

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

**January 20, 2022**

12:30 Closed Session  
1:00 P.M. Open Session

Join Zoom Meeting

<https://us02web.zoom.us/j/87344323335?pwd=Vy91ZWhwL3Q5MVhvckdHZWtPaEhoZz09>

Meeting ID: 873 4432 3335  
Passcode: 514288

One tap mobile  
1(669)900-9128

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**

**12:30 OPEN SESSION**

**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

**12:35 P.M. CLOSED SESSION:**

- A. Conference with Labor Negotiations  
District Representative: Fire Chief  
El Dorado County Professional Firefighters Association Local 3556, IAFF  
Non-Represented Employee Group

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

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

Present: Swarbrick, Kaiserman, Brunton, Harper, 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 Brunton to approve the agenda as presented. The motion was passed by the following vote:*

Ayes: Swarbrick, Kaiserman, Brunton, Harper, 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: November 16, 2021, Board Meeting
- B. Board Policy 1030
- C. Claim Payments/Deposits:

<u>District Claims Nov. 21:</u>	<u>District Claims Dec. 2021:</u>	<u>District Deposits:</u>
\$7,075.56	\$78,276.07	\$6,697.00
\$10,440.00	\$2,200.00	\$10,029.03
\$43,110.72	\$186.00	\$7,318.50
\$425.00	\$10,033.75	\$544,889.84
\$18,482.89	\$575.00	\$10,799.00
\$19,391.29	\$14,384.14	
\$10,033.75	\$18,332.13	
\$528.25	\$16,825.21	
\$112,049.12	\$1,139.13	
	\$1,050.0	
	\$43,795.76	
	\$118,337.21	

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

Ayes: Swarbrick, Kaiserman, Brunton, Harper, Gilcrest  
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).

Andy Nevis

**7. REPORT OF ACTION TAKEN IN CLOSED SESSION:**

- A. Conference with Labor Negotiators  
District Representative: Fire Chief  
El Dorado County Professional Firefighters Association Local 3556, IAFF  
Non-Represented Employee Group

Public Comment:

Jacob Poganski

*It was moved by Director Swarbrick and seconded by Director Kaiserman to approve the two presented side letters pertaining to the benefit package increase in the amount of \$200.00 towards health care contributions with a sunset of June 30, 2022. The motion was passed by the following vote:*

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

**8. DEPARTMENTAL MATTERS:**

- A. Board Elections –
- Nominations from the November Meeting:
    1. Director Swarbrick – Chair

*It was moved by Director Kaiserman and seconded by Director Brunton to approve the nomination of Director Swarbrick to continue as Chair of the Board. The motion was passed by the following vote:*

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

2. Director Kaiserman – Vice Chair

*It was moved by Director Swarbrick and seconded by Director Brunton to approve the nomination of Director Kaiserman as the Vice Chair of the Board. The motion was passed by the following vote:*

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

- B. **Administrative** – Station 17 Update
- Chief Cordero
- C. **Administrative** – Strategic Planning Consultant
- Discussion

The Board gave direction to the Fire Chief obtain information for a Consultant.

**D. Administrative – Human Resources Consultant**

- Discussion

Director Gilchrest is to send contact information to Chief Cordero for an HR Consultant. Chief Cordero will provide that information to the members on the HR Committee and Director Swarbrick will follow up.

**E. Operations - Station 72 Upstaff to 3-0**

- Discuss and Approve

Public Comment

Jacob Poganski

*It was moved by Director Harper and seconded by Director Brunton to approve the hiring of 3 additional Firefighter/EMT's to upstaff Station 72 to 3-0. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

**F. Operations – Leadership Training and Development Program for Company and Chief Officers.**

- Discussion

Director Brunton to meet with Division Chief McVay to discuss additional training opportunities for district staff. Director Brunton to report back to the board.

**G. Administrative – Letter of Support for the Oak Hill Fire Safe Council Fuels Reduction Grant.**

*It was moved by Director Kaiserman and seconded by Director Brunton to approve a Letter of Support for the Oak Hill Fire Safe Council Fuels Reduction Grant. The motion was passed by the following vote:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

**9. BOARD MATTERS:**

**A. Strategic Planning**

- Date Selection

The Board asked the Board Clerk to send out an email with a date range provided for the next Strategic Planning Workshop. The Workshop will take place on a Tuesday or Thursday in March 2022.

10. **COMMITTEE REPORTS:**

**Standing Committees:**

**A. Strategic Planning**

Director Swarbrick provided a summary of the Strategic Planning Workshop that took place on January 13, 2022

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

Director Kaiserman provided a summary of the Budget and Finance Committee Meeting that took place on January 18, 2022

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

Director Gilchrest provided a summary of the Communication & Outreach Committee Meeting that took place on January 14, 2022.

**Ad-hoc Committees:**

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

No Report

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

Director Swarbrick stated he wanted to report that Chief Cordero has been extremely diligent on sending briefings to the HR Committee on recent exit interviews.

11. **CORRESPONDENCE AND COMMUNICATION:**

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter from Lake Tahoe Community College to El Dorado County Fire for the turnout donation.
- Letter from CSDA – COVID Relief Funds.

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

- JPA:
  - We have begun contract discussions with the County for the requested 2-year extension. The JPA contract group consists of: Deputy Director Jorgensen, Chief Johnson, Chief Brown, Chief Norman and me. Meetings are set at around a 2-week interval.
  - The JPA will be entering into a contract with a consultant for a system analysis for west slope operations. This will be a comprehensive evaluation of the JPA operations, within the JPA's areas of responsibility.
  - We have reviewed the JPA/District loaned labor costs related to strike teams and open

positions, which reduced the original overage on the JPA budget last fiscal year.

- American Rescue Plan Act:
  - The County has allocated \$500,000 to the Fire Districts within the County. The County FCA is developing a methodology for disbursement amongst the fire districts, along with qualifying expenses.
- Hiring Update:
  - We have 5 new firefighters, 3 EMT's 2 paramedics coming onboard within the next few weeks. We recently had another FF/PM begin, assigned to Station 19.
- City of Placerville
  - Continue to work with City staff, attending staff meetings and City Council.
  - Several projects are underway within the city, involving our fire prevention bureau, such as a potential new hotel, apartment complex and temporary homeless shelter.
  - Dewberry Consulting continues to work on the Public Safety Building, we have a joint City Council / Board meeting scheduled for February 22, 2022, at 1500 for an update/presentation on the needs assessment. The report will be available for the Board and Council prior to the meeting for review.
  - We have begun engaging in a joint messaging campaign regarding the needs and deficiencies of both Station 25 and the current police station, for public awareness.
- District information
  - The district received a PRA request for board and committee agendas, minutes and recordings. This information has been provided the person making the request.
  - With the promotion of our 14 Engineers the District has been transitioning to the permanent engineer position across all stations and shifts, there have been a few challenges with Covid and FMLA leave but we are moving that direction.
  - We conducted Captains' meetings on 2 separate dates over the weeks. Attendance was good, there were some staffing and covid challenges, however, meaningful dialogue was had. Several Chief Officers also were in attendance.
  - The County has approved the use of the Homeland Security Funds for the fire service to purchase four side by side UTV's. ECF will be receiving one of these units, the others going to Diamond Springs, EL Dorado Hills and Georgetown. It will be our responsibility to purchase a trailer and outfit the unit. The vehicle will belong to ECF.
  - The regional grant for replacing the heart monitors within the fire districts has been completed, our district will be receiving 10 new Zoll monitors with our portion of the cost being \$38,991 – a 10% match. Thank you to Captain Snyder for his work on putting the information for our district together for this project.
  - The district website continues to be developed and improved. Captain Poganski has been diligently working on new content and improving the look and flow of the site. We have also added the “engage” component to the site, this is a Streamline feature for sign-ups to our site for information pushes. We also utilized the emergency banner component during the recent storms, to inform the public on warming shelters provided by the County.
  - The district received approximately \$114,500 from the CSDA ARPA Special District funds; this was about 70% of our original request.
  - The district is nearing completion of the FEMA/OES process for reimbursement of the Caldor Fire. Our request pertained to costs incurred by staffing of additional resources, primarily in the form of overtime costs, with some apparatus and administrative charges. Our request is for

approximately \$51,000.

- We are continuing to work with the Red Hawk Casino on their hotel and entertainment center. We have had several meetings as they move through the process. We appreciate the partnership and being able to provide input to our needs.
- Update on Station 28, the caulking work has been completed and is being monitored. This should greatly assist with the settling issues at that station.
- Station 17 – The RFP for the construction manager has been sent out by Chief Williams. We have received 2 bids so far. The draft request for the use of Development Impact Fees has been provided to County staff for review and input.
- The recent Omicron Covid variant has been impactful to our district and personnel. We have encountered some staffing challenges, however, the recent changes to a 5-day quarantine has been beneficial. We have also instituted a mask mandate for all personnel in alignment with the CDPH to ensure we can maintain a healthy workforce.
- We are continuing to evaluate and look to move away from Firehouse RMS to Image Trend. We anticipate bringing the request to the Board in the near future, funding needs to be identified as the ARPA request was not successful.
- The district has submitted for an AFG Grant for the replacement of Water Tender 28. Thank you to Captain Snyder for his continued diligence in our grant writing.
- There have been some changes in scheduling at the city level, for the time being Town Hall should be available for our monthly Board meetings. The County building is still unavailable for the foreseeable future.
- Ancillary duties for 2022, Chair of the El Dorado County Fire Chiefs Association, Vice Chair for JPA Board, and the County Wildfire Resiliency Committee.
- I will be attending a class at the National Fire Academy next week, along with Captain Shepard. Wildland Urban Interface, Fire Adaptive Communities. I will be available via phone and email; Chief Lohan will have district operations and needs in my absence.
- During late December and early January, a series of storms resulted in significant snow fall across the district, down to Shingle Springs. The storms produced power outages across the district with trees falling due to the snowfall. We also experienced a failure of the backup generator for Station 19. We were able to secure a backup to the back up from one of our members and ultimately from the County. Chief Williams is working on the repair/replacement for this unit. The storms created an incredibly challenging and busy workload for our crews. The resourcefulness of our personnel and their commitment to getting the job done was commendable. Road closures, traffic, and impassable roads did not stand in the way of our firefighters getting done what needed to be done.

## **12. BOARD COMMENTS:**

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest stated after his meeting with the Union President to review the survey the district had conducted; he did some additional research and found a survey that was completed by a Chief Officer for a Department in South Carolina. He did this survey as part of his work for the National Fire Academy. Director Gilchrest stated what he found in the survey the district completed was very aligned with the survey this Chief Officer had completed. Director Gilchrest referenced the information he found in outside departments survey.

**13. FUTURE AGENDA ITEMS:**

Next regularly scheduled Special Board Meeting February 17, 2022

Board of Director Division Boundaries

Station 17 Right away

Board Nominations Committee

Website

- Board Member Information

Communication Committee Campaign

- Staffing
- Finance Stability

**14. ADJOURNMENT: At 3:01 P.M. it was moved by Director Brunton and seconded by Director Kaiserman to adjourn; all in favor**







