

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

June 17, 2021

1:00 P.M. Open Session

ATTENTION

As a result of the COVID-19 emergency and the Governor’s Executive Orders N-29-20 and N-33-20, this meeting will occur for the public via video and teleconference. There will not be a physical public access location. Anyone who would like to participate in the meeting must use the Zoom video link or conference line below:

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If you choose to attend the Zoom meeting and wish to make a comment on an item, please use the “raise a hand” button or press *9 if dialing in by phone. Public comments will be limited to 3 minutes. Thank you for your understanding during these challenging times.

Fire Chief, Tim Cordero

1:00 P.M. OPEN SESSION

1. CALL TO ORDER:

Director Swarbrick called the meeting to order at 1:01 P.M.

2. ROLL CALL:

Present: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest
Absent: None

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

4. APPROVE AGENDA:

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

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

5. CONSENT CALENDAR:

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

- A. Minutes: Board Meeting May 20, 2021 Minutes
- B. Standard Operating Guidelines Article 2 Section 4
- C. Claim Payments/Deposits:

<u>District Claims:</u>	<u>District Deposit/JE:</u>
\$ 109,575.49	\$ 5,309.50
\$ 9,512.07	\$ 5,2000.66
\$ 8,352.00	\$ 6,165.93
\$ 971.47	\$ 5,608.50
\$ 21,741.95	
\$ 2,906.40	
\$ 15,006.95	
\$ 4,995.34	
\$ 1,750.50	
\$ 14,460.00	
\$ 42,041.55	

It was moved by Director Kaiserman and seconded by Director Brunton to approve the Consent Calendar with the additions to the minutes as requested. The motion was passed by the following vote:

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

6. 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

7. DEPARTMENTAL MATTERS:

- A. **Safety Equipment** - Review and Approve SOG Article 2 Section 14
 - Wildland PPE and Hood Exchange Program

It was moved by Director Brunton and seconded by Director Harper to review and approve SOG Article 2 Section 14 – Wildland PPE and Hood Exchange Program. The motion was passed by the following vote:

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

- B. Election of Regular Special District Representative to El Dorado LAFCO
- The board had discussion and agreed on ranking for their vote on the Election of Regular Special District Representative to El Dorado LAFCO.

C. **Capital Improvement** - Nexus Study Update

Chief Cordero provided an update on the current status of the Nexus Study. The Board of Supervisors will review on June 29th at 2:00 p.m.

- D. **Administrative** – 2021-05 Regarding the Collection of Assessment and Voter Approved Special Taxes
- Review and Approve.

It was moved by Director Gilchrest and seconded by Director Kaiserman to approve Resolution 2021-05 – Regarding the Collection of Assessment and Voter Approved Special Taxes. The motion was passed by the following vote:

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

- E. **Safety Equipment** – Donation of Surplus Structural PPE to Lake Tahoe Community College Academy.
- Review and Approve

It was moved by Director Brunton and seconded by Director Harper to approve the Donation of Surplus Structural PPE to Lake Tahoe Community College Academy. The motion was passed by the following vote:

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

- F. **Funding** – Nexus Study – First Responder Fee
- Review and Approve.

The board agreed there needs to be a communication campaign leading up to implementation of this fee so the community is educated on how the fee is collected.

It was moved by Director Kaiserman and seconded by Director Brunton to approve the Nexus Study – First Responder Fee. The motion was passed by the following vote:

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

8. BOARD MATTERS:

A. Board Training

- Training for New Board Members

Chief Cordero stated he did receive some correspondence from Director Kaiserman and he and staff are working to get that incorporated into the PowerPoint.

B. Strategic Plan

Chief Cordero gave an update on the on scheduling the next workshop. The board agreed they are all available on the 30th. Chief is to reach out to Lloyd Ogan to confirm his eligibility.

9. COMMITTEE REPORTS:

Standing Committees:

A. Strategic Planning

No Report

B. Budget and Finance (Kaiserman, Gilchrest)

- Monthly Trending of Expenditures vs. Annual Budget -reviewed and discussed by Chief Dutch through the period ending May 31,2021.
- Meeting Preparation with State Senator Dahle- Chief Dutch will update the PowerPoint presentation in the next couple of weeks and send it out to the Finance Committee members. A time a for a rehearsal of the presentation will be determined.
- AdastraGov Programing- The program will be presented to the Board of Directors when totally operational at the July Board meeting.
- UAL White Paper- A work in progress by Chief Dutch is placed on hold.
- Review Preliminary Budget for fiscal 2021-2022- Chief Dutch will present the final budget at September Board meeting.
- Educational Scholarships- The El Dorado Community Foundation will provide a proposal regarding scholarships in July.

- JPA Budget Update- The JPA is meeting with the County to modify the current fixed rate contract. The proposed changes should not significantly impact the fire district.
- DTA Impact Study- Was approved by the City of Placerville and will be on the County's agenda for approval on June 29.
- First Responder Fee- Chief Cordero will present the Board with a proposal to engage DTA to prepare a study on the benefits and cost of setting up a First Responder Fee program.
- Community Facility District Information- Captain Luke Shepard will provide an update at the next Finance Committee meeting in July.
- Lexipol Fire Grant Service- Director Kaiserman will contact Lexipol to provide a presentation of their services at the next Finance Committee meeting in July.
- Good Governance- Chief Cordero will investigate a good governance presentation from an outside consulting agency for the Board of Directors. He will provide the Board with a listing of liability insurance coverage including what is covered and what is not covered.

C. Communications & Outreach (Brunton, Gilchrest)

Director Gilchrest stated the committee will be meeting tomorrow (6/18/21). Streamline will be giving a presentation on handling the district website.

Ad-hoc Committees:

A. Facilities and Equipment (Brunton, Kaiserman)

No Report

B. Human Resources (Swarbrick, Harper)

- Employee Satisfaction Survey

Director Swarbrick stated they will be meeting on Tuesday to finish the review of the Satisfaction survey. They will finalize it the next meeting and Director Swarbrick will meet with Captain Poganski to create a bullet point to bring back to the board through email and there will be more discussion during the next Strategic Planning workshop.

C. Operational Strategic Planning (Swarbrick, Kaiserman)

10. CORRESPONDENCE AND COMMUNICATION:

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter to Station 25.
- Email regarding a thank you phone call administration received.

11. FIRE CHIEF'S REPORT:

- JPA:
 - JPA Board approved the finance committee proposed changes, regarding "true-cost" methodology, Class 40 standardized costing and UAL segregation – pending approval by

- the County and all transporting agency boards.
- EMSOC, reviewing move-up cover policies – pilot study for nighttime cover assignments, reviewing/updating policy manuals, IFT's and handling of IFT's.
- American Rescue Plan Act – established a list of potential requests, with assignments to staff for each item. Submittal due by the end of July.
- Hiring Update:
 - We have 6 candidates that have completed their orientation training and are now online throughout the district. 3 additional candidates should be also coming online mid-July.
 - The JPA is also working on alternatives to assist in the hiring of personnel, not only for ECF but the system as a whole. Good discussion during EMSOC, discussion of looking into adjusting the requirements to broaden hiring opportunities.
- City of Placerville
 - Continue to work with City staff, attending staff meetings and City Council.
 - We finalized the contract with the City and Dewberry Consulting for the Public Safety Building needs assessment, this week. Chief Wren, Rebecca Neves and I met with EDSO to discuss their process, as well as tour the facility.
 - I had a meeting with the new Marshall Hospital Head of Security and Head of Facilities to discuss our operations and theirs and how the two agencies interact to assist each other. This will likely be a quarterly meeting to keep communication lines open. Following that, they met with our Prevention staff, and we will have a similar regular meeting schedule with Prevention also.
 - Working with City Staff, Placerville PD, Cal-Trans and CHP on highway 50 traffic mitigation during "Apple Hill" Season. Looking at a weekend in September and October.
- Fire Prevention update
 - Captain Stirling and Captain Shepard are working through some of the prevention processes and looking for areas to modernize and streamline the bureau.
 - We are also working on updating the Fire Marshal job description and will need to move forward on filling that position soon.
 - Our receptionist/prevention assistant will also be taking some classes later this fall to further expand her ability to assist in the bureau.
 - The bureau is working with the City and the fairgrounds for the 4th of July fireworks program. Application/permitting process completed with the fire department, pending City Council action.
- District information
 - Engine 17 is currently in Sacramento at Golden State for final punch list items and radio installs. It should be delivered to Station 21 very soon. The equipment for the new engine is arriving daily. We are likely 4-6 weeks out from the engine being in service, pending equipment.
 - I attended a meeting with Chief Wren and Rebecca Neves, hosted by Kingdom Builders with Congressman McClintock and his staff. We are scheduling an additional meeting with one of his staffers to discuss the public safety building and our needs for assistance in the project.

- In reconciling our Strike Team Reimbursements, the final 4 strike teams have been reimbursed and the summer of 2020 is completed and fully reimbursed.
- Engineer testing is nearing completion. Chief McVay and his cadre held multiple training days for candidates to train and prepare. The testing is taking place over 3 days with separate events.
- Crews have been participating in Cal Fire’s VMP / live burn drills at Bacchi Ranch. This was a great opportunity for our crews to get this live fire training and work side by side with Cal Fire crews as we prepare for the upcoming fire season – which we are already in.
- We completed our MSR for LAFCO last fall, we received a copy of the draft report for our review. There were substantial issues with some of the content of the report, we are working on providing follow up information / requested edits. Also, we have reached out to LAFCO and the consultant to schedule a meeting to discuss the methodologies used. These concerns appear to be across most of the districts.
- Captain Stirling and I met with Shaunda Crane from Marshall who is working on a community outreach mobile medical clinic regarding ambulances and potentially using an ambulance through the JPA for her mobile clinic.

The board gave Chief Cordero direction to hire 3 additional Firefighter/EMT to use as floaters.

12. BOARD COMMENTS:

Brunton: No Comment

Swarbrick: Director Swarbrick stated he would like to give his appreciation to the crews for working long hours.

Kaiserman: No Comment

Harper: Absent

Gilchrest: Director Gilchrest stated he attended the Shingle Springs/Cameron Park Chamber mixer and the President of the Chamber, who owns Kniesel’s Collision, offered a training opportunity to the district where they are bringing in certified trainers for electric vehicles. Director Gilchrest gave an update on the Many Oaks Lane progress. Director Gilchrest stated the Red Hawk Development Corporation will be presenting at the Shingle Springs/Cameron Park Breakfast Mixer to talk about future project. Director Gilchrest asked for clarification on attending JPA meetings. Director Gilchrest asked if Rebecca Neves has reached out to the external stakeholders regarding the Public Safety Building. Chief Cordero gave an update on the project.

13. FUTURE AGENDA ITEMS:

Next regularly scheduled Board Meeting, July 22, 2021.

14. **ADJOURNMENT:** *At 3:23 P.M. it was moved by Director Gilchrest and seconded by Director Kaiserman to adjourn; all in favor.*

