



BOARD OF DIRECTORS

Foresthill Fire Protection District

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DISTRICT BOARD
JOHN MICHELINI
PRESIDENT
TROY SIMONICK
VICE PRESIDENT
TYLER HARKNESS
DIRECTOR
CHRIS REAMS
DIRECTOR
RAY MILLER
DIRECTOR
KIRK KUSHEN
FIRE CHIEF

Foresthill Fire Protection District
Minutes of Regular Board of Directors Meeting
Thursday, December 13, 2018
District Administration Office
24320 Main St.
Foresthill, CA 95631
Video: <https://vimeo.com/307170887>

Amended
2/12/2019

- Secretary Metz administered the Oath of Office to Directors Elect, John Michelini and Troy Simonick at 6:00 p.m.
- 1. CALL MEETING TO ORDER/FLAG SALUTE**
 - a. President Reams called the meeting to order at 6:05 p.m.
 - 2. ROLL CALL**
 - a. All Directors were present.
 - 3. AGENDA APPROVAL**
 - a. President Reams reported that there was a request to move the Fire Safe Council report from the end of the meeting to just before the action items. Director Michelini made a motion to approve the agenda as amended. Director Simonick seconds the motion. Motion carries.
 - 4. MINUTES APPROVAL**
 - a. Director Harkness made a motion to approve the minutes of the November 8th regular meeting as presented. Director Simonick seconds the motion. Motion carries.
 - 5. FINANCIAL REPORT AND APPROVAL**
 - a. General budget discussion took place.
 - i. Director Michelini requested that JOA coverage be listed in the monthly overtime reports.
 - ii. Director Michelini stated that he takes exception with paying OT for grant writing when staff are here for 24 hour shifts. They should be able to complete the tasks during their regular working hours. The exception would be attending a class out of the area. Chief Kushen countered that we were under a deadline to get this grant submitted for consideration.
 - iii. Director Harkness made a motion to accept the financials as presented. Director Michelini seconds the motion. Motion carries.
 - 6. CHIEF'S OPERATIONS REPORT**
 - a. Chief Kushen reported the following:
Significant calls:
 - 11/14 - Arson Fire at FH High School in the boy's restroom. Extinguished by students who discovered it. Contained to a soap dispenser with scorching to the wall. Earlier unreported fire two months prior in another restroom.
 - 11/28 - Garbage container truck roll over on FH Rd near Moshiron. Non-injury. Slowed morning commute. Crews had issues with drivers not slowing through the scene.
 - 12/09 - Electrical fire at the FH Memorial Chapel on Harrison St. Passerby saw arcing coming from an exterior electrical box. Power was shut off to the building and fire contained to the metal electrical box.

Significant Info:

- Cal Fire Station 11 scheduled to close for the season 12/17 unless NEU changes plan this week.

Staffing:

- Engineer Applications – 3 applications were received. 2 did not meet minimum standard (1 lacked EMT / 1 lacked FF endorsement). Other is an EMT only. Available position is for a PM.

Grants:

- Regional SCBA \$200,000 grant to replace 22 outdated SCBA's was awarded. Still awaiting word to move forward from Sac Metro. Approx. \$20,000 matching funds required and available in mitigation account.
- We submitted a \$50,000 AFG micro grant request to replace our outdated mobile and portable radios. 6 new mobile radios and 9 portables. Trunkable to work with Placer's new dispatch system.

Future:

- We will be looking at numerous innovative opportunities to develop new sources of funding to assist us in maintaining our current level of staffing.
- We are also looking for additional areas and opportunities for further cuts to non-essential services and facilities.

Discussion item c. was discussed as part of the Chief's report:

- Staff has been working on exposing structural damage to station 90. This includes water and mold damage.
- A structural engineer has been out to inspect and provide the district with a report and estimate of the repair cost.
- Chief requested a cost estimate from him to provide drawings and plans in order to go out for bid to have the repairs made.
- The SE reported that it will cost a minimum of \$1K and a maximum of \$5K depending on the final determination of the damage.
- An environmental engineer will be coming out to test for hazardous mold. Mold is visible in some of the damaged areas.
- Director Michelini made a motion to add an action item to this agenda in order to allocate funds for the Chief to begin mitigating the damage at station 90. Director Simonick seconds the motion. Motion carries unanimously.

7. ACTION ITEMS

- a. Interview, appoint and swear in new director to vacant board seat. Appointee will serve remainder of term (12/2020).
 - i. Applicants: Jed Matcham
Ray Miller
 - ii. Mr. Matcham was interviewed by the board first. Mr. Miller was asked to wait outside of the meeting room until his turn to be interviewed.
 - iii. After the interviews were completed, both candidates were asked to wait outside of the meeting during deliberations and selection.
 - iv. Director Harkness nominated Ray Miller to fill the vacancy. No second was received.

- v. Director Michelini nominated Jed Matcham to fill the vacancy. Director Simonick seconds the nomination.
 - 1. Reams No
 - 2. Harkness No
 - 3. Michelini Yes
 - 4. Simonick Yes
- vi. Due to a tie vote, Director Michelini withdrew his previous nomination.
- vii. Director Michelini nominated Ray Miller to fill the vacancy. Director Harkness seconds the nomination.
 - 1. Reams Yes
 - 2. Harkness Yes
 - 3. Michelini Yes
 - 4. Simonick Yes
- viii. Both candidates returned to the meeting. Secretary Metz administered the oath of office to Ray Miller. He was seated with the board at that time.
- b. Elect board officers per Article V §5.1 of the Board Bylaws.
 - i. Director Simonick nominated John Michelini for President. Director Miller seconds the nomination.
 - ii. Director Harkness nominated Director Simonick for VP. Director Michelini seconds the nomination.
 - iii. Both nominations are approved.
- c. Make Standing Committee assignments:
 - i. Finance
 - 1. Michelini/Reams
 - ii. MOU Negotiations
 - 1. Harkness/Simonick
 - iii. Long Range Planning
 - 1. Michelini/Miller (Simonick will be an alternate)
 - iv. Director Reams made a motion to approve the committee assignments. Director Miller seconds the motion. Motion carries.
- d. Assign ad hoc committee to *"Community Early Notification and Evacuation Working Group"*.
 - i. President Michelini read from the staff report what the purpose of the committee will be.
 - ii. Chief Kushen reported that there is a new County OES Coordinator who is currently working with various departments on an evacuation plan. They are trying to have the plan ready prior to next fire season.
 - iii. BC Slusher requested that the committee include the first responders.
 - iv. Director Miller made a motion to appoint President Michelini and Director Reams to the committee with Director Miller serving as an alternate. VP Simonick seconds the motion. Motion carries.
- e. Approve final reading of Ordinance No. 18-02, *An Ordinance Establishing Fire Inspection Fees for Foresthill Fire Protection District of Foresthill, California*.
 - i. Fire Marshal Vern Brothers requested that the Board not approve the reading of the ordinance and allow it to be rewritten and presented at a later date. At the November meeting it was decided to make the first inspection free of charge so it can be used as an educational tool.
 - ii. President Michelini agreed to pull this item at the request of staff.

- f. Review and accept the final audit for FY 17/18.
 - i. Director Reams made a motion to accept the audit as presented. VP Simonick seconds the motion. Motion carries.
- g. Authorize request for proposals to provide fire and life safety service to the Foresthill Fire Protection District.
 - i. President Michelini referred to the staff report for this item.
 - ii. Director Reams made a motion to authorize the creation of an RFP with a presentation to be made to the board at the April 11, 2019 meeting. Director Miller seconds the motion. Motion carries.
- h. Adopt policy #2-034, *Electronic Message Board Policy*.
 - i. Director Reams made a motion to adopt the policy as presented. VP Simonick seconds the motion. Motion carries. The District Manager is requested to create an email messageboard@foresthillfire.org.
- i. Adopt resolution #2018-09 *Resolution Adopting the National Incident Management System*.
 - i. President Michelini referred to the staff report for this item.
 - ii. Director Miller made a motion to adopt Resolution #2018-09 as presented. Director Reams seconds the motion.
 - 1. Michelini Aye
 - 2. Simonick Aye
 - 3. Reams Aye
 - 4. Harkness Aye
 - 5. Miller Aye
 - iii. Resolution is adopted.
- j. Approve contract with Placer Hills Fire Protection District for Fire Chief and Administrative Services for period 1/1/2019 – 6/30/2019. Contract cost: \$67,500.
 - i. President Michelini would like to pursue some significant wording changes in the contract if the Board opts to renew it for next fiscal year.
 - ii. Director Reams made a motion to approve the contract with PHFPD through 6/30/2019. VP Simonick seconds the motion.
 - 1. Michelini Aye
 - 2. Simonick Aye
 - 3. Reams Aye
 - 4. Harkness Aye
 - 5. Miller Aye
 - iii. Motion carries.
- k. Authorize repair or replacement of generator at administration office.
 - i. After general discussion Director Reams made a motion to have the generator located at the Admin. Office repaired for a cost not to exceed \$3K to be funded through the capitol reserves account. Director Harkness seconds the motion.
 - 1. Michelini Aye
 - 2. Simonick Aye
 - 3. Reams Aye
 - 4. Harkness Aye
 - 5. Miller Aye
 - ii. Motion carries.

- l. Authorize purchase of new Type I Engine at a cost of \$422,866.35 (this does not include financing costs).
 - i. After much general discussion by the board, President Michelini instructed Chief Kushen to take this back to the Apparatus Committee and come back with a less expensive option. This district cannot afford \$587K for an engine at this time. The committee should seek options that cost less than \$400K.
- m. Assign an ad hoc committee to review and recommend updates to the current Board Bylaws.
 - i. President Michelini deferred this item to a later board meeting.
- n. Will the FFPD Board of Directors participate in and support the development of an application to LAFCO pertaining to the reorganization of Foresthill, Placer Hills, Newcastle and Penryn Fire Protection Districts. This DOES NOT include the submission of the application to LAFCO.
 - i. President Michelini made a motion to continue to participate on the Fire Districts Financial Stability Taskforce. The Board DOES NOT approve participating in the development of an application to LAFCO. Director Miller seconds the motion. Motion carries.
- o. Added to agenda under Chief's Operations Report.
 - i. Director Reams made a motion to authorize the Chief to spend up \$15K for the evaluation and repair plan for station 90. The funds will be spent from the general reserve account. Director Harkness seconds the motion.
 - 1. Michelini Aye
 - 2. Simonick Absent (left meeting @ 9:05 p.m.)
 - 3. Reams Aye
 - 4. Harkness Aye
 - 5. Miller Aye
 - ii. Motion carries.

8. DISCUSSION ITEMS

- a. Volunteer Support Program
 - i. Postpone until January meeting.
- b. Parcel Tax Measure
 - i. This will be listed as an action item in January for a May election date.
- c. Covered in Chief's Operations Report
- d. No Discussion

9. REPORTS

- a. Finance Committee
 - i. None
- b. MOU Negotiations Committee
 - i. None
- c. Long Range Plan Committee
 - i. None
- d. Firefighter's Association
 - i. E. Reams reported that there are new officers for 2019.
 - 1. Josh Pineschi – President
 - 2. Daniel Rotheram – VP
 - 3. Patrice Metz – Secretary/Treasurer
- e. Foresthill and Iowa Hill Fire Safe Council
 - i. Gary Kirk reported that Wilder than Wild film will be shown at the FH Memorial Hall on 1/30/2019 beginning at 6:00 p.m. All are welcome.
 - ii. Todd Valley 2 shaded fuel break will begin this winter.

iii. Contact Gary if you have tree mortality issues on your property. There are grant funds available for tree removal.

- f. Director's Reports
i. None

10. CORRESPONDENCE

- a. None

11. OLD BUSINESS

- a. None

12. PUBLIC COMMENT

- a. None

13. ADJOURNMENT

- a. President Michelini adjourned the meeting at 9:27 p.m.

Respectfully Submitted:



Patrice Metz, Board Secretary