

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

**February 18, 2021**

12:30 P.M. Open Session  
12:35 P.M. Closed Session  
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**

**12:30 P.M. 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. Public Comments are limited to three minutes per person.)

No Public Comment

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

- A. Meeting with designated representatives of the El Dorado County Fire Protection District regarding employee salaries, salary schedules, and/or other compensation in the form of fringe benefits pursuant to Government Code Section 54957.6. The El Dorado County Fire Protection District’s designated representatives are Fire Chief Tim Cordero, Director Chris Swarbrick, Director Ken Harper and Patrick Clark.  
El Dorado County Professional Firefighter Union Local 3556, The Management Association.

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

**1. CALL TO ORDER:**

Director Swarbrick called the meeting to order at 1:00 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 Harper 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: January 21, 2021 Board Meeting Minutes
- B. Revisions – Standard Operating Guidelines
- C. Claim Payments/Deposits:

<u>District Claims:</u>	<u>JPA Claims:</u>	<u>District Deposit/JE:</u>
\$ 117,380.08	\$ 42,869.00	\$ 13,945.24
\$ 1,873.79		\$ 25,516.60
\$ 180,667.22		\$ 8,100.58

\$ 31,010.19	\$ 31,296.57
\$ 2,687.16	
\$ 1,549.59	
\$ 5,130.04	
\$ 1,217.67	
\$ 19,174.00	
\$ 42,923.84	
\$ 2,516.90	
\$ 1,524.29	
\$ 52,714.69	
\$ 6,264.00	

*It was moved by Director Brunton and seconded by Director Harper to approve the Consent Calendar as presented. 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. REPORT OUT OF CLOSED SESSION:**

- a. Meeting with designated representatives of the El Dorado County Fire Protection District regarding employee salaries, salary schedules, and/or other compensation in the form of fringe benefits pursuant to Government Code Section 54957.6. The El Dorado County Fire Protection District’s designated representatives are Fire Chief Tim Cordero, Director Chris Swarbrick, Director Ken Harper and Patrick Clark.  
 El Dorado County Professional Firefighter Union Local 3556, The Management Association.

Director Swarbrick stated the Board voted unanimously to adopt a side letter with El Dorado County Professional Firefighter Union Local 3556 regarding vacation accrual with probationary Firefighters.

**8. DEPARTMENTAL MATTERS:**

- A. DTA Fire Impact Fee Presentation

A PowerPoint presentation was given by DTA.

- Richard Ruiz
- Nate Perez

Public Comment:

Andy Nevis

The Board had discussion and decided they need more information to move forward and approve the Fire Impact Fee Nexus Study. Director Gilchrest stated he feels the Board would like more clarification on the following items:

- How does the County plan link to the Nexus Study?
- Any facilities that we saying are staffed/unstaffed or future unstaffed to staffed and how it aligns with the general plan.
- Rationale for the percent increase or decrease by category.
- Explanation on why unstaffed stations are included.
- How the nexus study will link to the Districts strategic plan.

This item was tabled until the next regularly scheduled board meeting.

B. Resolution 2021-01 Fire Impact Fee Nexus Study

This item was tabled until the next regularly scheduled board meeting.

C. Shared Service with Diamond Springs/El Dorado Fire Protection District

- Review and approve.

Public Comment:

Jacob Poganski

Director Gilchrest asked for a 3-month review to quantify the benefit of the relationship.

The Board asked for Chief Cordero to add additional detail to his Staff Report to clarify administrative shared duties.

*It was moved by Director Brunton and seconded by Director Harper to approve Shared Service Agreement with Diamond Springs/El Dorado Fire Protection District. The motion was passed by the following vote:*

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

D. 2020 Annual Report

E. UAL for Service Area 7

- Discussion

F. Update on CARES Act Funding

Chief Cordero gave an update on the CARES Act Funding.

**9. 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. The Board should receive a draft in about a month.

**10. COMMITTEE REPORTS:**

**Standing Committees:**

**A. Strategic Planning**

Chief Cordero stated he sent out an email to 6 Fire Safe Councils to check their availability and once he hears back from them, he will check board availability and get the initial meeting scheduled.

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

Director Kaiserman stated the Budget and Finance Committee met on February 16, 2021 and discussed the following items:

- Monthly Trending of Expenditures Annual Budget - reviewed and discussed by Chief Dutch.
- AdastraGov Programming- was reviewed showing labor costs that will be utilized for projections by Chief Dutch. This program does not include UAL costs. The AdastraGov 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- to be updated in the next couple of weeks by Chief Cordero and will be discussed at the next Finance Committee meeting as a ranking score sheet rather than as a decision tree.
- Educational Scholarships- to be researched by Director Gilchrest for next Finance Committee Meeting for limitations and guidelines.
- CalPers Buyback- was discussed and waiting for a legal opinion from counsel.
- Developmental Impact Fees- The Nexxus study is completed and will be reviewed at the next Board meeting. \$4k City Reserve, \$1.3M County Reserve.
- Grant Funding PSPS- submitted for radios in the amount of \$132,000 was not successful.

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

Communications Committee will be a meeting the first week in March.

**Ad-hoc Committees:**

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

No Report

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

Human Resources Committee will be having a meeting on February 22, 2021 to discuss the Satisfaction Survey.

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

No Report.

**11. CORRESPONDENCE AND COMMUNICATION:**

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Coloma/Lotus Hydrant Initiative.
- Cal OES Notification of Award Denial.
- Milton Ranch Drive Through Appreciation.

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

- JPA:
  - New sub-committee for system enhancement to review call volume, locations, medic unit placement etc – first meeting is pending
  - Reviewing JPA policies and procedures for updates, including our control substance policy and CQI as initial primary focus
  - Looking into Instructional Service Agreement ISA with local colleges to establish training and reimbursements. Possibly a west slope group under the JPA – still exploring.
  - Chief Dutch and I have a meeting scheduled with Chief Blankenheim and Chief Morantz regarding the JPA legacy costs, this is a follow up to the meeting we had with Chief Ransdell and Chief Brown. We will also be scheduling with Chief Johnson (EDH) in the near future.
- CARES Act funds – All purchases have been made and equipment is in the stations. Chief Williams had a close out with County CAO's office, there were a couple of adjustments made, however, all our documentation has been provided.

- Hiring Update:
  - 2 newly hired firefighter paramedics completed their orientation and accreditation process. Currently assigned to 28C and 19A
  - Our recruit at the Sacramento Fire Academy suffered an injury – recovery will be 3 months minimum. Captain Adams is remaining at the academy as a DI.
  - Interview / testing process will be taking place in March for both FF/P's and FF/EMT's
- COVID-19 – Our crews continue to remain diligent with our protocols for COVID-19.
  - The EOC / County is completed their first public vaccination clinic at Red Hawk Casino last Thursday. This will be on-going, appointment only for now, on Thursdays. Chief Lohan remains as the operations chief for the event, working with the EOC staff. ECF also has a presence in various capacities.
  - We completed our second round of vaccinations for first responders the first week of February.
- City of Placerville
  - Continue to work with City staff, attending staff meetings and City Council.
  - Our prevention personnel and myself attended a meeting with City Building Department this morning, to review procedures with building plans, approvals, etc.
  - RFP's are being submitted to the City for the joint facility, criteria for review is being developed by the City.
- County Wide Fire Prevention update
  - The FPO's have been working on a revision to the Fire Water Supply without a Purveyor Residential and Commercial standard. This is a County-wide change to meet changes and provisions with the California Fire Code, NFPA and other resources and requirements. The primary changes address tank storage size and outlet sizes. This standard is part of the El Dorado County Regional Fire Protection Standards and would apply county-wide.
- District information
  - Engine 17 is beginning the construction process at Pierce, timeline for completion is May 2021
  - The flyer is still out for the positions within the Fire Prevention Bureau, closing on February 26<sup>th</sup>. Captain Stirling continues to hold down the bureau with assistance from Diamond Springs and qualified line personnel via overtime.
  - Annual audit is close to completion with Craig Fecter & Company. A close out presentation should be made to the Board at the March or April meeting pending final completion and scheduling with Craig Fecter & Company

- 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 period is open, Captain Snyder is working on the SAFER Grant for Station 72 staffing. He is also receiving support from other personnel as needed. Submission is due my mid-March
- LAFCO has our island annexation scheduling for their February 24<sup>th</sup> meeting, with a recommendation to open the public hearing on the matter, approve the environmental review, and approve the annexation.
- Live Fire Drills will be taking place at Station 23 next week, using the new conex box training props. This is a joint training with personnel from DSP assisting as part of the cadre and ground school, also Cal Fire is part of the rotation and trainings.
- Strategic Planning, waiting for a few FSC’s to meet and provide participant names. Once all have replied we can look to establish dates and locations, as well as, in person or virtual pending COVID-19 restrictions
- Near-Miss with LDH from one of the engines. Chief Lohan, as the Safety Officer for the District, will be putting together a “green sheet”. The hose in question, from that generation has been removed from service and is being re-tested before putting back in service. Also researching with the manufacturer to see if there are any known issues. When the failure occurred, the hose did strike an employee, knocking him to the ground. No reportable injuries.

**13. BOARD COMMENTS:**

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest asked Director Brunton if there was any updates on 4291 5’ requirements and if there was any updates on the CALFIRE side. Director Brunton said no. Director Gilchrest stated the Greater Cameron Park Area Fire Safe Council will be looking for a letter of support from the Board regarding a resolution being presented to BLM.

**14. FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting, March 18, 2021.

Resolution 2021-01 Fire Impact Fee Nexus Study.

15. **ADJOURNMENT:** *At 4:16 P.M. it was moved by Director Brunton and seconded by Director Harper to adjourn; all in favor.*