



BOARD OF DIRECTORS

Foresthill Fire Protection District

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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 14, 2019

District Administration Office

24320 Main St.

Foresthill, CA 95631

1. CALL MEETING TO ORDER

- a. President Michelini called the meeting to order at 6:01 p.m.

2. FLAG SALUTE

- a. Director Miller led the Flag Salute.

3. ROLL CALL

- a. All Directors were present.
- b. Chief Kushen was present.

4. AGENDA APPROVAL

Director Miller made a motion to adopt the agenda as presented. Director Harkness seconds the motion. Motion carries.

5. PUBLIC COMMENT

- a. Paula Bertoncin thanked Directors Reams and Miller for the wonderful article in the Messenger.

6. CONSENT ITEMS

- a. Director Harkness made a motion to approve the consent items as presented. Director Reams seconds the motion. Motion carries.

7. FIRE CHIEF'S OPERATIONS REPORT

Total October calls - 38; (63 %) 24 calls were for M/A's, 30 total transports, included multiple MVA w/injuries

Significant Incidents:

Vegetation fire behind Sierra Dawn Apartments. Likely started by homeless or kids. E88, E90 and Cal Fire extinguished.

Vehicle fire well involved next to a residence in TV. E90 contained the fire to the car and extinguished prior to E88 arrival.

Veh accident at Deadwood following pursuit. Pt extricated and flown to SRMC.

Veh accident PU truck hauling D5 dozer. Mosquito Ridge at Black Smith Flat Rd.

Veh accident at Deadwood 3 Pts w/1 fatality. One transported by AMR. Pt requiring extrication trans by M88 to LZ and flown to SRMC.

Veh accident at Monte Verde. DOA requiring extrication.

Power outages for 5 days – Numerous CO alarm calls for people improperly using generators. Safety first.

Staffing:

Current Vacancies: For 1 ENG and 1 FF/PM have been filled. Congratulations to our new FF Cameron Kramer and Engineer Brandon Esquer. Both candidates will begin their orientation and training on Monday December 2nd.

Upcoming vacancies: Potential for one FF leaving for another regional fire agency.

Apparatus:

New Type 1 and our used OES SAFE Act Engine are both in service. B-88 is currently in the process of having multiple oil leaks and other items being repaired.

We are working to get the labeling and District logos on our new T-1 ambulance and will be outfitting it, installing radios and preparing to place it in service in the coming weeks.

Facilities:

Sta. 90 structural repair work still pending. Director Reams is now the lead on the project and is working on getting additional bids. Both stations in service.

We have purchased a new Generac 22Kw Generator for our Administrative Facility. Thanks to Director Micheli for picking it up to save money. The installer is scheduled next week to install at N/C. Our Admin. facility was closed for a majority of the days that Foresthill was without power.

Equipment:

We are awaiting the inventory by Sac Metro Fire of our FEMA Grant purchased 22 Scott Self Contained Breathing Apparatus. We will begin training, anticipate receiving the masks in December and will then begin the fit testing. Capt. Jelle is working on the Staff Report for next month and bids for the needed upgrades for our compressor prior to placing the SCBA's in service.

Operations:

We are continuing the bi-weekly Captains training to build and diversify our personnel's skills. Our B/C's met with FHF Captains last week on Risk Assessment.

We have cancelled our E-Dispatch subscription effective immediately. The transition to Active 911 has been very smooth.

ISO:

On October 21st, FHF met with the ISO regional representative to complete the process of gathering and submitting data on dispatching, staffing, training, response capabilities, apparatus, equipment inventory, water supply, hydrant systems and our fire prevention programs. It will be two to four months until we receive our results for our 2020-2025 ISO ratings and the associated PPC.

Prevention:

Grant funding ended September 28th for the Fire Marshal position. Currently, there is significant permitting, plan check and inspection fees being generated by all 3 of our JOA Fire Districts. Foresthill new fee ordinance went into effect beginning November 1st.

The PHF District Board has voted to temporarily fund the position for an interim 90 days to allow time to meet with FHF for an operational plan for continuing to the enhanced level of fire Prevention Services. We are confident that our Fire District Board committees are going to develop plans to continue these relatively new, critically important and valuable services we now provide to our community.

We received a recent request from Placer County Building Dept. to do a Fire Dept. Inspection on new generator installations. Moving forward we will be included in the permitting process required for new generators. This will protect both the public and our firefighters to ensure installations are compliant with the CFC & CBC Chapter 7A.

Hazardous Vegetation Ordinance:

Postponed – Director Miller is reviewing & making changes for bringing forward at the December Board Mtg.

October Inspections:

Defensible Space Inspections – 11
Propane Tank Inspections – 5
Business – Commercial – 3

Educational Facility Inspection – 1

Educational Facility - Fire Alarm Malfunction (Stand-by Required) – 2

Foresthill Divide School – Alarm system has been OOS for the past month with a Fire Watch in place, we were notified today that the system has been repaired.

Foresthill High School – Alarm was OOS, Fire Watch for ½ day, system is back in service

Operational and Construction Permits:

Started November 1, 2019. Will have a financial report next meeting on fees collected.

Admin:

Patrice has completed the time-consuming task of separating OT budget expenditures back to July 1 into specific categories to improve our accountability and data tracking capability.

18/19 Department fiscal audit is rescheduled to early December due to the PSPS

We will be accessing a 200K draw from the county treasury next week. This is to maintain our cash flow prior to receipt of our December 55% tax revenue deposit.

All bills are current and ambulance billing is up to date.

Patrice is now trained in updating our Website. Thanks again to FF Rotheram!

Monte Verde:

Last week I sent notification to the Placer County Counsel of our intent to transfer the responsibility for the oversight and administration of the Monte Verde Fuels Maint. Contract for CSA ZOB 178 to the county effective Jan. 11, 2020. Additionally, we requested they notify the Auditor/Controller to discontinue the annual payments to FHF from ZOB 178. The Board may want to consider writing a letter from the Board to the Monte Verde HOA with formal notification.

8. ACTION ITEMS

- a. Approve Job Description No. 4-019 Administrative Assistant.
 - i. Change REQUESTED SKILLS... to REQUIRED SKILLS...
 1. Under REQUIRED SKILLS..., add *“Must possess a valid class C or above driver’s license.”*
 - ii. Director Miller made a motion to adopt the job description as amended. Director Harkness seconds the motion. Motion carries.
- b. Approve the hiring of an Administrative Assistant (.20 FTE) at a cost of ~\$8K/year.
 - i. President Michelini read the staff report aloud.
 - ii. Director Reams made a motion to approve the hiring of an Administrative Assistant as presented. Director Harkness seconds the motion. Motion carries.
- c. Approve revisions to Policy No. 3-022 Mandatory Duty Assignments.
 - i. President Michelini reviewed the proposed changes with the board and public.
 - ii. Director Miller made a motion to accept the proposed changes as presented. Director Reams seconds the motion. Motion carries.
- d. Approve Request for Exemption – Measure B Parcel Tax for Carol Hewitt, APN: 064-200-033-000.
 - i. President Michelini reviewed the recommendation of the Finance Committee pertaining to this request.
 - ii. Director Reams made a motion to approve the exemption as requested by Ms. Hewitt. Director Miller seconds the motion. Motion carries.
- e. Approve Legal Services Fee Adjustment agreement received from FFPD counsel, Kronick, Moskovits, Tiedemann & Girard.
 - i. Chief Kushen reviewed the letter submitted by KMTG.

- ii. Director Reams made a motion to approve the fee adjustment submitted by KMTG. Director Miller seconds the motion. Motion carries.
- f. Approve revisions to Job Description No. 4-008 Firefighter.
 - i. President Michelini reviewed the staff report pertaining to this item.
 - ii. The following additional changes are to be made:
 - 1. Add to Prerequisites 1. (including HazMat FRO).
 - 2. Add a CPR requirement to prerequisites.
 - iii. Director Miller made a motion to approve the revised Firefighter job description. Director Reams seconds the motion. Motion carries.
- g. Approve *Modification to Bylaws – Conflict of Interest*.
 - i. President Michelini read the staff report aloud. Director Harkness offered some additional clarification.
 - ii. Director Harkness made a motion to adopt the revised Conflict of Interest bylaw. Director Miller seconds the motion.
 - 1. Michelini AYE
 - 2. Simonick AYE
 - 3. Harkness AYE
 - 4. Reams AYE
 - 5. Miller AYE
- Bylaw is adopted.
- h. Approve purchase of (3) laptop computers, total: \$644.97.
 - i. President Michelini reviewed the staff report for this item.
 - ii. Director Reams made a motion to approve the purchase of (3) laptop computers. Director Miller seconds the motion. Motion carries.
- i. Approve 2020 Board Meeting Calendar.
 - i. Director Miller made a motion to approve the 2020 Board Meeting Calendar. Director Reams seconds the motion. Motion carries.

9. DISCUSSION ITEMS

10. REPORTS

- a. Finance Committee
 - i. Finance Committee met on 11/7.
- b. Labor Relations Committee
 - i. No report
- c. Long Range Plan Committee
 - i. Report submitted by Rich Hercules was reviewed.
- d. Director's Reports
 - i. Director Reams would like to see our Captains trained to become strike team leaders.
 - ii. Director Miller reported that he will be absent for the December 12th meeting.

11. NON-AFFILIATED ORGANIZATION REPORTS

- a. Foresthill Volunteer Firefighters Association
 - i. No report
- b. Foresthill/Iowa Hill FSC
 - i. No report

12. CORRESPONDENCE

- a. Letter dated 11/6/2019 to Jack Kraemer, FUSD, re: Request to discuss FFPD use of FUSD fueling system.

13. OLD BUSINESS

14. CLOSED SESSION:

- a. Public Employee Performance Evaluation (§ 54957(b)(4)) ⇒ Title: Fire Chief
 - i. The board adjourned to closed session at 7:20 p.m.
 - ii. President re-convened the open session at 8:10 p.m. and reported that there was no action taken.

15. ADJOURNMENT

- a. President Michelini adjourned the meeting at 8:12 p.m.

Respectfully Submitted:



Patrice Metz, Board Secretary