

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

**January 21, 2021**

1:00 P.M.

**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 solely 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:

Join Zoom Meeting

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Meeting ID: 885 1165 9198

Passcode: 442624

One tap mobile

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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 Brunton called the meeting to order at 1:02 P.M.

**2. ROLL CALL:**

Present: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest

Absent: None

**3. PLEDGE OF ALLEGIANCE:**

Due to the meeting being held via Zoom, the Pledge of Allegiance was not recited.

**4. APPROVE AGENDA:**

*It was moved by Director Gilchrest 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: November 19, 2020 Board Meeting Minutes  
December 17, 2020 Board Meeting Minutes
- B. Claim Payments/Deposits:

| <u>District Claims Nov. 20:</u> | <u>District Claims Dec. 20:</u> | <u>District Deposit/JE:</u> |
|---------------------------------|---------------------------------|-----------------------------|
| \$ 112,510.36                   | \$118,018.40                    | \$12,990.47                 |
| \$ 18,260.90                    | \$29,827.93                     | \$21,843.70                 |
| \$ 28,401.19                    | \$16,054.64                     | \$414,086.18                |
| \$ 1,470.05                     | \$1,802.61                      | \$86,819.03                 |
| \$ 18,949.73                    | \$909.99                        | \$26,984.03                 |
| \$ 8,689.62                     | \$1,613.02                      |                             |
| \$ 1,278.97                     | \$18,816.00                     |                             |
| \$ 21,047.00                    | \$36,863.53                     |                             |
| \$ 4,850.00                     | \$2,500.00                      |                             |
| \$ 2,336.29                     | \$7,171.58                      |                             |
| \$ 45,751.44                    | \$13,576.60                     |                             |
| \$ 1,771.56                     | \$32,652.80                     |                             |
|                                 | \$3,088.80                      |                             |

*It was moved by Director Kaiserman and seconded by Director Swarbrick to approve the Consent Calendar with addition to the October 2020 minutes to be posted on the website. The motion was passed by the following vote:*

Ayes: Brunton, Swarbrick, Harper, Kaiserman, 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. JLMC Update

Chief Cordero gave an update on where the District is at with implementation of the approved JLMC proposal.

B. Joint Public Safety Building RFP Update

Chief Cordero gave an update on the status of RFP for Joint Public Safety Building.

C. Board Elections

Director Brunton nominated Director Swarbrick for Board Chair

Vote

Ayes: Brunton, Swarbrick. Harper, Kaiserman, Gilchrest

Noes: None

Abstain: None

Absent: None

Director Kaiserman nominated Director Gilchrest for Vice Chair

Vote

Ayes: Brunton, Swarbrick. Harper, Kaiserman, Gilchrest

Noes: None

Abstain: None

Absent: None

D. Approval of "ECF Style Guide" – Communications Group

*It was moved by Director Gilchrest and seconded by Director Swarbrick to approve the "ECF Style Guide". The motion was passed by the following vote:*

Ayes: Brunton, Swarbrick. Harper, Kaiserman, Gilchrest

Noes: None

Abstain: None

Absent: None

**8. BOARD MATTERS:**

**A. Board Training**

- Training for New Board Members

Chief Cordero stated the District is currently working on developing an Onboarding Packet for new Directors.

**9. COMMITTEE REPORTS:**

**Standing Committees:**

**A. Strategic Planning**

Director Kaiserman stated the scheduled Strategic Planning meeting has been postponed. Chief Cordero stated availability dates will be sent out soon to reschedule.

Director Swarbrick stated he was contacted by the Oak Hill Fire Safe Council and they would like to be involved in the Strategic Planning meeting. Director Gilchrest inquired on how to elicit input from the community for planning. Director Swarbrick suggested sending out invites to local Fire Safe Councils to send 2-3 representatives for each area to the meeting.

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

Director Kaiserman stated the following items were discussed at the January 18, 2021 meeting:

- Monthly Trending of Expenditures Annual Budget - reviewed and discussed by Chief Dutch.
- Cal Muni Presentation- update by Chief Dutch and Chief Cordero on Pension Obligation Bonds.
- AdstraGov Programming- will be reviewed at the next Finance Committee Meeting.
- UAL White Paper- Should be completed in the next few months by Chief Dutch.
- Consolidation Flow Chart- to be updated and discussed at the next Finance Committee meeting as a ranking chart rather than as a decision tree.
- Educational Scholarships- to be researched by Director Gilchrest for next Finance Committee Meeting for limitations and guidelines.
- Developmental Impact Fees- To be reviewed after the Nexxus study is completed by the next Board meeting. \$4k City Reserve, \$1.3M County Reserve.
- Grant Funding PSPS- submitted for radios in the amount of \$132,000 waiting for update.

- Website Update- to include Budget vs Actual financial reports.
- Ad Valorem Taxes- expect 2 ½% increase for 2021/2022 vs the an adjustment downward to 1.036% due to increased growth in home sales and new construction.

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

No Report

**Ad-hoc Committees:**

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

No Report

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

No Report

**C. Operational Strategic Planning** (Swarbrick, Kaiserman)

Chief Cordero stated Division Chief Dutch is working on the Districts Health and Wellness Program. Director Swarbrick stated he will forward information to the Chief on a company that has recently come to Sacramento City Fire Department and done a comprehensive study on their employees health and wellness.

**10. CORRESPONDENCE AND COMMUNICATION:**

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter from Executive Director Jamie Johnson to Chief Cordero.
- Letter to Todd Pennington from Firefighters Burn Institute.

**11. FIRE CHIEF’S REPORT:**

- JLMC- The approved business model plan has begun the implementation process. On January 16<sup>th</sup> at 0800, Engine 21 was shut down and Engine 17 & 19 staffing levels have increased to 3/0. We are in the process of implementing some of the payroll items as it pertains to overtime and working down. This should be completed within the next couple weeks. The JLMC issued a “projected timeline” to the membership to provide insight on when portions of the plan will be taking place.
  - The Amador Plan will be reviewed at the State in March or April, same time as all the plans statewide, upon final approval we will sign the contract. Charges for services will not begin until we enter a formal contract.

- Chief Lohan and I met with Chief Blankenheim and Chief Schwab in late December, Chief Blankenheim agreed to provide coverage under local agreement until the contract is finalized. Chief Lohan had several meetings with Chief Schwab and Chief Kalsbeek to review the operational components moving forward.
  - This plan is the largest, proactive, undertaking by the District since its inception and will require continual monitoring by myself and the JLMC group. It will also require a significant amount of time in the field getting direct feedback from the rank and file.
- CARES Act funds – All purchases have been made and equipment is in the stations. Chief Williams has the final close out on purchases to submit to the County, waiting on an appointment.
  - The JPA also received CARES Act Funds for equipment, there are some residual funds, which may be used for loss time / increased costs due to COVID -19, ECF has submitted for the overtime costs incurred on the medic units for COVID-19 exposures – roughly \$35k.
- We also have two new FF/P's that have started their in-house orientation, they will begin their paramedic accreditation process next week. Badge pinning will be on Saturday afternoon, after their final day of training. We have 2 FF's that have begun their training at the Sacramento City Fire Academy on January 19<sup>th</sup>, Captain Adams is also in attendance as a DI. I did attend their recruit orientation / family night on the evening of January 14<sup>th</sup> at the drill grounds. Unfortunately, one of the recruits resigned from the District and Academy after their first full day. We also lost one of the 3 new hires to another department mid-way through their orientation.
- JPA Update
  - The new leadership at the JPA continues to come on board, we have assisted in several areas such as fleet, supplies, AVL etc. There have been quite a few inquiries on the financial components and getting all the Districts in alignment.
  - Chief Dutch and I met with Chiefs Ransdell and Brown to discuss the UAL and its impacts with regards to legacy costs and true ambulance costs. We will also be looking to schedule meetings with Cal Fire / Cameron Park and El Dorado Hills. As the providers look to approach the County for additional revenues under our current contract and additional funds for capital, we feel it's important to ensure we have a similar understanding of the legacy costs associated with running an ambulance system.
  - No additional updates from the County on the potential shifting of CSA-7 revenues to the County Veg. Management program.
- COVID-19 – Our crews continue to remain diligent with our protocols for COVID-19, we had to implement some additional changes to adhere to new Cal OSHA requirements, we also took additional steps with regards to face coverings to minimize any potential exposures across shifts and stations.

- The EOC / County is working on a vaccination clinic utilizing Red Hawk Casino, Chief Lohan is involved as the Operations Chief for the event. The target is mid-February, pending some logistical items, including getting the vaccines.
- The first round of vaccines for our personnel took place in early January over 3 separate days, second round is scheduled for the first week of February. We have several of our members who are trained to provide these to firefighters. Vaccination sites are Stations 28 & 89.
- City of Placerville
  - Continue to work with City staff, attending staff meetings and City Council.
  - Chief Williams and I attending the operational briefing for potential demonstration / protest issues on January 18<sup>th</sup>, plans were in place on our side. There were no reportable incidents that effected our district or responses.
  - The City is working on an RFP for a feasibility study for a joint public safety facility. We will host a joint City / ECF presentation and review, to review RFP's.
- Administration –
  - Fire Marshal McKay has submitted his resignation, we are in the process of updating the flyer for the position(s) which should be flown soon. Captain Stirling, who is currently assigned temporarily to prevention position also needs to be flown. I have been in contact with Chief Ransdell at DSP and they are willing to assist in the interim. We have also made overtime available for qualified personnel to assist. We are also planning on re-engaging on the shared services to potentially capture Fire Prevention soon.
  - Annual audit is underway with Craig Fecter & Company. Most of the audit will be completed remotely, however, we are planning to safely have some on site items completed.
  - Station 28 retaining wall, compaction issues – Chief Williams met with GHD Engineering to review the issues. The settling issues appear to be related to compaction / settling. The engineer discussed some options for correcting the issue – roughly 50-100k. The repairs do need to be made – however, not critically imminent. Chief Williams will continue to work on developing a plan and getting additional information. Repairs will likely need to be budgeted for 2021/22.
  - AFG Grant period is open, after meeting with Captain Snyder and Chief Lohan, we may pursue a grant for replacing WT-28 – Captain Snyder is researching the impacts / concerns regarding our reserves and the affects on being awarded. The SAFER grant application period will also open in a couple of months – this will be more of a focus of Captain Snyder and staff to address station 72 staffing concerns.

- Our portion of the LAFCO process for the island annexations has been completed, public hearings and notifications will be taking place via LAFCO. Exact dates / timelines are pending.
- LAFCO had hired a third party to complete the MSR's for the fire districts on the west slope. Ours was completed and submitted, there were 2 subsequent meetings for additional information.
- Our firefighter who was off due to cancer treatment has recovered and is back to full duty.

**12. BOARD COMMENTS:**

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest stated he has recently become aware of a way to augment the cost of tree removal by either renting a portable mill and repurposing the wood or selling it.

**13. FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting, February 18, 2021.

UAL aspect for Service Area 7.

**14. CLOSED SESSION:**

- Public Employment

**15. REPORT OUT OF CLOSED SESSION:**

Director Brunton stated the Board will be working with Management and the JLMC to produce a full 360 view District Satisfaction Survey.

**16. ADJOURNMENT: *At 3:33 P.M. it was moved by Director Gilchrest and seconded by Director Kaiserman to adjourn; all in favor.***