

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

March 18, 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 1:04 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 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: February 18, 2021 Board Meeting Minutes
- B. Media Release Standing Operating Guideline
- C. Job Descriptions: Public Information Officer
Communications Manager

D. Claim Payments/Deposits:

<u>District Claims:</u>	<u>District Deposit/JE:</u>
\$ 115,791.48	\$ 5,058.00
\$ 50.00	\$ 310,245.05
\$ 193.03	
\$ 20,641.91	
\$ 7,704.59	
\$ 19,902.12	
\$ 62,715.13	

It was moved by Director Harper and seconded by Director Kaiserman to approve the Consent Calendar with the additions as discussed to the Public Information Officer and Communications Manager job descriptions. 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).

Jeffery Small

7. DEPARTMENTAL MATTERS:

A. Employee Recognition

- Captain Ty Dennis, Captain Andrew Lemos, Captain Nick Rose, Captain Travis Parsons, Captain Any Andreis, Firefighter Zach Iddings, Firefighter Mike Wilson, Firefighter Corey Vermillion, Firefighter Jourdan Herr, Firefighter Hayden Hadl, Firefighter Justin Bautists.

- B. MOU between El Dorado County Fire District and U.S. Department of Interior Bureau of Reclamation.
- Review and Approve.

It was moved by Director Harper and seconded by Director Kaiserman to approve the MOU between El Dorado County Fire District and U.S. Department of Interior Bureau of Reclamation. The motion was passed by the following vote:

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

- C. District Email Standard Operating Guideline Article 2 Section 34/Board of Directors Policy Title: District Email Policy Number 1035.

It was moved by Director Harper and seconded by Director Kaiserman to approve District Email Standard Operating Guideline Article 2 Section 34/Board of Directors Policy Title: District Email Policy Number 1035. The motion was passed by the following vote:

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

- D. Nexus Study Update.

Director Kaiserman recused himself from this agenzized item.

Finance Committee to review updated study.

- E. Strategic Planning Update

Chief Cordero stated the first Strategic Planning workshop is scheduled March 25, 2021 and retired Fire Chief Ogan will be facilitating the workshop.

8. BOARD MATTERS:

- A. Board Training

- Training for New Board Members

Chief Cordero stated the District is currently working on a new Board of Directors Onboarding Handbook.

- B. Board of Support for Greater Cameron Park Area Fire Safe Council Resolution 2021-01.

Director Gilchrest provided an explanation on why the Fire Safe Council is looking for the letter of support from the Board. The Board agreed they would sign the letter of support.

9. **COMMITTEE REPORTS:**

Standing Committees:

A. Strategic Planning

Strategic Planning workshop is scheduled for March 25, 2021

B. Budget and Finance (Kaiserman, Gilchrest)

Director Kaiserman stated they met on March 16, 2021 and discussed the following items:

- Monthly Trending of Expenditures Annual Budget -reviewed and discussed by Chief Dutch through the period ending February 28,2021.
- AdastraGov Programing- The program will be presented to the Board of Directors when totally operational at the June or July Board meeting.
- UAL White Paper- A work in progress and should be completed in the next few months by Chief Dutch.
- Consolidation Flow Chart- Was reviewed as a ranking chart and some changes were made to be reviewed at the next Finance Committee meeting.
- Educational Scholarships- Director Gilchrest will make an inquiry to set a meeting between Chief Cordero and El Dorado Community Foundation to understand possible parameters for educational grants.
- CalPers Buyback- The EDCFPD submitted its response to CalPers and is waiting for a reply.
- Developmental Impact Fees- The Nexxus study has been adjusted based on modification of the assumptions input and an updated study will be presented tentatively to the Board of Directors at the April meeting.
- CalFire Contract- Has not been signed and is expected to be signed in March or April while the services under the contract are operational.
- Educational Scholarship update. Meeting to be scheduled in April with Executive Director William Roby – El Dorado Community Foundation.

C. Communications & Outreach (Brunton, Gilchrest)

Director Gilchrest stated the following topics where discussed at the Communications Committee meeting:

- Media releases
- Email Policy
- Working towards holding this committee meeting quarterly
- Strategic planning communications

Ad-hoc Committees:

A. Facilities and Equipment (Brunton, Kaiserman)

No Report

B. Human Resources (Swarbrick, Harper)

Director Swarbrick stated the Human Resources Committee had a meeting with Union leadership regarding the Satisfaction Survey. All questions that were submitted were reviewed. Captain Poganski had to make a couple changes to what was presented, and it should be sent to all personnel soon.

C. Operational Strategic Planning (Swarbrick, Kaiserman)

No Report.

10. CORRESPONDENCE AND COMMUNICATION:

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter from Kevin Guerrero.

11. FIRE CHIEF'S REPORT:

- JPA:
 - New sub-committee for system enhancement to review call volume, locations, medic unit placement, ALS deployment. First meeting took place with an overview of the EMS system. More meetings to follow, no action taken.
 - Chief Dutch and I met with Chief Johnson and his finance personnel from EDH to review and discuss the JPA Legacy costs. We have now met with all the provider Chiefs and look for a discussion with the JPA full board. As we look towards either opening or entering a new contract this discussion and understanding is imperative.
- CARES Act funds – There is a second round coming out, we have not yet received confirmation if any funds will be available to local fire districts, however, we have some items identified in the event the opportunity arises.
- Hiring Update:
 - We have a new Firefighter/Paramedic, Tyler Yost coming online April 5th.
 - Last week we held interviews for both Firefighter EMT's and Firefighter Paramedics, Chiefs interviews will take place next Monday and Tuesday. We currently have 9 openings.
- COVID-19 – Our crews continue to remain diligent with our protocols for COVID-19.
 - Chief Lohan is working with the County and the EOC to establish an MOU to expedite the reimbursement process as we assist with the vaccine clinics.
 - The County continues to host weekly vaccine clinics at Red Hawk Casino, we have been participating in these weekly, our participation may reduce based on availability of personnel.
- City of Placerville
 - Continue to work with City staff, attending staff meetings and City Council.
 - The RFP's for the proposed Joint Facility have been reviewed, we (Chief Wren, Rebecca Neeves and myself) interviewed the top 2 candidates. We will be hosting a meeting with City Personnel and 2 Board members to discuss the process and costs moving forward. We will also look to schedule a meeting and

presentation to both the City Council and our Board by the top firm.

- Fire Prevention update

The district will begin our annual Defensible Space inspections in the upcoming weeks. Our target is 50 per shift or 150 per station within their response areas. Captain Stirling has provided all the materials and information to the stations and crews. Promotion of FF/P Lucas Shepard to Captain – Prevention Specialist.

We completed the interviews for the Fire Prevention Specialist positions this past week, thank you to Chief Earle, DSP and Chief Richards, Cal Fire for assisting in the interview process. Announcements for the positions will be in the upcoming week.

- District information

- Engine 17 is beginning the construction process at Pierce, timeline for completion is May 2021. Photographs are beginning to be posted by Pierce.
- Station 28 retaining wall, compaction issues – Chief Williams has reached out to some of the engineering contacts for further consultation. No further update currently.
- AFG Grant – Captain Snyder has completed and submitted our grant request for a SAFER grant / staffing grant for Station 72 to bring it up to 3/0 staffing model. Awards likely this fall.
- LAFCO has our island annexation scheduling for their February 24th meeting, however, due to a Zoom and phone line issue the meeting was cancelled. We are back on the agenda for LAFCO on March 24th.
- Live Fire Drills and LARRO (Low Angle Rope Rescue Operations) have been completed over the past few weeks. Personnel from ECF, DSP and Cal Fire participated in the drills.
- Strategic Planning, scheduled for March 25th, 1 pm-4pm, with Chief Ogan as the facilitator. We have gotten feedback from several FSC's, City and County Officials and Coloma residents. We will send out a press release, encouraging online participation from the public to adhere to COVID restrictions.
- We had the opportunity to submit a request to the County for possible TOT funds to offset costs associated with tourism impacts. We submitted a request based on responses to the USFS areas – which are typically high tourists' areas. The County is considering these requests for their upcoming budget cycle. Our request was submitted for approximately \$68,000.
- I received a request from the Marshall Foundation for Community Health to provide once again "Ride in a Fire Truck to School" prize for their annual golf tournament. The tournament and auction will be June 25th.

- Our peer support team has been used twice in the past few weeks to assist personnel with some tough calls. We are extremely fortunate to have these trained personnel inhouse to meet the needs of our crews.

12. BOARD COMMENTS:

Brunton: No Comment

Swarbrick: Director Swarbrick stated there was a good size fire in his division next to Station 19. He stated the crews did a great job knocking the fire out.

Kaiserman: Director Kaiserman stated he stopped by the JPA office and talked to Cristy Jorgensen. He asked her about the price the JPA was quoted for the CSDA membership, she told him they will look into the price difference. Director Kaiserman stated that the JPA is looking into the Service Area 7 reserves.

Harper: No Comment

Gilchrest: No Comment

13. FUTURE AGENDA ITEMS:

Fire Chief review.

Resolution 2021-01 Fire Impact Fee Nexus Study.

Next regularly scheduled Board Meeting, April 15, 2021.

14. ADJOURNMENT: *At 3:04 P.M. it was moved by Director Gilchrest and seconded by Director Kaiserman to adjourn; all in favor.*