

## MEETING MINUTES

**Pioneer Fire Protection District  
Board Meeting  
Tuesday, October 10, 2017 – 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: Dave Pratt, Allan Polinsky, Phil Dayton

Directors Absent: Allen Wood, Mary Nelson Tran

Salute to Flag

Adoption of Agenda

Motion to adopt agenda

(M/S) Polinsky/Dayton

Passed 3-0

### **2.0 PUBLIC COMMENT OTHER THAN AGENDA ITEMS**

Mark Almer -

- Traffic Signals to restrict traffic to one-way traffic along String Canyon where work is not complete until approximately November 16.
- Concern about the amount of time E38 moves to Station 19 leaving the district without coverage.

### **3.0 CONSENT CALENDAR**

3.1 Minutes from Board Meeting – September 12, 2017

3.2 Board approval of payment of bills

Copy of greensheets attached

Motion to adopt consent calendar

(M/S) Dayton/Polinsky

Passed (3-0)

### **4.0 ITEMS REMOVED FROM CONSENT CALENDAR**

### **5.0 UNFINISHED BUSINESS**

### **6.0 NEW BUSINESS**

6.1 Update on water tank at Station 37 – Director Polinsky

Work to start the first week of November subject to weather

All tank moving to be done by a contractor. Suggested Diamond Crane

Dwyer and Pat to work on details of re-bar and concrete.

## 6.2 Process for Hiring Chief – Director Pratt, Director Polinsky, Sandi Bush

Presentation by Sandi Bush – Attached

The Board needs to vote on 4 things:

- Declare a need to hire a chief
- Adopt procedure to hire a chief
- Appoint an adhoc hiring committee
- Set a special meeting to for discussion and approval of the job announcement and description

Several suggestions were made during discussion:

- Chief Dwyer – Make screening committee a desired number. May not be able to get 9 people who can participate on the same day. Five or six is much more manageable.
- Lynnette Dwyer – Remove the PVFA participant they are no longer a volunteer firefighter organization.
- Chief Dwyer – There should be at least 2 fire experienced people to know if the technical questions are being answered accurately.
- Mark Almer – Have applicants respond in writing but should be on the fly not ahead of time.
- Pratt – The job announcement is the marketing piece. They will be using 2 sites that Garden Valley Dept used to find their current chief.
- Pratt – We are looking for an admin person with HR recruiting experience to help with the organization of the process. We will do a query to see if we have anyone local who is interested. Chief Dwyer asked where the money to pay them will come from. Pratt stated looking for a volunteer if we had to pay would be nominal amount.

Motion to approve all 4 steps.

- Declare a need to hire a chief
- Adopt procedure to hire a chief
- Appoint an adhoc hiring committee – Polinsky/Pratt volunteered
- Set a special meeting to for discussion and approval of the job announcement and description

(M/S) Dayton/Polinsky

Passed 3-0

Special meeting to be called the 23rd or 24<sup>th</sup> to get feedback from the entire board.

## 6.3 Discuss and a motion to have the Chief provide the board with a list of duties being completed or need to be completed for the Chief and Administrative Assistant. What has to happen for daily district operations to run smoothly? Director Dayton

- Dayton – If we lose someone we don't know what the jobs are
- Dwyer – Kathy and I are already working on a calendar and have both agreed we will both be available to answer questions in the future.
- Sandy Bush – a procedure manual for the office and 3 captains is needed.
- Dwyer – We have procedure manuals what we need is a calendar showing what is due in any given month. Calendar works better so you don't miss due dates

Motion to develop a list of duties (calendar) for the Chief and AA to be presented at the November board meeting.

(M/S) Polinsky/Dayton

Passed 3-0

6.4 Discuss and a motion to have staff start tracking and publishing on the District web site, actual response times to calls within our District. IE chief Gill published the Chiefs report that listed how many calls for the month, what type of calls they were (fire, medical aid, TC etc.). Area they were in and then we add average response time to that area. This will help provide open information to the public in an easy form.

Discussion regarding value of run reports, how often they should be provided, does the public really read the information. It was agreed that a quarterly report will be developed by the Chief and presented at the Board meeting and placed on the website. No particular structure whatever works for the chief.

(M/S) Dayton/Pratt  
Passed 3-0

## **7.0 STANDING REPORTS**

### 7.1 Fire Chief's Report

- Chief Webb from Cal Fire has nominated Grizzly Flats Fire Safe Council for National Wildfire Mitigation Award. Chief Dwyer will be writing a letter of recommendation.
- Still recruiting reserves. Cal Fire is staffing stations for longer periods which is making recruiting more difficult.
- Water tender is out on the Ice House Fire.

### 7.2 Report from Firefighter's Local #4586

No report

### 7.3 Report from PVFA

- Fundraiser Fire and Wine November 4
- Music in the Park to be a two day event with food trucks May 19<sup>th</sup> and 20<sup>th</sup>
- No crab banquet this year due to a lack of staff. Four key roles are vacant; community center, facilities, donations and volunteers, With Dan donating his time as Chief we have made up for the money not being donated in 2018.

## **8.0 AGENDA ITEMS FOR NEXT MONTH**

None

## **9.0 FINAL COMMENTS BY DIRECTORS**

- Director Polinsky advised Chief Dwyer that building plans are still not being signed off in a timely fashion
- Director Dayton requested that an engine be sent to the Walt Tyler School Car Wash fund raiser

## **10.0 ADJOURN MEETING**

Motion to adjourn

(M/S) Dayton/Polinsky

Meeting adjourned at 7:15 pm

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Board Signature

Note: All Board meetings are recorded. The agenda is available on the District's web site ([www.pioneerfire.org](http://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. Station 38 has disabled access and facilities.