



## **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](http://www.foreshillfire.org)

**DISTRICT BOARD**  
**JOHN MICHELINI**  
**PRESIDENT**  
**CHRIS REAMS**  
**VICE PRESIDENT**  
**TYLER HARKNESS**  
**DIRECTOR**  
**TROY SIMONICK**  
**DIRECTOR**  
**RAY MILLER**  
**DIRECTOR**  
**MICHAEL RIDLEY**  
**FIRE CHIEF**

Foresthill Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Thursday, April 08, 2021  
Meeting held via Zoom Teleconference  
District Administration Office  
24320 Main St.  
Foresthill, CA 95631

#### **1. CALL MEETING TO ORDER**

- President Michelini called the meeting to order at 6:00 p.m.

#### **2. FLAG SALUTE**

- No salute due to zoom constraints

#### **3. ROLL CALL**

- President Michelini, Vice President Reams, Director Simonick, Director Miller and Director Harkness were present.
- Chief Ridley, Chief Whitt and Chief Matcham were present.

#### **4. AGENDA APPROVAL**

President Michelini had an addendum to the agenda regarding an emergency addition to Action items from the American River Community Coalition for us to consider to be a signator to a letter from them to Auburn State Recreation Area proposal. Motion made by Vice President Reams to accept agenda with addition, second by Director Harkness, roll call vote, approved 5/0.

#### **5. PUBLIC COMMENT**

Paula Bertoncin commented about hearing good feedback within the community about our call responses. Very appreciative of their professionalism and thoroughness.

#### **6. CONSENT ITEMS**

- a. President Michelini pulled the Financial report for discussion. Director Miller moved to accept consent items with a couple minor edits to the March minutes, second by Vice President Reams, roll call vote, approved 5/0.
- b. FM9 discussion. Discussion involved Strike Team revenue numbers and how they are reached, Retirement and Employer Contribution, Property Tax Collection Fees, Salaries and Benefits, where we are sitting at current budget at 75%. Need to work on service and contracts that will need correct numbers for next years budget. Vice President Reams moves to approve FM9 financial reports, second by Director Miller, roll call vote, approved 5/0.

#### **7. FIRE CHIEF'S OPERATIONS REPORT**

##### **Calls for March 2021**

Total: 49

Total to Date: 147 2020: 217

Breakdown:

##### **See report attachments in agenda package:**

Medical Transports this month: 20 Total transports for the year: 60 (2020 = 74)

Breakdown of 3 separate stations, patient transportation, etc.

## **District Information**

- Chief Ridley attended numerous Zoom meetings (Townhall, Long Range Planning, Western Placer County Fire Chiefs, Western Placer County Operations/Training Chiefs, CWPP, Local Hazard Mitigation Plan)
- The Senior Management team met to discuss District Operational issues.
- ISO updated on our progress to date. They will be coming up here in August or September. They should be finalizing our evaluation in September.
- Meeting with Chief Rufenacht (2304) of CalFire on Operational issues.
- Meeting with Sgt. Griffiths of PCSO on several District plans and Operational issues.
- Meeting with Chief Spencer (Auburn).
- Meeting with Foresthill High School on their new Site Safety Plan.
- Conference call with Chief's Estes and Spencer on Auburn State Recreation Area expansion.
- Chiefs had a meeting with Directors Simonick and Miller.
- Held a meeting with Line personnel on the issues with response into the Tahoe National Forest. Talking about mutual threat zones.
- Scheduled an Energy Audit of District Facilities, but the Company never met the scheduled appointment.
- Have received the offer of five Satellite Phones. Still looking for a communication plan we can work with, as they are costly.
- Hosted a State Fire Training Class: Company Officer 2E – Wildland Incident Operations. Attended by 6 of our personnel and one from Auburn.
- Administration Building and Property: Attentive agreement has been reached and is going to the Board of Supervisors on April 27th.
- PG & E micro grid from last Fall is scheduled for construction starting in June or July.
- SCBA's and old turnouts were picked up on the 24th. Work is being done on old and damaged hose.
- Recruitment for Full Time Fire Fighter Paramedics closed on Friday the 26th. 1 Applicant, 2 Part-Time., opened it back up the next week to several academies.
- Placed two "Fire Danger" signs. One at Station 88 and the other at Station 89. Cost of \$1300.00.

## **COVID-19**

- Cases 211.
- Rate is 330.4/10,000
- COVID-19 vaccination program is in the hands of Placer County Health Department. We may be getting a Mobile Vaccination Program.

## **Facilities**

- Station 90 Apparatus bay repairs are completed. Finished up some electrical issue with the roof work.
- Laundry room at Station 90 has the plumbing contractor completed their work. Waiting for a date on the electrical work.

## **Emergency Management**

- Nothing to report

## **CWPP**

- Jodie Barram

**Community Risk Reduction Division** per Chief Matcham

## **March 2021 Activities**

### **Administrative**

- WPCFCA Monthly meeting
- Multiple FFPD administrative meetings
- Fire Captain Interviews

- Met with management at Auburn Faith Hospital
- Staff meeting regarding backcountry responses

### **Community Risk Reduction**

- RSG! monthly update meeting. Community demonstration day scheduled for May 01.
- Received confirmation that Home Depot and Tuff Shed will be donating a shed for the [RSG!](#) demonstration day
- Placer County LHMP meeting
- Placer County CWPP meeting
- Met with Boy Scouts about Demonstration Day planning
- 2 LPG inspections
- 1 Fire Sprinkler plan review
- 3 Fire Sprinkler Rough-in Inspections
- 1 Fire Sprinkler Final Inspection
- 1 Hazardous vegetation inspection

### **EMS**

- Review of 50% of PCR's and incident reports
- Captain Jelle completed and submitted the annual update of our Continuous Quality Improvement plan

### **Apparatus**

- E88
  - Jaws of life OOS – sent to shop for repairs
- E90
  - New LED headlights
- M88
  - Front tires have significant wear to the inner tread – aligned and received 2 new tires covered by Leader
  - Fuel & DEF filler tubes both have kinks in them – being repaired under warranty
- 1 Fire Sprinkler plan review
- 1 gate inspection
- 1 Hazardous vegetation inspection

President Michelini asked Chief Matcham about the Hazardous vegetation inspections and the time he spends doing them. Asked why we are not training our Engine companies to go out and do these inspections. Cal Fire Station 11 will be out to do this up here before they close the station for the season. Chief Matcham says with Covid restrictions, the engine crews had not been trained. Plans to train them to be using our ordinances. Difference between “Hazardous vegetation” ordinance inspection and what Cal Fire will do as residential inspections.

### **Operations/Training per Chief Whitt**

#### **March 2021 – Training Report**

Total Hours: 465.45 for the month. Documentations is now being entered correctly.

Finished all the SCBA fit testing done with front line personnel. Waiting on resident's while machine is out for calibration.

RT 130 in preparation of Wild Land fires. Will be attending a meeting in El Dorado county with all the co-operators in the area. Good for fire behavior for the seasonal outlook.

Working on Agreement with Roseville for training.

Had a structure fire on Monday on Foresthill Rd. He sent a press release to the paper mentioning the fact of the importance when reporting a fire from a cell phone to have an accurate address of the incident. It created a slight issue when trying to find the location. Water tender deployments conversation with dispatch. Need a policy with our Captains regarding operation, dispatch and response of water tenders.

President Michelini mentioned he intercepted a negative comment on Facebook about the structure fire. A relative of the owner said we drove by twice before arriving. He replied after checking with the Chief's, the call came in from a by-passer on Foresthill Rd. An incorrect address was given as Todd Valley Rd. It did cause a slight delay on arriving on scene, but we did have water on the rigs contrary to the post.

Received a phone call from a former resident that was close to our fire rescue victim from January 13, 2021.

The resident informed me that the victim had passed away due to his injuries.

Comments from Chief Ridley about the house fire that was on Foresthill rd.

## **Emergency Management**

Placer County OES wanted a review and comment of the operational procedures and operational plan for Placer County, county wide.

### **CWPP** per Jodie Barram from RSG!

- Still waiting for the county to finish their mapping for the CWPP and for Foresthill's evacuation plan.
- Going through some of the plans already in place and sync up the calendar to get everything accomplished. Her contract is through 2021 for helping us.
- Working on Demonstration Day, May 01 and getting all the info out to public.
- Using social media to get people to understand defensible space, be familiar with ready set go, uncovering addresses, creating evacuation plan, checking their possessions, emergency contact cards, neighborhood phone tree. Defensible space practices to be set for end of April prior to demonstration day. After the demonstration day done, dive back into CWPP and any other needs our department needs.

Paula Bertoncin asked about the green and white address signs we offered in the past through the association. We no longer do those but there are companies in the area and online that do. We will try to get a vendor list to give to people that inquire.

Chief mentioned he's been asked by Placer County OES for specific information on evacuations of Foresthill. They are inquiring about how many vehicles, etc. That is being worked on to tie into info with Jodie Barram.

## Emergency Alert Radio Project per Rich Hercules

Porter electrical work awaiting final inspection  
RH is in contact with Placer County  
Permit fees were less than budgeted

FCC Cause Filing for High Power Waiver  
Application is in process before the FCC

Shelter & Equipment  
Placement and turnup of equipment is complete  
ALERT monitoring systems & DSL network is complete  
Transmitter "on the air" at low power pending final antenna tuning  
FCC ID and "Tune to this Station" messages playing (2)  
Available for emergency use prior to full documentation

Porter Antenna Install  
All components are installed, requires top hat adjustments  
Ground Plane is on soil surface  
More bucket truck time required

Policies for ALERT Use and Activation  
District ALERT Policy adopted by Board  
Messages for scenarios and context need to be developed by District  
District plan for other agencies use has to be developed

ADMINISTRATION TOWER  
Bids for footing work have been solicited from four local firms  
One bid received has been received, two outstanding, one declined  
Materials purchases specific for tower build are on hold

OPERATION TRAINING  
Developing training doc for command staff and Board members for emergency operation Technical SOG and equipment documents are under development

Go live, full-power operation prior hopefully by end of April providing we have training done. Will be used for any public safety impacts here. Hope to provide public use for routine messages during the year and then be live on our web page as well. Policies and procedures still need to be done. Placer County is going with their radio in a box, low powered info for Covid messaging due to the direction of getting our radio alert radio system started.

## **8. ACTION ITEMS**

- a. American River Community Coalition letter request. They wrote a letter opposing the expansion general plan for the Auburn State Parks area. We had already sent a letter from our Board detailing our opposition of the campground plans adjacent to our boundaries. The Coalition letter wants them to follow letters suggested by Cal Fire. Curt Kruger from American River coalition explained their letter and concerns. Per President Michelini says our position is much

more stern than this letter and the Cal Fire recommendations. After discussion, the view is that our position is absolute that there should be no development, so signing this would make us appear to be okay with the State Parks Plan. Board consensus is to send our letter directly, attend the commission meeting, read our letter into the record in opposition to the plan during public comments. Vice President Reams made a motion redistribute our 2019 letter to additional interested parties and represent the district at associated meetings, second by Director Miller, roll call vote, approved 5/0.

- b. Approve expenditure of \$ 16,556.00 to FASIS (Fire Agencies Self Insurance Systems) for the underpayment of 2019/2020 premiums. Amount FASIS charges each year is considered a deposit based on past audited payroll, they only inflated by 2% from 2017/2018 amounts. After that date our payroll had gone up considerably. Patrice is in contact with them to get better numbers if there will be future amounts due. Higher the wage more cost, based on annual life salary and risk factor of each employee. This is a catch-up payment for 2019/2020. Motion by Vice President Reams to approve to pay this from the existing budget and anticipated reserves, second by Director Simonick, roll call vote, approved 5/0.
- c. Adopt Resolution 2021-01 Requesting Placer County to Collect Measure M Charges for FY 2021/2022. Vice President Reams made motion to adopt the Resolution, second by Director Miller, roll call vote, approved 5/0.
- d. Adopt Resolution 2021-02 Requesting Placer County to Collect Measure B Charges for FY 2021/2022. Vice President Reams made motion to adopt the Resolution, second by Director Miller, roll call vote, approved 5/0.
- e. Approve Fire Chief to donate the timed out and damaged fire hose to the Bomberos program. Vice President Reams makes motion to approve, second by Director Simonick, roll call vote, approved 5/0.
- f. Board of Directors approve the Administrative Policy-Operation of Travelers Information AM Radio Station. This is a policy that pertains to State and Federal regulations integrating the Radio Alert system to operate in general. It is a living document that may change as we use the system. More specific on the public use similar to the electronic sign board we currently use. Motion made by Director Simonick to approve policy with one correction, second by Director Harkness, roll call vote, approved 5/0.
- g. Board of Directors to approve date and time for 2021/2022 District Goals Workshop. This is to assist with staff on priorities the board is interested in. Suggested date is May 15, 2021 at 10am. Same agenda to be posted. Motion made by Director Miller, second by Director Simonick, roll call vote, approved 5/0.
- h. Revision of the District Written Communication Policy Number 3-023. The word "policy" appears and should be replaced with "standard operating guideline". Guidelines are done by the Fire Chief and policies are done by the Board. Motion made by Director Harkness, second by Vice President Reams, roll call vote, approved 5/0.
- i. Board of Directors to accept the property transfer agreement of the FFPD Administration Building from Placer County. After the board approval we approached the County and had them agree to give us the Administration building. Requirements are that we agree the value of the land under the property is \$ 70,000.00. Must be used by the Fire Department for 30 years, if we decide to sell the property within 30 years to a private entity and/or for non-public use, the county will want \$ 70,000.00 of the proceeds. The property to be transferred to the District as-is and done through a quit claim with no monetary amount. Asset to be adjusted in our budget to value of \$ 400,000.00. Motion made by Vice President Reams, second by Director Miller, roll call vote, approved 5/0.

- j. Approve Policy No. 2-035 Staffing. Agreement reached between the Local and the Fire District. Cleans up the staffing agreement. This is a living document that can be corrected if needed in the future. Discussion about this as a policy or MOU. Director Simonick made a motion to eliminate the current staffing policy 2-035 in the policy manual and adopt this document as a side letter agreement to the existing MOU between the District and the Local 3800, second by Director Miller, roll call vote, approved 5/0.

## 9. DISCUSSION ITEMS

- a. Establish a meeting date for discussing the long-range plans of the district. Brainstorming session to see where they want to go in the future. Vice President Reams would like the meeting to be sooner rather than later. Meeting to be part of the May 15 meeting.

## 10. REPORTS

- a. Finance Committee
  - i. Meeting scheduled for April 22 at 1:30pm on Zoom
- b. Labor Negotiations Committee
  - i. Communications seem to be working well between the Chief, the command staff and labor.
- c. Long Range Plan Committee
  - i. Did not meet. President Michelini is still working on the Standards of Cover Study for the District. 60-70% is done. This worth points on the ISO rating.
- d. Director's Reports
  - i. Director Miller emailed the letter to Eagle Crest HOA about the parcel we own there. They may be interested in acquiring it back. Will follow up with them.
  - ii. Director Simonick and Miller will be meeting with two board members of the Placer Hills Fire District as a meet and greet to become acquainted and then move toward more District type conversations.
  - iii. President Michelini has the property transfer agreement for the Monte Verde property and needs to make sure we fill it out correctly.
  - iv. South Placer Chief retired; they will now need a replacement Fire Chief. Placer Hills Fire is looking for a replacement for Chief Gow. Penryn Fire is seeking anyone, not sure what they need at this time.

## 11. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
  - i. Handed out goodie bags on Easter. Feedback was very good per social media comments.
  - ii. Cancelled the Fireman's Garage Sale per the co-chair.
  - iii. President Michelini says the Porter Garage should be cleaned and organized especially if we are trying to promote the Alert Radio Space. Suggested maybe the Association could do this since they aren't having the sale.
- b. Foresthill/Iowa Hill FSC
  - i. Nothing to report

## 12. CORRESPONDENCE

- a. None

## 13. OLD BUSINESS

- a. None

## 14. CLOSED SESSION

- a. None
- b. Prior to adjournment discussion of returning to an in-person meeting in May. We may have to postpone in person meetings until June when the State opens up more restrictions. It could possibly be a hybrid situation with Zoom as well. That will be looked into and see if they can do this prior to the May 13<sup>th</sup> meeting. Goal to return to in person meetings in May or June.

**15. ADJOURNMENT**

- a. Meeting adjourned at 8:42pm.

Respectfully Submitted:



Shonne Epperly-Elgin  
Administrative Assistant