

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Board Meeting

January 12, 2021 at 6 p.m.

Jerry Jumper - Board Chair, Randy Rossi - Vice Chair,
Judy Hobson - Secretary, Michael Irish - Director, Director- Vacant

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 January 12, 2021 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: Irish, Hobson, Rossi, Jumper

Absent: 0

Administrative Staff Present: Chief Matthews, Joy Vierra AA, BC Mike Stutts, Kara Garrett George Selig Delores Jumper

Audience in attendance: Dan & Lynette Dwyer, Tony Marcaccio, Paul Schaffer,

1.2 Pledge of Allegiance

2. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

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 December 8, 2020

3.2 Administration recommends the BOD approve: Payment of bills – green sheets

3.3 Administration Recommends the BOD approve and enter into property rental agreement with the Rossi's Eagles Nest Helicopter Landing Zone

3.4 Administration Recommends the BOD approve and enter into property rental agreement with the Rossi's Eagles Nest Fire Water Supply

3.5 Administration Recommends the BOD approve for the Fire Chief to sign the Amended MOU Agreement with Local 4586 to pay 3 hrs FLSA at 4.5 straight time

Motion to Adopt the Agenda with the correction of Randi Rossi as Vice Chair and grammar changes that were noted in item 12, and Approval of Consent Calendar 3.1 - 3.5

(M/S) Hobson/Rossi

Ayes: Irish, Hobson, Rossi, Jumper for Items 3.1, 3.2, 3.5

Passed 4/0

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Ayes: Irish, Hobson, Jumper for Items 3.3, & 3.4

Abstain: Director Rossi abstained from items 3.3 and 3.4

Absent: 0

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.

Delores Jumper announced the Steve Powell and Jumper Families and Indeelift have donated a HFL 500 system to the Pioneer Fire Protection District a \$5750.00 value donation. This system allows the safe lifting and transport of patients weighing up to 500 lbs. The apparatus will be donated to Station 38 after training on the apparatus has been done with crews.

5. MONTHLY/STANDING ACTIVITY REPORTS AND COMMITTEE REPORTS

5.1 December 2020-January 2021 Chiefs Administrative Report (Chief)

The Chief announced that we have one open Captain's position as Captain Whelden Resigned, we are currently recruiting for Captains and FF in conjunction with Amador Fire Protection District. We have 65-70 FF applications and 4-5 Captains position applications that have been revived jointly.

Lynette Dwyer asked if the Pioneer Fire newsletter could also be sent to the PVFA.

Administration: Administrative facility and stations closed to the public except for emergencies

Hiring – Joint recruitment with AFD for Captain, FF-EMT (list) and Volunteers

Budgeting/Financial sustainability/Purchasing – We are 14K over budget due to deployments and apparatus issues, payroll is over budget due to OES deployment. We have billed over 500K and soon we should have funds coming in from the State.

Recruitment – On going

Communications – AVL system still on hold

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

Investigations – None at this time.

Grants and donations – Still receiving donations for various projects

Deployment – 1 short term SPI

New apparatus – Water tender delayed due to COVID-19 issues at plant, new command delivered vehicle at the radio shop getting lights and radios connected (they are on 14-day COVID-19 quarantine)

Personnel -- Chris Papas has stepped down for personal reasons, Scott Whelden has resigned.

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

Newsletter

December's newsletter was posted on December 1st to Facebook and Website and also sent to all Fire Safe Councils, Board Members, and Captains. January's newsletter is completed and will be shared to all Fire Safe Councils, Board Members, and Captains as well as Facebook and the Website on January 1st. Kara is working on cohesiveness with reader board signs and newsletter.

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.

Events:

PVFA Santa event December 12th was a success with at least 60 people in attendance. PFPD donated candy for the event using the remaining candy from the Halloween event. Helpers from PFPD were:

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Meg Edlund, Kara Garrett, Mak Matthews, Mike Perry, Joy Vierra

Public education

Newsletter, Facebook/Website, Signs, Virtual home public ed programs/other programs

Inspections:

Vegetation Management Program update, Defensible Space Inspections:

Kara attended the most recent vegetation management meeting on December 16th. County has been handling the reports of complaints as they come in and Kara asked the committee to send her details and the spreadsheet of current complaints. Kara will work with Ron Phillips to learn about the Track-It app and will work with the group to handle complaints. There are 6 total complaints and the county has handled 3. The remaining 3 will be reviewed by Kara and complaints moving forward will be reviewed and assessed on a case-by-case basis. Kara is currently working on the educational pamphlet on the Evacuation Route signs for Grizzly Flats, she is currently waiting on the maps from GIS to insert into the handouts. Kara is working on getting her OSFM Inspector 1 task book signed off as a California fire inspector. In order to request a task book, she will need to complete a hazardous awareness course. Kara is working on revising the inspection process and processing current inspections and inspection forms. Kara will be completely in charge of inspections as of January. Kara is focusing on accomplishing the following in December and January.

Fire and Life Safety inspections, plans review and permit reviews.

Organize and transfer files and system from Joy to Kara's system, Coordinate any current inspections and review with the chief for training and experience, Review policy and procedures

Review forms and fee schedules, Update or develop forms and applications, Goal to have all transfer to you by December 31, 20, Develop business inspection program (inspections by month) Attend FPO meetings, Attend Veg. meeting, Attend any El Dorado/Amador County FPO meetings, Would like to do a minimum of 8-10 a month starting in January 2021

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 through Dec. Kara will catch up on them over the next few months

Fire Cost Recovery

Back log catch-up, implement any require updates, training and education to crews. Develop your own and an organized system, working with Joy in transitioning Fire Cost Recovery to Kara. Goal to be caught up by January 15, 21

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:

Fire Cost Recovery / OES Billing/SPI

3 hours

Bills /Invoices/ PO's/Payroll/EED/FASIS/Insurance

Approx. 41 hours

BOD Meeting (Board related items)

Approx. 4.75 hours Board meeting prep

Website IT/emails/phone issues/Communication Issues

Approx. 2.5 hours

Office Phone/Walk ins/Email/Cleaning /Burn permit

17.50 hours 33 calls/ Closed to public-COVID-19

Admin/HR/Mail/Meetings/Dist. Business. Measure F

33.50

Fire & Life Safety Plans Review/Prevention/Inspections/Business Licenses/Building permits/VHR Inspections

10.75 hours

Summary of EMS Cost Recovery is listed below:

72 pending accounts and more information (medical numbers, etc.)

We still have more cost recovery sheets that still need to be processed from July through December as well, Kara will work on these. Pending charges and payments made do not list which patient has paid their amount due through Andres Medical Billing.

Volunteer Stipends

Shift Volunteers

46 stipends \$472.50	3-stipends \$75.00	24 Hr. Stipend Shifts	OES Stipends	SPI
		13.25=\$992.93	\$0	\$0

Career OT

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District	Deployment	Upstaff/Sick/PTO
\$0	\$0	72 hours \$1824.12

Fire & Life Safety Cost Recovery (business license, plan review, inspections, signs and donations)

Dec Received	Year (July-Dec) Received	Donations YTD
\$1,975.60	\$11,805.50	\$1,050.00

PVFA (Shift Volunteer Support)

OES Deployment

Dec Received	Year (July-Sept) Received	Dec Received	Year (July-Nov) Received
\$0	\$3,000.00	\$0	\$2,752.88

SPI Deployment

Fire/Rescue Recovery

Dec Received	Year (July-Dec) Received	Dec Received	Year (July-Dec) Received
\$0	\$0	\$1,575.36	\$3,122.36

EMS Recovery

Dec Received	Year (July-Dec) Received	Outstanding/billed
\$0	\$634.00	\$9,042.00

Training Division

Total Training hours completed by shifts

A Shift	60
B Shift	68
C Shift	66

Station 38 (career personnel)

Training:

Crews are training new hire Brian Watkin on his AO operator task book, Crews conducted training for 37 and 35 QRT's at station 38, Crews continue to update their training regarding COVID protocols and procedures Crews have been training on recent County/State EMS Electronic patient Care Reports in preparation for when it goes live for the county. Crews have conducted approx. 40 plus hours with the three FF's on their AO task books

Activities:

Public education and outreach have been limited due to the COVID 19 pandemic. Crews have helped to place water tanks at eagle's nest landing zone as well as station 34. Crews participated in an engine display for a sick little girl for the holidays as well as the PVFA Santa drive thru gift giveaway. Bay doors at station 34 have been fixed and the materials needed to help seal the bottom of the doors has been delivered by California overhead door for free.

Operations:

Engine 32 has experienced more electrical problems and has been placed as the third out. Water Tender 38 has been taken to the shop to be evaluated for repairs and cost. Utility 36 has been brought back to 38. Squad 35 is in service at station 35 and is being trained on by QRT crews. All apparatus has been prepared for winter operations (chains) and training for how to chain has been completed.

Station 37

Training: QRT's conducted 4 hours of Wildland and EMS training with career crews at station 38

Activities: QRT's volunteered to spread straw at the new eagles' nest landing zone

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

1. 3 Move up and cover assignments

Station 36

Chris Pappas has resigned and is no longer running calls

Station 35

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Training: QRT's conducted 4 hours of Wildland and EMS training with career crews at station 38

Activities: QRT's have conducted further familiarization and training on Squad 35

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

1. 1 smoke check call
2. 1 medical

Station 34 (Mt. Aukum)

Doors have been repaired and updated. P34 stowed at station working on volunteer staffing. Water tanks piping will be placed on and its anticipated to be completed by end of January with pump.

Station 34 (Sub Station/Mt. Aukum Mall)

Open and being used when station 37 move ups and covers south district

Station 32 (Sandridge)

No activity, stowing apparatus and equipment, will be working on surplus items

Station 31 (Willow)

Duty response station, water tank and draft hydrant parts on order should be in service end of January

Station 123

Currently station 123 has been unstaffed

Activities: N/A

Calls/runs: N/As

BC Stutts (8603)

Training: I have been working with Amador Fire Protection District BC's to create a training and Recruitment plan to start getting SV's from there side to come pull shifts with us and vice versa. 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. I have spent approx. 20 hours at station 38 and 20 hours at station 35 per week and have conducted 20 hours on training this month

Activities:

Projects around the stations continue. The water tank project is moving forward. PFPD took part in celebrating the holidays with a very special little girl by doing an Engine display and gift handout. Crews also helped the PVFA with the Santa drive through gift giveaway.

Calls/Runs:

1. 1 traffic Collisions
2. 6 medical calls
3. 2 Public assist calls
4. 1 gas hazard call
5. 1 Public outreach

Station 35 Office:

I am currently hold Tuesday, Wednesday and Thursday from 1-5 pm for office hours. I have had two public meetings at the office this month.

COVID 19:

12 PFPD personnel have received the Moderna Vaccine. The second round of the vaccine will be given in the beginning of February.

Facilities, Apparatus, PVFA & More

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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

Station 31 Generator (grant)	Station 32 Alarm and door repair	
Station 32 water supply	ST 34 replace lights with LED	ST 34 water supply prep
Station 35 Carport	Station 35 battery back up on garage doors	Station 35 Generator
SPI water tank Omo Ranch	Painting inside St. 37	Station 38 soft start for barracks
Portable pump for utilities (grant)	Apparatus inventory and color-coding	Repair trash gate
Repair double doors on wood shed	Ice Machine coordination/repair	RV quarters
Installing anit-slip on barracks steps	Color code apparatus/equipment	
apparatus bay sink facet and plumbing		

Projects completed

St. 38 well and pressure tank repaired	Water tank delivery (eagles nest)	Eagles nest LZ completed
Squad 35 110 power	Station 37 battery backup for garage door	Hose testing
Station 38 sprinkler valve replaced	St 34-man doors/garage doors and cleaned	Station 37 Hydrant
Station 38 hydrant tanks	Station 32 interior office door jamb	Station 37 generator
Lights for school conex	Station 38 diesel fuel pump power circuit	Power to App Bay Conex
Station water supply pumps prepped		

EMS (Emergency Medical Service)

Review new EPCR policies (EMS division) CQI requirements Restocking from St. 19

SCBA/Fit Test (Self Contain Breathing Apparatus)

SCBA/Fit Test 1. Fit Testing is done 2. 4500 psi cylinders are topped off. Still need to get 2216 psi cylinders done before they are out of manufacture date 3. Developed new SCBA maintenance logs for packs that are on apparatus and a procedure on how to properly enter that information. 4. Cleaned up and reorganized spare SCBA packs on the shelf after someone tore through the packs and left them in disarray, including leaving some of them spread across the floor of the conex 5. Relocated SCBA packs and spare cylinders used for staffing Station 123 into the conex.

TRT (Technical Rescue Team)

LARRO supplies are showing signs of aging and will need to be replaced soon.

Misc/Electrical

Working on 35/37 and GF home generators and battery/inverter for 35 and 37 doors.

Apparatus/Fleet

8604 08-005	Tire due to be replaced
U37 05-004	Repairs completed: Replaced Coil Pack on number one cylinder ----- Repairs needed:
Wt-38	Repairs needed: Currently OOS at Starlings for estimate on repairs, front tires due to be replace/repaired Transmission OOS Repairs Made:

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8603 10-006	Repairs needed: Repairs made: Robinsons control module failure repaired under warrenty
E335 97-300	Repairs completed: oil change, fuel filter, coolant change Repairs make: buffed, was and polishe
E32 05-301	Repairs completed: Wind shield wiper, clean air vent for transmission, fixed air leaks Repairs needed: Passenger side window, air break system, oil leaks
E38 17-303	Repairs completed: Coolant leak, oil pan and head Repairs needed:
E338 16-302	Repairs completed: Repairs needed: Repair front bumper, straighten and weld hose boxes.
SQ35 11-103	Repairs completed: Replace intake/discharge gauges Repairs needed:
Fleet hours	30 total hours

Equipment/Radios

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

Fuel Costs

S Grays Market \$769.49/Mt. Aukum Store \$140.00

Deployment Fuel \$118.15/Wex Card \$129.49

Hunt & Sons

Bulk Fuel \$928.66

Total \$2,334.00

PVFA Sand delivered at the hall for sandbags, working on new rough through donations, water tank project, Santa went great, moving forward with donation letters, and constantly working together to help enhance community programs and funding

Unusual Occurrences/Injuries: New strain of COVID we are in Blue, more and more violations seen daily.

APD/PFD:

Joint Operations recruitment for captain and FF, shared administration and SVs 34 discussions,

December 2020

Veg Fire	Structure Fire	Other Fires	Traffic Collisions	Medical	Good intent	Public Service/other	False	Total
0	1	6	3	34	2	17	1	64

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

A Shift 16.5 to 20

B Shift 14-16

C Shift 22.5 to 24

Customer service contact hours (crews/duty chief)

12 hours total

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

Station 19 6 (us covering)

Station 123 0 (covering PFPD dist)

Mark S. Matthews

Fire Chief

5.2 Local #4586
No Report

(Local)

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- 5.3 PVFA (Dwyer)
Dan Dwyer announced that the Drive through Santa Event was a great success with about 60 families' coming through. Dixie Buxton did a wonderful job organizing the event. Paul Schaffer was able to get GAF a roofing materials company to donate the roofing materials for the Grange next door and Debbie's Roofing a Sacramento roofing Company will be donating the instillation saving the PVFA over \$20,000. Pancake Breakfast and Easter Egg Hunt are still TBA regarding social distancing. Feb 8th is the next PVFA Meeting, community members are encouraged to attend. Paul Schaffer also secured 5 new coolers form Big 5 for the engine companies, and the PVFA is working on getting Station 38 new Ice Machine.
- 5.4 Financial (Chief)
Chief Matthews reviewed the financials
- 5.5 JOA Ad hoc (Amador) (Chief/Jumper)
No meeting has taken place yet.
- 5.6 JOA Divide (Chief)
JOA Divide have agreed on doing some grants together for a Communications Grant for portable and mobile radios and computers, a PPE Grant, and an At Large Grant. They also will be doing an SCBA Grant.
- 5.7 Covid Update (Chief)
BC Stutts has coordinated getting approx. 50% of PFPD employees 1st round of Covid Vaccinations.
- 5.8 PFPD Apparatus/equipment/facility 20-22 (Chief/Rossi)
The Water Supply project and Landing Zone project are moving forward. The Community has provided a great amount of support for these projects.
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 Open Board Position (Jumper)
Director Jumper asked if the board would hold off until January 26th for a special board meeting to appoint new Board member as there are other individuals who wish to provide resumes for the board meeting. Director Rossi provided input as to his knowledge of Tony and his abilities to be a board member and suggested that the decision be made at this board meeting. Board members were polled and a majority agreed to hold off until January 26 to make the decision. Resumes for the open Board position will be received up until January 20th 2021. Tony Marcaccio introduced himself and provided background information and was briefly interviewed by the board for the open board position.
- 6.2 Measure F (Chief/Dwyer)
Chief Matthews updated the board related to the intent of the measure and the wording of the measure being in question and will be bringing it to legal counsel for clarification.
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 Appointment of Board of Director (Chief/Jumper)
Special board meeting will be held on January 26 2021 to appoint new Board member
8. **CORRESPONDENCE AND COMMUNICATIONS (GOOD OF THE ORDER)**
Nothing to report
9. **BOARD COMMENTS**
Director Irish shared with the board that he will need to be moving and will be providing his resignation in the near future. It has been a pleasure for him to serve on the board.

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10. AGENDA ITEMS FOR NEXT MONTH - Heard after Closed session item 11

Next meeting Special Board meeting January 26th 2021 6 p.m.

Old Business - Open board position

New Business- Appointment new board of director.

Next Regularly Scheduled Board Meeting February 9th 2021 6 p.m.

Measure F update

11. CLOSED SESSION Open session ended at 6:56 PM AND Closed Session opened

Returned from Closed Session 7:43p.m. Roll Call: Irish, Rossi, Hobson, Jumper

11.1 Conference with Real Property Under Negotiations of price, terms of payment with Victor Anastasia owner of the 4 corners storage facility (§ 54956.8) (BOD/Chief)

The Board gave the Chief the direction to investigate 4 Corners Storage Facility & Property with Victor Anastasia owner of the 4 corners storage facility

11.2 Public Employment pursuant to Government Code Section 54957 contract negotiation/discussion with Fire Chief (Chief/BOD)

Fire Chief's contract was reviewed, nothing more to report

11.3 Security Pursuant to Government Code Section § 54957 (a) matters posing a threat to public services or facilities for COVID 19 (Chief/BOD)

Chief updated the board on Covid 19 and direction regarding new protocells that are being put in place

12. ADJOURNMENT TO THE NEXT SPECIAL BOARD MEETING SCHEDULED FOR January 26, 2021 at 6 p.m.

Motion to Adjourn

(M/S) Irish/ Hobson

Passed 4-0

Meeting adjourned at 7:46 p.m.

Prepared by:

Joy Viera, 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


