

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Workshop Meeting Minutes  
August 08, 2018

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:03 p.m. on Wednesday, August 08, 2018, by President Gary Grenfell.

Board Present:

Gar Grenfell, President  
Chris Gibson, Vice President  
Dave Harris, Director  
Tom Millward, Director  
Chris Gibson, Director  
Teresa Ryland, Director

Absent:

Sean Mullin, Clerk

Staff Present:

Eric Walder, Fire Chief  
Kathy Medeiros, Board Secretary  
Battalion Chief, Matt Feeley

Fire Chief Walder, the Board of Directors, and staff reviewed the 2017/18 goals list.

Board Goals

- (1) Adhere to the Board adopted budgeting principles 80.25% Personnel, 12% Service and Operations, 3% Facilities, 3% Apparatus, 1% Fixed Assets, .75% Major Equipment Replacement.

Chief Walder noted that the most recent 4<sup>th</sup> quarter budget report is over in salaries and wages as a direct relation to the strike team expenses expended in the fiscal year, and personnel vacancies. Service and operations and fixed assets spending were both below budget principles. The final 5% in property tax revenues has not yet been received by the county. Chief Walder proclaimed that the board goal was adhered to for the year and was successful.

Administration/District Goals

The new Nexus study has been completed and adopted by the Board along with the Capital Facility plan. It will be presented to the Town of Loomis and the County on a future agenda. This goal is 95% Complete.

Station 15 is in construction phase under a great inspector of record. The timeline is being followed timely with few issues found.

The Safer Grant is in progress with quarterly submittals being sent for reimbursement of the grant expenses.

The Station 28 project truck room expansion is on a temporary hold while the Station 15 construction project is finalized. This will be one of the top goals for next year beginning with the schematic design and architect plans.

Strategic planning has begun and a consultant has been selected. This goal is in progress and will continue into next year.

Chief Walder noted that prior year goals have been based on standard procedures. He suggested for 2018/19 the District specifically attain larger goal opportunities outside the scope of usual business. The following goals were drafted and will be presented for adoption at the September regular board meeting.

2018/19 Administration/District Goals

1. Begin and complete Strategic Planning process
2. Finish construction on Station 15 within budgeting constraints
3. Complete a needs assessment, schematic design and move toward construction on the Station 18 remodel/truck room expansion.
4. Administer the Safer Grant and report progress on hiring and continued employment of SAFER Grant Firefighters.

2018/19 Board Goals

1. Stay within the Board adopted Budgeting principles: 80.25% Personnel, 12% Service and Operations, 3% Facilities, 3% Apparatus, 1% Fixed Assets, .75% Major Equipment Replacement.

There being no further items to be discussed at the workshop, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,



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Kathy Medeiros  
Recording Secretary

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
August 8, 2018

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 8, 2018 at 7:00 p.m. by President, Gary Grenfell.

Present:

Gary Grenfell, President  
Chris Gibson, Vice-President  
Dave Harris, Director  
Tom Millward, Director  
Terri Ryland, Director  
Russ Kelley, Director

Absent:

Sean Mullin, Clerk

Staff in Attendance:

Fire Chief, Eric Walder  
Deputy Chief, Karl Fowler  
Board Secretary, Kathy Medeiros  
Battalion Chief, Matt Feeley  
Captain, Matt VanVoltinburg

Special Presentation: None

Public Comment: None

Closed Session: None

Consent Agenda: Director Millward made a motion to approve the consent agenda; seconded by Director Gibson. Carried

Ayes: Harris, Gibson, Millward, Grenfell, Ryland, Kelley Noes: None Abstain: None Absent: Mullin

OLD BUSINESS

Fiscal Year 2018/19 Preliminary Budget Review: Staff recommends review and approval of the preliminary Fiscal Year 2018/19 budget. Staff has prepared the 2018/19 preliminary budget. Since the approval of the budget in June, additional minor changes have been made. Chief Walder noted that he added an additional \$4,000-\$5,000 in expenses since the last approval. He does not anticipate any major changes on the approval next month. Revenues are anticipated at \$12.8 million with 80.24% expended to salaries and wages. Service and operations and fixed assets continue to be within board adopted budgeting guidelines. Capital expenditures include \$300,000

for the Station 15 construction with \$313,000 coming from reserves. South Placer mitigation expenditures include the Station 15 construction project and structure gear. Loomis Mitigation revenues will be expended on the Station 28 schematic for \$200,000. The budget will return next month for final approval. Director Ryland made a motion to approve the 2018/19 Preliminary Budget. Director Gibson made a second to the motion.

Ayes: Harris, Gibson, Millward, Grenfell, Ryland, Kelley Noes: None Abstain: None Absent: Mullin

Station 15 Construction Update: Chief recommends discussion on the progress made to this point on the expansion and remodel of Station 15. It was noted that the walls are in and the trusses are coming soon. Pictures were shown to the board and public along with the most current timelines for the construction. Director Kelley commended both Chief Ritter and the inspector for the progress at the station.

## NEW BUSINESS

Fiscal Year 2017/18 Draft Quarterly Budget Report: Chief Walder recommends a short presentation on the status of the Draft 4<sup>th</sup> Quarter Fiscal Year 2017/18 unaudited final budget. It was noted that the last deposit of the District 5% of property taxes have yet to be received from the County. The District should receive the actual deposit amount in the end of August. Chief Walder continued that the CFAA Revenues of \$860,000 were directly related to the increase in fire season incident responses for last year. Salaries and benefits expenses were over due to workers compensation injuries. Capital Facilities under spent while the construction for the Station 15 project is under completion. It was noted that these financial statements are unaudited at this time. Ambulance revenues over by just \$413 to budget estimates. \$118,000 was received for workers compensation reimbursements from the carrier yet \$356,000 was spent directly by the District for three injuries during the year. Chief Walder noted that he would like to transfer \$200,000 of excess funds from the unassigned reserve account to the Facilities reserve account at year end. Director Gibson made a motion to approve the Draft 4<sup>th</sup> Quarterly Budget Report and the draft June 30, 2018 profit and loss statement as presented. Director Ryland made a second to the motion.

Ayes: Harris, Gibson, Millward, Grenfell, Ryland, Kelley Noes: None Abstain: None Absent: Mullin

Station 19 Memorial Plaque – David Volk: Chief requests the Board to take action and formally approve the addition of David Volk to the Station 19 Memorial Plaque. In August of 2003, Station 19 was dedicated as the South Placer Fire District's Memorial Fire Station. It was intended to allow for future names to be added to the plaque for individuals that had a positive impact on the community while servicing the District after their passing. On behalf of the Districts employees the Chief has submitted a written request to the Board to have David Volk's name included on the memorial plaque. Director Millward made a motion to approve the addition of David Volk to the Station 19 Memorial Plaque. Director Kelley made a second to the motion.

Ayes: Harris, Gibson, Millward, Grenfell, Ryland, Kelley Noes: None Abstain: None Absent: Mullin

## INFORMATION AND DISCUSSION

None

Correspondence: Many cards and condolence letters were distributed from the community sending condolences on the passing of Firefighter Paramedic David Volk. A monthly statement for the month of May from PARS Trust reflecting the recent earnings to the OPEB account.

### Chief's Report:

- Firefighter Volk was interned at the Sacramento Valley National Cemetery in Dixon today.
- OES 380 deployed with four personnel to the Mendocino Complex with BC Brooks as strike team leader.
- BC McMillin deployed as PIO with Interagency Federal Team II to the Plumas National Forest.
- SCBA Grant is in final approval process for total of \$376,000, federal grant share \$290,125, District share would be \$86,569 if approved.
- Water rescue training has been initiated.
- Engine 18 has passed its final acceptance test and training with a factory rep is scheduled. Once training is completed the Engine will be placed in service in Loomis.
- New medic will be delivered later in August.
- Captains testing with eight candidates qualified and moving forward with the written test.
- Engineers testing following Captains testing.
- National Night out was last night and the District went to eleven locations partnering with the Placer County Sheriff's office.
- September Day with A Deputy coming up at Bayside Church.

Functions: None

Board/Staff Comments: None

Future Agenda Items: Final adoption of the 2018/19 Budget

There being no further business to come before the Board, the meeting adjourned at 7:50 p.m. The next regular meeting will be held on Wednesday, September 12, 2018.

Respectfully submitted,



Recording Secretary, Kathy Medeiros