



Foresthill Fire Protection District

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DISTRICT BOARD
RICHARD HERCULES
PRESIDENT
JOHN MICHELINI
VICE PRESIDENT
CHRIS REAMS
DIRECTOR
TROY SIMONICK
DIRECTOR
BEAU PERRY
DIRECTOR

DENNIS MARTIN
FIRE CHIEF

Minutes of Long Range Planning Committee Meeting Wednesday, October 23, 2024 24320 Main St., Foresthill, CA 95631

1. CALL MEETING TO ORDER WITH ROLL CALL OF DIRECTORS

- a. Director Hercules called the meeting to order at 10:05 a.m.
- b. Directors Hercules and Michelini were presents. Chief Martin and Business Manager Metz were also in attendance.

2. FLAG SALUTE

- a. Director Michelini led the flag salute.

3. AGENDA APPROVAL

- a. Both directors approved of the agenda as posted.

4. AGENDA/DISCUSSION ITEMS:

- a. Municipal Services Review (MSR).
 - i. Director Hercules reported that the draft MSR has been received from AP Triton. Each agency has been requested to provide feedback to the draft document.
 - ii. Director Michelini reported that a rebuttal needs to be written for many items in the Foresthill portion of the report.
 - iii. This committee will prepare a rebuttal letter to present to the full board at either a special meeting (end of November) or the December regular meeting.
- b. Ambulance Services.
 - i. Chief Martin reported that the County Chief's will have a special meeting on November 4th to discuss alternatives to renewing the AMR contract for 5 years with an automatic 5-year extension.
 - ii. Director Michelini thinks January may be a good time to meet with AMR about the possibility of providing a "flex car" to help meet response time requirements.
- c. District IT Compliance Project.
 - i. Director Hercules provided the following information:



FFPD IT ENTERPRISE/HIPAA COMPLIANCE PLAN

DEVICES INVENTORY & CONFIGURATIONS

Audits of:
-PCs
-Servers
-Software
-Access Controls
-Network
-Manipulation

WORK PROCESSES

Audits of:
- User Software
- Local/Hosted
- Training
- Valid Users

DATA INT/EXT

Audits of:
- Data Types
- Custody Chain
- Security
- Encryption
- Valid Users
- Retention

LEGAL

Compliance Reviews:
- Federal Regs
- CA State Regs
- Financial Regs
- Internal Policies
- Staff Training
- District Consequences

IMPLEMENT REQUIRED CHANGES

- Cost Projections
- Work Processes
- Data Management
- Standard Policies Adoption
- Training
- Systems & Access
- IT Contractor Scope

Audits and reviews will assess the historical use of IT by the District, corrections to processes, and the user environment to establish compliance with IT industry practices, the requirements of HIPAA, and applicable State and Federal codes.

Projected time to complete 2 months

- ii. Director Hercules also discussed Lexipol Policy #704 *Information Technology Use*.
 - iii. Our current IT firm (Luna Tech) will be performing much of the required work to bring us into compliance with all mandates.
 - iv. There will be a formal presentation to the full board on November 14th.
 - d. District Board Bylaws and Related Policies
 - i. Director Hercules reported that there are many changes needed to the current board bylaws. He will present them to the full board on November 14th and plans to provide a 7-day review period prior to the 14th. These are minor changes.
 - ii. The plan will be to do a more extensive review and overhaul after the new board is seated. This may entail adopting the Lexipol version, creating our own or developing a hybrid version.
5. **ADJOURNMENT**
- a. Director Hercules adjourned the meeting at 11:15 a.m.

Respectfully Submitted:



Patrice Metz, Business Manager