

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Workshop Meeting Minutes
August 14, 2019

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:16 p.m. on Wednesday, August 14, 2019, by President Chris Gibson.

Board Present:

Chris Gibson, President
Gary Grenfell, Vice President
Dave Harris, Director
Sean Mullin, Clerk
Tom Millward, Director

Absent:

Teresa Ryland, Director
Russ Kelley, Director

Staff Present:

Eric Walder, Fire Chief
Kathy Medeiros, Board Secretary

Fire Chief Walder, the Board of Directors, and staff reviewed the 2018/19 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 budgeting principles have given framework to the annual budget to stay within the District's financial goals. The most recent 4th quarter budget report is over in salaries and wages as a direct relation to the many work related injuries and personnel vacancies. Service and operations were over \$11,000 in expenditures and capital expenditures ran \$90,000 over due to the Station 15 build. The Station 18 project will carry forward to the next budget year. Chief Walder proclaimed that the board goal was adhered to for the year and was successful.

Administration/District Goals

The new District strategic plan is being implemented with the goal steward teams conducting meetings and reviewing and executing goals.

Station 15 construction is complete.

Station 18 project will carry forward into the next budget. A review of the revised construction plan will be forthcoming in the next few months.

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

Director Mullin recommended the Board retain the current Board Goal and revise the Administration/ District Goals as follows for 2019/20:

2019/20 Administration/District Goals

1. Implement and measure the progress of the Strategic Plan.
2. Begin the Station 18 remodel/truck room expansion.
3. Administer the Safer Grant and report progress on hiring and continued employment of SAFER Grant Firefighters.

2019/20 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 6:59 p.m.

Respectfully submitted,



Kathy Medeiros
Recording Secretary

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
August 14, 2019

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 14, 2019 at 7:00 p.m. by President, Chris Gibson.

Present:

Chris Gibson, President
Gary Grenfell, Vice-President
Sean Mullin, Clerk
Dave Harris, Director
Tom Millward, Director
Terri Ryland, Director

Absent:

Russ Kelley, Director

Staff in Attendance:

Fire Chief, Eric Walder
Deputy Chief, Karl Fowler
Board Secretary, Kathy Medeiros
Battalion Chief, Darren McMillin
Captain, Sean Fuller
Captain, Tracey Kincheloe
Engineer Paramedic, Cameron Wardlaw
Firefighter Paramedic, Ryan Leslie
Engineer Paramedic, Martin Ridgeway
Apprentice Firefighter, Kevin Cooney
Firefighter Paramedic, Matt Hodges

Special Presentation: The Chief held a special presentation for the promotional pinning of Captain Sean Fuller. The promotional badge was presented and pinned by the employee's spouse. The oath of office was administered by President Gibson to promoted Captain Sean Fuller. Chief Walder congratulated him for his accomplishment and dedication to the fire service.

Public Comment: None

Workshop: President Gibson noted that there was a goals workshop held prior to the meeting. Chief Walder has been given direction to move forward with the board and administration goals to return at next month's Board meeting for adoption.

Closed Session: None

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

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

OLD BUSINESS

2019 Emergency Medical Services (EMS) Fee Adjustment: Chief recommends discussion for the second reading and final public hearing of Ordinance #1-2019/20 revising fees and charges for certain EMS services. He explained that the fees have been increasing each year. This ordinance will apply a CPI to rates. The Board had agreed to link EMS fees to a CPI in prior meetings. The public hearing has been properly noticed as per Health and Safety code 13916 and Government Code 6066. Chief Walder asked the Board approve the EMS fee adjustment and give final approval of Ordinance 1-2019/20.

Director Ryland made a motion to approve the 2019 EMS Fee Adjustment and Ordinance #1-2019/20. The motion received a second from Director Grenfell. Carried

Rollcall:

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

Station 18 New Truck Room Planning Update: Chief recommends a brief update on the progress of the Facilities Committee regarding this truck room project. The Facilities Committee have met with the architect and an additional meeting is set for Monday to present changes to the design in order to keep the project within budget. Chief Walder noted that the work will be done in cost estimated phases to bring the building to code. At this time it is estimated that the building will potentially need two to three construction phases. Additional information will be brought to upcoming board meetings.

Fiscal Year 2019/20 Preliminary Budget Review: Staff recommends review and approval of the preliminary Fiscal Year 2019/20 budget. Chief Walder explained that the Board approved the budget in June but changes have occurred recently. He added that a minor adjustment may occur once the final property tax estimates have been received from Placer County. Currently budget estimates are projecting property tax revenues at 3.5% while preliminary figures from assessed values look to be received at 4.5%. Chief Walder noted that CFAA revenues are not expected to be as high as in prior years and will be adjusted down. The 2019/20 Preliminary budget is a deficit budget with facilities spending directly out of reserves. Revenues are anticipated at \$13.478 million with a total of \$10.03 million are estimated for salaries and wages expenses bringing the budgeting principle currently to 80%. Fixed asset spending is down due to keeping IT expenses in house. Many apparatus upgrades are scheduled for rescue equipment in addition to commercial vehicle purchases. Mitigation expenditures include vehicles, radios and a tow package for Rescue 17. Chief Walder remarked that the budget will return next month for final approval.

NEW BUSINESS

Fiscal Year 2018/19 Draft Quarterly Budget Report: Chief Walder recommends a short presentation on the status of the Draft 4th Quarter Fiscal Year 2018/19 unaudited budget reports. It was noted that this is a draft unaudited report of the last quarter of the fiscal year. Changes to the final numbers will be due to the District auditor's findings regarding bad debt expense and other

relative findings during the annual financial audit. The final deposit of the District 5% of property taxes have been received from the County. General revenue was received for \$12.2 million, with \$11.9 budgeted. Overall revenues were received at 100.3% of budget. Total expenditures were \$14.49 million, with \$14.351 million budgeted. Fixed asset spending was under budget estimates by \$53,000 as purchases were delayed at the end of the year. Director Ryland made a motion to approve the Draft 4th Quarterly Budget Report and the draft June 30, 2019 profit and loss statement as presented. Director Mullin made a second to the motion.

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

Cell Tower Lease Contract: Chief recommends discussion on the proposed cell phone tower lease changes initiated by American Tower for the tower located at Station 18. The District has been approached by American Tower to change the lease. The lease is currently in the first of five six year renewal periods. The current lease paid the Loomis Fire District a \$30,000 Lump sum and set the monthly rent at \$1875 a month until the next renewal period when a 15% increase to the rent would be applied. The new offer is for \$3428 a month for a total of 120 payments of \$411,442 or a lump sum cash payment of \$306,381 in exchange for a perpetual easement interest in the property in lieu of rental payments. Director Ryland agreed the offer needed further review and suggested the District pursue the matter with financial consultants at Capital Public Finance Group. Chief Walder noted he would do further research on the offer and bring additional information to the Board.

INFORMATION AND DISCUSSION

Placer County Fire Service Issues: Chief Walder recommends discussion on the latest developments in Placer County Fire Service delivery system and consolidation efforts countywide. He reported that the Placer County Chiefs are getting requests to rewrite the Closest Resource Agreement. Chief Walder explained that the CRA is a better method of aid than the prior auto aid agreements between agencies. Chief Walder is still waiting for any new information on the Bickford property status and will keep the Board informed of any changes.

Correspondence: A thank you letter was distributed from the Loomis Plaza. A monthly statement for the month of June as well as the year ending statement from PARS Trust reflecting the recent earnings to the OPEB account. A letter of thanks received from City of Auburn for assistance during a recent testing process and a card of gratitude from the Carolinda HOA.

Chief's Report:

- Two structure fires – one on Stagecoach for a garage fire and one in Newcastle
- 29 grass or wildland responses since May- no structures involved and crews did excellent job
- Strategic Planning Steward Teams meeting monthly and will have a quarterly summit meeting of leads in November
- Captain Gray has moved the District over to the cloud reducing the Districts reliance on servers
- Many new Lexipol Policy updates and more to come
- Safety and Health Committee met on 7/16

- Business inspections are in progress with mandated reporting to the Board on the progress in December
- Chief McMillin deployed to the Tucker Incident in the Modoc National Forest as a five day deployment as part of the Federal Incident Management Team 10
- Drive to Survive Presentation provided by FAIRA brought in a Nationally recognized instructor, with 26 employees attending
- Quarterly testing of probationary employees conducted and ongoing
- 20 District personnel cleared on RT-14, ongoing training scheduled for Late August early September
- Paramedic Practical Exam with 9 successful, 5 were sent to backgrounds
- Apprentice Testing on 8/1
- Division Chief-Fire Marshal testing in progress with interviews this Thursday, Friday and following Monday
- Engineer flyer out end of September
- Day with A Deputy is in the planning phase.

Functions: None

Board/Staff Comments: None

Future Agenda Items: Final adoption of the 2019/20 Budget

There being no further business to come before the Board, the meeting adjourned at 8:05 p.m. The next regular meeting will be held on Wednesday, September 11, 2019.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Medeiros". The signature is written in a cursive, flowing style.

Recording Secretary, Kathy Medeiros