



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, December 3, 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 delay Action Item #6 until after Reports are given (before Public Comment) because it may be a lengthy discussion and he wants the guests to speak and have the option to leave. VP Greene made a motion to approve the agenda as revised. Director Reed seconds the motion.
Motion carries.

Approval of previous Regular Meeting Minutes:

Director Reed made a motion to accept the minutes of the November 5th regular meeting as presented. VP Greene seconds the motion.
Motion carries.

Approval of October Expenses:

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

Fire Chief Operations Report:

Chief Gow reported the following items:

- Policy and Procedure updates have begun.
- The training schedule has been updated.
- We have implemented the new scheduling program (Aladtec). It will:
 - Simplify Payroll
 - Simplify Scheduling
 - Handles Shift Trades
 - Time Off Requests
 - Forms are Completed and Routed within the Program.
- Critical tasks have been completed:
 - Ladder Testing
 - Maintenance Program
 - Hose Testing is in process.
 - Turnout Maintenance SOG
 - Mask fit testing to start next week.
 - Employee evaluations – Chief to start soon.
- Our breathing apparatus time out next year. Matt Jelle is working on a grant.

Action Items:

1. Provide direction to staff regarding Policy #5-008, Administration Holidays.
 - a. The Board reviewed a sheet with the financial breakdown of approving the following paid Administrative Holidays:
 - New Year's Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day After Thanksgiving
 - Christmas Day.
 - b. VP Greene had some concerns about the additional financial liability to the district. Secretary Metz explained that the liability is in lost productivity only. Her payroll is based on 2080 hours per year regardless if the hours are regular or holiday pay.
 - c. Director Reed made a motion to adopt policy #5-008 as presented. The policy will only be effective for non-represented, full-time administrative personnel. Director Harkness seconds the motion.
Motion carries.
2. Board discussion and possible action to eliminate the Deputy Fire Marshal position.
 - a. Director Arthur asked who is handling the workload now. Chief Gow stated that he and Captain Drone are handling it.

- b. Chief Gow further stated that Chief Kirk has very specialized skills in this area that he doesn't have. Chief Gow has spoken to Chief Kirk about the possibility of coming in to handle some tasks as a consultant to FFPD.
 - c. Director Arthur made a motion to eliminate the Deputy Fire Marshal position effective 1/1/2016. Director Reed seconds the motion.
Motion carries.
3. Board to select candidate for LAFCO vacancy.
- a. Director Arthur nominates President Reams to run for the vacancy on the LAFCO board. Director Reed seconds the motion.
Motion carries.
4. Authorize the Fire Chief to request dry period financing in the amount of \$100K from the Placer County Treasury to augment cash flow until January 30, 2016.
- a. VP Greene made a motion to authorize Chief Gow to request dry period financing in the amount of \$100K. Director Reed seconds the motion.
Motion carries.
5. Accept final 2014/2015 financial audit.
- a. Director Reed made a motion to accept the financial audit as prepared by Robert Johnson Accounting Agency. VP Greene seconds the motion.
Motion carries.
6. Form a temporary ad-hoc committee to establish a strategy plan for a possible tax measure.
- a. President Reams announced that there will be a Special Board Meeting on Saturday, December 12th at 10a to get board approval to begin working on a possible ballot measure.
7. Accept the 2016 Regular Board Meeting Calendar.
- a. Director Reed made a motion to accept the 2016 meeting calendar as presented. Director Arthur seconds the motion.
Motion carries.

Discussion Items:

- 1. Placer County Consolidation Study.
 - a. Citygate will be interviewing the Chief and some staff soon for the County sponsored consolidation study.
 - b. Special District group is scheduled to meet on 12/6.
 - c. Chief asked Mr. McEldowney if the county will help pay for the cost of an election. Mr. McEldowney told Chief Gow he (McEldowney) will have to ask others at the county.
 - d. Middle Fork money has been requested from Placer County.
- 2. New FFPD Website demonstration.
 - a. Jeff Roche from My Computer Solutions made a presentation showing the new FFPD website.

- i. Website went live on 12/3.
 - ii. It is 90% completed.
 - b. The response from the board was positive.
3. Reconsider paying for 2015/2016 CSDA membership.
 - a. Dane Wadlé, Public Affairs Field Coordinator with CSDA spoke to the board about the benefits of joining CSDA.
 - i. CSDA has 5 lobbyists.
 - ii. Professional Development Program
 - Workshops
 - Annual Conference
 - Webinars
 - iii. CSDA has a nonprofit organization, Special District Leadership Foundation that gives scholarships to special districts with a budget less than \$10M.
 - iv. Mr. Wadlé will ask about a dues reduction for FFPD since our budget is very tight.
4. Remove from agenda per Director Harkness.
5. Put on January agenda as a Discussion Item.

Reports:

1. Labor Negotiations Report
 - a. Will be discussed in closed session.
2. Firefighter Association:
 - a. Gerry Fogel has been re-elected President.
 - b. Denise will serve as Vice President.
 - c. Patrice will serve as Treasurer.
3. New Construction Fees Collected:
 - a. \$1,762.40 collected in November.
4. EMS Operations Report
 - a. November Call Volume:
 - i. 49 Calls
 1. 35 Medical
 2. 5 MVA
 3. 6 Smoke Checks
 4. 1 Structure Fire
5. Deputy Fire Marshal:
 - a. None
6. Foresthill & Iowa Hill Fire Safe Council Report:
 - a. Director Harkness reported on a couple of projects:
 - i. Pipeline project is complete.
 - ii. Michigan Bluff project will be starting soon.

Public Comment:

None

Correspondence:

None

Old Business:

None

ANNOUNCEMENT OF CLOSED SESSION: (7:43pm)

§54957.6 Conference with Labor Negotiators

In attendance: Chief Gow, VP Greene, Director Reed, Director Harkness, Director Arthur,
OM Metz.

Regarding Negotiations with IAFF Local 3800.

9:15pm, VP Greene announced that no action has been taken during closed session.

Meeting adjourned at 9:20 p.m.

NEXT MEETING: THURSDAY, JANUARY 7, 2016

6:00 P.M.

Respectfully Submitted:



Patrice Metz, Board Secretary