

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

July 9, 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: Jumper, Strangfeld, Fitts,

Absent: Howe

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 agenda with the addition of Scott Whelden to Oath of office.

(M/S) Strangfeld/Jumper

Passed 3-0

3. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

3.1 56 hour Wildland Training Certificates were presented to Grizzly Flats and Omo Ranch Volunteers, Julie Wynia, Paul Schaffer, Don Garrett, Kara Garrett, Michael Perry, Julie Gregory, Debra Gregory, Jon Russell, Michelle Wirt, Robert Wirt, Karen Fothergill, Carlos Padilla, Patrick Lynch, Jerry Jumper, Steve Wunschel.

3.2 Oath of Office for John Schwitalla & Scott Whelden

Scott Whelden & John Schwitalla were given their Oath of Office by Chief Matthews for their new positions of Captain and Firefighter.

3.3 Oath's of office were given by Chief Matthews to Omo Ranch and Grizzly Flats Volunteers.

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.

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- 4.1 Administrative Assistant Vierra provided copies of the PFPD 2017-2018 Audit to the Board to review.
- 4.2 Administrative Assistant Vierra provided the Board with copies of the LAFCO Ballot Election Results.

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 June 11, 2019
Motion made to approve 5.1 with grammatical errors fixed.
(M/S) Strangfeld/Jumper
Passed 3-0
- 5.2 Minutes from Special Board Meeting June 24, 2019
Motion made to approve June 24 2019 Special Board Meeting minutes with grammatical errors fixed.
(M/S) Strangfeld/Jumper
Passed 3-0
- 5.3 Approval: payment of bills – green sheets
Motion made to approve 5.3 Payment of bills-green sheets with the addition of object #4500 added to green sheet dated 6/26/19
(M/S) Strangfeld/Jumper
Passed 3-0

6. MONTHLY/STANDING ACTIVITY REPORTS:

- 6.1 Administrative/Chiefs Report

June/July 2019 Chiefs Administrative Report

Administration:

Office hours changing due district need; open from 9 to 3pm Tuesday thru Thursday. Audit completed, budgeting on going. Working on the following:

Hiring - TO/BC position, FF position, 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, equipment, materials, structure and supplies

Fire protection - prevention, fire and life safety, and vegetation ordinance.

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

Meetings - 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 - updates and additions.

Investigations - internal and external. Program management.

Grants and donations – facility/property, apparatus and equipment. Working with SPI St. 37

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Requirements – training, education, OSHA, safety and legal

Daily – in and out questions and activities.

Training – shift, volunteer, administration and district

Updates – relocating Captains office and FF desk into station 38 by the end of July, moving TO/BC office to be where old Captains office is currently

Recruitment – EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer. We possibly will be starting another EMR program in August/September and a Wildland Academy.

Camino 911 center and Communications - Currently working on updating response areas

Stations/Crews:

- 38 (Main)** - Normal 24-7 manned station (2-career with max 4 daytime duty Chief). Building has been ordered for the Historic Fire Engine to be stowed in front of the station west parking area. Garage door motor to be replace in late July. Monthly training will be focusing on new hire orientation, wildland, ems/rescue, fire and life safety and compliancy. Looking at repairing concrete on eastside and we may need to reseal the asphalt soon, fencing repair needed, replacing garage door motor and more. We will be erecting 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 QRT are active and responding, IDS moved out of station and the Omo team has moved in. We plan on going live with WL QRTs in Mid-July. Restrooms have been delivered and 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, donated AC unit placed at station, looking at redoing water supply pump, solar lighting being placed up and painting restroom. Apparatus; P-37
- 35 Grizzly Flats** – Normal Volunteer station EMS QRTs are active, responding and have already been on a call! We plan on going live Mid-July with WL team. Crews have cleaned and been working on reorganizing station. Restroom delivered and we will be fixing the damage created when the Garage door was added several years ago; minor repairs to walls/ceiling station prep for volunteer and vehicles. Adding motion lights and night light. Working on quotes for generator power and painting restroom. Apparatus P-35, U35 (Leoni Meadows and U235
- 34 Mount Aukum** – Not staffed PVFA still utilizing for storage, doing yard maint. We will be 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 in July/Aug. 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, still repairing woodpecker holes, drywall, 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:

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VHR – Nothing to report **Veg. Ord.** Nothing to report. **Inspections:** We are actively inspecting or reviewing new and remodels weekly, upgrading hard suction hoses on apparatus, and working with contractors on hydrant water supply.

Public Education:

Going strong 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 July. We hope we can reopen 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 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 is working on updating our Facebook page.

Training/Education:

Monthly training covers 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 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.

PVFA

Dave Pratt gave a 9K donation to the PVFA prior to leaving, thank you to Dave, Pub and Grub doing 10% dentation to PVFA and Amarado days will be donating 10% of their wine and beer sales to the PVFA. We will be working together in the future on new shift logos. Their next meeting is August 5th, 6pm at St. 38. PVFA is a wonderful partner and have supported the following: QRT program, Reserve/Volunteer Stipend program, purchasing EMS/AED supplies, QRT uniforms, QRT vehicles, QRT training, QRT PPE, UTV, and more.

Call Activity:

Fires calls

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) \$2,600.00

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Other:

1. **Unusual Occurrences/Injuries:** Still having trespassing issues at 32 and 34.

Mark S. Matthews

Fire Chief

- 6.2 Local #4586
John Schwitalla read a letter from Local #4586 President Brett Legoullon addressed to Board Chair Fitts.
 - 6.3 PVFA
Dan Dwyer provided membership applications for the PVFA. There will be having a Crab Banquet meeting on July 23, 2019. The regularly scheduled meeting for August 12th has been moved forward to August 5th. We participated in the Amarado Festival. Amounts raised not yet known.
 - 6.4 Financial
Financials were reviewed by the Chief.
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 Vehicle Replacement
The vehicle has been delivered to the dealership, we are still waiting on the shell and have not taken possession of it yet.
We will also be getting a new/used vehicle that will be used in Omo Ranch provided by Steve Wunschel for \$1000.00
 - 7.2 Resolution 004-2019 First Responder Fees
Motion to adopt Resolution 004-2019 First Responder Fees
M/S) Jumper/ Strangfeld
Roll Call Vote
Aye: Jumper, Strangfeld, Fitts
Nay: 0
Abstain/Absent: Howe
Passed 3-0
 - 7.3 Cost Recovery was covered in 7.2
 - 7.4 Resolution 005-2019 Appointment/Adoption of CEO-CFO
Motion made to adopt Resolution 005-2019 Appointment/Adoption of CEO-CFO
M/S) Strangfeld/Jumper
Roll Call Vote
Aye: Jumper, Strangfeld, Fitts
Nay: 0
Abstain/Absent: Howe
Passed 3-0
 - 7.5 Training Officer Position
Chief Matthews gave an update on the Training Officer position, there have been 3 applications received.
 - 7.6 Vegetation Ordinance
Need to set a date with the Fire Safe Councils.

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7.7 District Investigation 001-2019 (letter of Concern, related to 2015 incident)
The Chief is still working on this issue.

~~7.8 Pay Scale (Updates) Not Addressed~~

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 Open Board Position

Dave Pratt resigned from the board on 6/24/2019. We have 60 days from the June 24th date to fill the open seat. Please get the word out to all the communities in the district that there is an open Board position.

8.2 Payroll Services
Nothing to report

9. **CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW**

10. **GOOD OF THE ORDER**

10.1 July 20th Grizzly Flats Fire Safe Counsel annual BBQ fundraiser. Tickets are \$15.00 for adults and \$10.00 for children

10.2 Omo Ranch FSC 1st annual Hot Dog Social was a great success.

10.3 The Ice Cream Social for the South County Fire Safe Group will be August 17th at Pioneer Park time TBA.

10.4 QRT team leaders will be planning some get together events and planning Open Houses for Station 37 & 35. Both stations look great. Both stations also now have portable toilets.

11. **UPCOMING CALENDAR OF EVENTS:**

12. **CLOSED SESSION**

Broke into closed Session at 7:37 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 8:01p.m.

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

12.1 No Discussion

12.2 No Discussion

12.3 Nothing to report out

15. **ITEMS FOR NEXT MONTHS AGENDA**

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Measure F

Audit Review

7.1 Vehicle Replacement

7.5 Training Officer Position

7.6 Vegetation Ordinance

7.7 District Investigation 001-2019 (letter of Concern, related to 2015 incident)

8.1 Open PFPD Board Position

8.2 Payroll Services

16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday August 13, 2019 at 6 p.m.

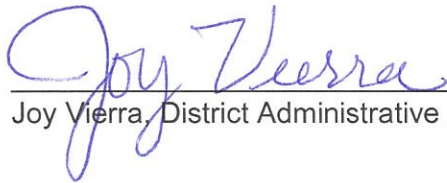
Motion to adjourn

(M/S) Jumper/Strangfeld

Meeting adjourned at 8:05 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.