

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

September 10, 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, Strangfeld, Fitts

Absent: Jumper

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

(M/S) Strangfeld/Howe

Passed 3-0

3. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

3.1 Chief to read letter to all "Full Circle"

Chief Mark Matthews read a letter to the Board and Public.

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

5.2 Minutes from Board Meeting August 21, 2019

5.3 Approval: payment of bills – green sheets

Motion to accept the consent calendar with the removal of items 5.1 and 5.2 due to no quorum.

(M/S) Howe/ Strangfeld

Passed 3-0

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6. MONTHLY/STANDING ACTIVITY REPORTS:

6.1 Administrative/Chiefs Report

August /September 2019 Chiefs Administrative Report

Administration: (Vierra, Stutts, Garrett, Matthews)

Office hours; open from 9 to 3pm **Monday** thru Thursday. Finishing up on 18/19 budget 19/20 on going. Working on the following:

Hiring - FF position currently in 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 finished at shop, should be in service 9-10, will be finish the slide out and lettering in Sept/Oct, ongoing equipment, materials, structure and supplies. We will be placing water tanks in at least 2 of our utilities.

Fire & Life Safety – crews out for first day of schools, working on 7th grade 1st aid, 8th grade CPR and k-6 life safety programs; prevention, fire and life safety inspection, and vegetation ordinance meetings continue. One current fire investigation.

Outreach - FSC, Groups, Federal, State and Local agencies, Amador cooperative efforts.

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 may be fixed, U37 windshield, 8603 vehicle front window seals engine ramp and black top.

Investigations - backgrounds internal and external. Program management.

Grants and donations – Cal Volunteer Grant awarded we should begin purchasing soon, facility/property, apparatus and equipment. Working with SPI St. 37 property no progress, first line has denied option to donate at his point. Working on getting sign property lease agreement.

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, Mike currently putting programs together

Updates –BC moved into office, mail & EMS room separated.

Recruitment – EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer & EMR academy in October.

Communications – Still 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). Antique engine building has been installed plexiglass has been delivered hope to have completed and engine moved in September. Garage door motor to be replace in late September. Getting quotes on leaky office roof and engine bay. 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

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- needed, replacing garage door motor and more. We will be finishing carport for Engine 1 display. Apparatus; E32, E38, E338, E335, U38, 8603 Trailer 38 and UTV 38
- 37 Omo Ranch** – Normal Volunteer station 24-7 EMS & Wildland QRT's are active and responding. Repairing holes in exterior walls, we will be redoing generator so it can power the building, along with redoing water supply pump, Apparatus; P-37 & U37. Crews have cleared and are prepping a new water storage supply tank on Omo Ranch Rd. Near Mill Rd.
- 35 Grizzly Flats** – Normal Volunteer station Wildland & EMS QRTs are active. Crews continue to cleaned and been working on reorganizing station. Still working on quotes for generator power, crews now can stow fuel in GFFSC. Apparatus P-35, U235 U35 Leoni
- 34 Mount Aukum** – Not staffed PVFA still utilizing for storage, doing yard maint. Still 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, crews 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. We are 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 – Nothing to report **Veg.** Working with Adhoc group

Inspections: We are constantly reviewing and inspecting plans, property and buildings. We are working with contractors and citizens on hydrant water supply.

Public Education:

Kids back to school the past week, Kara and Mike are working on the upcoming school year, we plan on being in the schools and doing a bunch of Life Safety education to include instructing CPR to the 8th graders and possibly 1st aid to the 7th graders. Kara just completed her 1st aid and CPR instructor courses. She is engaging with our senior groups. Blood Pressure Checks every 2nd Wed and 4th Wed of the month at Pioneer Park from 11:45AM to 12:15PM. We are moving forward on our own public safety events. We are working with GF & OES on evacuation program, prevention to programs along with Cal Fire and other agencies.

Training/Education:

Training Officer up and running 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. PFPD is an Expanded EMT group now. Mike is completing the 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, Vegetation Ordinance Groups, seniors and all the County Fire Meetings.

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PVFA

They are going to do two crab banquets again in 2020. Antique engine should be going in soon. We are using their funds to keep us moving forward with volunteers.

Call Activity: (August 1 to August 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/St. 35

Vegetation	01
Structure	01
Other (car/trash/misc.)	00
EMS/Rescue/MVA	12
Haz-Conditions	00
Service calls (Pub Ed)	03
Good intent/False calls/other	00
Move ups (cover 31/38)	00
Training	6 Hrs
EMS	03
Wildland	03

Omo Ranch Area/QRTS

Vegetation	01
Structure	00
Other (car/trash/misc.)	00
EMS/Rescue/MVA	01
Haz-Conditions	00
Service calls (Pub Ed)	01
Good intent/False calls/other	00
Move ups (cover 38)	06
Training	08 Hrs
EMS	03
Wildland	05

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

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- 6.2 Local #4586
Nothing to report
- 6.3 PVFA
Oct 19th Fire and Wine at Saluti Cellars
Crab Banquets will be the last Saturday in January and the 1st Saturday in February 2020.
The Christmas Party will be December 8th
Donation letters were sent out. Picked up 53 donation letters from the post office today.
- 6.4 Financial
Financials were reviewed by Chief Matthews
- 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
Will be carrying over the review of the Open Board Position to the next board meeting in October so all 4 board members would be present to review.
 - 7.2 Measure F
Admin Vierra reported that Measure F Direct Charge Levy had been successfully received and uploaded by the county on August 29th, 2019 for the amount of \$248,335.14.
 - 7.3 District Investigation 001-2019 (letter of Concern, related to 2015 incident)
Chief asked to table item 7.3 to October Board Meeting
 - 7.4 PILT Funding - Possible misuse and or distribution of funds by the El Dorado County Auditor
The Chief asked to table item 7.4 to October Board Meeting
 - 7.5 Payroll Services
The Chief asked to table item 7.5 to October Board Meeting
 - 7.6 PFPD Vegetation Management (Ad-hoc updates) Ordinance
Director Strangfeld gave an update on Vegetation Management Ordinance, the Ad-Hoc committee pulled from different ordinances from the state and came up with a number of bullet points to be addressed. Once finalized, the information will be handed to the Chief to assemble into a PowerPoint presentation for the Fire Safe Councils. A finalized plan will be put forth to the board from there. Chief Matthews discussed the fact that there is a possibility that PG&E has had several fires in our district that were not reported, that they suppressed themselves. If there is a fire on public land it is a felony not to report. Questions as to whether PG&E should be doing work on Red Flag days.
Board Chair Fitts asked that we have a draft on the Vegetation Management Ordinance available to review before the end of the year.
- 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 Pioneer Fire Protection District Building/ Facility Use Agreement

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Chief Matthews reviewed the facility use agreement. Raised questions about who should be using the fire stations, if we should charge and concerns related to liability. Board Chair Fitts asked that the Board review and consider this and carry business item 8.1 to the October Board meeting.

8.2 Reserve & Budget Modification for 2018-2019

Item 8.6 was discussed in conjunction with 8.2. Chief Matthews is asking that we carry over \$171,000.00 in reserves.

Motion made to amend the 2019-2020 Budget as presented.

(M/S) Strangfeld/Howe

Roll Call vote

Ayes: Howe, Strangfeld, Fitts

Nos: 0

Absent: Jumper

Passed 3-0

8.3 Auto Aid Agreement between Amador County Fire Protection District & Pioneer Fire Protection District

Chief Matthews reviewed the Auto Aid Agreement presented. Board Chair Fitts asked that item 11 be removed, and that item 15, termination be 60 days and not 45.

The Board gave the Chief direction to move forward with negotiations with Amador County Fire Protection District to achieve an Auto Aid Agreement.

8.4 MOU Per-Diem Position with Amador Fire Protection District and Pioneer Fire Protection District

Chief Matthews explained and outlined how an MOU Per-Diem Position with Amador Fire Protections District would look like. The Board gave the Chief direction to move forward with discussions with Amador County Fire Protection District for an MOU Per-Diem Position with Amador Fire Protection District and Pioneer Fire Protection District, and asked that any additional information received be forwarded to the board as received.

8.5 Office Coverage Stipend

Chief provided an overview of the office stipend volunteer position.

Motion made to create a \$50.00 volunteer stipend for office coverage.

(M/S) Howe/Strangfeld

Roll Call vote

Ayes: Howe, Strangfeld, Fitts

Nos: 0

Absent: Jumper

Passed 3-0

8.6 CAL Fire Volunteer Grant Funding, Reserve Funds Usage for 50% Match or Alternative Funds

Motion made to utilize \$17,000 of the Reserve Fund Budget to pay for the CAL Fire Volunteer Grant.

(M/S) Strangfeld/Howe

Roll Call vote

Ayes: Howe, Strangfeld, Fitts

Nos: 0

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Absent: Jumper

Passed 3-0

- 8.7** Intergovernmental for Shared Fire Personnel & Services Between the Amador Fire Protection District and the Pioneer Fire Protection District of California

Discussed in conjunction with items 8.3 and 8.4, no action.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW

Admin Vierra read a thank you note from the Aukum Fairplay Fire Safe Council, Omo Ranch Fire Safe Council, Grizzly Flats Fire Safe Council and the Pleasant Valley Fire Safe Council.

10. GOOD OF THE ORDER

Welcome to BC Stutts. BC Stutts, the Captians, Crew and Admin did a great job covering all department needs in the Chief's most recent absence.

11. UPCOMING CALENDAR OF EVENTS:

October 21 5:30 Monday night will be the stuffing party to stuff Crab Banquet mailers.

12. CLOSED SESSION

Broke into closed Session at 7:17 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~~

~~12.4 Public Employee Discipline/Dismissal Review Pursuant to Government Code Section § 54957~~

13. RETURN TO OPEN SESSION

Returned from closed session at 7:46 p.m.

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

Nothing to report out on item 12.3 and item 12.4. Items 12.1 and 12.2 were not discussed.

15. ITEMS FOR NEXT MONTHS AGENDA

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

7.4 PILT Funding - Possible misuse and or distribution of funds by the El Dorado County Auditor

7.5 Payroll Services

7.6 PFPD Vegetation Management (Ad-hoc updates) Ordinance

8.1 Pioneer Fire Protection District Building/ Facility Use Agreement

8.3 Auto Aid Agreement between Amador County Fire Protection District & Pioneer Fire Protection District.

8.4 MOU Per-Diem Position with Amador Fire Protection District and Pioneer Fire Protection District

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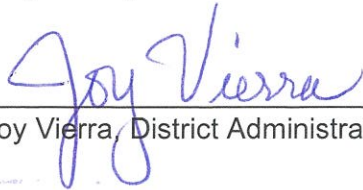
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16. ADJORNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday October 8, 2019 at 6 p.m.

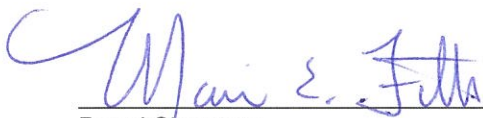
Motion to adjourn
(M/S) Strangfeld/Howe
Meeting adjourned at 7:47 p.m.
Passed 3-0

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.