



Foresthill Fire Protection District

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DISTRICT BOARD
CHRIS REAMS
PRESIDENT
KEVIN GREENE
VICE PRESIDENT
WALTER REED
DIRECTOR
RICHARD ARTHUR
DIRECTOR
TYLER HARKNESS
DIRECTOR

Minutes of **Regular** Board of Directors Meeting
Thursday, July 2, 2015
Foresthill Fire Protection District Administration Office
24320 Main St.
Foresthill, CA 95631

President Chris Reams called the meeting to order at 6:00 p.m.

Directors in Attendance: Chris Reams, Kevin Greene, Walt Reed, and Tyler Harkness.

Directors Absent: Richard Arthur

Staff in Attendance: Chief Gow, DFM/BC Kirk, EMS Captain Drone, and Secretary Metz.

Approval of Agenda: Chief Gow stated that a closed session will not be necessary. President Reams made a recommendation to move the financial report and action item #2 to the end of the agenda. Director Harkness made a motion to approve the agenda with changes. Director Reed seconds the motion. Motion carries.

Approval of previous Regular Meeting Minutes:

Director Harkness asked for clarification of what "PM" stands for as noted in the June minutes under the Chief's report. Secretary Metz stated it is an abbreviation for Paramedic. Director Harkness asked that it be spelled out from now on to avoid confusion. VP Greene made a motion to accept the minutes of the June 4th regular meeting. Director Reed seconds the motion. Motion carries.

Fire Chief Operations Report:

Chief Gow reported the following items:

- FFPD had a call where our ambulance crew was assaulted by a patient. The patient had to be restrained. PCSO was on scene to assist.
- The job descriptions will be ready for board review at the August meeting.
- Last weekend and this coming weekend FFPD Captains are covering Duty Officer in the district.
- FFPD counsel re-wrote the Limited Term Employee (LTE) acceptance letter. The new LTE's will receive them for signature.

- A compartment door on E 88 has been damaged. A new door has been ordered.

Action Items:

1. Approve hiring of (4) LTE's in accordance with policy # AP-121.
 - a. Chief Gow reported that the new LTE's were the top 4 from the testing process.
 - b. VP Greene made a motion to approve the hiring of Shawn Cline, Kenny Kaiser, Matt Jelle and Alex Burk as Limited Term Employees. Director Reed seconds the motion.

Motion Carries.

2. Moved to end of meeting.

3. Potential Fire/District Funding Sources.
 - a. PILT – Affects FFPD and SPFPD which are represented by Supervisor Montgomery and Supervisor Uhler. Supervisor Uhler wants to know where the PILT money is being used if none of it is being given to the fire districts.
 - b. Proposition 172 – Chief Gow had a conference call with the union. The union will keep pressure on the BOS at meetings. The BOS wants an additional study to outline possible options for consolidation of the fire districts. \$100k has been budgeted for the study by the BOS. Chief Gow also reported that Loomis and South Placer are in formal talks to consolidate. SPFPD wants to expand their ambulance into the Loomis area.
 - c. Middle Fork – No Report

The Secretary has been directed by the Board President to move this topic to a discussion item beginning in August, 2015.

4. Approve signing of confirmation letter with Robert W. Johnson CPA's to perform the 2014/2015 financial audit for FFPD in accordance with contract dated 11/01/2013.
 - a. Director Reed made a motion to sign the confirmation letter with Robert W. Johnson for the 2014/2015 FY audit. VP Greene seconds the motion.

Motion Carries.

5. Adopt Resolution #2015-04, Use of Funds Agreement, Middle Fork, Project Nexus Funding.
 - a. VP Greene made a motion to adopt Resolution #2015-04 as presented. Director Reed seconds the motion.
President Reams – Aye
VP Greene – Aye
Director Reed – Aye
Director Harkness – Aye
Director Arthur – Absent

Resolution is adopted.

6. Approve 1 year contract with Clark Pest Control for bi-monthly spraying at FS 88, FS 89, and FS 90. Total annual cost: \$1260.00.
 - a. Director Reed made a motion to approve a 1 year contract with Clark Pest Control for a total of \$1260.00. Director Harkness seconds the motion.

Motion Carries.

7. Approve hanging of Foresthill Mural on Porter's garage.
 - a. VP Greene made a motion to allow the hanging of the mural as long as there is no cost to the FFPD. Director Reed seconds the motion.

Motion Carries.

8. Election Committee report and possible board action.
 - a. VP Greene went to Placer County Elections and saw Sam Kipp.
 - i. 3,720 registered voters in Foresthill.
 - ii. Cost per vote for a special election will be \$7-\$10.
 - iii. Cost per vote for a general election will be \$1.25.
 - iv. All documents required for an election must be received by the elections department no later than 125 days prior to the election.

The Secretary has been directed to move this topic to a discussion beginning in August, 2015.

Discussion Items:

1. All Board members should sit behind the Board table.
 - a. President Reams questioned Director Harkness about his unwillingness to sit at the table with the other board members during the meeting.
 - b. Director Harkness stated that the operation of the video camera is a priority for him and that his camera has some idiosyncrasies that only he can attend to.
 - c. President Reams asked if the district were to get a new video equipment would he sit at the table with the rest of the board.
 - d. Director Harkness responded that yes, he would.
 - e. Greg Kirk suggested that the AV department at one of the high school's might come and record the meetings for free as a public service.
2. Board Vacancy Bylaws (PHFPD)
 - a. Director Harkness suggested that the committee (Harkness/Arthur) look at the FFPD and PHFPD Bylaws and do a comparison.
 - b. President Reams stated that there is not a legal committee for this topic.
 - c. VP Greene stated that he believes there was a committee that met but never brought anything back to the full board. He would like this item to be an action in August.
3. Proposed Section 6 Bylaws Update
 - a. VP Greene requested that this item be listed as an action for the August meeting.
4. Board consideration of not responding both units (fire and ambulance) into the USFS area as this leaves FFPD constituents without fire/medical protection.
 - a. VP Greene has concerns that this could be construed as the "*gifting of public funds*" which is not legal.
 - b. FFPD counsel does not believe this would be a liability to the FFPD. The board can make whatever decision(s) are in the best interest of the FFPD.
 - c. Chief Gow stated that he would not be comfortable sending just the ambulance up country without an engine for support. Any engine being sent for support would need to be outfitted with extrication tools and rescue equipment. Operators trained in the use of that equipment will be essential.
 - d. Chief Gow will send a letter to Mr. McEldowney at OES and Mr. Quinn at the USFS explaining the situation and concerns facing the FFPD over this matter. The Secretary has been directed to agendize this item as an action for the August, 2015 meeting.
5. Job description for EMS Captain
 - a. The job title will be Administrative Captain at the request of the union.

- b. The remaining job descriptions will be ready for discussion status at the August meeting. The Admin Captain will be added to that packet.
- 6. Potential New EMS Training Program.
 - a. See **ATTACHMENT 1**, Proposal.
- 7. Potential Letter to OES from FFPD as requested by Mr. McEldowney.
 - a. Chief Gow will write a letter to Mr. McEldowney expressing FFPD's desire to participate in the *District Consolidation* study being funded by Placer County.

Reports:

- 1. Labor Negotiations Report
 - a. No Report
- 2. Firefighter Association:
 - a. 4th of July Parade was a success.
 - b. The garage sale is coming up 8/1 and 8/2.
 - c. DFM Kirk to request prevention funding from the Association.
 - d. A name change for the Assn. is being worked on.
- 3. New Construction Fees Collected:
 - a. \$74,154.90 was collected in FY 14/15.
- 4. EMS Operations Report
 - a. June Call Volume:
 - i. 68 Calls
 - 1. 49 Medical
 - 2. 3 Smoke Investigations
 - 3. 2 Fire Investigations
 - 4. 1 Lightning Strike
 - 5. 1 Search Assist
 - 6. 2 Medical Checkouts
 - 7. 5 Cancelled en Route.
 - 8. 1 Traffic Control Assist
 - 9. 1 MVA
 - 10.1 Vegetation Fire
 - 11.2 Unattended Burn Piles
- 5. Deputy Fire Marshal:
 - a. 2 HVA's completed.
 - b. 1 HVA sent to code enforcement.
 - c. Dollar General Plans are approved.
 - d. Monte Verde shaded fuel break is in process.
- 6. Foresthill & Iowa Hill Fire Safe Council
 - a. 2 projects in the works:
 - i. Bath Rd. and Todd Valley Pond.

Approval of prior month's expenditures and budget update: Director Reed made a motion to accept the financial report as presented. VP Greene seconds the motion. Motion carries.

Preliminary Budget Approval:

The Board had a general discussion about the FFPD finances and crucial it will be to keep a close eye on expenses. President Reams opened the discussion to the public. No comments

were received. VP Greene made a motion to approve the preliminary budget so that FFPD bills can continue to be paid. Director Reed seconds the motion.

President Reams	Aye
VP Greene	Aye
Director Reed	Aye
Director Harkness	Aye
Director Arthur	Absent

Preliminary budget is adopted.

Public Comment:

a. None

Correspondence:

None

Old Business:

None

Meeting adjourned at 8:00 p.m.

NEXT MEETING: THURSDAY, AUGUST 6, 2015
6:00 P.M.

Respectfully Submitted:



Patrice Metz, Board Secretary

Attachment 1

Fire Chief Gow

This is a general summary of my business plan to provide Emergency Medical Technician-Paramedic's and Emergency Medical Technician- Basic, (EMTS) initial and recertification courses for the Foresthill Fire Protection District (FFPD.)

The initial classes offered will include Advanced Cardiac Life Support, Pediatric Advanced Life Support and Basic CPR with AED. These classes are mandatory to retain employment for most EMTs, Paramedics, Nurses, Physicians Assistants and various health care professionals.

As I have spoken to you and Keith Drone, we are currently working out the logistical details to become a sponsored training site in July 2015. My goal is to have completed the work by the end of June, so that we can be monitored and audited to schedule classes beginning July 2015.

The sooner we start these classes the sooner we can generate revenue to pay back the minimal start up costs of this venture as I've outlined. In the beginning, we will start out small, teaching three classes per month to see how many students we can attract. Over time, as word spreads, I believe our cliental will increase.

The classes will initially be taught in FFPD's conference room. It is my goal to expand as a mobile training site where I travel to other fire departments, clinics, and hospitals to teach other health care professionals directly at their place of business. I would also like to eventually market these classes via email and flyers.

I currently teach for a Training Center. I have seen firsthand how profitable this business can be when you travel directly to the student's place of work to teach the courses.

Below is a typical break down of revenues versus costs for each class. If we charged \$160.00 which is \$15.00 less than any local competitor charges (adjust for student amount as necessary.) The maximum number one instructor can teach is nine students per class.

Typical revenue and cost for ACLS or PALS course.

5 students x \$160.00 = \$800.00

- Costs \$25.00 per student, per provider card = \$125.00.
- Instructor compensation = \$200 per class (changes with the amount of students.)
- Taxes incurred on profits made.

Profit would be \$475 before taxes for one class with five 5 students. This could be more or less depending on class size. There is virtually no overhead cost for these classes being that we already have the training room and all the equipment at our disposal.

We currently have all the training equipment and I am working with Keith Drone to handle the logistics and details of this business plan. Please refer to him if you have further questions.