**EL DORADO COUNTY FIRE PROTECTION DISTRICT**

**BOARD MEETING**

**January 19, 2023**

12:20 Oath of Office

12:30 P.M. Closed Session

1:00 P.M. Open Session

Join Zoom Meeting

<https://us02web.zoom.us/j/87934099212?pwd=N0V2L2lUOG42c2k5cWw3eDcxakZLdz09>

Meeting ID: 879 3409 9212

Passcode: 835024

One tap mobile

1(669)444-9171

**Fire Chief, Tim Cordero**

**12:20 P.M. OATH OF OFFICE**

* Board of Directors Division 2 – Mickey Kaiserman
* Board of Directors Division 3 – Lloyd Ogan

**12:30 P.M. OPEN SESSION**

1. **CALL TO ORDER:**

Director Kaiserman called the meeting to order at 12:30 P.M

1. **ROLL CALL:**

Present: Kaiserman, Brunton, Harper, Ogan, Gilchrest

Absent: None

1. **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was differed to our Special Meeting to be held directly after this meeting.

1. **APPROVE AGENDA:**

*It was moved by Director Gilchrest and seconded by Director Brunton to approve the agenda with the changes as mentioned. The motion was passed by the following vote:*

Ayes: Kaiserman, Brunton, Harper, Ogan, Gilchrest

Noes: None

Absent: None

1. **PUBLIC COMMENT:**

Any person wishing to address the Board on any item on the closed session portion of the agenda may do so at this time.

No Public Comment

**12:30 P.M. CLOSED SESSION**

* 1. Conference with Legal Counsel – Existing Litigation (Case PC20200294)

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

1. **REPORT OF ACTION TAKEN IN CLOSED SESSION:**
2. Conference with Legal Counsel – Existing Litigation (Case PC20200294)

Director Kaiserman stated the Districts legal counsel Eric Stevens reported on existing litigation. No Action Taken.

**7. CONSENT CALENDAR:**

(All items approved on a single vote except those pulled for individual

discussion and action).

1. Minutes: October 20, 2022, Board Meeting
2. Minutes: November 29, 2022 Joint Board Meeting
3. Job Description: Paramedic Ambulance Operator
4. Standard Operating Guideline:
   1. Article 2 Section 8
   2. Article 3 Section 2
   3. Article 3 Section 27
   4. Article 5 Section 5
5. Claim Payments/Deposits:

District Claims Nov. 22: District Claims Dec. 22: District Deposits & JE:

$ 60,513.66 $14,324.47 $155,623.85

$11,390.00 $1,881.77 $6,485.80

$9,000.00 $74,950.37 $5,028.00

$39,457.00 $17,094.50 $119,836.13

$15,952.21 $23,227.92

$2,930.16 $34,711.97

$28,747.00 $129,033.00

$1,200.00 $130,024.25

$70,140.00

$14,864.52

$124,801.55

*It was moved by Director Gilchrest and seconded by Director Ogan to approve the Consent Calendar with corrections as mentioned. The motion was passed by the following vote:*

Ayes: Kaiserman, Brunton, Harper, Ogan, Gilchrest

Noes: None

Absent: None

1. **OATH OF OFFICE**

* Firefighter Paramedic Paul Butterweich
* Firefighter Paramedic Michael Brown

1. **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).

Dave Harrold

Roger Burger

1. **DEPARTMENTAL MATTERS:**
2. **Administrative** – Return of JPA Funding

*It was moved by Director Brunton and seconded by Director Ogan to approve to the findings as presented by Michael Ocenosak, Roberts & Company CPA, and authorize staff to return funds in the amount of $336,700.00 to the El Dorado County Emergency Services Authority (JPA). Motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

1. **Operational –** Staffing of Medic 49
   * Update

Chief Cordero provided an update on the Staffing of Medic 49.

1. **Administrative –** CalPERS UAL

* Update by Division Chief Paul Dutch

Board gave direction to the Finance Committee to complete an analysis on trend.

1. **Operational –** Consolidation Discussions with Diamond Springs Fire
   * Update
   * Establish Ad-Hoc Working Group

Public Comment:

Dave Phillips

Roger Burger

Carol Lewis

*It was moved by Director Brunton and seconded by Director Ogan to establish an Ad-hoc Committee for the Consolidation/Annexation Working Group. Director Ogan and Director Kaiserman to serve on this committee. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

1. **Operational –** Shared Services with Diamond Springs Fire
   * Update

Chief Cordero provided an update with the Shared Services with Diamond Springs Fire.

1. **BOARD MATTERS:**
2. Selection Process for Board Officers and Committee Assignments

Public Comment

Andy Nevis

Dave Phillips

Carol Lewis

Roger Burger

*It was moved by Director Gilchrest and seconded by Director Kaiserman to amend policy 1030.90 to include verbiage pertaining to how committee assignments are established. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

1. Board Vacancies or Potential Vacancies

*It was moved by Director Kaiserman and seconded by Director Gilchrest to have Director Gilchrest conduct a draft policy change to include notification of vacant board seats and verbiage to acknowledge and follow Government Section Code. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

1. Board Elections
   * Chair
   * Vice Chair

*It was moved by Director Brunton and seconded by Director Harper to have nominate Director Kaiserman as the Chair of the Board. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

*It was moved by Director Kaiserman and seconded by Director Ogan to have nominate Director Brunton as Vice Chair. The motion was passed by the following vote:*

*Ayes: Kaiserman, Harper, Ogan*

*Noes: None*

*Abstain: Brunton, Gilchrest*

*Absent: None*

*Director Gilchrest nominated himself as Vice Chair, a second was received from Director Brunton, however, Director Brunton received majority vote.*

1. Board Committee Assignments

Standing Committees:

* + Strategic Planning
  + Budget and Finance (Kaiserman, Gilchrest)
  + Communications and Outreach (Brunton, Gilchrest)

Ad-Hoc Committees

* Operational Strategic Planning - Dissolve
* Facilities & Equipment (Brunton, Kaiserman)
* Human Resources (Ogan, Harper) – Gilchrest Alternate

1. Board Training:
   * Ethics
   * Sexual Harassment
2. Board of Directors Form 700

**12. COMMITTEE REPORTS:**

**Standing Committees:**

1. **Strategic Planning**

No Report

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

Director Kaiserman provided an overview of the Budget and Finance meeting that was held on January 17, 2023.

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

No Report

**Ad-hoc Committees:**

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

No Report

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

No Report

**13. CORRESPONDENCE AND COMMUNICATION:**

* Fire Engine Response Statistics.
* Medic Unit Response Statistics.

**14. 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.
  + Cristy Jorgensen is now the Executive Director of the JPA, we are working on hiring an Administrative Assistant.
  + The JPA Board awarded the 8th medic unit RFP to County Fire. We are in the process of hiring PAO’s for this unit, with an estimated start date around March 1, 2023. There are a couple items to be addressed with this additional medic unit:
    - Amend our agreement with the JPA to reflect five medic units
    - Update our PAO agreement with the local to include Medic 49
    - Establish an agreement with DSP for housing (rent and utilities)
    - Staff will be meeting with DSP staff for daily operations and expectations of the unit & personnel assigned.
* City of Placerville
  + Staff worked with the City during the recent storms, no significant impacts to fire/EMS operations.
  + The city is operating a temporary inclement weather shelter in Placerville. Our Fire Prevention personnel met with City staff and walked through the facility completing a life safety inspection prior to operations.
  + We will be taking part in the City’s second “Trip To Green” public meeting on January 19th.
* District information
  + The station 17 project continues to move forward.
    - Crews are housed at Station 21, covering Pollock Pines from the Old Pollock School during the day. We temporarily moved some apparatus around to facilitate this movement. The crews have been very flexible and are making it work.
    - The Cal Fire crews at Station 20 have been very helpful as we navigate through the project at Station 17.
  + Staff continues to work on the Payroll software upgrade. The upgrade will also require an upgrade to our Telestaff platform, we are working with HRTM – 3rd party vendor with UKG. The loaned labor component is nearing testing phase, once confirmed we can implement the UKG Ready payroll software.
  + The Image Trend RMS conversion continues to move forward, Captain Lindberg and his cadre are working to complete all the necessary fields for our RMS system, NFIRS and First Responder Fee.
  + We had 2 members leave the agency, an Engineer Paramedic to El Dorado Hills and a Firefighter EMT to Cal Fire. We also had 2 probationary firefighter paramedics that were released from probation. We are continuing to seek applicants for the firefighter paramedic positions. We have a total of 12 PAO’s going through pre-employment and are now filing PAO applicants as they are received.
  + The County Fire Chiefs held another meeting to discuss the LAFCO Fire Summit, we had a presentation from Chief Ernst, Modesto Fire regarding consolidations/contracting taking place in San Joaquin County.
  + The replacement cab for Engine 319 is in, we still do not have an ETA for repairs to be completed. During the recent storms, we had an incident with OES Engine 4310 sliding into an embankment, the engine is being repaired. All the necessary paperwork has been completed with OES.
  + Over the first week of January, OES approved the pre-position of several resources within the County. ECF had personnel assigned with Diamond Springs Fire personnel on Rescue 49 as part of a Swift Water Rescue Team, we also had Chief Lohan on duty as an additional Chief Officer. The Op Area Coordinators are monitoring conditions as it pertains to any additional needs to request pre-positioning of resources.
  + The crews have been very busy, not only meeting the daily needs of our citizens, but the storms have created additional challenges. We have had several structure fires within the District and in Diamond Springs, unfortunately 2 of them were fatality fires. However, I could not be prouder of the work our firefighters do day in and day out!

**15. BOARD COMMENTS:**

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest thanked Chief Cordero and Chief Stirling for attending the Greater Cameron Park Fire Safe Council.

**16. FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting February 16, 2023.

**17. ADJOURNMENT:**  *At 3:58 P.M. it was moved by Director Brunton and seconded by Director Gilchrest to adjourn; all in favor**.*