |

### **EMS (Emergency Medical Service)**

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

### **SCBA/Fit Test (Self Contain Breathing Apparatus)**

Working with 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   | None                                |
| U36    | Repairs completed: Replaced lug nut |
| 01-001 | -----                               |
|        | Repairs needed: Smog due            |

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

|                |                                                                                                                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U37<br>05-004  | Repairs completed: None<br><br>-----<br>Repairs needed: Smog due, check eng. light spark coil or stuck injector                                                                                                                              |
| U-38<br>04-002 | Repairs Made: Nothing to report<br>Repairs needed: Smog due                                                                                                                                                                                  |
| E338           | Repairs Made: New Front Tires<br>Bent rear lower shock mount<br>Repairs Needed: Need to replace one cross lay cover and two code 3 light lens<br>Replace two code 3 lights front bumper<br>Front pumper bent needs repair, hose boxes welded |
| E32            | Repairs needed: All items repaired at estimated cost of \$13K                                                                                                                                                                                |
| Wt-38          | Repairs needed: Currently OOS<br>Transmission OOS<br>Repairs Made:                                                                                                                                                                           |
| 8600<br>19-009 | Repairs completed: Lift kit<br>Repairs needed: None                                                                                                                                                                                          |
| 8603<br>10-006 | Repairs needed: Battery cable connector need replacement, reprogram main computer, smog is due<br><br>-----<br>Repairs made: New tires oil change                                                                                            |
| P-37           | Repairs completed: oil change and replace air filter<br>Repairs needed: d                                                                                                                                                                    |
| E335<br>97-300 | Repairs completed: oil change, fuel filter, coolant change<br>Repairs make: buffed, was and polished                                                                                                                                         |

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

|                |                                                                                                                                                                                                                              |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E32<br>05-301  | Repairs completed: returned from Burtons, we completed shoreline cover, two running lights, mount for combi tool<br><br>Repairs needed: Cpt window not working foam pump needs replaced, pump panel gauges need replacement. |
| E38<br>17-303  | Repairs completed:<br><br>Repairs needed: Transmission serviced, service axles and transmission case oil replaced.                                                                                                           |
| E338<br>16-302 | Repairs completed: 2 code 3 lens replaced cross lay cover ordered<br><br>Repairs needed: Repair front bumper, straighten and weld hose boxes. Transmission serviced, service axles and transmission case oil replaced.       |
| P31<br>03-102  | Repairs completed: AC compressor brake failure belts rewired damage<br><br>Repairs needed: none                                                                                                                              |
| SQ3511-<br>103 | Repairs completed: Repaired front grill<br><br>Repairs needed: Buff, polish and wax                                                                                                                                          |
| Fleet<br>hours | 40 total hours                                                                                                                                                                                                               |

### Equipment/Radios

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

### Fuel Costs

Hunt & Sons - Bulk Fuel \$ 1308.13

September- Grays Market \$533.53/Mt. Aukum Store \$24.88

Deployment Fuel \$643.05

PVFA Moved Crab Banquet supply's to Hall.

### Unusual Occurrences/Injuries:

One apparatus out on deployment, WT transmission OOS. In house minor injury incident filed WC claim.

### APD/PFD:

Joint Operations at Station 123. We are currently working on joint training and prevention activities. Still seeing positive results during the coverage times.

### **October 2020**

| Veg Fire | Structure<br>Fire | Other<br>Fires | Traffic<br>Collisions | Medical | Good<br>intent | Public<br>Service/other | False | Total |
|----------|-------------------|----------------|-----------------------|---------|----------------|-------------------------|-------|-------|
|          |                   |                |                       |         |                |                         |       |       |



# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

|   |   |    |   |    |   |    |   |    |
|---|---|----|---|----|---|----|---|----|
| 1 | 1 | 12 | 5 | 29 | 0 | 15 | 0 | 63 |
|---|---|----|---|----|---|----|---|----|

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

A Shift            11-12  
 B Shift            5-6 (11 days deployed)  
 C Shift            23

**Customer service contact hours (crews)**

18-22 hours total

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

Station 19        8 (us covering)  
 Station 123      0 (covering PFPD dist)

Mark S. Matthews  
 Fire Chief

- 5.2**      Local #4586 (Local)  
 Scott Ramsey reported John Schwitalla has resigned, and has been replaced by FF Brian Watkin.
- 5.3**      PVFA (Dwyer)  
 Dan Dwyer reported that donations raised from the Donation letter sent out by the PVFA and the Chief's letters are approx. \$20,000. Dan Thanked Captain Ramsey for his support with fixing an electrical issue in the new PVFA building. PVFA will not be having the annual Christmas Party this year but instead will have a drive through Christmas Party with Santa at Pioneer Park on Saturday Dec 12<sup>th</sup> 2-4 p.m.
- 5.4**      Financial (Chief)  
 Chief Matthews gave an overview of financials. Expenses are showing high at the moment, however deployment funds will be received to even things out in the next few months. There have been also been some unexpected vehicle costs that have come up.
- 5.5**      District Name Change (Fitts)  
 Nothing to report, this agenda item will be taken off agenda and revisited next year
- 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)

  - 6.1**      Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)  
 Chief Matthews reported that everything is moving forward and is positive with relation to donations and community support.
  - 6.2**      JOA with Georgetown, Mosquito and Garden Valley (Chief)  
 Chief Matthews reported that the other 3 departments are still in the review process with their Boards.
- 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**      JOA ad Hoc (Chief/Jumper)  
 Chief stated that the JOA with Amador County wants to put together an ad Hoc Committee with the chiefs and a few board members. Ad Hoc Committee will consist of Director Jumper and Director Rossi
  - 7.2**      Administration Offices-Update only (covid) (Chief)  
 Chief would like to continue to have the board meetings via telephone for the next month, and review in December to see if resuming meeting in person for the board meeting is in the best interest of the department and community.

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Board Meeting

### 8. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW (Good of the order)

Halloween events were very successful, Grizzly Flats Station had a great turn out. Crews and volunteers made it a fun event at all the stations.

### 9. BOARD COMMENTS

Director Hobson mentioned that Eldorado County is going back into stage Red Wednesday Nov 11, 2020.

### 10. AGENDA ITEMS FOR NEXT MONTH

- 6.1 Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)
- 6.2 JOA with Georgetown, Mosquito and Garden Valley (Chief)
- 7.1 JOA ad Hoc will move into Standing Activity reports (Jumper/Rossi)

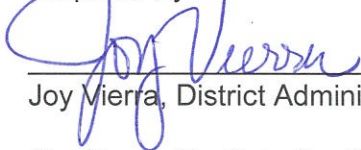
### 11. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday December 8, 2020 at 6 p.m.

Motion to Adjourn

(M/S) Hobson / Irish

Meeting adjourned at 6:37 p.m.

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 3pm.*

Board Signature

