



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, November 5, 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, Walt Reed, Tyler Harkness, Kevin Greene, and Richard Arthur.

Directors Absent: NONE

Staff in Attendance: Chief Gow, EMS Captain Drone, and Secretary Metz.

Approval of Agenda: President Reams requested to add Duty/Acting Battalion Chief job description to the list for approval. It was accidentally dropped from the agenda. President Reams also requested that three additional discussion items be added to the agenda. Discussion Item #4, Fitness for Duty Medical Examination Policy. Discussion Item #5, what is the correct time period to continue to allow an employee to be paid after workman's comp money runs out? Discussion "Item #6, Continued Funding of Deputy Fire Marshal Position. Director Arthur made a motion to approve the agenda as revised. VP Greene seconds the motion.
Motion carries.

Approval of previous Regular Meeting Minutes:

VP Greene made a motion to accept the minutes of the October 1st regular meeting as presented. Director Reed seconds the motion.
Motion carries.

Approval of October Expenses:

Director Arthur made a motion to accept the October financial reports as presented. Director Reed seconds the motion.
Motion carries.

Fire Chief Operations Report:

Chief Gow reported the following items:

- Ladder testing has been done. A 24' broke. It has been replaced at a cost of \$750.
- Officers have an SOG for Turnout Maintenance for review.
- We will begin breathing apparatus testing soon.

- Matt Jelle is working with other county agencies to get a grant for new breathing apparatus.
- We are currently paying \$500/month to the PUD for a stand pipe on the corner at Station 88. We are going to have it shut off. There is a hydrant across the street we can use for hose washing.
- Going to start Policy and Procedure Manual since Job Descriptions are done.

Action Items:

1. Board to approve Policy #407, Responses into the USFS Area.
 - a. Chief Gow feels confident that this policy will not violate our agreement with the USFS.
 - b. VP Greene made a motion to accept Policy #407 as presented. Director Arthur seconds the motion.
 - i. Director Harkness has issues with the subject of the policy. He requests it be changed to "Responses Outside the Foresthill Fire Protection District into the USFS and BLM Areas in Placer County". Additionally, he would like the entire "Policy Measures" section removed. He does not want employees fearing for their jobs if they use their judgement to respond.
 - ii. VP Greene withdrew his motion.
 - c. Director Harkness made a motion to remove Policy Measures in its entirety. No second was received. Motion dies.
 - d. VP Greene made a motion to adopt AP #407 with the following changes:
 - i. The subject shall be: *Responses Outside the Foresthill Fire Protection District into the USFS and BLM Areas in Placer County*
 - ii. Policy, Medical Incidents, #6: "but no further" will be removed.
 - iii. *Other Policy Considerations and Other Assistance* will be removed.
 - iv. All Technical Rescue Incidents, #2 shall read: *One engine will respond out of the district.*
 - v. All Technical Rescue Incidents, #3 shall read: *One engine will respond.*

Director Arthur seconds the motion.

Reams:	Aye
Greene:	Aye
Reed:	Aye
Harkness:	No
Arthur:	Aye

Motion carries.

2. Board to select and approve liability insurance carrier for 2015/2016.
 - a. VP Greene made a motion to purchase the district's liability insurance from "Fire Plus". Director Reed seconds the motion.Motion carries.
3. Board to approve job descriptions for the following positions:
 - a. Fire Chief
 - b. Duty/Acting Battalion Chief
 - c. Office Manager
 - d. Captain

- e. Company Officer
 - f. Engineer
 - g. Firefighter
 - h. Part Time Employee
 - i. Resident Program
 - j. Administrative Captain
 - k. Lieutenant
 - l. Cadet Program
 - m. Mechanic
 - n. Deputy Fire Marshal/Battalion Chief
4. VP Greene made a motion to approve all job descriptions as distributed. Director Arthur seconds the motion.

Motion carries.

Discussion Items:

1. Potential/Fire District Funding Sources.
 - a. We are waiting for Phase I of the county sponsored study to be completed.
2. Election Committee Report.
 - a. No report
3. Review and provide direction to staff regarding Administrative Holiday Policy.
 - a. VP Greene directed Chief Gow to move this item to an action in December and to provide a report listing the financial impact of the proposed policy.
4. Fitness for Duty Medical Examination Policy.
 - a. Chief Gow explained to the board that at Placer Hills Fire, whenever a safety employee returns from an injury/extended leave the employee is always sent for a "Fit for Duty" examination prior to returning to full duty. Chief anticipates that an FFPD employee may be released for full duty in the near future.
 - b. President Reams asked Chief Gow to obtain the policies from other districts on this topic.
5. What is the correct time period to continue to allow an employee to be paid after workman's comp money runs out?
 - a. General discussion took place with no further direction to staff.
6. Continued Funding of Deputy Fire Marshal Position.
 - a. Chief Gow reported that He and Captain Drone are handling the DFM duties while BC Kirk is on leave.
 - b. BC Kirk has been handling the Dollar General project during his leave.
 - c. President Reams directed staff to make this an action item for December.

Reports:

1. Labor Negotiations Report
 - a. Trying to find a mutually agreeable time to meet.
2. Firefighter Association:
 - a. Denise was given a gift certificate for her hard work for the FVFA.
 - b. FVFA gave \$2K toward the purchase of a new filtration system for the FH Pool.
 - c. Donated \$500 to "Sweat Shop Girls".
 - d. Halloween was a success.
 - e. Shawn Cline has been selected FF of the Year.
 - f. December 4th is the FVFA Christmas Dinner.

- g. Poker Night will be 11/6 at 5 pm at the Porter Garage. There is a \$30 buy in.
- h. FVFA funded the prevention materials needed by the DFM.
- i. Christmas Dinner, 12/4
- 3. New Construction Fees Collected:
 - a. None
- 4. EMS Operations Report
 - a. October Call Volume:
 - i. 49 Calls
 - 1. 38 Medical
 - 2. 4 MVA
 - 3. 2 Illegal Burn Piles
 - 4. 2 Smoke Checks
 - 5. 3 Vegetation Fires
 - ii. PALS and ACLS classes were held in October at ADMIN.
 - iii. GEMT for FY 14/15: \$49,542.00 was requested.
- 5. Deputy Fire Marshal:
 - a. Chief Gow and Captain Drone are covering while Gary is on LOA.
- 6. Foresthill & Iowa Hill Fire Safe Council Report:
 - a. No report

Public Comment:

President Reams stated that any extra money should go to safety staff for training.
Director Harkness stated that having the website up and functioning is important for communication.

Correspondence:

None


Old Business:

None

Meeting adjourned at 7:33 p.m.

NEXT MEETING: THURSDAY, DECEMBER 3, 2015
6:00 P.M.

Respectfully Submitted:


Patrice Metz, Board Secretary