



## **BOARD OF DIRECTORS**

### **Foresthill Fire Protection District**

**P.O. Box 1099 Foresthill, CA 95631**  
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[www.foresthillfire.org](http://www.foresthillfire.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  
Pursuant to the Governor's Special-Order N-29-20, issued March 17, 2020, the August 12, 2021 Regular Board of Director's Meeting was held via teleconference

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

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

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

- No flag salute due to Zoom constraints.

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

- All board members were present.
- Chief Ridley, Chief Matcham and Chief Whitt were present.

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

Director Miller moved to approve the as presented. Director Harkness seconds the motion. Motion carries unanimously via roll call vote (5/0).

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

Resident, Paula Bertoncin reported that the community is concerned about the potential building of new campgrounds near Todd Valley.

Ms. Bertoncin further reported that the community appreciates all of the defensible space inspections that are being done, but that the belief is that 100' of clearance is not enough.

President Michelini thanked Ms. Bertoncin for her comments.

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

- Director Simonick made a motion to approve the consent calendar as presented. Director Miller seconds the motion. Motion carries unanimously via roll call vote (5/0).

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

##### **Calls for July 2021**

**Total: 65**

Total to Date: **389** 2020: **477**

Breakdown:

Medical Transports this month: 37

Total transports for the year: 152 (2020 = 182)

##### **District Information**

- Chief Ridley attended several Zoom and in person meetings (Western Placer County Fire Operations Chiefs, Western Placer County Fire Chiefs, Foresthill Forum).
- Fire Fighter Paramedic and EMT Interviews
- Meeting CalFire, PCSO, and USFS on Responses in to the Tahoe National Forest and SRA.
- Meeting with Placer County Dispatch on incident responses.
- Local Hazard Mitigation Plan (LMPH) has been sent to Office of Emergency Service (OES) for approval. Will need to adopt a Resolution when we get the FEMA approval letter. Maybe next month.
- Received the PlacerOES Emergency Radio Grant funds. \$25,642.

- County hopes to adapt their CWPP (Community Wildfire Protection Plan) is September.
- New Fire Fighter Orientation.
- Continues to be no movement on the MOU with Foresthill Public Utility District (PUD)
- Receiving 5 complete sets from our Turnout vender MES at no costs to the district.
- Brush 90 and Water Tender 89 participated in the River Fire (Colfax) on Initial Attack.
- Onboarded 4 new Fire Fighters (1 FT FFPM, 1 PT FFPM, and 2 FFEMT).
- Promoted Engineer Pierce to Captain.
- Chief Ridley applied for and received a grant for a \$10K portable electronic sign board. There is no cost to the district for the grant. The sign will be used in conjunction with the emergency radio station.

#### **COVID-19**

- New variant plaguing the Country.

#### **Community Risk Reduction Division**

- Chief Matcham was deployed on the Dixie fire and was not in attendance.

#### **EMS**

- Chief Matcham was deployed on the Dixie fire and not in attendance.

#### **Support Services/Fleet/Facilities**

- Chief Whitt

##### **Fleet**

- Engine 90 back in service.

##### **Facilities**

- Laundry room completed.

#### **Training**

- Chief Whitt reported:
  - 149 training hours in July with 14 personnel.
  - Captain's test was held. There were four candidates, 2 internal and 2 external. One of the external candidates did not show up.
- Chief Ridley reported that he will conduct Chief interviews for the Captain candidates next week.

#### **Emergency Management**

- AFG (Assistance to Firefighter) Grants out in September.

#### **CWPP**

- Jodie Barram has been deployed and was not in attendance.

#### **Emergency Alert Radio Project**

- Rich Hercules was not in attendance.
- President Michelini reported that the power was bumped up and various emergency messages were recorded and uploaded during the River fire in Colfax.
- Paula Bertoncin asked how many personnel constitutes "fully staffed?" Chief Ridley responded that 11 full time and 4 part time is considered "fully staffed." Currently we have 7 full time and 2 part time.
- President Michelini stated that the FFPD board may need to write a letter to the FPUD board regarding the lack of movement with regards to an MOU to identify roles and responsibilities pertaining to fire hydrant maintenance.

### **8. ACTION ITEMS**

- a. Approve the first reading of Ordinance 2021-01; AN ORDINANCE OF THE FORESTHILL FIRE PROTECTION DISTRICT ADOPTING PERMITTING REQUIREMENTS AND FEES FOR SPECIAL EVENTS.
  - i. Chief Matcham reviewed the staff report he prepared. The board had previously asked him to identify a way to minimize the financial impact of the ordinance on local school events. Chief Matcham reported that he added section 6 which gives the board leeway to waive the fees.

- ii. President Michelini commented that section 6 should be used very sparingly. The board should write a policy for granting a fee waiver.
- iii. VP Reams made a motion to approve the first reading of Ordinance # 2021-01 as presented. Director Miller seconds the motion. Motion carries unanimously via roll call vote (5/0).
- iv. Director Miller enquired as to who will write the policy for granting fee a fee waiver. President Michelini directed Business Manager Metz to put this item on the September Board agenda as a discussion item, "Guidelines for waiving Special Event Fees".
- b. Approve the second reading of Ordinance 2021-02; AN ORDINANCE OF THE FORESTHILL FIRE PROTECTION DISTRICT ESTABLISHING A MASTER SCHEDULE OF FEES FOR RECOVERY OF COSTS FOR SERVICES PROVIDED AND REPEALING ORDINANCE NO. 2019-01.
  - i. Chief Matcham reported that no changes have been made since the first reading last month.
  - ii. Director Miller made a motion to approve the second reading. Director Harkness seconds the motion. Motion carries unanimously via roll call vote (5/0).
- c. Restructure of Senior Management Team.
  - i. Chief Ridley reviewed the staff report that he prepared including review of an updated organizational chart. The highlight being that Chief Matcham will be promoted to Deputy Chief and Chief Whitt will become an unpaid "volunteer" Assistant Chief.
  - ii. Director Harkness made a motion to approve the recommended senior staffing change as presented by Chief Ridley. Director Simonick seconds the motion. Motion carries unanimously via roll call vote (5/0).
- d. Approve final 2019/2020 Financial Audit.
  - i. President Michelini stated that the district's position for FYE 6/30/2020 was positive. There were no surprises in the audit.
  - ii. Bus. Mgr. Metz reported that she has taken steps to eliminate the cash accounts in QuickBooks and will track the Capital Improvement Plan with an Excel spreadsheet which will roll into one account in QuickBooks. This is at the recommendation of the auditors.
  - iii. VP Reams made a motion to approve the FYE 6/30/2020 financial audit as presented. Director Simonick seconds the motion. Motion carries unanimously via roll call vote (5/0).
- e. Approve Request for Proposal Letter seeking qualified financial auditors beginning with FYE 6/30/2021.
  - i. Bus. Mgr. Metz reported that the district received a letter dated July 8, 2021 from our current audit firm. It states, in part that "the proposed fee to perform your audits has increased to reflect current market conditions in accounting and auditing standards and reporting, especially in the post Covid-19 environment. Additionally, the terms of our audit engagement have been modified due to changes in logistics and capacity resulting in the recent death of our managing partner, Robert Johnson." Patrice is seeking approval for the draft letter seeking proposals from qualified audit firms.
  - ii. Director Harkness made a motion to approve the letter as presented. Director Miller seconds the motion. Motion carries unanimously via roll call vote (5/0).

## 9. DISCUSSION ITEMS

- a. Brush Unit Maintenance Costs.
  - i. Chief Ridley advised the board that it is time to start planning to replace the current brush units. There was much general discussion regarding apparatus replacement. Chief Ridley presented the costs associated with repair and maintenance of the existing units and the potential cost of new units.

- b. Joint Operating Agreement between Placer Hills Fire, Newcastle Fire, Penryn Fire and Foresthill Fire.
  - i. Chief Ridley reported that Chief Gow at Placer Hills Fire did not receive the JOA contract back from their legal in time for our board meeting.

**10. REPORTS**

- a. Finance Committee
  - i. Meeting was cancelled. An informal discussion regarding PERS was held.
- b. Labor Negotiations Committee
  - i. Did not meet.
- c. Long Range Planning Committee
  - i. Did not meet.
- d. Director's Reports
  - i. None.

**11. NON-AFFILIATED ORGANIZATION REPORTS**

- a. Foresthill Volunteer Firefighters Association
  - i. Nothing to report.
- b. Foresthill/Iowa Hill FSC
  - i. No report.

**12. CORRESPONDENCE**

- a. None

**13. CLOSED SESSION**

- a. President Michelini adjourned the open session at 8:03 p.m. to go into closed session:
  - i. Public Employee Performance Evaluation (§ 54957) Title: Assistant Fire Chief
  - ii. President Michelini also stated that no action was expected to be taken during closed session.

**14. ADJOURNMENT**

- a. The meeting was adjourned at 8:23pm.

Respectfully Submitted:



Patrice Metz  
Business Manager/Board Secretary