

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Board Meeting

July 14, 2020 at 6 p.m.

Jerry Jumper - Board Chair, Marie Fitts - Vice Chair,
Judy Hobson - Director, Michael Irish – Director, Vacant - 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.

The regularly scheduled July 14, 2020 6:00 PM meeting will be conducted via Teleconference only. Members of the public may call in during the meeting and are encouraged to submit public comment via email to admin@pioneerfire.org up until the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any items on the agenda prior to board action, comments will be limited to no more than three (3) minutes. Members of the public wishing to attend the meeting must email admin@pioneerfire.org or call 530 620-4444 to receive the Participate Phone Number and the Meeting ID Number prior to the start of the meeting.

These meetings will be conducted pursuant to the provisions of California Executive Order N29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing the public participation telephonically. These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

MINUTES

1. CALL TO ORDER and DETERMINATION OF QUORUM

1.1 Roll Call

Present: Irish, Fitts, Hobson, Jumper

Administrative Staff Present: Chief Matthews, Joy Vierra AA,

Audience in attendance: Dan & Lynette Dywer, Scott Ramsey and Randy Rossi

1.2 Pledge of Allegiance

2. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

Fire District Appreciation for 15 years of service for George Selig.

3. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action.

3.1 Administrative Assistant recommends the board approve the Minutes from Regular Board Meeting June 9, 2020, and Special Board Meeting June 18, 2020

3.2 Administration recommends the board approve: payment of bills – green sheets

3.3 Administration recommends the board approve the 2018-2019 Audit

3.4 The Fire Chief recommends the board review and approve the Conflict of Interest Code Review for the Year 2020

3.5 Media Release Policy HR 2-20 updated changes to policy

Motion to Adopt the Agenda and Approval of Consent Calendar 3.1, 3.2, 3.3 & 3.4 with the removal of agenda item 7.2 to be moved to August Board meeting.

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(M/S) Fitts/Irish

Ayes: Irish, Fitts, Hobson, Jumper

Nays: 0

Abstain: 0

Absent: 0

Passed 4/0

4. PUBLIC COMMENT (OPEN FORUM)

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. MONTHLY/STANDING ACTIVITY REPORTS AND COMMITTEE REPORTS

5.1 June/July Administrative/Chief's Report (Chief)

Chief gave an update that a \$1500.00 California Fire Foundation Grant was submitted on July 10th

Administration:

Hiring – Current in the background process for the open FF position

Budgeting/Financial sustainability/Purchasing – We are looking at 0% revenue short fall. Operational expenditures short fall of 10% only, we should be able to put some funds in revenues.

Updates – Administrative facility still closed to the public and personnel with the exception of Administrative

Recruitment – EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer & SV's. BC Stutts should have a few new SV's coming on soon. Beginning social training soon.

Communications – We will need to purchase 4 vehicle computers and AV License by August.

Amador/Pioneer – We are running shared resource crews (1 from each agency) at St. 123, on Fri, Sat and Sun 0800-2000 (peak time). First week crews covered 4 times at 38. This prevented the district to be uncovered for over 12 hours.

Investigations – None at this time.

Grants and donations – Currently working on filing a 15K grant for water supply fire pumps from Cal Foundation.

Fire & Life Safety Division Public Ed & Cost Recovery (PE, Garrett):

Newsletter

June Newsletter is completed and is posted on our website under Public Education and is also in the Shared folder for the crews.

July Newsletter is currently being worked on by Kara with the assistance of Meg Edlund when she is working on Fridays.

Facebook and Messaging:

The PFPD Self Inspection form is created and is live on our website. We have not received any yet. Joy will be training Kara and Meg on how to update the website directly within the next couple of weeks.

Reader Board signs will begin to be updated by Meg starting on July 17th. The protocol for her will be to send Kara the message she would like to post on the reader boards at least one week before she will update the signs for me to receive approval from chief. She was sent the protocol and Kara also emailed the fire safe councils reminding them of the reader board sign at 4 corners and their ability to send Kara messages they would like posted on the board.

The reader board messages for the next few months are listed below:

6/22-7/6:

**All fireworks Illegal
In Unincorporated
Save Lives**

7/6-7/17:

**Always Wear a Seat Belt
Life Jacket**

7/17-7/31:

**TBD -
El Dorado County**

7/31 - 8/14:

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This will repeat every two weeks (new message)!

Programs:

Helmet Distribution program is on hold but I am looking at ways to get grants to have helmets donated. Youth Fire-setter Program has free resources from Firefighters Burn Institute, Facebook post regarding youth fire setters was posted in March and we will keep an eye on possible fire setters in the area. Smoke alarms and CO alarms donated from FFBI are distributed to Chief Stutts for Crew distribution.

Vegetation Management Program update:

One property is already being worked on by Joy and Kara noted what she told her; we may still need to inspect the property but the owner is impossible to get a hold of. Their neighbors emailed us directly about the property over a month ago.

The meetings will move to Wednesdays at 3 PM and there was a discussion on the County will begin to send information to property owners to let them know that the complaint was received. They will send the documents to the group before they begin sending.

Kara is trying to find a defensible space course that is held through Cal Fire and Kara is not having any luck. Kara will keep looking.

Kara is currently going through the OSFM Inspector 1A - 1C courses in August and September and she is hoping to open the Inspector 1 task book by the end of the year by having the following completed:

- Fire Inspector 1A: Duties and Administration
- Fire Inspector 1B: Fire and Life Safety
- Fire Inspector 1C: Field Inspection
- Fire Inspector 1D: Field Inspection - California Specific
- Haz Mat First Responder Awareness

Future programs after others are established:

Life Jacket Loaner program and car seat check appointments.

Kara is checking with the Division of Boating and Waterways to request a donation of life jackets.

Kara also received a free LATCH manual for us to start to utilize when we do begin the car seat program.

Summary of EMS Cost Recovery is listed below:

18 Andres Billing sheets sent as of June 8, 2020.

As of June 8, 2020, \$5,297.00 pending in Andres Billing pending bills.

12 PFPD billing - working on sending invoices, Goal is July 1st.

11 Andres Billing in Grizzly, will be billing through Andres Billing for July.

Classes Being Taught:

All were cancelled that were proposed for April and May due to COVID.

Completing American Heart Association BLS Instructor course with BC Stutts to be able to certify through the AHA once completed. CPR and First Aid classes will begin being taught when it is allowable to teach classes in groups again.

Grant information:

Pending Fire Prevention and Safety Grant 2020 through FEMA to possibly fund new Community Risk Reduction position.

Administration Office/Fire & Life Safety Division Prevention (Vierra/Matthews):

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Fire Cost Recovery

Approx. 1 hour

HR Hiring Process

Approx. 5.5 hours spent on HR & hiring process

Payroll

Approx. 3 hours on payroll

VHR Inspections None

Vegetation Ordinance Inspections and complaints

3 separate complaints were received by phone

Plans Review & Inspections

Approx. 10 hours spent on Building permits plan reviews and invoicing.

Walk In

Closed to Due to Covid

Bills /Invoices/ PO's

Approx. 14.5 hours spent on Paying Bills

Board Meeting Prep

Approx. 4.25 hours Board meeting prep

Website

Approx. 1.5 hours 1 hour email issues

Burn Permits

No burn permits being issued form the office

Phone

30 phone call received.

22 Voice mail Messages received

Training Division

Station 38 (main station personnel)

Training:

Crews conducted 4 hours of training on the UTV for securing and utilizing Stokes basket.

Crews have conducted over 20 hours of COVID 19 training and preparation.

Crews have completed the Wildland basic 40-hour training for SVFF Rose

Crews have continued training SVFF's in task book assignments.

Station 37

Training:

QRT's at station 37 conducted 10 Hours of training this month that included apparatus

Familiarization, Emergency Medical, Wildland Firefighting and COVID 19 protocols.

Station 36

Chris Pappas is active again out of station 36 and we have begun his recertification for his EMT License.

Station 35

Training:

QRT's at station 35 conducted online training covering COVID 19 protocols. Formal training will resume for the Month of July.

Operations, Station Activities & Calls

Station 38

Activities:

Crews responded for a Strike Team Deployment (14hr) to the Walker Fire. Crews were cancelled in-route and reassigned to the Liberty Fire and performed fire suppression.

Public education and outreach have been limited due to the COVID 19 pandemic.

Operations:

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Crews are currently working on the two type 3 Engines to make them Strike Team ready for the Upcoming fire season. Crews are continuing to perform yard maintenance around all the stations. Crews have been working on the new generator systems for station 38, 37 and 35

Station 37

Activities: No activities to report this month

Calls/Runs: QRT's at station 37 responded to the following calls:

1. 7 move up and cover assignments
2. 1 medical aid/EMS rescue

Station 36 (Leoni Meadows)

Activities: Leoni is beginning to open and recover from economy setbacks, U-36 assigned with one all hazards volunteer FF/EMT. One Medical

Station 35

Activities: No activities to report for this Month.

Calls/Runs: QRT's at station 35 responded to the following calls:

1. 3 Medical calls
2. 1 Agency assist for body recovery Consumnes river (EDSO)
3. 1 Smoke check

BC Stutts (8603)

Has been spending an average of 40+ hours at station 38 administration building. He is currently living in the Station 35 Office/Residence. He has spent approximately 50+ hours week repairing the house and moving his personal items into the home. He in station 35 office on Tuesday, Wednesday, and Thursday from 1-5pm. Training and education accounts for 50% of his total hours for the month, he has been creating and checking in all the COVID 19 protocols and training for the Month of June which total approx. 30+ hours. Training of the QRT's has been limited due to the COVID 19 issue, yet will resume once given the All clear. Public contact has been limited due to the COVID 19 issue. New incoming Volunteer training will resume next month with the County Training Officers and Chief Officer Association approving the County EMR medical training program. All Training will be done with COVID 19 protocols and social distancing guidelines in place.

Facilities, Apparatus, PVFA & More

Facility and Equipment repairs – Station 38 generators project still held up by county permits the contractor and chief have had several meetings and we anticipate moving forward with completion by the end of July. Station 35 house repairs on going, and several minor repair projects ongoing. Water tank project at Station 34 and 32. Applying for a grant to purchase water supply pumps.

Projects completed

- Reader board sign front of station 38 finished.
- Fence near water storage tanks repaired.
- Dryer in barracks, drum roller replaced.
- Sprinkler head in office lawn replaced
- Security door in mail/kitchen. (needs paint and trim but, is completed)

EMS (Emergency Medical Service)

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1. New Red Airway bag outfitted and placed in-service on 1st out engine
2. New tracking system for EMS supplies. Restock from Station 19 during move-ups
3. Working on the Zoll monitor and batteries. Tracking of new equipment.
4. Developing new list of out dated medications that need replacing.

SCBA/Fit Test (Self Contain Breathing Apparatus)

Test new SCBA packs and cylinders, create tracking list for ID tags. Remove all previous Dept's decals. Working on getting the cylinders filled and placing equipment in-service

TRT (Technical Rescue Team)

Starting to put together supplies for rope system on UTV. Still waiting on some parts, but the system is mostly built Developing list for outdated equipment on engines and pricing for new equipment

Misc/Electrical

Still waiting on County for Plans and Permit for new generators. Electrical install is finished except the Admin transfer switch. We have to wait until the generators are actually running to complete this part.

Remove electric oven receptacle from Admin kitchen and relocate at Station 35

Research installing inverter system on Station 35/37 bay doors

Outfit E335 with SCBA packs and spare cylinders. Relocate mounting brackets. Outfit with appropriate hose loads and make up a mop-up kit for it.

Start on shoreline power for the App Bay. Waiting on parts.

Apparatus – E32 estimated repairs at 4K and it will be sent to Burtons soon. E338 had to be towed recently from South Lake Tahoe. It may or may not have blown the head gasket after returning from a deployment. E335 pump rod broken, will be repaired soon. BC Stutts had electrical components failure and was repaired for just under 500.00 and is now back in service.

Fleet

U-38	Repairs Made: Moved amber lights in back Add little light bar to roof Fire pump leaked fuel into crankcase. Drained crank then flushed and Added new oil. Cleaned top of tank when done. Ran pump and added Fuel Fixed the Kenwood radio speaker. Was not working. Pulled the head Unit out and checked the plug which was lose.
	Repairs needed: Parking brake not working correctly Has a funny sound in the rear end
8603	Repairs Needed: I was informed it keeps throwing a few codes. Chief Stutts said he would take to Neil's automotive Repaired
E338	Repairs Made: New rear tires where installed Cleaned battery posts due to a report of hard starting. Checked Batteries. Afterwards to see if they were in spec Fixed pump to pressure actuator. It was sticking and not switching Put a temporary strap on passenger side cross lay cover. Pressure wash undercarriage Replaced Driver side fender blinker light

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	Repairs Needed: need to pull cross lay cover off and have a new strap stitched into it Needs a ¼ " running light
UTV	Repairs: Installed two straps to hold water can Installed fire extinguisher on UTV roll cage Installed fire extinguisher on UTV trailer
E32	Repairs needed: Replace cab mounting bushings Rebuild cab lift rams Have front end inspected for clunking sounds Replace heat shield under the cab Fix melted wires above the turbo Possibly replace front shocks
E38	Repairs made: Fixed shock mount for swift water gear compartment door Pressure washed undercarriage
	Repairs needed: Service is due, Po has been returned will order parts
Wt-38	Repairs needed: Lock for back box needs to be replaced Chief Stutts has the broken one
	Repairs Made: fixed the threads on back right discharge. Then put a new nut on to Hold handle tight.

Equipment/Radios

Chargers installed in U35, P35, U37, P37 and new BK radio chargers installed in E38, E338

Fuel Costs

May - Grays Market \$690.67/Mt. Aukum Store \$ 44.91

Hunt & Sons

Bulk Fuel \$ 1120.49

PVFA Transferred funds to us for 4th quarter volunteer stipends, purchased EMR training books and an electrical Jaws/Extrication tool.

Unusual Occurrences/Injuries: We are seeing an increase in Covid 19 issues and we need to continue with keeping the office closed to public contact and meetings. We have been concerned with the reopening and we are seeing the fallback.

APD/PFD: Joint Operations at Station 123. PFD and AFD are providing one volunteer each to staff AFD apparatus and respond to calls in both PFD and AFD station response areas. We are currently staffing the station from 0800-2000 hours Friday to Sunday. We began this on July 2rd, 2020 and we received 4 move ups and over 12 hours of coverage while Station 38 was committed on extended calls. We automatically move the unit up every time E38 goes on a call in Station 36, 35 and 37 areas, this allows us to provide an more efficient service when other calls come in instead of waiting for units to come from much greater distances. In addition, our volunteers are receiving training and valued experience when covering at station. The first week we started this program one crew responded to a fatal vehicle accident, two other motor vehicle accidents and moved up and covered PFPD several times and AFD a few times. Cost for this program are minimal for PFPD, we already pay for two volunteers to cover at station 38 so we utilize one of the 38 volunteers to cover at 123 while AFD pays for their own person. We use their facility and their apparatus and share fuel responsibility of the responding vehicle. We plan on staffing more than one person from our volunteer group the first few weeks so we can get them caught up on training. In addition, we will be able to free up our crews to do joint training with AFD and El Dorado County Fire. We have not been able to do much of this in the past due to OT cost. Now we can do it without OT cost.

June Calls

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Veg Fire	Structure Fire	Other Fires	Traffic Collisions	Medical	Good intent	Public Service/other	False	Total
2	0	12	5	46	9	20	1	94

Mark S. Matthews
Fire Chief

5.2 Local #4586
Bret Legoullon from the local 4586, nothing to report, still in negotiations

5.3 PVFA
PVFA has taken control of the Aukum Fairplay Community Hall

5.4 Financial (Chief)
Chief gave an update on financials

5.5 District Name Change
Director Fitts gave an update for the Name Change. The Ad-Hoc Committee has solicited input from the community via social media, and have started to receive some feedback in that regard. The committee will meeting again in August, date TBA

6. 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)

6.1 Mitigation/Development Fee to Purchase Water Tender (Chief)
The Chief gave an update that the Board of Supervisors met and approved the use of \$200,000.00 of Mitigation/Development fees to purchase the water tender, and provided recommendations of Water Tenders to purchase. Many of the company's production projections are several months out.
Motion to give the Chief the authorization to move forward on the purchase of a new Water Tender.

(M/S) Fitts/Hobson
Roll Call Vote
Ayes: Irish, Fitts Hobson, Jumper
Nay: 0
Abstain: 0
Absent: 0
Passed 4/0

6.2 Open Board Position (AA Vierra)
Randy Rossi was the only board position application received. Randy Rossi provided a brief background of himself to the board. Board members were provided opportunity to ask Mr. Rossi questions and provide feedback related to being a board member.

7. 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).

7.1 Appoint Open Board Position (BOD)
Nominations for the Office of Director were opened
Director Hobson Nominated Randy Rossi for the open office of Director. There were no other nominations made.
Roll Call Vote to nominate Randi Rossi for open Board Position
Ayes: Irish, Fitts, Hobson, Jumper

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Nay: 0

Abstain: 0

Absent: 0

Passed 4/0

Director Jumper gave Director Rossi his Oath of office

7.2 Board Officers, Open Secretary Position (BOD)

Removed from Consent calendar to be moved to the August Agenda

7.3 Vehicle Purchase (Chief)

Chief Matthews gave an overview for the need to replace the vehicle being used by the BC Stutt and purchase a new vehicle.

M/S Fitts/Irish

Motion to give the Chief approval for a PO not to exceed \$33,000 for the purchase of a new Vehicle

Roll Call Vote

Ayes: Irish, Fitts, Hobson, Rossi, Jumper

Nay: 0

Abstain: 0

Absent: 0

Passed 5/0

7.4 Administrative Assistant Pay Scale (Chief)

Chief gave update related to making the Administrative pay scale fall more in line with the rest of the PFPD pay scale.

Motion made to approve the Administrative Assistant pay scale as recommended by the Chief

M/S Fitts/Hobson

Roll Call Vote

Ayes: Irish, Fitts, Hobson, Rossi, Jumper

Nay: 0

Abstain: 0

Absent: 0

Passed 5/0

7.5 Pay Scale (Chief)

Motion to accept new pay scale effective July 14 2020 as presented by the Chief

M/S Fitts/Irish

Roll Call Vote

Ayes: Irish, Fitts, Hobson, Rossi, Jumper

Nay: 0

Abstain: 0

Absent: 0

Passed 5/0

8. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

Letter of thanks to the Crews for their service from community member was read.

9. GOOD OF THE ORDER

Nothing to report.

10. UPCOMING CALENDAR OF EVENTS

11. CLOSED SESSION - started at 7:20PM

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11.1 Labor negotiation (MOU) Pursuant to Government Code Section § 54957.6, conference updates and information between District negotiators and Local #4586 (BOD/Chief)

11.2 Security Pursuant to Government Code Section § 54957 (a) matters posing a threat to public services or facilities (standing closed session) for COVID 19

12. RETURN TO OPEN SESSION at 7:53PM

Report out form Closed Session

Nothing new to report out

13. Roll Call return form Closed Session to Conference call

Irish, Fitts, Hobson, Rossi, Jumper, Dan and Lynette

14. AGENDA ITEMS FOR NEXT MONTH

7.2 Board Officers Open Secretary Position

Grand Jury Report

Measure F

15. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday July 14 2020 at 6 p.m.

Motion to Adjourn

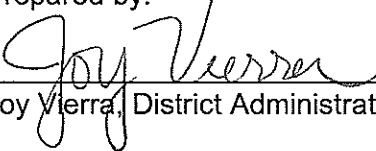
(M/S) Hobbs /Fitts

Passed: 5/0

Absent: 0

Meeting adjourned at 7:55 p.m.

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 3pm.

Board Signature