



BOARD OF DIRECTORS
Foresthill Fire Protection District

P.O. Box 1099 Foresthill, CA 95631
Office: (530) 367-2465 Fax: (530) 367-3498
www.foreshillfire.org

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 Special Board of Directors Meeting
Thursday, October 17, 2019
District Administration Office
24320 Main St.
Foresthill, CA 95631

1. CALL MEETING TO ORDER

- a. President Michelini called the meeting to order at 6:08 p.m.

2. FLAG SALUTE

- a. Captain Jelle led the Flag Salute.

3. ROLL CALL

- a. All Directors were present.
b. Chief Kushen was present.

4. AGENDA APPROVAL

Fire Marshal Vern Brothers requested that the board scratch item 8. (c) and include it as an action item on the November agenda. Director Reams made a motion to amend the agenda as requested by Fire Marshal Brothers. Director Miller seconds the motion. Motion carries.

5. PUBLIC COMMENT

- a. Steve Smith enquired as to the status of deeding unused district property back to their respective HOA's.
- i. President Michelini stated that nothing has been done yet. Each of the agreements have to be looked at individually and legal counsel has to be consulted prior to any decisions being made.
- b. President Michelini:
- i. Thanked the board for authorizing the purchase of the new ambulance. Here it is two weeks later and we have taken delivery of it.
- ii. We have another display wall in the meeting room. There was an issue with the first one and when Vista print was contacted they opted to send a whole new setup instead of just the defective piece. As a reminder, these items were obtained through a donation to the fire district.

6. CONSENT ITEMS

- a. Director Harkness requested to pull item a. ii. for separate discussion.
- i. Director Harkness made a motion to approve consent items a. i. (minutes of 9/10/2019 Long Range Planning meeting) and a. iii. (minutes of 9/26/2019 Special Board Meeting) as presented. VP Simonick seconds the motion. Motion carries.
- ii. Director Harkness asked for clarification of the following:
1. Current vacancies. Chief Kushen addressed this. The testing and backgrounds have been completed for one F/T Engineer and one F/T Firefighter. They have been made conditional employment offers contingent on their successful completion of the district's physical and drug screen. Patrice stated that both candidates have been referred to Occu-Med for scheduling.

2. Facilities – Where do we stand on station 90 repairs? Patrice reported that we still have not received anything back for any contractors and she has put in a second request with Wechsler Custom Homes through Mr. Wechsler’s assistant, Brian Wahl. Chief Kushen reported that he was approached by Brian Toppel of Tricorp Group regarding this issue. President Michelini reported that we have a bid by a contractor but are not releasing that information until we are able to see other options.
 3. Administration – Status of PERS application. Patrice reported that the application has been submitted. The PERS Board only meets a few times per year to approve agencies to move in to the “actuarial” phase. We are in the queue.
 4. Item 8. g. i. make the following correction: “...~~President~~ Director Reams...”
- b. President Michelini requested to pull item 6. b. for separate discussion.
- i. President Michelini asked Secretary Metz to speak to the fact that there is not a report indicating Budget vs. Actual in the board document package. Patrice indicated that with the complete restructure of the budget this year it has taken considerable time to update all of the accounts in QuickBooks. Also, as the accounts are updated, the previous years’ accounts will be converted to the new layout, we were hoping to have completed the financial audit for FY 18/19 before making all the changes. With the power outage last week the audit had to be postponed until at least November. The new layout and proper reports will be available at the next board meeting.
 - ii. Director Harkness made a motion to approve item b. as presented. VP Simonick seconds the motion. Motion carries.

7. FIRE CHIEF’S OPERATIONS REPORT

Total September calls - 54; (53 %) 29 calls which were M/A’s (23 transports 79%)

Thankfully, we had no Structure or Vegetation fire calls during September.

Significant Incidents:

- Bicycle accident Peavine road. One pt. flown to SRMC by Cal Star.
- Vehicle accident two vehicles in front of Monte Verde Major damage. Took two hours to clear the scene.
- Generator explosion on Black Hawk Rd. with one pt. transported and a small vegetation fire that crews quickly extinguished. Due to PSPS
- Generator caused CO alarms. (remind Public of generator safety)
- Tesla Over the edge on Mosquito ridge road. (non-injury)
- Medical rescue Deadwood Rd. 2 patients rolled a vehicle 250 feet down off the road. Minor to moderate injuries. M-88 C-2 SRMC.
- Motorcycle accident at Sugar Pine OHV -1 pt. w/ major injuries flown by CAL STAR to SRMC
- Vehicle rollover at Foresthill Rd. at Deadwood involving extrication with 1 fatality and two major injuries one air transport and AMR transport.

Staffing:

Current Vacancies: 1 Eng. – We have completed the testing with one successful applicant currently in the background process.

FFPM vacancy -We conducted resume review and interviews for 2 applicants from the Firefighter Candidate Testing Center (FCTC) list. We currently have one candidate also in the background process.

ISO Update:

- Communications- 10% - Dispatch Center capabilities, Primary/Secondary PSAP's
- Fire Department- 50% - Staffing levels, incident notification methods, Response capabilities, Mutual & Auto Aid resources, Training, Apparatus (GPM) & Equipment Inventory carried-
- Water Supply – 40%
- Community Risk Reduction Plan – Fire Prevention 5.5 Points

Apparatus:

New Type 1 Engine is very close to being in service. Door emblems and lettering has been completed. We had a very successful ceremony, open house and pancake breakfast on Sat. 9/21 at Sta. 90 that was well attended by our community.

OES SAFE Act Eng. has been in service and currently operating out of Sta. 90.

Both B-88 & B-90 are in service. M-88 is back in service after repairs, alignment and maintenance work. M-89 front suspension work completed and it's back in service. We have returned the ambulance that was loaned to us by SPL during the repairs to serve as a backup.

Our personnel took delivery of our new Medic unit yesterday and we will be working to get radios, graphics and any additions completed, add inventory and place in service as soon as possible.

Facilities:

Sta. 90 structural repair work is still pending. We are awaiting the response of local contractors with bids.

Both stations are in service.

The recently repaired generator at Admin. is out of service related to recent repairs

Equipment:

We have received delivery of the FEMA Grant assisted purchase of 22 Scott Self Contained Breathing Apparatus. We will begin training and mask fit testing and will need to upgrade our compressor prior to placing in service.

Bid requests for the compressor upgrades are pending.

FHF District Board approved the purchase of a demo 4x4 ambulance and a re-chassis of M-90 at the Sept. 26th special BOD Meeting.

Monte Verde:

Crews have finished bucking up the trees on the FHF lot. The majority of the large rounds have been removed.

We've received 1 bid for their annual maintenance work which will be reviewed under Action Item "e".

We will be bringing an action to the November Agenda for notification letter to Monte Verde HOA to terminate CSA ZOB Agreement to Maintain Fuel Breaks.

New Firewise application and evaluation completed on the Silverleaf Firewise Community.

Admin.:

Maggie Stern has resigned from the law firm representing us and we will have a new attorney representing our District. She has accepted a position with the Judicial Council of California. Constantine Baranoff will be her replacement and has been brought up to speed on our operations and current affairs.

Department fiscal audit will be rescheduled due to the PSPS

Operations:

We are continuing the bi-weekly Captains training to build and diversify our personnel's skills.

Prevention:

Grant funding ended at the end of September for the Fire Marshal position. The original grant was written to provide funding for establishing a fiscally self-supporting Fire Prevention Division. Currently, there is significant permitting, plan check and inspection fees being generated by all 3 Fire Districts. The PHF District Board has voted to temporarily fund the position for an interim 90 days to allow time to meet with NEW & FHF for an operational plan for continuing our Fire Prevention Services.

Our District Board committees from PHF, NEW & FHF are going to meet very soon to address these recently added critically important and valuable services we provide to our community.

PG&E's recent PSPS resulted in no major public safety issues in FHFDP. Crews NEW utilized the generators to provide essential power for radios, lights and refrigerators.

Our Admin. Facility was closed for the days Foresthill was without power.

8. ACTION ITEMS

- a. Approve Resolution No. 2019-07 RESOLUTION TO ESTABLISH THE FORESTHILL FIRE PROTECTION DISTRICT'S APPROPRIATION (GANN) LIMIT FOR FISCAL YEAR 2019-2020.
 - i. Patrice read the staff report aloud.
 - ii. Director Harkness made a motion to adopt Resolution No. 2019-07 as presented.
Director Reams seconds the motion.
 1. Micheline AYE
 2. Simonick AYE
 3. Harkness AYE
 4. Reams AYE
 5. Miller AYE
 - iii. Resolution is adopted.
- b. Approve FEMA AFG GRANT APPLICATION REQUEST - TYPE 1 FIRE ENGINE.
 - i. Chief Kushen explained the process for submitting a grant request to FEMA for a new Type I Engine. The District's cost share (on a \$625K engine) would be 5% or approximately \$31,250.00.
 - ii. VP Simonick made a motion to authorize the Fire Chief to apply for a FEMA AFG Grant to try and obtain a new Type I fire engine. The 5% matching funds will be taken from the Capital Improvement Plan if the grant is awarded.
 1. Micheline AYE
 2. Simonick AYE
 3. Harkness AYE
 4. Reams AYE
 5. Miller AYE
 - ii. Grant application request is approved.
- c. Approve first reading of Ordinance 2019-02 (as revised) AN ORDINANCE OF THE FORESTHILL FIRE PROTECTION DISTRICT REQUIRING THE ABATEMENT OF HAZARDOUS VEGETATION.
 - i. This item was scratched from the agenda at the request of Fire Marshal Brothers.
- d. Give staff direction on how to proceed with repair/replacement of generator at Admin.
 - i. The board discussed the topic and decided not to take action, but to keep working on a solution up to and including purchasing a new unit. \$5K was appropriated at the September 12th Regular Meeting.

- e. Award contract for Monte Verde Estates *Fuels Reduction Project*. (1 bid received)
 - i. The bid from Bella Wildfire & Forestry was reviewed by the board. They commented on how well the bid package was put together.
 - ii. Director Reams made a motion to award the contract to Bella Wildfire & Forestry as presented. Director Miller seconds the motion. Motion carries.
- f. Consider request from MVE HOA for reimbursement of \$11,100.00 for weed abatement expenses (goats) from the MVE CSA. Current balance in fund is: \$34,500.51.
 - i. After significant discussion by the board, it was decided to refer this to Placer County to make sure that this is an appropriate use of the CSA funds since it is for weed abatement in the “*common areas*” and not specific to maintain the shaded fuel break or fire access roads. This item will be brought back for possible action at the November meeting.
- g. Appoint two board members to represent the fire district on the Placer County Fire Services Sustainability Task Force.
 - i. Director Miller made a motion to assign Michelini and Reams to the Placer County Fire Services Sustainability Task Force. Director Simonick seconds the motion. Motion carries.
- h. Consider request by Heidi Matcham to put the District’s logo (patch) on her Habanero Olive Oil product. A portion of each sale will be donated to the fire district.
 - i. The board did not feel it was appropriate for them to allow the district’s logo to be used on a commercial product. However, a tag indicating that a portion of the proceeds are being donated to the district can be placed on each bottle, if Mrs. Matcham chooses. No motion was received. No action taken.

9. DISCUSSION ITEMS

- a. Discussion - Modification to District Bylaws – Conflict of Interest
 - i. President Michelini recapped the history of the bylaw amendment request from Director Harkness.
 - 1. There is the potential for a *conflict of interest* if a board member votes as a member of the FVFA to move funds from the association to the fire district.
 - 2. President Michelini contacted a friend of his, Diane Chin, Associate Dean of Law at Stanford University, she agreed that there isn’t anything “codified” in law, however, it doesn’t have to be in law for a board to decide it’s a conflict of interest.
 - 3. President Michelini would like the FVFA to address this issue a by only accepting funding requests submitted by the “board” and not an individual “board member”, and by possibly limiting voting rights to the FVFA officers.
 - ii. The board decided to bring it back as an action item at the November meeting.
- b. Letter from VFW Post 11294 re: Request to fly National POW/MIA flag at each fire station.
 - i. Captain Jelle was on a call when this item came up so it will be put on the November agenda for action.
- c. Discuss Fire Prevention Services
 - i. President Michelini reported that an email has been received from PHF Board President Hills asking to discuss the funding of the Fire Marshal position in light of the grant application to further fund the position being denied.
 - ii. President Michelini stated that FHF currently has no funding for a Fire Marshal position. Our current agreement with PHF for Chief and Administrative Services the Scope of Work currently covers fire prevention services as part of the fee we already pay (\$115,400.00/year).

- iii. The Finance Committee will meet with PHF and report back at a later date.

10. REPORTS

- a. Finance Committee
 - i. Finance Committee will set meeting date.
- b. Labor Relations Committee
 - i. President Michelini reported that he asked Patrice to put together a salary and benefit proposal for the committee to review.
- c. Long Range Plan Committee
 - i. Director Miller reported that he and Captain Johnson went out and looked at all the fire access roads.
 - ii. President Michelini reported that the LRP committee met on 9/10.
 - iii. Committee set 5 goals for this winter:
 - 1. Develop AM alerting Radio Station
 - 2. Evaluate existing Emergency Escape Roads located in Todd Valley and develop plan for on-going maintenance and methods for communicating locations and appropriate use.
 - 3. Identify potential Safe Refuge Areas within the community to recommend to County OES.
 - 4. Develop and organize local Ham Radio capability for improving local emergency communications during an area-wide emergency.
 - iv. President Michelini reported that he met with the new school superintendent to discuss several topics, including,
 - 1. Use of the old school's playground for training.
 - a. There are lead and asbestos abatement issues on the site so it is not available.
 - 2. Shared maintenance personnel (facilities).
 - a. The school district is stretched very thin as it is. They don't have any capacity to spare.
 - 3. Acquisition of unused fuel system.
 - a. Currently FFPD is paying retail for fuel and is at the mercy of Valero's generator to pump fuel during a power outage. It would be in the best interest of the fire district to look at ways to be self-sufficient in the area of fuel for apparatus. Put as action on November agenda.
- d. Director's Reports
 - i. None

11. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
 - i. No report
- b. Foresthill/Iowa Hill FSC
 - i. Director Miller reported that there is now a "Silverleaf" Fire Wise Community in Todd Valley.

12. CORRESPONDENCE

- a. Letter dated August 29, 2019 from *Trailhead Estates Owners' Association* re: ASRA.
 - i. The board thanked the TEOA for their correspondence.
- b. Letter dated September 4, 2019 from *Foresthill Residents for Responsible Growth, Inc.* re: Insurance Crisis in Placer County.
 - i. The board thanked Mrs. Wicks for her correspondence.

- c. Email from Chief Kushen re: *Designation of Non-Buildable Parcels*.
 - i. Chief Kushen was responding to a call when this item was discussed. President Michelini is of the opinion that the County, by virtue of issuing a letter to Carol Hewitt regarding the development potential of her property, should be the entity to determine if a property is developable or not. The fire board has no authority to make such a determination.
- d. Email from Don Wolf, MVE re: *MVE Alternate Access Routes*.
 - i. Chief Kushen will draft a reply letter to Mr. Wolf.

13. OLD BUSINESS

14. CLOSED SESSION:

- a. Public Employee Performance Evaluation (§ 54957(b)(4)) ⇒ Title: Fire Chief
 - i. The board adjourned to closed session at 8:48 p.m.
 - ii. President re-convened the open session at 9:35 p.m. and reported that there was no action taken.

15. ADJOURNMENT

- a. President Michelini adjourned the meeting at 9:40 p.m.

Respectfully Submitted:



Patrice Metz, Board Secretary