

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Board Meeting

September 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 September 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: Hobson, Irish, Rossi, Fitts, Jumper

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

FF Staff Present: John Schwitalla, Scott Whelden

Audience in attendance: Dan & Lynette Dwyer, Paul Schaffer

1.2 Pledge of Allegiance

2. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

Both engines are back from deployment. Appreciation was given to the crews by Chief Matthews for all the efforts made during deployments for the long hours and overtime coverage.

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 August 11, 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) Fitts/Rossi
Ayes: Hobson, Irish, Rossi, Fitts, Jumper
Nays: 0
Abstain: 0
Absent: 0
Passed 5/0

4. PUBLIC COMMENT (OPEN FORUM)

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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 August/September August Administrative/Chief's Report (Chief)

Administration:

Hiring – 1 New SV

Budgeting/Financial sustainability/Purchasing – 2019-20 closed out we did well, 20-21 lots of payroll expenditures due to deployments will recover later in the year.

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 should have a few new SV's coming. Social training.

Communications – We will need to purchase 4 vehicle computers and AV License by end of September.

Amador/Pioneer – We were unable to staff 123 several days this last month due to crews being out on deployment. As new recruits complete training we should start to get these shifts covered. When 123 is staffed we are doing cross training with Amador and El Dorado County Fire. Still working on several other joint collaborations

Investigations – None at this time.

Grants and donations – Cal Volunteer Fire Assistant grant approved and CFFA grant approved. Still have grants filed waiting to hear back from FEMA, State and Cal Foundation

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

Grant information:

Still pending Fire Prevention and Safety Grant 2020 through FEMA to possibly fund new Community Risk Reduction position.

Newsletter

September Newsletter was posted on September 1st.

Facebook and Messaging:

Kara is updating the reader board signs:

8/31 - 9/14:	9/14 - 9/28:
Be Prepared	Sign Up For Code-Red
For A Disaster	Life Jackets
	Save Lives

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 -

Meetings were moved to Wednesdays in the Afternoon and as a result of this Kara has not been able to attend the meetings. BC Stutts has been attending and has been keeping Kara and the Chief in the loop.

We have not received any self residential inspection forms or images.

Kara is continuing the OSFM Inspector 1A - 1C courses in September and she is hoping to open the Inspector 1 task book by the end of the year. Kara has completed her instructor 1 class now she needs to complete the task book.

Summary of EMS Cost Recovery is listed below:

22 Andres Billing sheets sent as of August 17, 2020 that are pending payment.

4 Andres Billing sheets paid for as of August 17, 2020 that totals \$1,478.38

5 PFPD billing - mailed to bill patients directly with Letter A.

60 pending more information(medical numbers, etc.)

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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.

Grant information:

Pending Fire Prevention and Safety Grant 2020 through FEMA to possibly fund new Community Risk Reduction position.

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

(Vierra)

Fire Cost Recovery

Approx. 5.25 hours

Board Meeting Prep (elections and new members)

Approx. 2.75 hours Board meeting prep

Payroll

Approx. 6 hours on payroll

Burn Permits

None

Plans Review/Prevention & Inspections

Approx. 9.5 hours

Business Licenses

Approx. 1 hour

VHR Inspections

None

Email review and responding

Approx. 9.25 hours

Bills /Invoices/ PO's

Approx. 21 hours spent on accounts payable

Website (IT/emails issues)

Approx. .5 hours

Vegetation Ordinance Inspections

None

Phone

40 phone call received

Measure F

Approx. 28 hours

Walk In

Closed to Due to Covid

Covid 19 & Cleaning Protocol (office)

Approx. 2.5 hours

HR (Covid 19 WC)

Approx. 3 hours

Training Division

Total Training hours completed by shifts

A Shift	17.5
B Shift	35.33
C Shift	39.5

Station 38 (main station personnel)

Training: Crews Trained with County Fire station 19 personnel on the UTV approx. 4 hours each shift
Crews on A Shift conducted radio 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 now required on all medical calls.
Crews have conducted approx. 40 hours of training with the Shift Volunteers 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.

Operations: Crews have been deployed to multiple Strike team assignments this Month
Crews are continuing to perform yard maintenance around all the stations.
Crews have been working on the new generator systems for station 38, 37 and 35

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Station 37 (Omo Ranch)

Training: QRT's at station 37 conducted 4 hours of training this month on radio operations

Activities: No activities to report this month

Calls/Runs: QRT's at station 37 responded to the following calls:
2 Move up and cover assignments

Station 36 (Leoni Meadows)

Calls/Runs:

1. 1 medical aid
2. 1 Traffic Collision

Station 35 (Grizzly Flats)

Training: QRT's at station 35 participated in Radio training at station 38 for approx. 4 hours

Activities: QRT Perry was deployed with local Strike Team for a fire deployment

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

1. 1 traffic Collision (Motorcycle vs Tree)
2. 1 Cardiac Arrest (CPR Involved)
3. 1 Medical aid

Station 34 (Mt. Aukum)

Storage

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

Station 31 (Willow)

Duty response station

Station 123 (Fiddletown AFD/PFPD)

Currently staffed Friday, Saturday and Sunday 0800-2000. Crews have been training with the Amador Firefighters and conducting station maintenance.

Activities: Community outreach has been occurring with local residents.

Calls/runs: Station 123 personnel have responded to the following calls:

4 Move up and cover assignments

BC Stutts (8603)

Station 35 Office:

Office hours are Tuesday, Wednesday and Thursday from 1-5 pm, he has had two public meetings at the office this month. Maintenance on the office/house is on-going and accounts for approx. 10+ hours a week.

Training:

BC Stutts has been working with County EMS on the new EPCR protocols and created Training guidelines for crews. Conducted radio training for QRT's from 35 and 37's staff. Incoming QRT training has been put on hold temporarily while he wait for approval from the County EMS department to begin EMR training. 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:

PFPD has participated in two birthday celebrations for local residents in the Month of August

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The first birthday was for a two-year-old boy with serious medical issues and PFPD crews along Chief 8600 and County Fire personnel visited his house and delivered shirts, stickers and fire Helmets for the family.

The second birthday was for a long time Grizzly Flat Fire Safe Council member. QRT Perry drove Patrol 31 as part of a convoy of Fire, Police and private citizens to drive by and celebrate her Birthday. Both were a tremendous success and great for public outreach.

Calls/Runs:

1. 3 Smoke Check calls
2. 2 traffic Collisions
3. 2 medical calls
4. 5 (24) hour shifts covering for deployments
5. 4 Public meeting's/public outreach events

Facilities, Apparatus, PVFA & More

Facility and Equipment repairs – Station 38 generators project completed. Starting 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 October nowr. Station 35 house repairs on going, and several minor repair projects ongoing. Water tank project at Station 34 and 32. Applying for a grant to purchase water supply pumps.

Current projects

Ice Machine repair	LED lighting with motion sensors office area & barracks
Reader Board at Mt. Aukum	Rock for flower beds at 38
SPI water tank Omo Ranch	Painting inside St. 37
Station 31 Generator	Station 35 & 37 Generator
Station 37 Hydrant	Water supply tanks and pumps

Projects completed

Drying board for PPE	Lights in conex box
St. 38 Generators	Station 34 (sub) office completed

EMS (Emergency Medical Service)

Review new EPCR policies (EMS division)	CQI requirements	Tracking of supplies
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SCBA/Fit Test (Self Contain Breathing Apparatus)

Noting to report

TRT (Technical Rescue Team)

Just a few new adjustments to be made on UTV and rope gear

Crews have been training with EDCF on TRT and UTV

Misc/Electrical

Both generators are now up and running at Station 38. Still need to have final inspection

Finished shoreline power for the St. 38 App Bay.

Fix Misc electrical issues at 38 and 32

Apparatus – E32 estimated repairs at 4K and is at Burtons for past 4 weeks. E338 had to be towed recently from South Lake Tahoe. It may or may not have blown the head gasket after returning from a deployment. E335 pump rod broken, will be repaired soon. BC Stutts had electrical components failure and was repaired for just under 500.00 and is now back in service.

Fleet

U-38	Repairs Made: Nothing to report
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	Repairs needed: Parking brake not working correctly Has a funny sound in the rear end Front and rear brakes
E338	Repairs Made: Damage rear strut mount (not completed) Part on order OOS for at least 2 weeks Full service (PMI)
	Repairs Needed: Need to pull cross lay cover off and have a new strap stitched into it Needs a ¼ "running light. Pressure to volume actuator still not operating correctly
E32	Repairs needed: Replace cab mounting bushings Rebuild cab lift rams Have front end inspected for clunking sounds Replace heat shield under the cab Fix melted wires above the turbo Possibly replace front shocks 4 week so far at Burtons estimated repairs \$4,000.00
Wt-38	Repairs needed: Leak in roof, interior issues and possible coolant leak Lock for back box needs to be replaced Chief Stutts has the broken one Half of the light bar is not working. 3 hours spent diagnosing only able to To get the back rotators to work
	Repairs Made:
8600	Repairs needed: Skid plate and cross section damage 3inch lift kit ordered soon to be installed
	Repairs made: Skid plate repaired along with cross section
P-37	Repairs needed: Pump oil and filter need replaced
	Repairs made: Pump oil and filter replace and changed
E335	Repairs needed: Seals on pump need repair
	Repairs make: Replaced front pion seal Replaced transfer output shaft seal Replaced transmission cooler and electric fan
E38	Repairs made: Completed PMI Changed oil, oil filter, coolant and fuel
	Repairs needed: Back Breaks Purge valve may need to be replaced

Equipment/Radios

Updating frequency tones

Fuel Costs

May - Grays Market \$405.47/Mt. Aukum Store \$ 92.55

Hunt & Sons

Bulk Fuel \$ 1151.87

PVFA Moved Crab Banquet supply's to Hall.

Unusual Occurrences/Injuries:

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Multiple apparatus out on deployment

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. We will be conducting joint training with crews in September and we will be utilizing 123 crews to move up and cover while 38 crews train at Station 19 (Pleasant valley) or Station 122 (Plymouth). We are working together on several other collaborations sharing resources to conduct Fire and Life Safety inspections, prevention and public education. In addition, deployment and personnel sharing resources. Utilizing AFPD personnel on deployments

August 2020

Veg Fire	Structure Fire	Other Fires	Traffic Collisions	Medical	Good intent	Public Service/other	False	Total
1	1	4	4	39	3	55	4	111

Total approximate hours on calls

A Shift 54-62 (WL Deploy 300+)

B Shift 56-66

C Shift 55-70 (WL Deploy 300+)

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

Station 19 20 to 24 (us covering)

Station 123 14 plus (covering PFPD dist)

Mark S. Matthews
Fire Chief

- 5.2 Local #4586 (Local)
John Schwitalla Local president thanked the board for its efforts in the MOU process. Looking at voting on the proposed MOU shortly. Hope to vote on it within the next week.
- 5.3 PVFA (Dwyer)
Moved equipment out of station 34 to grange and thanked FF Ramsey for his shift's help and Director Jumper and his wife for their assistance. In the next month they will be making a decision about the Crab Banquets. Most likely they will not take place. PVFA received a request form Mr. Bowers from the Dinner Station to maybe do some kind of collaborative effort for fundraising.
- 5.4 Financial (Chief)
Chief Matthews gave an overview of financials.
- 5.5 District Name Change (Fitts)
Director Fitts reported that they have not had any additional meetings of the Name Change ad-hoc committee. It is on the back burner at the moment and will be readdressed in a month or two. She reported that she had received feedback form citizens related to the Name Change.
- 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 Measure F (Vierra)
Admin Vierra provided update that Annual Certification of Levy and Data submission form was received and accepted by the County system. 2881 records were submitted for a total amount of \$247047.54.
 - 6.2 CFA Grant Award (Chief)
California Fire Foundation a Public Education and Information Grant was awarded in an amount a little over \$14950.00 towards water tank supply pumps. These are for portable pumps for the vehicles and

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for fixed water locations. Chief Matthews also reported that Pioneer Fire Protection District and Local 4586 has also entered into an MOU with the California Fire Foundation for the Supplying Aid to Victims of Emergency (SAVE) program.

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 Amended 20-21 Budget** (Chief)
Chief gave an overview of the Amended 20-21 FY Budget, and outlined areas where funds were moved to different line items to more accurately reflect actual spending.
Motion to accept the Amended Budget for 20-21 FY
(M/S) Fitts/Irish
Ayes: Hobson, Irish, Rossi, Fitts, Jumper
Nays: 0
Abstain: 0
Absent: 0
Passed 5/0
- 7.2 Type 6 vehicle funding/purchase** (Chief)
Chief gave an update on vehicle funding and purchase. A preapproval of a minimum of \$35,000.00 to use to purchase used vehicles to meet the department's needs is being requested as the good vehicles go fast and having the ability to purchase when one is found would expedite the process.
Motion to approve the Chief to spend up to \$35,000.00 on a used type 6 rescue fire vehicle
(M/S) Rossi/Fitts
Ayes: Hobson, Irish, Rossi, Fitts, Jumper
Nays: 0
Abstain: 0
Absent: 0
Passed 5/0
- 7.3 Resolution 20-004 Cal Fire Volunteer Grant** (Chief)
This Grant was awarded last year. It is a 50/50 matching grant. It will be used to get more fire protective clothing. The Board has to approve a resolution that we are going to participate and use the funds for the equipment and will be a 50/50 matching Grant.
Motion to move forward with the Cal Fire Volunteer Grant for use of PPE for Career and volunteer personnel and accept Resolution 20-004 Cal Fire Volunteer Grant .
(M/S) Hobson/Fitts
Ayes: Hobson, Irish, Rossi, Fitts, Jumper
Nays: 0
Abstain: 0
Absent: 0
Passed 5/0
- 7.4 Begin and transfer reserve funds 321/349 Vacation sell back or benefit payback** (Chief)
Item 7.4 and 7.5 were heard together as one item.
Chief Matthews discussed the need to add a reserve fund for Vacation buy back and sell back and contingency fund. The Chief is recommending that Reserve line item 321 other (create vacation sell back fund) and dedicate at a minimum \$62,867.00 in the reserve account to offset any large sell backs. In addition, move the remaining \$78,872.00 into reserve fund 322 (we can access anytime for any reason)

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This should increase our reserve fund 322 to 600K+. However, we will need some of that 78K to finance the Water tender (17K), New Command Vehicle 35K, and potentially and type 6 25K.

Motion to open Reserve line item 321 other (create vacation sell back fund) and dedicate at a minimum \$62,867.00 in the reserve account to offset any large sell backs, and In addition, move the remaining \$78,872.00 into Reserve fund 322 (we can access anytime for any reason)

(M/S) Fitts/Irish

Ayes: Hobson, Irish, Rossi, Fitts, Jumper

Nays: 0

Abstain: 0

Absent: 0

Passed 5/0

- 7.5** Designate funds from 2019-20 to be moved to reserve account 322 (Chief)

Heard and voted on in conjunction with item 7.4

- 7.6** Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)

Chief Matthews and Director Rossi gave an overview of apparatus/equipment/facility needs in the district. The idea that individuals who live in the district near fire stations might be willing to fund the needs of just that station. If individuals were aware of the needs that the district was having in each area they may be willing to donate money for the needs of stations in their locations. Chief Matthews provided information related to each station's needs.

Discussion took place related to how potential donated funds and equipment might be placed within the district. Director Fitts raised concerns related to the equability of donations going to specific locations.

- 7.7** MOU contract with Local 4586 (Jumper/Fitts)

Director Fitts provided an update on MOU negotiations. The big picture is that an agreement is very too close to being achieved that is equitable for both sides. It is a win win for both the Union and the District as a whole. This item will be discussed and voted on in Closed Session.

Based on report from the MOU negotiations Ad-hoc Committee, the board voted 5/0 unanimously to approve the MOU with Local 4586 in Closed Session.

Motion was made in Closed Session that the board accept the contract as written pending the response from Local 4586 and have given Director Fitts and Director Jumper permission to sign the contract if the local agrees upon the contract.

(M/S) Jumper/Fitts

Ayes: Hobson, Irish, Rossi, Fitts, Jumper

Nays: 0

Abstain: 0

Absent: 0

Passed 5/0

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

Nothing to report

9. BOARD COMMENTS

Nothing to report

10. AGENDA ITEMS FOR NEXT MONTH

Item 10 was heard after closed session

Old business - MOU 4586

7.6 Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)

The PVFA have offered the community hall next door for board meeting next month if appropriate

11. CLOSED SESSION - started at 7:05pm to discuss items 11.1 and 11.3. 11.2 will not be discussed.

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- 11.1 Labor negotiation (MOU) Pursuant to Government Code Section § 54957.6, conference updates and information between District negotiators and Local #4586 (BOD/Chief)
- 11.2 Security Pursuant to Government Code Section § 54957 (a) matters posing a threat to public services or facilities (standing closed session) for COVID 19 (Chief/BOD)
- 11.3 Conference with Real Property Negotiations Section 54956.8 Property located at Chapman LZ on Grizzly Flat Rd. Somerset, CA 95684

12. RETURN TO OPEN SESSION at 7:38pm

Report out form Closed Session

11.1 The Ad-hoc Committee, consisting of Director Fitts, Director Jumper and Chief Matthews negotiated with the local 4586. The board unanimously voted 5/0 to accept MOU as written and present it to the Local 4586 pending their approval of it, the board has accepted that we move forward. Once we receive the vote of approval from Local 4586, Director Jumper and director Fitts may sign the contract and move forward with approved MOU with Local 4586.

The vote outcome was recorded under item 7.7

11.3 Nothing report out

13. Roll Call return form Closed Session to Conference call

Irish, Hobson, Rossi, Fitts, Jumper, Chief Matthews, Admin Vierra, Dan & Lynette Dwyer, Paul Schaffer and John Schwitalla

14. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday October 13, 2020 at 6 p.m.

Motion to Adjourn

(M/S) Fitts/Irish

Passed: 5/0

Absent: 0

Meeting adjourned at 7:45 PM

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

