

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

August 21, 2019 at 6PM

Marie Fitts - Board Chair, Eileen Strangfeld - Board Secretary

Ripley Howe - Vice Chair, Jerry Jumper - Director

Mission Statement

To provide a professional and compassionate level of community fire protection, emergency medical and rescue services to the citizens and property owners within the Fire District, in order to prevent or minimize the loss of life, pain, suffering and property damage as a result of fire or other types of emergency.

**Meeting location: PFPD Administration Offices– Boardroom
7060 Mount Aukum Road, Somerset, CA 95684**

MINUTES

1. CALL TO ORDER

1.1 ROLL CALL

Present: Howe, Jumper, Fitts

Absent: Strangfeld

Administrative Staff Present: Chief Matthews, Joy Vierra AA

PLEDGE OF ALLEGIANCE

2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

2.1 ADOPTION OF AGENDA

Motion was made to adopt amended agenda to add Oath of Office for Meg Edlund and moving 12.1& 12.2 to follow 3.1

(M/S) Howe/Jumper

Passed 3-0

3. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

3.1 Oath of Office for Mike Stutts and Meg Edlund

Chief Matthews gave Meg Edlund her Oath of Office. Chief Matthews performed Battalion Chief Badge Pinning for Mike Stutts, he had already previously taken his Oath of Office.

4. PUBLIC COMMENT

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 et. Seq.) and may be limited to three (3) minutes for any person addressing the Board.

No Public Comment

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

5.1 Minutes from Board Meeting July 9, 2019

Moved to September Board meeting as there was not a quorum.

5.2 Approval: payment of bills – green sheets

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Motion made to approve Consent Calendar item 5.3 Payment of bills-green sheets, and to move item 5.1 to September Board Meeting for approval.
(M/S) Howe/Jumper
Passed 3-0

6. MONTHLY/STANDING ACTIVITY REPORTS:

6.1 Administrative/Chiefs Report

July/August 2019 Chiefs Administrative Report

Administration: (Vierra, Stutts, Garrett, Matthews)

Office hours; open from 9 to 3pm Tuesday thru Thursday. Audit completed, budgeting on going.

Working on the following:

Hiring - TO/BC position background, FF position backgrounds, QRTs-EMS, WL & AO, and Reserve/Stipend Vols

Budgeting/Financial sustainability - revenue sourcing, cost recovery, insurance sustainability, payroll, account receivable and payable.

Purchasing – command vehicle is in radio shop and detail shop, equipment, materials, structure and supplies

Fire & Life Safety - prevention, fire and life safety inspection, and vegetation ordinance, Pub Ed in the schools soon.

Outreach - FSC, Groups, Federal, State and Local agencies

Meetings – Amador Fire, SPI, JPA, EDCFA, FSC, DFC, JPA financial, EDFO, LAFCO, Schools, State, county and local

Compliance - Federal, State and Local compliancy, safety programs (internal).

Facility and equipment repairs – AC unit in meeting room, E338, E32 and UTV, ramp and black top.

Investigations - internal and external. Program management.

Grants and donations – Cal Volunteer Grant awarded, facility/property, apparatus and equipment.

Working with SPI St. 37 property no progress, first line has denied option to donate at his point.

Requirements – training, education, OSHA, safety and legal

Daily – Fire & Life Safety inspections and requirements (permits) in and out questions and activities.

Training – shift, volunteers, administration and district

Updates – Captains and FF office moved into station 38. TO/BC office now in old Captains office

Recruitment – EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer &

Starting another Wildland Academy in September and EMR academy in October.

Communications - Currently working on updating response areas, matrix and pagers

Amador/Pioneer joint collaborations (training, volunteer recruitment, staffing, resources, auto aid and duty chief coverage

Much more.....

Stations/Crews:

38 (Main) - Normal 24-7 manned station (2-career with max 4 daytime duty Chief). Building has been installed for the Historic Fire Engine to be stowed in front of the station west parking area waiting on plexiglass. Garage door motor to be replace in late September. Getting quotes on leaky office roof and engine bay. AC in meeting room being repaired. Exit only nad Emergency Vehicle only signs up. Monthly training will be focusing on new hire orientation, wildland, ems/rescue, fire and life safety and compliancy. Looking at repairing concrete on

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eastside and we may need to reseal the asphalt soon, fencing repair needed, replacing garage door motor and more. We will be finishing carport for Engine 1 display. Apparatus; E32, E38, E338, E335, U38, Trailer 38 and UTV 38

- 37 **Omo Ranch** – Normal Volunteer station 24-7 EMS & Wildland QRT's are active and responding. Restrooms is in service, new tables/chairs for training and classes. Repairing holes in exterior walls, soffits and removing nest, looking at redoing generator so it can power the building too, looking at redoing water supply pump, solar lighting being placed up and painting restroom. Apparatus; P-37
- 35 **Grizzly Flats** – Normal Volunteer station Wildland & EMS QRTs are active. Crews have cleaned and been working on reorganizing station. Restroom in service and painted, damage to ceiling and station has been repaired by Grizzly team. Added night lights and motion lights. Working on quotes for generator power. Apparatus P-35, U35 (Leoni Meadows and U235
- 34 **Mount Aukum** – Not staffed PVFA still utilizing for storage, doing yard maint. Working with PVFA to allow us to utilize 50% of the station for move ups from station 37.
- 32 **Sandridge** – Volunteer water tender station one water tender at this station and we will be working on moving Engine 1 to the carport. We are doing some reorganizing and maintenance to utilize this station in the future Minor rain water issues on east parking area, crew have temporarily fixed we will need to add better drainage this summer and motion lights. Cleaning and re-organizing in addition we will be replacing the man door. Apparatus; WT38
- 31 **Willow** – Normal 24-7 with Chief, repairing woodpecker holes, flooring, entry cover and working with OES on Generator for Vault tower and station. Looking at providing an enclosed carport to fit an engine at the station in the near future and eventually a move-up station for GF crews. Apparatus; P31 and 8600

Water/Prevention/Planning:

VHR – Completed our first inspection **Veg.** Working with Adhoc group
Inspections: We are actively inspecting or reviewing new and remodels weekly, upgrading hard suction hoses on apparatus, and working with contractors and citizens on hydrant water supply.

Public Education:

Welcome kids back to school the past week, Kara is working on the upcoming school year, we plan on doing a lot of public education to include instructing CPR to the 8th graders and possibly 1st aid to the 7th graders. She will be working with the senior group in August, now that their lunch has returned. We have reopened the Blood Pressure Checks every 2nd Wed and 4th Wed of the month at Pioneer Park from **11:45AM to 12:15PM** we will be participating in the Ice Cream Social on the 17th. And focusing on our own public safety events. Working with GF & OES on evacuation program, prevention to programs along with Cal Fire and other agencies. Kara is working on Smoke detector program with GF. Kara, John and Joy have updated our Facebook and looks great.

Training/Education:

We should have our new Training Officer working with crews and start a new monthly training regimen that will cover the following disciplines each month with different modules: EMS, Specialty Team, Wildland, Structural, Rescue, Safety, Policy Review, Public Education and other. Expanded scope training has been completed. Reserve task book training and new

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employee training. We will be focusing on safety training and safety issues along with the upcoming wildland season. We are a CE provider for PFPD and the County. We will be doing most of our EMS training in house. This should save us time and funds.

Community Meetings and Groups:

Continue to meet with all Fire Safe council in district along with the South County Fire Safe Group, Vegetation Ordinance Groups, Seniors and all the County Fire Meetings.

PVFA

Grizzly Pub and Grub raised 500.00 dollars for us, D'Agostini's raised the same. They are going to do two crab banquets again in 2020. Antique engine going in soon. We are using their funds to keep us moving forward with volunteers.

Call Activity: (July 1 to July 31)

Station 38

Vegetation	00
Structure	00
Other (car/trash/misc.)	01
EMS/Rescue/MVA	31
Haz-Conditions	01
Service calls	15
Good intent/False calls/other	08

Total 56 Est. Total Loss (fire) \$ None

Grizzly Flats Area/QRTS

Vegetation	00
Structure	00
Other (car/trash/misc.)	00
EMS/Rescue/MVA	05
Haz-Conditions	00
Service calls (Pub Ed)	01
Good intent/False calls/other	00
Move ups (cover 31/38)	01
Training	Hrs
EMS	04
Wildland	04

Omo Ranch Area/QRTS

Vegetation	01 (canceled while enroute)
Structure	00
Other (car/trash/misc.)	00
EMS/Rescue/MVA	00
Haz-Conditions	00
Service calls (Pub Ed)	00
Good intent/False calls/other	00
Move ups (cover 38)	03
Training	Hrs
EMS	06

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Wildland

04

Other:

1. **Unusual Occurrences/Injuries:** Still having trespassing issues at 32 and 34, problems with E338 electrical components. 1 Fatality and 2 Fatality shooting

Mark S. Matthews
Fire Chief

- 6.2 Local #4586
Nothing to report
- 6.3 PVFA
Donation letters will be going out next week there will be an envelope stuffing party August 26th at 6pm. The Fire and Wine event will be at Saluti Cellars October 19th 2019.
- 6.4 Financial
Financials were reviewed by Chief Matthews including year to date information.
7. **OLD BUSINESS** (The Board may elect to review, discuss, take action or vote on any old business. The Board Chair may request a roll call vote on items)
 - 7.1 Open Board Position
Mike Irish from Grizzly Flats was interested. Will be handing in a resume to the open Board position for the September Board Meeting.
 - 7.2 Vehicle Replacement
Radios and lights are being installed, Graphics are still being looked into.
 - 7.3 Training Officer Position
Training officer Mike Stutts is in place.
 - 7.4 Vegetation Ordinance
Omo Ranch Fire Safe Council is meeting Saturday August 24th. Vegetation committee will be meeting after the Omo Ranch Fire Safe Council Meeting at Station 37. They will be reviewing several District's Vegetation Ordinances to arrive at a District Ordinance for Pioneer Fire Protection District. A request for a rough draft to be presented at the September Board meeting was made by Board Chair Fitts.
 - 7.5 District Investigation 001-2019 (letter of Concern, related to 2015 incident)
Chief Matthews has done follow up on this issue and no red flags are apparent at this point. More investigation is still needed and will take time.
 - 7.6 Payroll Services
NO action taken move forward to September Board Meeting.
8. **NEW BUSINESS** (The Board may review, discuss, take action or vote on any new business. The Board Chair may request a roll call vote on items)
 - 8.1 Resolution 2019-006 Approving the Department of Forestry and Fire Protection Agreement #GFG19101
Motion to approve Resolution 2019-006 Approving the Department of Forestry and Fire Protection Agreement #GFG19101
M/S) Jumper/ Howe
Passed 3-0

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8.2 Measure F
On August 8 a trip by Admin Vierra and Lynette Dwyer to the county to download all necessary parcel files. Information will be reviewed and parcel tax information will be available and completed by the due date of August 30th 2019.

8.3 Audit Review
The audit was positive, the only area of opportunity mentioned was having an independent payroll process and verifying wages and payroll as a whole.
Motion to accept the Audit as presented.
M/S) Jumper/ Howe
Passed 3-0

8.4 PILT Funding - Possible misuse and or distribution of funds by the El Dorado County Auditor
Chief Matthews gave an overview of what PILT funding is, and possible legal concerns related to where the funds have been going. Pioneer fire Protection district is 296 square Miles and over 30% of it is Federal land. Still deciding how far back we want to look, possibly 10 years.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

No correspondence received

10. GOOD OF THE ORDER

10.1 New Chapman Helipad in Grizzly Flats has been used 5 times

10.2 The plexiglass for the car port has arrived for the parade rig.

11. UPCOMING CALENDAR OF EVENTS:

12. CLOSED SESSION

Broke into closed Session after 3.1 at 6:20 p.m.

Woods Claim Update (closed session with attorney)

12.1 Anticipated Litigation Case # PC20190038 Katherine Wood VS Pioneer Fire Protection District (Significant exposure to litigation pursuant to Gov't. Code Section 54956.9(d)(2) or (3). Update from attorney via conference call.

12.2 Possible exposure to litigation (1 matter) pursuant to Government Code Section 54956.9(d) (2). Facts and circumstances that might result in litigation need not be disclosed. Conference call from attorney regarding potential appeals.

12.3 ~~Labor negotiation (MOU) Pursuant to Government Code Section 54957.6, conference updates and information between District negotiators and Local #4586~~

13. RETURN TO OPEN SESSION

Returned from closed session at 6:39 p.m.

14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

12.1 Closed session took place out of order after 3.1

Attorney was given direction, no other action taken

12.2 Closed session took place out of order after 3.1

Attorney was given direction, no other action taken

12.3 Did not meet related to 12.3

15. ITEMS FOR NEXT MONTHS AGENDA

8.2 Measure F

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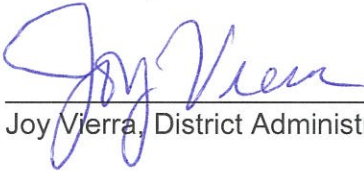
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8.4 PILT Funding - Possible misuse and or distribution of funds by the El Dorado County Auditor
Amador County Cost Recovery
Amador Mutual Aid agreement
7.4 Vegetation Ordinance
7.5 District Investigation 001-2019 (letter of Concern, related to 2015 incident)
7.1 Open PFPD Board Position
7.6 Payroll Services

16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday September 17, 2019 at 6 p.m.

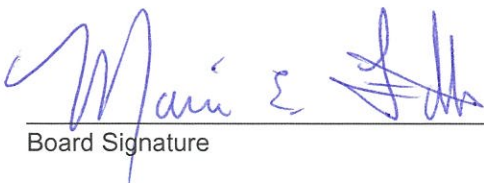
Motion to adjourn
(M/S) Howe/Jumper
Meeting adjourned at 7:50 p.m.
Passed 3-0

Prepared by:



Joy Vierra, District Administrative Assistant

The Pioneer Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, may be requested by calling (530) 622-4444 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 7061 Mount Aukum Road, Somerset, California. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Administrative Assistant at (530) 620-4444. Station 38 has disabled access and facilities. All Board meeting are recorded. Office hours Tuesday through Thursday 9am to 1pm.


Board Signature

Note: All Board meetings are recorded. The agenda is available on the District's web site (www.pioneerfire.org) and the full agenda packet may be viewed at the District's main office, Station 38, 7061 Mount Aukum Road, Somerset between 9am and 1pm, Tuesday through Thursday. Station 38 has disabled access and facilities.