

PIONEER FIRE PROTECTION DISTRICT

Board of Directors Board Meeting

October 13, 2020 at 6 p.m.

Jerry Jumper - Board Chair, Marie Fitts - Vice Chair,
Judy Hobson - Secretary, Michael Irish - Director, Randy Rossi - 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 October 13, 2020 6:00 PM meeting will be conducted via Teleconference only Members of the public may call in during the meeting. 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: Rossi, Fitts, Irish, Hobson, Jumper
Administrative Staff Present: Chief Matthews, Joy Vierra AA,
Audience in attendance: Dan & Lynette Dwyer, Paul Schaffer

1.2 Pledge of Allegiance

2. SPECIAL ANNOUNCEMENT / PRESENTATIONS / GENERAL BUSINESS

All crews have come back from deployment. Director Jumper is picking up the new water tender. Also received 2 other calls thanking the department for the service provided. Donations have come in in response to the letter that went out asking for support for department needs.

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 September 8, 2020 and Special Board Meeting September 22, 2020

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

3.3 Updated Pay Scale

3.4 HR Policy updates (due to MOU agreement)

3.5 Life Insurance for all Volunteer Personnel (Life/AD&D) Yearly cost less than \$2500.00

Motion to Adopt the Agenda and Approval of Consent Calendar 3.1 - 3.5

(M/S) Rossi/Fitts

Ayes: Rossi, Fitts, Irish, Hobson, Jumper

Abstain: 0

Absent: 0

Passed 5/0

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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 September-October 2020 Chiefs Administrative Report (Chief)
Chief Mathews read into record the Property Tax Revenue Estimates for the FY 20/21 Lean Date Tax Rolls. The estimated revenue is \$750,517.00 with \$16,500 being paid to County for administrative fees leaving a net estimated revenue of \$734,017.00.

Administration:

Hiring – None

Budgeting/Financial sustainability/Purchasing – 20-21 lots of payroll expenditures due to deployments will recover later in the year.

Updates – Administrative facility still closed to the public and personnel

Recruitment – EMS, Wildland QRT, Volunteer FF, Water Tender/Apparatus operator Volunteer & SV's. BC Stuttts should have a few new SV's coming. Social training.

Communications – We will need to purchase 4 vehicle computers and AV License by end of October.

Amador/Pioneer – We were unable to staff 123 several days this month due to crews being out on deployment.

Investigations – None at this time.

Grants and donations – Waiting to hear back from FEMA, State and Cal Foundation

County Auditor submitted the anticipated tax revenue for the district to be at about 720K after they take out 16,500 for their services.

Other – Jerry Jumper leaving 10-13-20 to retrieve mini pumper, should be back by the 16th?

Deployment – We have had at least one unit on deployment for 75 days, this should equate to the following: Over 390K in revenues.

New apparatus – Water tender due late December, new command pick up due mid-December and mini pumper due later this month.

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

Grant information:

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

Newsletter

Octobers was posted on October 1st. she is working on cohesiveness with leaderboard signs and new letter.

Facebook and Messaging:

Kara continues to update and keep the community informed as emergency issues occur and is changing the messages on the reader board signs:

Programs:

Helmet Distribution program is on hold but Kara is looking at ways to get grants to have helmets donated. She will be reaching out to Target in Placerville to request donations. We received the life jackets; Kara is working with the Captains on a distribution plan.

Vegetation Management Program update -

We have two filed complaints. However, we do not have the time or personnel to dedicate to this process.

Defensible Space Inspections

Chief Stuttts has been attending the phone call meetings when available since the meetings moved to Wednesdays. We have a few current complaints on properties that are located on the shared google doc from the county the last time I checked and the document is attached that I used to keep track. We have not received any self residential inspection forms or images.

Kara has completed OSFM Inspector courses and is certified!

Summary of EMS Cost Recovery is listed below:

60 pending more information (medical numbers, etc.)

We still have more cost recovery sheets that still need to be processed from June, July, and August as well, I will get to them once I catch up on these.

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Classes Being Taught:

Kara is 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.

Cost Recovery (EMS)

Kara is working with Amador Fire Protection District on hardship policy that we could incorporate at PFPD. Working on Medicare/Medical issues and billing.

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

(Vierra)

Fire Cost Recovery

Approx. 2.75 hours

Board Meeting Prep (elections and new members)

Approx. 5.75 hours Board meeting prep

Payroll/EED

Approx. 8 hours on payroll

Burn Permits

None

Plans Review/Prevention & Inspections

Approx. 8.75 hours

Business Licenses

Approx. 2 hour

VHR Inspections

1 hour

Email review and responding

Approx. 8.25 hours

OES Billing/SPI

2.75 hours

Receivables

Sept. totals \$3,804.40

Volunteer Stipends

Station cover (41) \$367.50Sept.

Pub Ed \$60.00

Office cover \$100.00

Bills /Invoices/ PO's

Approx. 29 hours spent on accounts payable

Website (IT/emails issues)

Approx. 1 hours

Vegetation Ordinance Inspections

None

Phone

99 phone call received & responded to msg.

Measure F

Approx. 0 hours

Walk In

Closed to Due to Covid

Covid 19 & Cleaning Protocol (office)

Approx. 2 hours

HR (Covid 19 WC)

Approx. 3 hours

Admin/HR/Mail/Meetings/Dist. Business.

25 hours

Receivables

YTD \$9,939.50

Shift Volunteers (Shift and Deployment Stipends)

24 hour shifts 15.58 \$1507.82

16.25 OES Stipends \$7,407.36

Career OT (Shift OT and Deployments)

Deployments \$31,634.44 (1,060.8 hrs)

Up-staff \$427.83 (13 hrs, Red Flag)

Training Division

Total Training hours completed by shifts

A Shift NR

B Shift NR

C Shift 30

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Station 38 (main station personnel)

Training:
Crews have been extremely limited on training this month due to long term deployments. Crews have continued training SVFF's on their task books.

Activities: Crews have been responding to multiple strike team deployments over the Month of September. These have included the North Complex fires, Santa Cruz complex fires, The Zogg Fire, The Glass Fire and others. Public education and outreach have been limited due to the COVID 19 pandemic

Operations: Crews have been working multiple operational shifts to cover for deployed personnel. Crews are continuing to perform yard maintenance around all the stations. Crews have been working on new signage for the Station to mark entry and exit signs. Crews are working on Station 34 to prepare for future apparatus and volunteers. Engine 32 has had multiple repairs completed and has returned. Crews are assessing it for Possible deployments as well as being our second due engine.

Station 37 (Omo Ranch)

Training: QRT's at station 37 conducted 4 hours of training this month in EMS and Wildland FF. Training should increase to 10+ per month

Activities: Conducted clean up days around station and SPI tank

Calls/Runs: QRT's at station 37 responded to the following calls:
4 Move up and cover assignments

Station 36 (Leoni Meadows)

Calls/Runs:

1. 2 medical aid
2. 2 support calls with water tender

Station 35 (Grizzly Flats)

Training: QRT's at station 35 participated in 4 hours of wildland training, again training whould increase to over 10 hours each month.

Activities: QRT Perry participated in a birthday drive by in Patrol 35 for a long time resident and Grizzly Flat fire safe Council member.

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

1. 3 Medical calls
2. 1 Public assist
3. 2 illegal burn pile calls
4. 1 Vegetation fire

Station 34 (Mt. Aukum)

We have removed 80% of the PVFA items, should be empty by end October. Doors need to be repaired and updated. Expected to stow fire apparatus sometime in November. In addition, the old metal water tanks have been removed and we will be moving forward with new storage.

Station 34 (Sub Station/Mt. Aukum Mall)

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Open and being used when station 123 move ups and covers south district

Station 32 (Sandridge)

No activity, stowing apparatus and equipment

Station 31 (Willow)

Duty response station

Station 123 (Fiddletown AFD/PFPD)

Currently staffed Friday, Saturday and Sunday 0800-2000. Crews have been training with the Amador Firefighters and conducting station maintenance.

Activities: Community outreach has been occurring with local residents and training. Reduced staffing due to all the deployments

Calls/runs: Station 123 personnel have responded to the following calls:
2 Move up and cover assignments

BC Stutts (8603)

Station 35 Office:

Office hours are Tuesday, Wednesday and Thursday from 1-5 pm, he has had two public meetings at the office this month. Mike is sending an average of 25+ hours at station 38 administration building. He is continuing to work on station 35 office repairs as well as community outreach which accounts for 25+ hours of his weekly hours.

Training:

Training and education have accounted for 25% of my total hours. He continues to check all COVID 19 daily logs as well as the ICS 214 logs. Training of the QRT's has been limited due to the deployments this month but will resume to normal levels next month. Public contact has been limited due to the COVID 19 issue.

New incoming Volunteer training will resume next month and will include volunteers from Amador County Fire.

Activities:

PFPD has participated in two birthday celebrations for local residents in the Month of August
The first birthday was for a two-year-old boy with serious medical issues and PFPD crews along Chief 8600 and County Fire personnel visited his house and delivered shirts, stickers and fire Helmets for the family.

The second birthday was for a long time Grizzly Flat Fire Safe Council member. QRT Perry drove Patrol 31 as part of a convoy of Fire, Police and private citizens to drive by and celebrate her Birthday. Both were a tremendous success and great for public outreach.

Calls/Runs:

1. 3 Public assists
2. 8 medical calls
3. 1 Lift assist
4. 3 Illegal burn piles
5. 2 Vegetation fires

Facilities, Apparatus, PVFA & More

Facility and Equipment repairs – Station 38 generators project completed. Still working on station 37 and 35 generator projects. We have obtained a homeland grant to provide a generator at station 31 and the tone 14 tower. This should get started in November. Station 35 house repairs on going, and several minor repair projects ongoing. Water tank project at Station 34 and 32. Purchase water supply pumps and supplies from pump grant.

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Current projects

Ice Machine repair	LED lighting with motion sensors office area & barracks
Reader Board at Mt. Aukum	Rock for flower beds at 38
SPI water tank Omo Ranch	Painting inside St. 37
Station 31 Generator	Station 35 & 37 Generator
Station 37 Hydrant	Water supply tanks and pumps
Station 35 Carport	Flammable liquid container purchased and being painted
Station 38 conex container (ordered)	GF evacuation routes completing phase 2

Projects completed

Sing in yard by flag pole has been taken down	No parking signs placed at Mid-Fork
SPI water tank near Mill Rd has had the brush cleared	Station 34 old tanks removed
Station 35 rock delivered for carport (donated by county PW)	Station 38 ground level for conex

EMS (Emergency Medical Service)

Review new EPCR policies (EMS division)	CQI requirements	Tracking of supplies
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SCBA/Fit Test (Self Contain Breathing Apparatus)

Noting to report

TRT (Technical Rescue Team)

Just a few new adjustments to be made on UTV and rope gear
Crews have been training with EDCF on TRT and UTV

Misc/Electrical

Both generators are now up and running at Station 38. Still need to have final inspection
Finished shoreline power for the St. 38 App Bay.
Fix Misc electrical issues at 38 and 32

Apparatus/Fleet

U-38	Repairs Made: Nothing to report
	Repairs needed: Parking brake not working correctly Has a funny sound in the rear end Front and rear brakes
E338	Repairs Made: New Front Tires Bent rear lower shock mount
	Repairs Needed: Need to replace one cross lay cover and two code 3 light lens Replace two code 3 lights front bumper Front pumper bent needs repair, hose boxes welded
E32	Repairs needed: All items repaired at estimated cost of \$13K
Wt-38	Repairs needed: Currently OOS Transmission OOS Leak in roof, interior issues and possible coolant leak Lock for back box needs to be replaced Chief Stutts has the broken one Half of the light bar is not working. 3 hours spent diagnosing only able to get the back rotators to work
	Repairs Made:
8603	Repairs needed: Nothing Repairs made: New tires (spares in supply)

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PVFA will not be moving forward with holding the Crab Banquets this year, they will be looking at other avenues of fund raising. The PVFA donation letter has been sent out and donations have been coming in. PVFA is still planning on putting together the Children's Christmas Party with Santa in December doing a drive through event on December 12th 2-4 pm at Pioneer Park. The PVFA have vacated Station 34, and it has freed up the station. Chief Matthews mentioned that the PFPD will be holding a Halloween drive through event on October 31st 6-7pm at Stations 38, 37 & 35.

5.4 Financial (Chief)

Chief Matthews gave an overview of financials. Apparatus' have been over budget due to the need for repairs. There have been some towing costs involved as well. Spending will even out as the year moves forward. We will run over on overtime budget line item, but it will be paid back from the State from deployments funds.

5.5 District Name Change (Fitts)

Director Fitts reported still in a holding pattern, nothing new to report

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 Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)
Several donations have been received from the letter that went out with department needs. Director Rossi stated that the Sheriffs have been leaving items that could be ceased in marijuana raids behind, and that possibly PFPD would be able to take possession of water storage tanks that have been left behind in those raids. When the Sheriffs conduct a raid, possession of the tanks would be done. Director Rossi will move forward with looking into this for the district.

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 Fire Marshal Position (Fire & Life Safety Director) (Chief)

Chief Matthews provided an overview for the need for the Fire Marshal Position (Fire & Life Safety Director). This position would be self-supporting out of user fees from business license applications, building permits, VHR inspections, yearly business inspections and cost recovery. Discussion took place among board members. This would be a management position not a union position, and would be directly tied to revenue fees received to fund.

Motion to approve the Fire Marshal Position (Fire & Life Safety Director) with the salary that was presented.

(M/S) Fitts/Irish

Ayes: Rossi, Fitts, Irish, Hobson, Jumper

Nays: 0

Abstain: 0

Absent: 0

Passed 5/0

7.2 JOA with Georgetown, Mosquito and Garden Valley (Chief)

Chief Matthews gave an overview of the JOA. Chief Matthews recommended that we enter into the JOA and move forward and start building relationships with the other 3 organizations. Discussion took place among board members. Director Fitts asked about deployments and utilizing the agreement to staff deployments, and how the funds are received. Chief Matthews clarified that the department sending the apparatus receives the funds for the apparatus, and funds for staff sent would come back into each department. We would most likely always have PFPD staff going with a PFPD apparatus. This would be a pulling of resources.

Motion to move forward with the JOA with Georgetown, Mosquito and Garden Valley.

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(M/S) Fitts/ Hobson

Ayes: Rossi, Fitts, Irish, Hobson, Jumper

Nays: 0

Abstain: 0

Absent: 0

Passed 5/0

8. CORRESPONDENCE FOR POSSIBLE BOARD ACTIONS AND/OR REVIEW (Good of the order)

Nothing to report

9. BOARD COMMENTS

Nothing to report

10. AGENDA ITEMS FOR NEXT MONTH

6.1 Pioneer Fire Protection District apparatus/equipment/facility needs for 2020-2022 (Chief/Rossi)

7.2 JOA with Georgetown, Mosquito and Garden Valley (Chief)

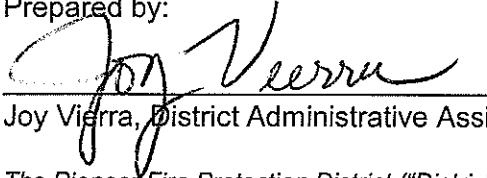
11. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR Tuesday November 10, 2020 at 6 p.m.

Motion to Adjourn

(M/S) Irish

Meeting adjourned at 7:03 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

