



BOARD OF DIRECTORS

Foresthill Fire Protection District

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

DISTRICT BOARD
JOHN MICHELINI
PRESIDENT
TROY SIMONICK
VICE PRESIDENT
TYLER HARKNESS
DIRECTOR
CHRIS REAMS
DIRECTOR
RAY MILLER
DIRECTOR

MICHAEL RIDLEY
FIRE CHIEF

Foresthill Fire Protection District
Minutes of Regular Board of Directors Meeting
Thursday, November 12, 2020
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**
 - All Board members were present.
 - Chief Ridley, Chief Whitt and Chief Matchum were present.
- 4. AGENDA APPROVAL**

Director Reams moved to approve the agenda, second by Vice President Simonick. Roll call vote, motion carries 5/5
- 5. PUBLIC COMMENT**

None. Comment made by President Michelini to congratulate the winners of the recent election success to Chris Reams, Ray Miller and Tyler Harkness.
- 6. CONSENT ITEMS**
 - a. Director Miller asked to pull the Financial reports. Motion made to approve the minutes for the October 08, 2020 Regular Board Meeting by Director Miller, second by Director Harkness. Roll call vote, passes 5/5.
 - b. Director Miller asked a question about the reimbursement part of the overtime station staffing. President Michelini explained the numbers and would have it corrected for the next meeting to reflect correct amounts. Vice President Simonick moves to approve the minutes of the October 08 Regular Board Meeting and the approval of the FM 4 Financial reports, second by Director Miller. Roll call vote, motion carries 5/5.
- 7. FIRE CHIEF'S OPERATIONS REPORT**

Calls for October 2020

Total: 39

Total to Date: 612 2019: 438

Breakdown:

Chimney Fires: 1 Structure Fires: 0 Vegetation Fires: 2 Vehicle Fire:1

Cooking Fire: 1 Medical Aids: 19 Public Assist: 3 Smoke Investigation: 0

False Alarms: 1 Hazardous Leaks: 2 Hazardous Lines: 1 Vehicle Accidents:2

Burn Pile: 0 Smoke Detector: 3 Strike Team/Mutual Aid: 1

Hasty Search: 1 Other: 1

Medical Transports this month: 23 Total transports for the year: 247 (2019 = 177)

EMS is 58.6% of our call volume

District Information

- Chief Ridley attended several Zoom meetings (Townhall, etc.)
- The Senior Management team met to discuss District Operational issues.
- Zoom meeting IAFC Ready, Set, Go grant staff. Moving forward,
- Grant review with State Parks on the 2020 OHV Grant. How to do it better.
- Joint meeting with ISO, PUD, and us on the plan to remain a 3/3Y rated Agency.
- ISO will be here to do a flow tests on the hydrants that were in the report to check for accuracy. The target date is December 10th at 9 am.
- Received and placed several orders of supplies for the COVID-19 response. Gloves, N95 masks.
- Foresthill telephone outage. Nothing official has been brought to my attention, but being addressed with Sebastian.
- DOC has telephones in it. Labeled and ready for training.
- Received new Cell Phones for Ambulances. New phone plan by use only, not monthly fee.
- ISO Report under review by us and PUD.
- PSPS – 10/24-10/27. No issues were reported. Also, a “Red Flag Warning” event occurred at the same time. Chief Whitt and myself did DOC Duty.
- Pursued our Long-Distance carrier. Staff Report generated.
- Received two donations. One was an In-kind donation of a Scanner for use in the DOC by Director Miller. The second one was for proceeds of sales from Heidi Matcham for a total of \$80.00. Two Two-drawer file cabinets from Shonne Epperly-Elgin. Thank you letters were sent.
- Did not receive our Fire Prevention grant, or our Type III Engine grant, or our Turnouts and extractor grant.
- Did receive a Placer County OES PSPS Resiliency Grant totaling \$25,000 for the emergency radio project. Thank you to Placer County Fire and Cal Fire for the push to get it through the process.
- Received e-mail correspondence from Senator’s Feinstein and Harris on my concerns to prevent, respond to, and recover from Wildland fires. In support of Cal Chiefs.
- Meeting with Chief Estes (2300) of CalFire on general fire service issues facing Placer County.
- Meeting with Chief Rufenacht (2304) of CalFire on Operational issues.

Facilities

- Station 90 Apparatus bay was cleaned out. Repairs to the facility have been started on the 10th.
- Station 89 Sign has been completed and set in place.

Apparatus

- **E90**, Monitor, and the Train-the-Trainer Program continue to be an issue. Registration and Title issue continues to be with the DMV. Water leaking from plumbing. Two ball valves need to be rebuilt. Parts are on order. Temporary fix is in place.
- **Engine 88** had an issue with the foam unit. Replaced fittings. Leaking ball valve.

- **Medic 88 (Remount)** Warranty repairs completed. Radio issues fixed. Stocking of the unit is underway.

Policies and Procedures

- Process is getting a reboot.

Community Risk Reduction Division

October 2020 Activities per Chief Matcham

- Continuing with data entry into ERS
 - Occupancies and pre-plan info entered on about ½ of the commercial occupancies in district
 - Going live with incident and PCR reporting on 11/15/20
- 2 Trainings on ERS delivered to line staff
- 2 Departmental staff meetings
- Monthly meeting with Ready, Set, Go! Team. Focusing on the Ready, Set, Go action guide being customized right now. We can put in info specific to our area.
- Initial review of first draft of the CWPP
 - Need to get pictures language changes, etc.
- foam pump E88 repairs
- M89 OOS – due to new medic stocking.

Community Risk Reduction

- 2 Hazardous Vegetation Inspections
- 5 Hazardous vegetation re-inspections
 - 1 haz veg administrative citation
- 2 LPG inspections
- 1 DEVFEE inspections
- 1 state mandated inspection (R2 property)
- Nellie Jo project starting to move forward with phase 1 (4 parcels)
- Dadurka minor land division

EMS

- Review of 75% of PCR's
 - Noted and responded to data errors and spelling/grammar issues in multiple PCR's
- Questions from Director Miller about a Legislation about defensible space program. First. 3-5 feet from house supposed to be non-flammable has been worked into our new construction inspections.

Training Report per Chief Whitt

Total Hours: 170 training hours for month of October.

This month is cold weather emergencies, residential attacks, reverse lays. Making sure dispatches are correct, who goes when and why.

Working through communications with dispatch.

Staff is sending him pictures of their training to use for Media postings.

Move forward with another annual training program, apparatus checks, vegetation, hose chains.

Coming up in December continuing residential fire attack training. Numerous chimney fire calls. Trying to get message out for people to do inspections and cleanings. Quite a few Carbon Monoxide detector calls. Have just received new ones for our vehicles for checking on the calls.

Emergency Management per Chief Ridley

Coordinator Dong was unable to attend the meeting. Chief Ridley mentioned that all of our current grants have either been accepted or denied. Grant season is opening up in a couple months, so we will be trying for those again.

Continued comments

Chief Ridley advised we are in the process of testing for a Captain list.

President Michelini would like the staff at Station 90 to take pictures of the repair process. Wanted to thank Cal Fire, Chief Estes on standing up for us for the PSPS grant for help to receive the grant for the radio tower.

Community Member, Paula Bertoncin had questions and comments for the board. In direct reference to property hazardous vegetation complaints, making sure that none of them are board members. Chief Matcham said she would have to submit public records request to advise which properties have been inspected. She just wants to make sure that our board is compliant as well as community members. Thanked Chief Ridley for being on the Foresthill Town Meeting. Ad hoc fire committee meeting with the Board of Supervisors, in the meeting advised Cal Fire is wanting to put 3 individuals per truck, one being a paramedic at an additional cost. Question is how is that cost to be absorbed? Asked if Supervisor Gustafson to provide to Foresthill with information about the Placer County ad hoc meeting. She did mention that in Spring of 2021 looking ahead to have some tax measures to failed fire zone districts. Placer County League of Voters are looking into insurance and our ISO ratings. President Michelini mentioned it is not necessarily a board issue at this point, mentioned he thinks we should keep up on with the ongoing information.

8. ACTION ITEMS

- a. Approve the purchase of Quickbooks 2021 with two concurrent user licenses at cost of \$ 697.11. Motion made by Director Reams to approve purchase, second by Vice President Simonick. Roll call vote, motion carries 5/5.
- b. Board to approve Fire Chief to purchase 14 sets of Turnout PPE for the total price of \$39,129.09 from reserves in the budget. Chief Ridley explained currently all line personal exclusive of Chief staff are set up, some new sets have been ordered but we would like to provide a second set of turn outs. Current sets have 5-6 years of service life, second set is becoming an industry standard. Ideal would be to outfit full time personnel, 3 Chief Staff. Discussion related to item of purchase of extractor washer later in the meeting. Extractor will be approx. \$ 6000.00, turnouts approx. 2700.00 per set. Vice President Simonick suggested we don't purchase all at one time due to time out of equipment and suggest to budget something each year. Of the previous 13000 authorized previously, we still have approx. \$4000.00-5000.00 from that budgeted amount. If we do 13,000.00 to get us 5 new turnouts, already bought 2 sets, have money for 2 more. Discussion had about getting it to the front-line guys rather than the Chiefs. Motion made by Director Reams to approve use of 10,000.00 toward purchase of

extra sets of turnouts, second by Vice President Simonick. Roll call vote, motion carries 5/5.

- c. Jumped down to Action item 8 regarding purchase of extractor washer for Station 90 for PPE cleaning. \$6000.00 to come from reserves in the budget. Couple of bids for the correct size washer that doesn't require any other construction on our side. Turnouts are supposed to be washed twice a year or when needed. Motion by Director Reams to approve purchase of extractor, second by Director Miller. Roll call vote, motion carries 5/5.
- d. Board to approve the job description for Fire-Rescue Instructor. Funding if we hire someone would come from existing training budget. Motion made by Director Harkness to approve job description, second by Director Miller. Roll call vote, motion carries 5/5.
- e. Request to approve MOU between the County Auditor/Controller office and our District. Cost is \$1380.24 from the County, although they charge for items we do not use. President Michelini will still have discussion with them about the charges. Money currently not in the budget. Motion made by Vice President Simonick (under duress) to accept the MOU, second by Director Reams. Roll call vote, motion carries 5/5.
- f. Approve Fire Chief to pursue contract with civil engineer for \$1000.00 for the radio project. Not currently in the budget. To be used for civil engineer to do calculations for the tower base here at the administration building. Motion made by Vice President Simonick to accept the contract, second by Director Reams. Roll call vote, motion carries 5/5.
- g. Board to approve Fire Chief to pursue disposal of our old SCBA surplus equipment to the Bomberos program. Motion made by Vice President Simonick, second by Director Reams. Roll call vote, motion carries 5/5.
- h. Approve Fire Chief to change long distance phone service to Sebastian from Dial Long Distance. Motion made by Director Miller, second by Director Harkness. Roll call vote, motion carries 5/5.
- i. Adopt Resolution No. 202-10, Adoption of Revised Conflict of Interest Policy (policy #2-005). Biannually done with Placer County office. Motion to adopt made by Director Harkness, second by Vice President Simonick. Roll call vote, motion carries 5/5.

9. DISCUSSION ITEMS

- a. Department Operations Center (DOC) Evaluation. Chief Ridley has general comments from Rich Hercules about his evaluation. We have added scanner operations and other radios to use to increase our capabilities.
 - i. Still need to do a drill with the land lines, scanners, etc. When generators running and air conditioner kicks in issue to be fixed with battery backups. Install SOF start after Winter. Approx. \$ 1430.29 remaining in budget for DOC supplies.

10. REPORTS

- a. Finance Committee
 - i. Met this week, budget needs to break out the Covid-19 supplies. Need to send a memo about the electrical use at the stations. Went over a couple of property disputes over the tax bill.
- b. Labor Negotiations Committee
 - i. Will have a staffing document soon.
- c. Long Range Plan Committee
 - i. Per Rich Hercules, we have received most of the equipment for the tower, FCC license (in process), construction of the structure at the Porter Garage, Will be

movable. Sebastian to give us a quote for trenching and made it as a donation. Operational once we receive the license. Hope to be fully operational by end of March. Sebastian service level agreement is complete.

- ii. Status on Monte Verde property, still waiting for the quit claim deed from them. Should also have one from the County for the Administration building.

d. Director's Reports

- i. Director Reams went to meeting about the Cal Fire proposal and almost no one there other than the Supervisors and Fire people.
- ii. Director Miller got go ahead to take the donation of a Epson plotter printer "D" Size from his company. Print out items for training, maps, DOC.
- iii. President Michelini discussed the ISO report we were deficient on, standards and cover study for our district. We will have one completed at no cost as part of our plan to them. Water system, training upgrades and Standards and cover study should put us above the number we need.

11. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
 - i. Did pass out Halloween candy for the community event.
- b. Foresthill/Iowa Hill FSC
 - i. Have not met.

12. CORRESPONDENCE

- a. Letter notifying us that Sutter Health will no longer be used as our Occupational Health location. We are working with our work comp carrier to identify who we will be using.

13. OLD BUSINESS

- a. None

14. CLOSED SESSION

- a. None

15. ADJOURNMENT

- a. Meeting adjourned at 8:24pm

Respectfully Submitted:



Shonne Epperly-Elgin
Administrative Assistant