



Foresthill Fire Protection District

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DISTRICT BOARD
RICHARD HERCULES
PRESIDENT
JOHN MICHELINI
VICE PRESIDENT
CHRIS REAMS
DIRECTOR
TROY SIMONICK
DIRECTOR
LIZ WILLIAMS
DIRECTOR

JED MATCHAM
FIRE CHIEF

Foresthill Fire Protection District
Minutes of the Regular Board of Directors Meeting
Thursday, January 19, 2023
District Administration Office
24320 Main St., Foresthill, CA 95631

1. CALL MEETING TO ORDER

- a. Meeting called to order at 6:00pm

2. FLAG SALUTE

- a. Led by Director Simonick

3. ROLL CALL OF DIRECTORS

- a. President Hercules, Vice President Michelini, Director Reams, Director Simonick, Director Williams were present
- b. Chief Matcham was present

4. AGENDA APPROVAL

- a. Director Simonick moved to approve the agenda with the addition of action to amend Chief job description as item h and move h to i, second by Vice President Michelini, passes 5/0.

5. PUBLIC COMMENT

- a. Paula Bertoncin mentioned about El Dorado County and a few other filed suit against PG&E. Since we had loss of revenue during the Mosquito Fire would we follow up in the suit. Also mentioned about depreciation of Foresthill properties due to the fire. Raylene Tam asked about how the stations are staffed, due to one station closed during staff shortage.

6. CONSENT ITEMS

- a. Motion made by Vice President Michelini to approve the consent items; the minutes from the December 08, 2022 - Regular Board Meeting, January 09, 2023 - Finance Committee Minutes, and the FM6 documents, second by Director Simonick, roll call vote, passes 5/0.

7. FIRE CHIEF REPORT

District Information

- New hose testing equipment has started arriving – AFG grant funded
- AFG grant for type 1 fire engine was denied
- Handtevy application being customized for staff – ready to being launched
- Met with Supervisor Gustafson to research funding mechanism for new fire station
- Lexipol policies drafts set up and staff has started to review/edit templates
- CIRA Board voted FFPD into the JPA
 - Chief Matcham is now a Board member
 - Patrice Metz is the alternate

- Municipal Services Review project in the process – approx. 45% of tables have been filled out
- New Command vehicle still at Lehr facility, they are looking at end of month for delivery
- Captain Kirk passed probation

Staffing

- Power Point presentation
- Currently have 1 line staff member on light duty
- 2 FF/PM left employment for another agency
- Multiple candidates interviewed for our openings
- 1 FF/PM hired – now minimum staff qualified
- 1 FF/PM hired – to start 5-call on January 15, 2023
- 4 Fire Captain candidates invited to the Captain Assessment – scheduled for January 31, 2023
- 1 FF/PM vacancy
- 1 Fire Captain Vacancy
- Sent out 350 invitations in December of which only 4 people replied, January we sent out 150 invitations. Both from the FCTC list. Our salaries are the biggest hurdle at this time. Facebook, social media advertising, have launched national advertising as well.
- At this point we have to look at contracting out ambulance services. He has contacted AMR, Alpha one (does not have staff for this) and Medic Ambulance for pricing.
- Going down to 3/0 at station 90, if closing station 88 as needed. May go to 2/0 at station 90 to not overwork the staff.

Incident Responses

- Total responses for the month of December: **62**
 - Total 1/1/22 to 12/31/22: **745**
 - 2021: **755** **Increase YTD: -1.3%**
- Ambulance Transports in December: **38**
 - Total transports 1/1/22 – 12/31/22: **399**
 - 2021 = **374** **Increase YTD: 6.3%**

Training

- 380 hours for month of December

Community Risk Reduction

- 6 inspections for month of December
- 2022: **130** / 2021: **105**

Support Services/Fleet/Facilities

- Fleet:
 - E90 Back in service
 - Issue with scene lights persists
 - B88 out of service, major repairs to transfer case
 - B90 Repaired – back in service as B88 less cost than we expected
 - New command vehicle at LEHR for build out
 - OES4614 sent to OES shop for annual service and upgrade of PTO shift – Back in service at St 90
 - M88 received new brakes/rotors

- 8800 received new brakes/rotors
- Facilities:
 - Ramp at Station 90 construction completed
 - St 90 exhaust removal vent was of service – estimate of \$9,700 for repairs, found someone else to do it for approx. \$7,500.00
 - Notes--Vice President Michelini asked if CIRA would do our Workman's comp and he would like to see the MSR package before sending it off.
 - Paula Bertocin asked about what facilities we are discussing. We are exploring any options to replace Station 88 which is too small for some of our equipment.

8. ACTION ITEMS

- a. Administer the Oath of Office to Richard Hercules, Troy Simonick, and John Michelini.
- b. Adopt standing committee charters and assignments. Question should it be part of by-laws or section 12 of policies. Motion made by Vice President Michelini to adopt the charters and committees, to be put in the board by-laws or policies at a later time, second by Director Reams, roll call vote, passes 5/0.
- c. Review and approve mid-year budget adjustments from the Finance Committee. Chief Matcham recommends to reallocate \$6,795.00 to act 6331091, Station 90 major repairs for the exhaust system. Also, to reallocate \$8,650.00 to account 70634 for the CPA Audit since it was missed from the year not done. Use money carried over from last year. Motion made to approve by Director Reams, second by Director Williams, roll call vote, passes 5/0.
- d. Appoint negotiator for the district for the Local 3800 Labor Agreement and approve the funding required. Contacted 2 entities to operate as negotiator, it works to about the same cost using either quote. Suggested going with our current legal counsel as negotiator since they are familiar with the district, approve \$25,000.00 from reserves if necessary at end of year to cover the cost. Motion made by Vice President Michelini to approve the recommendation to designate an outside agency, KMTG to represent the district, second by Director Williams, roll call vote, passes 5/0.
- e. Adopt Acting Duty Officer policy revision 3. Chief Matcham went over this most recent revision, adding Chief officer 3A/B, clarified about not cancelling another battalion chief on a call in the side letter. Motion made to approve by Vice president Michelini, second by Director Simonick, roll call vote, passes 5/0.
- f. Approve additional funding for the Department Operations Center (DOC) for \$4,250.00 onetime appropriation. It was used by various command teams during the recent Mosquito Fire and they paid some rent for the time used. We need to work on upgrading and finishing up the DOC as needed. Director Simonick made motion to approve funds use, second by Director Williams, roll call vote, passes 5/0.
- g. Approve purchase of video conferencing equipment for the board room not to exceed \$2,500.00. This would be to video taping meetings, possible live stream. Purchase 2 cameras, box with inputs for switching, wireless conference microphone system, cables and connectors. Motion to approve by Director Reams, second by Vice President Michelini, roll call vote, passes 5/0.
- h. Chief had an emergency action to amend the job description of policy 4-008 job description of Firefighter. Chief discussed the differences in the requirements. Motion made by Vice President Michelini to amend all job descriptions for include reciprocal or

equivalent IPSAC and pro-board certifications wherever applicable, second by Director Williams, roll call vote, passes 5/0.

- i. Adopt Resolution 2023-0 to admonish board member conduct during a closed session meeting November 10, 2022. This was presented to the board by our legal team, expectation of the highest levels for our board members. Motion made to approve by Vice President Michelini, second by Director Reams, roll call vote, passes 4/1.

9. DISCUSSION ITEMS

- a. Blue Ribbon Committee responses and list update. Fire staff present at meeting chose the numbers out of the box for the community member positions. Names chosen for primary are Samantha Meltz, Gilean Dean, Kiera Earney, with alternates of Josh Hollinsworth, Melissa Magorian, & Denise Aiello. Date to be set for the orientation meeting.

10. REPORTS

- a. Finance Committee
 - i. Met Jan 09, we are 1.5 % overbudget mid-year, approx. \$28,000.00 is about the same amount we did not collect in ambulance revenue during fire. Going forward our year end projection is looking fine.
- b. Long Range Planning
 - i. Have not met. We were able to secure a grant writer, Larry Davis, for our AFG grant. He will do this for free. Went over the money nationwide that is available for grants and the vehicle portion is not that many to be offered. We have to focus on Type 3 vehicles. Will meet with the chief soon.
 - ii. Discussion on the vehicles we have and how best to replace them. Discussion on type 3 engine rebuild and costs involved.
 - iii. Received email that someone has been assigned to our application for PERS.
- c. Assets and Facilities Committee
 - i. Not met
- d. Director's Reports
 - i. Request a special Board meeting for January 26 at 11am, to accept the Middle Fork monies and the Audit approval.

11. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
 - i. None
- b. Foresthill & Iowa Hill Safe Council
 - i. Will have a fire safety class on broadcast burning.
 - ii. There is now a map being produced showing the projects in our area.
 - iii. Hearing was done for the Mosquito Ridge property. Hearing officer found the property is in violation, 10 days to be fixed, issue a \$500.00 citation, had another 15 days and work was done, so citation was rescinded.

12. CORRESPONDENCE

- a. None

13. OLD BUSINESS

- a. None

14. CLOSED SESSION

- a. None

15. ADJOURNMENT

- a. Meeting adjourned at 7:58pm.

Respectfully Submitted:



Shonne Epperly-Elgin
Administrative Assistant