

# PIONEER FIRE PROTECTION DISTRICT

## Board of Directors Regular Board Meeting

February 12, 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: Howe, Fitts, Strangfeld, Jumper

Absent: Pratt

Director Howe stood in as Chair in Director Pratt's absence

#### PLEDGE OF ALLEGIANCE

#### **2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

##### 2.1 ADOPTION OF AGENDA

Motion was made to adopt the agenda, a concern was raised in relation to closed sessions.

Motion to adopt agenda to include 12.1, 12.2, 12.3 and remove 12.4 from agenda.

(M/S) Fitts/Strangfeld

Ayes: 3

Abstain: 0

Noes: 1

Absent: Pratt

Passed 3-1

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

Request to move General business to 9.0 with relation to moving March Board Meeting date.

#### **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.

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### 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 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 be moved to March Agenda.

5.2 Minutes from Board Meeting January 8 2019

5.3 Approval: payment of bills – green-sheets

Motion made to approve 5.2 & 5.3 and hold over 5.1 to the March Meeting.  
(M/S) Jumper/Fitts  
Passed 4-0

### 6. MONTHLY/STANDING ACTIVITY REPORTS:

6.1 Administrative/Chiefs Report

Chief Matthews acknowledged Cory Danielson – McKeague for his service to PFPD since 2016 as a Reserve FF and wished him well as he will be moving to Seattle.

#### January-February 2019 Chief's Report

#### Updates:

1. **Reserve/Volunteer program:** On 2-8-19 Robert Milan has been hired as a Recruit Reserve Volunteer Kyle is still on a leave of absence for FF I and II Academy. Currently recruiting for all volunteer positions. Chris Papas was off for several weeks for Maternity Leave and is back.
2. **Auto aid/mutual aid:** Normal move-ups
3. **Annexation:** LAFCO and Board of Supervisor scheduled a meeting and met with area fire district board members, working on sustainability. Next meeting February 14, 2019 1400
4. **Crews:** The weather has kept crews busy with calls, weather issues at stations and grounds. They are still working on station and district projects, training new personnel and responding to calls for service.
5. **Administration:** The weather has slowed foot traffic at the office but increased phone and email activity. Office still open from 9 to 1pm Tuesday thru Thursday, Joy is in office until 2:30 PM. Joy is keeping the public and vendors well informed and I have
6. received several compliments on her customer service.
7. **EMS Program:** The Grizzly QRT program vehicle is held up right now, working with county and Board of Supervisor for approval; I may be looking at another option. First meeting with potential QRT members was held Wednesday the 6. Potentially starting an EMR program in February. We are in discussions with two other EMR program instructors.

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8. **Training programs:** Monthly Training program is up and running, we cover the following disciplines each month with different modules: EMS, Specialty Team, Wildland, Structural, Rescue, Safety, Policy Review, Public Education and other. Captain Morford (coordinating instructors) may have expanded scope training coming to the crews in Mid to late March, this allows our EMTs to do advanced skills.
9. **Station 38 (Main)** Normal 24-7 manned station. Work to begin in early engine bay ceiling appears to be fixed (5K). We will be working with PVFA on relocating the Historic Fire Engine to an area in front of the station date TBA. Work has been completed on the leak and water damage in living quarters RR (2.2K).
10. **Station 37 (OMO Ranch):** P-37 is now stowed at the station, still working with IDS to remove their supply's. Pay phone disconnected, I will be contacting AT&T to see if we can get a 911 phone at this station.
11. **Station 35 (Grizzly):** E335 is at 38 second out due to 338/32 repairs
12. **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 of PVFA sign after up staffing occurs later in 2019.
13. **Station 32 (Sandridge)** Water Tender station Nothing to report.
14. **Station 31 (Willow)** We have one patrol (Rescue/Brush unit) at this station with command rig after 5PM. OES Frank and myself are working on a Homeland security grant for a station and communications vault generator. This generator will power Station and Communication tower vault. Placed padding down in 50% of engine bay, still repairing walls, flooring, and misc repairs. Gutter destroyed when 12 to 14 inches of snow came down. Will re-evaluate gutters, we will be adding a entry cover.
15. **Facilities:**
  - **St. 31 Station:** Filling and repairing woodpecker holes, drywall, flooring, entry cover re-evaluates gutters and cabinets.
  - **St. 32** No Trespassing order signed with County SO
  - **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** Minor repairs. We will be adding exit signage, new smoke detectors.
16. **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 0900-1PM (Joy in office 1300-1430), duty chief staffing during day M-S.
17. **Camino 911 center and Communications:** Nothing to report! 2023 it appears most of our radios will be non-functional and needing replaced due to federal and state standards.
18. **Water supply/Prevention/Planning:** VHR inspection start in January, county is catching up.
19. **Communications:** Working with dispatch on response matrix

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20. **Unusual Occurrences/Injuries:** Nothing to report
21. **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.
22. **Projects:** Captains recruitment begin in January, closes March 22, 2019. We have one retirement to fill in June, we plan on establishing a list for potential future openings. EMS QRT and WL QRT recruitment still open. Continue working with County Sup with VHR inspection program. Working with GFFSC on pre-designated escape routes and SCBA replacement is a high priority project looking at March for upgraded SCBA. Omo Ranch Fire Safety Counsel and Somerset/Fairplay Fire Safety Counsel. I will be meeting with groups from GF, OMO Ranch and Somerset on district sustainability.
23. **Fleet Issues:** 8600 driver seat has been repaired. P37 in-service, EMS QRT vehicles if approved will need lights and radio. UTV being complete for in-service training in February. P-38 OOS at shop being diagnosed and repaired, P-35 at station 38 for back up. 338 OOS due to engine issues, Cpt. Selig getting quotes and working on it. E32 has a power steering leak, Cpt. Selig getting parts repaired. E38 back in-service after break drum issue. We were down to one engine for 2 days.
24. **Office:** office hours Tue-Thu 0900 to 1300 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
25. **Schools:** Nothing to report
26. **Grants:** Nothing to report, I will be working on CALFIRE Grant soon. Not sure if government shut down effected SAFER grants.
27. **Public education:** Crews are conducting Blood Pressure Checks every 2<sup>nd</sup> Wed and 4<sup>th</sup> Wed of the month at Pioneer Park from **11:45AM to 12:15PM.** Positive feedback from several seniors. Working with GF & OES on evacuation program, prevention to programs along with Cal Fire and other agencies.
28. **VHR:** Nothing to report.
29. **SPI Contract:** Nothing to report
30. **Alarm/Call Information:**

### Fires calls

Vegetation	01
Structure	02
Other (car/trash/misc.)	01
<b><u>Total</u></b>	<b><u>04</u></b>
EMS/Rescue/MVA	44
Haz-Conditions	05
Service calls	13
Good intent/False calls/other	12

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12/1 to 01/01/19      Total    74

31. **Community Meetings and Groups:** Continue to meet with OMO Ranch Fire Safe council, GFFSC & now Mt. Aukum/Fairplay. 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). Still meeting and advertising EMS QRT, wildland QRT and disaster planning. Meeting with Pioneer school district and with Indian Diggings and soon with Leoni Meadows. Will be attending senior lunch in February
32. **Volunteer recruitment:** Working on the following programs: EMS QRT, wildland QRT and Volunteer FF, Water Tender/Apparatus operator Volunteer.
33. **JPA meetings:** Attended all EDFC, JPA financial, EDFO, and LAFCO when possible, I am the EDFC Treasure
34. **Apparatus:** Captain Selig is still moving forward in prep of UTV and all fleet issues.
35. **PVFA:** The PVFA has given \$6000.00 towards Reserve program. Awesome.

Mark S. Matthews  
Fire Chief

6.2    Local #4586

Still working on negotiations

6.3    PVFA

Both Crab Banquets were very successful and while the totals are not complete, may have made \$20,000.00. Crab Banquets support the PFPD at 85% and the Pioneer Union School District at 15%. A Thank You Dinner is being held for the volunteers on March 2<sup>nd</sup> at Station 38 and we have 125 folks signed up to come. Volunteers will be needed March 2<sup>nd</sup> to move Tables and Chairs. The next scheduled PVFA meeting will be Feb 19<sup>th</sup> at 6 p.m. The Easter Egg Hunt Pancake Breakfast is scheduled for April 20<sup>th</sup> 2019. Suggestion was made that Bill and Dixie Buxton be nominated for the Civilian Award.

6.4    Financial

Financials were reviewed

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    Board Policies and Procedures Manuel committee update

There were some typos that were pointed out. Other grammatical errors will be sent to Director Strangfeld to make the final edits. Will put on next month's agenda to add a member to the ad hoc committee as the second director on the committee rotated off the board and a new member is needed.

7.2    Vehicle Replacement.

Postponed until March Board Meeting

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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 Update Pay Scale

There was a typo mistake on the pay scale that was adopted by the Board in October. Corrections were made to make pay sale to follow the current MOU Agreement. We also have a PT mechanic that was not listed on the pay scale who has been included in the update.

Motion was made to adopt updated Pay Scale Feb 2019

(M/S) Fitts/Jumper

Passed 4-0

8.2 Update Policy 3-004 Pay Periods/Pay Check Distribution

Motion made to accept the updated HR policy 3-004 Pay Periods/Pay Check distribution.

(M/S) Fitts/Jumper

Passed 4-0

8.3 Part Time Mechanic Position

The Chief gave an update related to the part time mechanic position. A job description needs to be created.

9. **CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW**

Due to scheduling conflicts for the regularly scheduled Board Meeting in March, the regularly scheduled PFPD board meeting will be moved to Thursday March 14<sup>th</sup> at 6pm.

10. **GOOD OF THE ORDER**

1. Phone call was received in the PFPD Office from a community member thanking PFPD for their efforts during the power outage and the snow.
2. Captain Morford will be retiring June 15, 2019. His efforts and dedication to the Department were acknowledged.
3. The Mt. Aukum, Somerset, Fair Play Fire Safe Council is moving forward in their formation and organization. John Hess's efforts were recognized. Omo Ranch Fire Safe Council had designated and established the boundaries of the Omo Ranch Fire Safe Council. There are 16 members and the Board has been established.

11. **UPCOMING CALENDAR OF EVENTS:**

- 11.1 PVFA Volunteer Thank You Dinner March 2, 2019 at 5:00 p.m. at Statin 38  
The Easter Egg Hunt Pancake Breakfast is scheduled for April 20<sup>th</sup> 2019, at Pioneer Park.

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- 11.2 February 14, 2019 at 2pm is the Consolidation Group Meeting with County Board of Supervisors. Ripley Howe will be attending the meeting.
- 11.3 Vegetation Meeting Feb 19<sup>th</sup> at Pleasant Valley School at 6:00 PM

### 12. CLOSED SESSION

Closed Open Session at 7:21 p.m., Opened Closed Session 7:22 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 Anticipate Litigation (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 closed session)

### 13. RETURN TO OPEN SESSION

Returned from closed session at 8:12pm

### 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
- 2. 7.1 Board Policies and Procedures Manuel
- 3. 7.4 Vehicle Replacement

### 16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING RE-SCHEDULED FOR Thursday February 14, 2019 at 6 p.m.

Motion to adjourn  
(M/S) Strangfeld/Jumper  
Meeting adjourned at 8:13 PM

Prepared by:

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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*

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*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.*

David Pratt, CHAIR

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, Tuesday through Thursday. Station 38 has disabled access and facilities.