



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, March 14, 2019
District Administration Office
24320 Main St.
Foresthill, CA 95631
[Video: https://vimeo.com/324784382](https://vimeo.com/324784382)

1. CALL MEETING TO ORDER

- a. President Michelini called the meeting to order at 6:02 p.m.

2. FLAG SALUTE

- a. Director Miller led the Flag Salute

3. ROLL CALL

- a. Michelini, Harkness, and Miller were present. Reams and Simonick were absent.
b. Chief Kushen was present.

4. INTRODUCTION OF VISITORS

- a. No visitors were in attendance.

5. AGENDA APPROVAL

- a. Director Miller made a motion to accept the agenda as presented. Director Harkness seconds the motion. Motion carries.

6. PUBLIC COMMENT

- a. An unidentified gentleman spoke to the Board regarding nuisance trees on Mosquito Ridge Rd. He would like to help with the removal of them. The Board said that since the trees were not on property owned by the fire district they have no jurisdiction to allow removal.
b. Resident Janice Allen inquired as to the burning taking place near Driver's Flat Road. She feels there should be a sign warning drivers of the controlled burn that is taking place. She and others were nearly involved in an accident.
c. Fire Marshal Brothers noted to the Board that the sign posted on the front of FS 90 is in conflict with the electronic sign board as far as why the station is closed.

7. CONSENT ITEMS

- a. Director Harkness made a motion to approve consent items b and c as presented. Director Miller seconds the motion. Motion carries.
b. Director Miller requested the following amendment to the minutes of the February 14th meeting.
i. Item 9. d. *"The money will be used to ~~send~~ fund the existing Paramedic Scholarship program."*
ii. Item 12. ii. 1 *"President Michelini stated that ~~that~~ would be something that will be presented at the educational meetings."*
c. Director Miller made a motion to accept consent item a. as amended. Director Harkness seconds the motion. Motion carries.

8. FIRE CHIEF'S OPERATIONS REPORT

- a. Chief Kushen reported the following:
 - i. No significant calls.
 - ii. Fireplace ash disposal is still a problem. There was another dumpster fire at the transfer station.
 - iii. There continues to be a "right of way" problem. When you see red flashing lights, be sure to pull over to the right.
 - iv. Facilities
 1. Station 90 – Insurance Company has rejected district's claim for coverage.
 2. Scope of work document for the repair of the station are currently with legal counsel.
 3. Admin generator has been returned and installed.
 4. Generator at FS 88 needs to be replaced. It has failed repeatedly and was never capable of running all of the necessary functions of the facility. This includes opening of the apparatus bay doors and running of communications services.
 - v. Apparatus
 1. E 90 is permanently out of service due to transmission failure. We temporarily have a loaner of an OES engine from Roseville.
 2. Staff is currently looking at forming a JPA (Joint Powers Authority) between the 3 sister districts to acquire a type I reserve engine that will be paid for and maintained by all 3 agencies. The apparatus would then be available if needed to any of the 3 participants.
 3. New engine modifications are still being worked on. The 4wd is being installed. Both FHF and PHF will be sending staff to Southern CA to do the initial acceptance of the engine.
 - vi. Staffing
 1. Another full time employee resigned effective February 16th.
 2. Just completed a joint testing between FHF and PHF to establish a hiring list to fill vacancies.
 - vii. Grants
 1. Regional SCBA Grant – Hope to have new equipment up and running by this fall.
 2. FHF will need to complete annual testing of their current SCBA since the new ones will not be received until fall.
 - viii. Regional Evacuation Planning
 1. Chief Kushen met with several county chiefs and OES to discuss evacuation maps. Templates are being developed. It was decided that Colfax will be done first.
 - ix. Policy Update
 1. Lexipol Group met on February 28th. It was attended by President Michelini and District Manager Metz. We will continue to keep working on getting the policy manual up and running for the four participating districts (FHF, PHF, NEW, and RYN).
 - x. Public Information
 1. Patrice and FF Rotheram are still working on the new website. They hope to have it up and running by the April board meeting.
 - xi. Prevention Activities
 1. Fire Marshal Brothers is currently preparing for the ISO audit which is due for all three districts (FHF, PHF, and NEW) this fall.

xii. Administration Information

1. The ambulance financial information is through 1/31/2019.
2. In 2018 Patrice had notified ADP (our payroll processing service) that they were charging FUTA *Federal Unemployment Tax Act* to our payroll tax liability. We are not subject to FUTA because we don't pay income tax. She received a notice from the IRS finally, stating that FHF will be receiving a \$3,894.15 refund. She just has to send in a little bit of paperwork.
3. Patrice is preparing the annual compensation report to send to the state in April. The numbers will ultimately end up on transparentcalifornia.com.
4. Our Benefit renewal date is 4/1/2019 so we're in our *open enrollment* period now. Patrice will be helping each of the employees to renew or make changes as necessary.

9. ACTION ITEMS

a. Standardized language for reporting fire station locations.

- i. The Fire District receives regular inquiries from insurance agents, underwriters, and insurance companies regarding the location of the Districts staffed fire station(s). For insurance purposes, the District provides, as requested, the road miles to the closest staffed fire station. Under normal circumstances this is a simple response. However, with Station 90 temporarily closed due to structural damage there is confusion as to which fire station should be listed as "staffed".

In February of 2018, in response to fiscal constraints and after receiving a Fire Station Closure Report, the Board of Directors closed fire station 88 on Gold Street. Station 88 (Gold Street) was designated as closed – not staffed until such time that additional revenue can be developed to reopen and staff the facility. In November of 2018, water intrusion into Station 90 in Todd Valley, lead to discovery of significant structural damage along support beams holding up the roof of the apparatus garage. The District, to provide for employee safety, has temporarily moved the personnel to Station 88 (Gold Street).

The question now is; which station is considered "staffed" by the Fire District for the purpose of responding to inquiries from insurance providers. Since the District has acted to close Station 88 (Gold Street) until additional funding is available to reopen the station, and has taken action to designate station 90 (Todd Valley) as the only remaining staffed fire station, the following language is recommended as the District's response to insurance inquires requesting road distance to closest staffed fire station.

The closest fire station is station 90. The distance is X. Station 90 is temporarily unstaffed due to structural damage and repairs are expected to take between two and four months after which the station will again be open and staffed.

1. There was much open discussion between the Board and the audience.
2. President Michelini is in favor of the proposed language as presented above since the closure is temporary and FS 90 is the board designated staffed station.
3. Director Harkness thinks that whichever station is physically "staffed" on the day an insurance inquiry is received is the station that should be used for calculating distance.
4. Director Miller would like further information regarding the legality of saying that FS 90 is the district's "staffed" station.
5. President Michelini directed staff to send the question to legal counsel for an opinion.

- b. Utilization of the *Firefighter Candidate Training Center* for identifying candidates for entry level vacancies.
 - i. Recommendation: The Board of Directors approve utilization of the *Firefighter Candidate Testing Center* as the primary source of identifying potential candidates for entry level vacancies.
 - 1. President Michelini gave the background and purpose of the FCTC to the Board and audience as presented in his Director's Report.
 - 2. Director Miller made a motion to approve the utilization of the *Firefighter Candidate Testing Center*. Director Harkness seconds the motion. Motion carries.
- c. District letter to community regarding need for Measure B.
 - i. Recommendation - The Board of Directors authorize Director Michelini to develop and deliver a letter to the community regarding the need for Measure B.
 - 1. Director Harkness made a motion to authorize President Michelini to develop and deliver a letter to the community regarding the need for Measure B. Director Miller seconds the motion. Motion carries.
- d. Volunteer Support Program Position Descriptions.
 - i. Director Miller requested the following amendments:
 - 1. Heavy Equipment Operator Support Volunteer, Remarks
 - a. *All applicants for this position must complete a live scan criminal history background check. ~~Licensing required for this position may be satisfied by a California Class "C" Driver's License with Firefighter Endorsement.~~*
 - 2. Video and Photography Support Volunteer, Uniform
 - a. *District uniform is required for this position. Activities at the scene of emergency incidents requires use of identifying basic personal protective equipment.*
 - ii. Director Miller made a motion to accept the Position Descriptions as amended. Director Harkness seconds the motion. Motion carries.

10. DISCUSSION ITEMS

- a. None

11. REPORTS

- a. Finance Committee
 - i. Met on February 28th to discuss Budget Development Process for next FY and to Identify Labor Costs for 2019/2020. President Michelini also reported that the Finance Committee will likely recommend to the full board that staffing be reduced to two people per day on July 1 if Measure B does not pass.
- b. Labor Relations Committee
 - i. Will meet on March 27th.
- c. Long Range Plan Committee
 - i. No meeting was held.
- d. Director's Reports
 - i. Director Miller reported that he attended the last FSC (Fire Safe Council) meeting.
 - 1. BLM land on FH Road where all the trees have fallen has been leased by the FH/TV Miwok Indians. They will eventually take it over and asked the FSC for help cleaning it up.
 - 2. BLM has a Fireline Assessment with a 30 day appeal process. It covers their lands for hazardous tree removal.

3. On the next meeting agenda, Director Miller would like to discuss creating an ad-hoc committee comprised of two board members from FHF, PHF and NEW for the purpose of sharing information since we are all connected through our contract for Chief and Administrative Services.
 4. On June 23rd Monte Verde will be holding a Fire Safe event.
- b. Director Harkness brought up the Board Bylaws, specifically the portion that states that any new hire above the rank of Lieutenant must be approved by the Board. President Michelini said that the Bylaws are going to be reviewed and updated in the future.

12. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
 - i. FF Rotheram reported that the Fill the Boot Drive will be held on 3/30 and 3/31 in front of Worton's.
 - ii. We're currently getting ready for our annual Easter event.
- b. Foresthill/Iowa Hill FSC
 - i. No report

13. CORRESPONDENCE

- a. Letter dated 3/11/2019 from Cindy Connor and Virginia Page re: Acknowledgement of receipt of letter dated 12/12/2018.
 - i. The original letter was received and filed. This is not a Fire District matter and has previously been dealt with by the FVFA.

14. OLD BUSINESS

- a. None

15. ADJOURNMENT

- a. President Michelini adjourned the meeting at 8:47 p.m.

Respectfully Submitted:



Patrice Metz, Board Secretary