

**EL DORADO COUNTY FIRE PROTECTION DISTRICT  
BOARD MEETING**

**September 30, 2022**

1:00 P.M. Open Session

Join Zoom Meeting

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1(669)444-9171

**Fire Chief, Tim Cordero**

**1:00 P.M. OPEN SESSION**

**1. CALL TO ORDER:**

Director Swarbrick called the meeting to order at 1:06 P.M.

**2. ROLL CALL:**

Present: Swarbrick, Brunton, Harper, Kaiserman, Gilcrest

Absent: None

**3. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited.

**4. APPROVE AGENDA:**

*It was moved by Director Kaiserman and seconded by Director Harper to approve the agenda as presented. The motion was passed by the following vote:*

Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilcrest

Noes: None

Absent: None

**5. CONSENT CALENDAR:**

(All items approved on a single vote except those pulled for individual discussion and action).

- A. Minutes: August 18, 2022, Board Meeting
- B. Ratify Board Action from June 23, 2022
- C. Claim Payments/Deposits:

| <u>District Claims:</u> | <u>District Deposits &amp; JE:</u> |
|-------------------------|------------------------------------|
| \$6,600.00              | \$600,000.00                       |
| \$16,283.87             | \$160,631.98                       |
| \$35,662.63             | \$3,401.00                         |
| \$7,820.50              | \$4,539.00                         |
| \$14,565.01             | \$600,000.00                       |
| \$2,100.00              |                                    |
| \$2,215.00              |                                    |
| \$1,702.27              |                                    |
| \$29,955.68             |                                    |
| \$17,453.16             |                                    |
| \$1,200,000.00          |                                    |
| \$3,974.00              |                                    |
| \$19,574.92             |                                    |
| \$122,518.29            |                                    |

*It was moved by Director Harper and seconded by Director Brunton to approve the Consent Calendar with corrections as mentioned. Director Kaiserman abstain from item 5A, Director Gilchrest to abstain from item 5B. The motion was passed by the following vote:*

Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest  
 Noes: None  
 Absent: None

**6. OATH OF OFFICE:**

- Firefighter Paramedic Traci Kroll

**7. PUBLIC COMMENT:**

(Any person wishing to address the Board on any item that is not on the agenda may do so at this time. Public comments are limited to five minutes per person).

No Public Comment

**8. DEPARTMENTAL MATTERS:**

- A. **Administrative** – Payroll Software Upgrade
  - Discuss and Approve.

*It was moved by Director Gilchrest and seconded by Director Brunton to approve the Fire Chief to enter into an agreement with Workforce Ready with a one-time set up fee of \$3,500.00 and a yearly cost of \$9,828.00. The motion was passed by the following vote:*

Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest  
 Noes: None  
 Abstain: None

*Absent: None*

**B. Administrative – Resolution 2022-07 Fiscal Year 2022-2023 Final Budget**

- Review and Adopt

*It was moved by Director Kaiserman and seconded by Director Harper to approve Resolution 2022-07 Fiscal Year 2022-2023 Final Budget in the amount of \$13,871,817.00. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**C. Administrative – Resolution 2022-08 – Adopting Findings Supporting Amendments to the California Fire Code.**

- Ordinance 2022-02- 2022 Fire Code Adoption – First Reading.

*It was moved by Director Brunton and seconded by Director Kaiserman to approve Resolution 2022-08 – Adopting Findings Supporting Amendments to the California Fire Code. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**D. Operational - AFG Grant – Self Contained Breathing Apparatus**

- Discuss and Approve

*It was moved by Director Harper and seconded by Director Kaiserman to approve the Fire Chief and Staff to enter into a contract with Fire Grant Experts. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**E. Operational – Utility Apparatus Purchase**

- Discuss and Approve

*It was moved by Director Kaiserman and seconded by Director Brunton to approve the purchase of two Utility Vehicles in the amount of \$56,000 and \$12,000 for light and radio console. \$72,000 of TOT funds to be used. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**F. Operational – Mobile Radio**

*It was moved by Director Kaiserman and seconded by Director Harper to approve the purchase of five Kenwood TK-5710 mobile radios from Silverado Avionics for the cost of \$11,446.79. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**G. Facilities – Station 16 Roof Replacement**

- Discuss and Approve

*It was moved by Director Harper and seconded by Director Kaiserman to approve entering into a contract with El Dorado Roofing for the replacement of the roof at Kyburz Station 16. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**H. Operational – Medic Unit Staffing Model**

- Discuss and Approve

*It was moved by Director Gilchrest and seconded by Director Kaiserman to approve further exploring and implementation of the Medic Unit Staffing Model. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

*Absent: None*

**I. Administrative – Special Tax Annual Report**

- Review and File

**9. BOARD MATTERS:**

**10. COMMITTEE REPORTS:**

**Standing Committees:**

**A. Strategic Planning**

No Report

**B. Budget and Finance (Kaiserman, Gilchrest)**

- a. Transition from monthly to quarterly meetings.

*It was moved by Director Kaiserman and seconded by Director Harper to approve the transition from monthly to quarterly meetings. The motion was passed by the following vote:*

*Ayes: Swarbrick, Brunton, Harper, Kaiserman, Gilchrest*

*Noes: None*

*Abstain: None*

Director Kaiserman provided an overview of the items discussed at the last Budget and Finance meeting.

**C. Communications & Outreach (Brunton, Gilchrest)**

Director Gilchrest stated they will be meeting the 2<sup>nd</sup> Friday of October.

**Ad-hoc Committees:**

**A. Facilities and Equipment (Brunton, Kaiserman)**

No Report

**B. Human Resources (Swarbrick, Harper)**

Director Swarbrick stated the HR Committee has received the exit interviews from Chief Cordero.

**11. CORRESPONDENCE AND COMMUNICATION:**

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter from Royal Equestrian Estates.

**12. FIRE CHIEF'S REPORT:**

- JPA:
  - The JPA Board and EMSOC are monitoring call volumes on a weekly basis, EMSOC looking for opportunities to adjust the system.
  - The JPA staffing ad hoc committee continues to meet to explore various options for JPA staffing models, the JPA will consider proposals from members for staffing of the 8<sup>th</sup> medic unit.
  - The JPA has received the Power Load systems for the medic units, they are in the process of installation. All of the front-line units should have the system within the next week and then the backup units will begin the installation process.
- City of Placerville

- The City is continuing with their Trip to Green program, one additional weekend in October. We have been involved in the planning and review of the pilot program. From a fire service perspective, the program has been working very well.
- The Joint City Council / Fire Board meeting had to be rescheduled for October 11<sup>th</sup>, 1500.
- District information
  - On September 17<sup>th</sup>, the IAFF held their Fallen Firefighter Memorial in Colorado Springs. Our Union President Jacob Poganski, Vice-President Jamie Preston, Honor Guard Member Josh Land, Captain Shepard, and I were in attendance. Firefighter Brandon Hustrei was recognized and placed on the wall, his widow, daughter, and parents were in attendance.
  - The station 17 project continues to move forward. The plans have been approved by the County and Chief Williams is working with our CM for going out to bid.
  - Engine 328 was hired locally as a Cal Fire resource. Through our partnership with Cal Fire during draw-down, Cal Fire will reach out for assistance in staffing their stations with local agencies. Engine 328 was staffed out of Station 43, until assigned to the Mosquito Fire. We submitted through OES for a “pre-position” of two water tenders in the County during the heat wave. OES approved our request, locally we were only able to staff one water tender, WT-21. Our requests were approved for a total of 8 days.
  - The County Board of Supervisors approved our request for the additional \$119,836.13 from our Development Impact Fees for the new ladder truck. The payment has been sent to Pierce Manufacturing, fully paid, and securing the pre-payment discount for our taxpayers.
  - We received funding from the El Dorado Community Foundation for Firefighter Caleb Melton’s paramedic school tuition. Firefighter Melton is enrolled in NCTI and will begin school late October.
  - Retired Engineer Campbell is continuing to work on developing his Peer Support program, several groups have committed grant funds to his program, and he is working with the El Dorado Community Foundation for fiscal sponsorship.
  - As a follow up to the last Board meeting, Kathleen was able to enroll in a CSDA sponsored Board Clerk training seminar in Monterey the first week of November. We also received a \$750 grant for the training which covers the majority of the tuition.
  - Chief Lilienthal, Chief Stephens and I met with the LAFCO Ad-Hoc committee regarding the Fire MSR’s and proposed Summit. We will be scheduling a workshop for the Fire Chiefs in November and then reporting back to the Ad-Hoc committee.
  - I was invited to sit on two separate hiring panels at the County level, the CAO position and the Deputy CAO Office of Wildfire Preparedness and resilience.
  - Update on the Shared Services with Diamond Springs Fire, we have had several meetings, internally and with DSP. The Firefighters Union from Diamond Springs sent a letter of unanimous support to Chief Gallagher for the proposed shared service agreement. We are planning another meeting with both locals and Chiefs, before bringing it to our Board for consideration.

- I will be out of the area October 14 thru October 17; Chief Lohan will have District operations in my absence.

**13. BOARD COMMENTS:**

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest stated he wanted to thank Division chief Stirling for the work he has been doing with the Firewise Communities and Fire Safe Councils.

**14. FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting October 20, 2022.

- 15. ADJOURNMENT:** *At 3:02 P.M. it was moved by Director Brunton and seconded by Director Kaiserman to adjourn; all in favor.*

