

MINUTES
Pioneer Fire Protection District
Board Meeting
Tuesday, October 9, 2018 – 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: Strangfeld, Fitts, Dayton, Pratt

Salute to Flag

Adoption of Agenda

(M/S) Strangfeld/Dayton

Passed 4-0

2.0 PUBLIC COMMENT OTHER THAN AGENDA ITEMS

2.1 Personnel Recognition

Recognition of Dan Dwyer for his service to Pioneer Fire Protection District as the Volunteer Fire Chief and for his efforts with the PVFA.

Recognition of Lynette Dwyer for her efforts and support with Measure F and with her support and efforts with the PVFA.

3.0 CONSENT CALENDAR

3.1 Minutes from Board Meeting September 11, 2018

3.2 Board approval of payment of bills – Copy of greensheets attached

Motion to approve Consent Calendar

(M/S) Strangfeld/Dayton

Passed 3-0

Abstention 1 Fitts

4.0 ITEMS REMOVED FROM CONSENT CALENDAR

5.0 UNFINISHED BUSINESS

5.1 Review Board Policies and Procedures Manuel

Continuing to move forward, carry over to next board meeting

5.2 Review of Applications Received for Open Board Position and interview any candidates. After Review and Interview, applications will be forwarded to the Board of Supervisors.

Action: Recommendation letter for any candidates to Board of Supervisors.

We received another application for the Board of Directors position from Jerry Jumper from the Omo Ranch community. His resume was forwarded to the Elections Department on October 5th and will be placed on the Board of Supervisor's agenda in October or November. Jerry Jumper gave brief overview of his interest and qualifications for the position.

Motion made to craft a letter of recommendation of Jerry Jumper for the open Board Position.
(M/S) Dayton/ Fitts
Passed 4-0

6.0 NEW BUSINESS

6. 6.1 Vehicle leasing Paul Shaffer (type 6 and 7)

Chief Matthews provided explanation of Vehicle lease agreement and benefits.

Motion to enter into a lease agreement with Paul Schaffer for 1997 type 6 Fire Engine Wildland Brush Vehicle to be kept at Station 37 in Omo Ranch.

(M/S) Dayton/ Fitts

Roll Call Vote

Ayes: 4 Strangfeld, Fitts, Dayton, Pratt

Abstain: 0

Noes: 0

Passed 4-0

6.3 was heard out of order before 6.2

6.2 Vacation Home Rental Inspection Program

Chief Matthews provided an explanation of the Vacation Home Rental Inspection program the county is implementing, and the benefits of Pioneer Fire Protection District providing the inspection service for the county.

Motion made to enter into contract with El Dorado County to provide Vacation Home Rental Inspections.

(M/S) Dayton/ Fitts

Passed 4-0

6.3 Contractual agreement with SPI (fire stand-by)

Chief Matthews provided an explanation of entering into an agreement with SPI for off season fire suppression.

Motion made to pursue a contract with SPI

(M/S) Dayton/Strangfeld

Passed 4-0

6.4 Adoption of pay scale

Chief Matthews explained both pay scale options to set pay scale for Reserves and Volunteers and recommended appendix B option 2

Motion made to accept Appendix B Option 2 Pay scale for Reserves and Volunteers

(M/S) Dayton/Strangfeld

Roll Call Vote

Ayes: 4 Strangfeld, Dayton, Fitts, Pratt

Abstain: 0

Noes: 0

Passed 4-0

6.5 & 6.6 were discussed together

6.5 Consolidation Annexation

Based on the information received at the LAFCO Workshop Chief Matthews would like to have whatever board members are available to attend a meeting with Garden Valley and Mosquito districts to discuss Consolidation Annexation. Date to be set in the future.

6.6 LAFCO, Grand Jury update and Consolidation Annexation discussion with county fire protection districts.

Directors Pratt and Strangfeld were present along with Chief Matthews at the LAFCO workshop September 26th 2018. Chief Matthews and Director Pratt gave an overview of the information presented at the workshop.

6.7 Closed session pursuant to Government Code Section 54957.6 Conference with labor negotiators regarding MOU negotiations with Pioneer Union International Association of Firefighters Local #4586.

Nothing to report out, the committee will be holding a meeting with Local #4586 October 11, 2018 and a Special Board Meeting will be set if necessary.

7.0 STANDING REPORTS

7.1 Chief's Report

September/October 2018 Chiefs Administrative Report

Updates:

1. **Reserve/Volunteer program:** We are interviewing candidates this week, planning a recruitment at the college later this month and in district.
2. **Wildland deployment:** We have not gone out of county, we have had our tender requested in county several times but unable to staff it.
3. **Auto aid/mutual aid:** Working well with all resources, I get asked a lot about move ups to station 19, we do move up and cover station 19 more then we receive move up at 38. Please keep in mind when we get a vehicle accident, structure fire or vegetation fire we are getting auto aid immediately and utilize multiple jurisdiction to help our community. I would estimate we have 4 to 8 calls a month that require other agency's cover while we are on another call
4. **Annexation:** None to report
5. **Crews:** We have had a few off due to family and sickness.
6. **Administration:** Office has been busy as usual, we have added a few more items to Admin assistants plate to help reduce the Captains time in the office so they can focus on training and moving new recruits along. The office will be processing all administrative functions related to permits, assisting in fire and life safety. Thus should assist our Captains workloads.
7. **EMS Program:** I have finalizing the AOP and EOP as it relates to EMS QRT program, looking towards a later October recruitment time. I may have secured a vehicle from the county to be utilized as the EMS QRT vehicle in GF, along with securing a radio and equipment from county as well. This vehicle should only cost us insurance and less than \$300.00 to \$400.00 to place into service, we still are working with the County EMS Division and will be expanding our scope with our EMT's.
8. **Training programs:** Still working on the development of the following potential programs: EMS QRT response program, Wildland ORT response program along with refining our reserve and volunteer FF programs. Task books have been completed for new recruits
9. **Station 38 (Main)** Normal 24-7 manned station. Still waiting for quotes regarding the leaks in the engine bay ceiling. Working with PVFA on relocating the Historic Fire Engine to an area in front of the station.

10. **Station 37 (OMO Ranch):** I have sent two email letters (September 17 and 19) to the Indian Diggins School informing them we will be utilizing station 37 for our WL QRT program. They have 90% of the engine bay filled with items. We need at a minimum 50% of the station to stow our equipment and apparatus. I will be working with school to reorganize the storage so we can utilize the station for QRT program. The garage door opener has been repaired, new signage has been placed up.
11. **Station 35 (Grizzly):** The front garage door ceiling (outside) has been repaired and E335 is stowed at the station. The GFFSC has placed a conex trailer to one side of the property to store their equipment. GFFSC also removed several down trees from the property.
12. **Station 34 (Mt. Aukum)** PVFA still utilizing for storage nothing further to report the PVFA prevention sign is being relocated at St. 37, Cal Fire is placing a new prevention sign in its place at 34. New sign posted "Unmanned" Call 911 Etc.
13. **Station 32 (Sandridge)** We have our water-tender at this station along with PVFA Historic Engine, May be relocating the PVFA engine sometime in the near future.
14. **Station 31 (Willow)** We have one patrol (Rescue/Brush unit) at this station with command rig after 5PM. Gravel work and excavating roadway occurring this week, we will be looking at placing a carport to the east of the station to stow apparatus. The bay doors have been insulated, working on repairing woodpecker holes and hanging gutters.
15. **Facilities:**
 - St. 31 Excavation and graveling, station water supply tank repair, adding carport, adding gutter.
 - St. 32 Man door is repaired, still seeing littering, human feces and vandalism at this station No Trespassing order signed with County SO
 - St. 34 Cal Fire prevention sign coming soon, fill holes in walls and soffits
 - St. 35 Repair drywall in ceiling due to garage door replacement
 - St. 37 Clean up bay, repair holes in exterior walls, soffits and remove nest
 - St. 38 Still waiting on quotes for roof leak repairs, we will need to de-limb a few of the trees around the facility to prevent further falling damage. In addition repair concrete on eastside and we may need to re-seal the asphalt soon.
 - Administration Again we will be conducting a safety walk through in October with staff
16. **Staffing Information:** St. 38 minimum of two career with a maximum of 4 (two reserve during peak fire season, St. 31 one career after 5pm, administration office Tue-Thu 0900-1PM, duty chief staffing during day M-F.
17. **Camino 911 center and Communications:** We have made a few adjustments to include Station 38 in all of our district responses. Captain will decide if we will be responding, unless closer units will mitigate issue before we can arrive.
18. **Water supply/Prevention/Planning:** We are adding a few more hours per week to Administrative assistance so we can reduce the administrative procedures required by our Captain.
19. **Communications:** We need 2 to 6 more BK portable radios in the near future. May try for another Cal Fire Grant. We have been able to add a few mobile radios at no cost to PFPD
20. **Unusual Occurrences/Injuries:** We have had a few folks out due to illnesses and family emergencies.
21. **Training Conducted:** New hire training, EMS/Fire/Rescue training, we are currently focusing on all hazards. Working with county to upgrade our programs
22. **Projects:** New and updated EOP's, AOP's, Information sheets, and Policy and Procedures manuals are distributed and available to crews and district. Station training new equipment apparatus and task books. Will be recruiting later this month to establish a Career FF hiring list for potential openings, planning on testing in early November. EMS QRT requirement mid to late October (hopefully), WL QRT recruitment in

November. SDI contractual services for WL protection/stand-by. Grant filing and contracts. Working with county on vacation rental inspection program. SCBA replacement is a high priority project too.

- 23. **Fleet Issues:** 338 back in service most of the expense covered under warranty. Command vehicle will need new tires soon, and driver seat repaired. We will be working on QRT vehicles soon
- 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 Joy is doing great!
- 25. **Schools:** We have been involved in a few school activities and plan on being more involved soon
- 26. **Grants:** Our SCBA AFG was denied, we are currently working on a Water Tender Grant that will need to be submitted by October 25, 2018
- 27. **Public education** working with GF on evacuation program, prevention programs along with Cal Fire and other agencies.

28. **Alarm/Call Information:**

Fires calls	
Vegetation	01
Structure	00
Other (car/trash/misc.)	02
	<u>Total 03</u>

EMS/Rescue
Total 32

Haz-Conditions
Service calls
Good Intent
Unk. type
Total 22

9/1 to 10/1/18 57

- 29. **Community Meetings and Groups:** Continue to meet with OMO Ranch group, looking to move forward on a fire safety counsel first community meeting October 13, 2018 EMS ORT, wildland QRT and disaster planning. Meeting monthly with Grizzly Flat fire safety counsel. Meeting with Pioneer school district and with Indian Diggings and Leoni Meadows.
- 30. **Volunteer recruitment:** Working on the following programs: EMS QRT, wildland QRT and Volunteer FF, hoping for November.
- 31. **JPA meetings:** Attended all EDFC meeting and LAFCO
- 32. **Apparatus:** Nothing currently

Mark S. Matthews, Fire Chief

7.2 Report for Firefighter's Local #4586

Board will be meeting with Local 4586 10/11/2018

7.3 Report from PVFA

November 10, 2018 is the Fire and Wine event at Saluti Cellars, Kim Pratt has done a great job organizing the event. PVFA requests that the PFPD Board volunteer at the Fire and Wine event. 12/8/2018 will be the Children's Christmas Party, Dixie Buxton is heading this event up and the time is still to be determined.

January 12th & January 19th 2018 are the dates set for the Crab Banquets to be held at Skinner Winery.

7.4 Financials

The County will have the budget numbers added to the PFPD financial statements within the next week or so.

8.0 AGENDA ITEMS FOR NEXT MONTH

5.1 Review Board Policies and Procedures Manuel

6.7 Closed session pursuant to Government Code Section 54957.6 Conference with labor negotiators regarding MOU negotiations with Pioneer Union International Association of Firefighters Local #4586.

6.5 Consolidation Annexation update: Group meeting with Garden Valley and Mosquito Districts

9.0 FINAL COMMENTS BY DIRECTORS

Suggestion was made that action items for each agenda item be listed on the agenda.

10.0 ADJOURN MEETING

(M/S) Dayton/Fitts

Passed 4-0

Meeting Adjourned at 8:38pm



Board Signature

Note: All Board meetings are recorded. That agenda is available on the District's web site (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.