



## Foresthill Fire Protection District

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[www.foresthillfire.org](http://www.foresthillfire.org)

### DISTRICT BOARD

CHRIS REAMS

PRESIDENT

KEVIN GREENE

VICE PRESIDENT

WALTER REED

DIRECTOR

RICHARD ARTHUR

DIRECTOR

TYLER HARKNESS

DIRECTOR

KIRK KUSHEN

FIRE CHIEF

### Minutes of Regular Board of Directors Meeting

Thursday, November 8, 2018

Foresthill Fire Protection District Administration Office

24320 Main St.

Foresthill, CA 95631

Video: <https://vimeo.com/299818621>

President Chris Reams called the meeting to order at 6:11 p.m.

**Directors in Attendance:** Reams, Greene and Harkness.

**Directors Absent:** Reed

**Staff in Attendance:** Chief Kushen, Fire Marshal Brothers and Secretary Metz.

#### **Approval of Agenda:**

- Secretary Metz reported that a letter from the FVFA had arrived and needed to be added to the *Correspondence* section of the agenda.
  - VP Greene made a motion to approve the agenda with the requested addition. Director Harkness seconds the motion. Motion carries.

#### **Approval of previous Meeting Minutes:**

- VP Greene made a motion to approve the minutes of the October 11<sup>th</sup> regular meeting and the October 18<sup>th</sup> special meeting as presented. Director Harkness seconds the motion. Motion carries.

#### **Approval of Financial Report:**

- We are at 35.13% of budget with 33.33% of the fiscal year elapsed.
- Overtime is high (44.93%) mostly due to filling the 2 open Captain positions with OT and the fact that our 2 remaining paramedics are working 72's with the 3rd day being overtime.
- Part-time staffing is high (56.79%) because we are allowing the part timers to work a couple of shifts each month to keep them interested in working for FFPD.
- Postal Expense is over 100% because of the Measure F Educational mailer that was sent out prior to the election.
- The new cardiac monitor has been ordered. The purchase price is \$25K. This was budgeted out of the Capitol Expense account.
- The roof on FS 88 has been completed. The district paid the \$17K it budgeted out of the Capitol Expense account. The Firefighter's Association paid the \$4800 expense of unforeseen dry rot repair and replacement gutters.
- The upcoming \$20K engine repair expense will pretty much shoot the entire repair budget for the remainder of the fiscal year.
- Overall, we are WNL (for now).
- I believe we have dodged the Dry Period Financing bullet again. We should be ok cash wise until the first property tax revenue comes in in December.

## **Fire Chief Operations Report:**

### Significant calls:

Simultaneous Calls. Initial call was for a subject who was run over by the car he was working under. As FHF units were responding to this call, a second call was received for a semi-truck roll over. The medic unit had to pass the roll over and continue to the original call. B90 w/1 FF stopped at the rollover accident. The semi driver was able to self-extricate and suffered a significant leg injury but refused treatment. The individual run over by the car was transported to SRMC Trauma center.

Six-week old infant was brought to Sta. 90 for extremely rapid heart rate of 290. Fortunately, the ambulance crew was available. The Pt was treated by paramedics and life flighted to UC Davis Children's Hospital.

Two vehicle accidents on Foresthill Rd. First one was a car traveling too fast in the rain and hit the embankment in the S turns below Spring Garden Rd. The second was a motorcycle who took evasive action when he was about to be rear ended in the same location. Both were non-injury.

Garbage truck fire in Todd Valley. Likely cause was smoldering materials in a trash can emptied into truck.

### Strike Team:

There have been no strike team deployments due to insufficient staffing to maintain service to Foresthill. Our new shared staffing agreement will help with staffing.

### Staffing:

Capt. Keith Hernandez, 16 years with FHF, was hired by South Placer Fire District. His last day is Oct 10th. FHF only has 2 full-time paramedics and two active part-time medics who also have full-time employment elsewhere and only available to work a couple days a month at FHF.

PHF staff had to cover FHF due to lack of staffing half of 10/6, 10/7 and 10/8.

### Prevention:

Two new subdivisions which have been on hold for 12 years still moving forward. Working with planners to update project plans to address new fire and wildland interface requirements. Phased 80 home Nellie Jo subdivision on Spring Garden / 15 home Wilson subdivision in Trailhead Estates. The Nellie Jo project has already started clearing lots and shaded fuel breaks.

New construction site inspections and flow tests have slowed down. Working on annual business inspections.

### Grants:

Regional prevention grant - PHF hired a DFM to assist FHF and other agencies with modernizing prevention programs and making them compatible.

Regional SCBA \$200,000 grant to replace outdated SCBA's was awarded. Expect to order within the month. Approx. \$20,000 matching funds required and available in mitigation account.

We submitted a successful SAFER grant to add 3 firefighter positions for three years. Unfortunately, due to the failure of the tax measure FHF is unable to fund its cost share of \$214,000 required to receive the \$345,000 FEMA matching funds.

Future:

We will be looking at numerous innovative opportunities to develop new sources of funding to assist us in maintaining our current level of staffing.

We are also looking for additional areas and opportunities for further cuts to non-essential services and facilities.

**Action Items:**

1. Interview and appoint board member to fill vacancy. Candidates: Jed Matcham and Ray Miller.
  - a. Director Harkness made a motion to table this item until the 12/13 meeting. VP Greene seconds the motion. Motion carries.
2. Review and accept the final 2017/2018 financial audit.
  - a. VP Greene made a motion to table this item until the 12/13 meeting. Director Harkness seconds the motion. Motion carries.
3. Approve 2019 Regular Board Meeting Calendar.
  - a. VP Greene made a motion to approve the 2019 board calendar as presented. President Reams seconds the motion. Motion carries.
4. Elect board officers per bylaws.
  - a. The board declined to take action on this item. It will be put on the December 13<sup>th</sup> agenda.
5. Approve *Will Serve* letter for Nellie Jo subdivision.
  - a. President Reams stated that the Board should not have to approve will serve letters. The bylaws need to be updated to remove this requirement.
  - b. VP Greene made a motion to approve the will serve letter as presented. Director Harkness seconds the motion. Motion carries.
6. Approve second reading of Ordinance No. 18-02, ***An Ordinance Establishing Fire Inspection Fees for Foresthill Fire Protection District of Foresthill, California.***
  - a. Secretary Metz read the proposed ordinance aloud.
  - b. President Reams stated that resident Leif Lowery is concerned that this fee is in addition to Measure M. Commercial properties currently pay three times the single family home rate.
  - c. Jed Matcham suggested that the district consider how this affects the community considering it will only raise about \$10K in revenue.
  - d. General discussion between the board, Chief and audience took place.
  - e. VP Greene made a motion to approve the first reading of the proposed ordinance. Director Harkness seconds the motion. Motion carries.
7. Approve Resolution #2018-08 Approving the Department of Forestry and Fire Protection Agreement #7FG18039 in the amount of \$3,950.00. The District will be required to provide matching funds up to \$3,950.00.

- a. Chief Kushen spoke to the board and the audience about this item.
  - b. VP Greene made a motion to approve the resolution. Director Harkness seconds the motion. Motion carries.
8. Approve Revision(s) to Job Descriptions per input from Local 3800:
- a. 4-005 Captain
  - b. 4-007 Engineer
  - c. 4-008 Firefighter
    - i. VP Greene made a motion at adopt the job descriptions as presented. Director Harkness seconds the motion. Motion carries.

**Discussion Items:**

1. Volunteer Recruitment Status.
  - a. We have received 0 Volunteer applications.
2. Review and revise board bylaws.
  - a. Postpone until December.

**Reports:**

1. Finance Committee (Reams/Greene)
  - a. None
2. MOU Negotiations (Arthur/Harkness)
  - a. None.
3. Long Range Plan Committee
  - a. None
4. Firefighter's Association
  - a. None
5. Iowa Hill and Foresthill Fire Safe Council
  - a. None
6. Director's Reports
  - a. VP Greene reported that this is his last meeting. He thanked everyone for their support.

**Correspondence:**

- None

**Old Business:**

- None

**Public Comment:**

- None

Meeting adjourned by President Reams at 8:58 p.m.

**NEXT REGULAR MEETING: THURSDAY, DECEMBER 13, 2018 6:00 P.M.**

Respectfully Submitted:



Patrice Metz, Board Secretary