

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Workshop Meeting Minutes
August 10, 2022

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:00 p.m. on Wednesday, August 10, 2022, by President Gary Grenfell.

Board Present:

Gary Grenfell, President
Dan Bajtos, Vice President
Sean Mullin, Clerk
Chris Gibson, Director
Teresa Ryland, Director
Mike Johnson, Director
Ken Musso, Director

Absent:

None

Staff Present:

Mark Duerr, Fire Chief
Kathy Medeiros, Board Secretary
Matt Feeley, Deputy Chief
Jeff Ingolia, Fire Marshal

Fire Chief Duerr, the Board of Directors, and staff reviewed the last developed goals list from 2019/20 to make recommendations for the 2022/23 goals. Both the Board and Chief Duerr discussed the prior goals, and the importance of establishing new board guidelines given the financial shortfalls of the District.

2019/20 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 Duerr noted that the budgeting principles have given framework to the annual budget but due to the failed benefit assessment the District must assure fiscal solvency while working to balance the budget within the previously board adopted guidelines. The Board agreed that priority must be given to maintain fiscal stability in the agency for the future while effectively reviewing cost cutting measures and additional revenue sources. Chief Duerr noted that he would put these suggestions into one goal for the 2022/23 Board goal.

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.

The Board reviewed the 2019/20 Administration/District Goals and determined that the prior goals were no longer relevant. The Board agreed that there was need to strongly revise and rewrite the goals for 2022/23.

The Board suggested that education for the community and increasing outreach programs were of utmost importance and should be addressed.

Maintaining and reviewing all district resources and contracts for cost and return on value. Including retrofitting, updating appliances, and reviewing utility fee structures.

Discussion of creating an ad hoc committee of Board members to approach County and State officials for additional funding directly to lobby for the District.

Chief Duerr reported that he would take the suggestions of the Board and rewrite the 2022/23 Administration/ District Goals to be presented at the September Board meeting.

There being no further items to be discussed at the workshop, the meeting was adjourned at 6:54 p.m.

Respectfully submitted,

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

Kathy Medeiros
Recording Secretary

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
August 10, 2022

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 10, 2022, at 7:03 p.m. by President, Gary Grenfell.

Present:

Gary Grenfell, President
Dan Bajtos, Vice President
Sean Mullin, Clerk
Ken Musso, Director
Mike Johnson, Director
Terri Ryland, Director
Chris Gibson, Director

Absent:

none

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Battalion Chief, Matt Van Voltinburg
Division Chief, James Magnuson
Engineer, Kenneth Kolster
Captain, Joe Stephens
Firefighter Paramedic, Jack Mascarinas
Firefighter Paramedic, Kevin Cooney
Firefighter Paramedic, Brett Palmer

Public Comment: None

Consent Agenda: Director Gibson made a motion to approve the items for the consent agenda. The motion was seconded by Director Bajtos.

Rollcall:

Ayes: Grenfell, Bajtos, Gibson, Johnson, Musso Noes: None Abstain: Mullin, Ryland Absent: None
Carried

Special Presentation: A presentation was made by Municipal Energy Advisors representative, John Kauffman, on photovoltaic solar upgrade to the stations. Mr. Kauffman discussed the options to the District through a Request for Qualifications (RFQ) versus a Request for Proposal (RFP). He noted that the current solar metering is being changed in the next year or two. A working timeline was presented should MEA be selected as a third-party consultant on the project.

OLD BUSINESS

Station 18 New Truck Room Update: Staff recommends discussion on the proposed project and progress made to date. Chief Duerr noted that the plans for the truck room continue to be on hold since the project was estimated to run over budget at a total of \$2.6 million. He noted that some work was done on the station in preparation for construction. Chief Duerr continued that the project could be suspended, or the Board could approve a light refresh. The Board requested Chief Duerr bring back the item for additional discussion in September.

Employee Retention: Staff recommends discussion on current issues facing the District involving employee retention. Chief Duerr began that there are no vacancies for the Apprentice Firefighter position, three vacant positions for Firefighter Paramedic, two vacant positions for Engineer, one vacancy at Captain and no vacancies at Battalion Chief. He continued the District is still holding six positions vacant from the prior funded Safer Grant awaiting changes to the current deployment model.

Discussion on District-Wide Photovoltaic Solar Electric Proposal: Staff recommends discussion and direction on the proposed Solar Project, including a proposal by a third-party consultant. The Board has been presented with information from a third-party entity to assist with the project. Sacramento-based consultancy, Municipal Energy Advisors (MEA) has worked with larger fire protection districts to lower their overall utility expenses. Director Mullin inquired whether information from other local projects such as Sierra College and Granite Bay High School may provide the District with more information to learn from their project. Chief Duerr responded that he would acquire additional information and reach out to MEA and Energy Advisors and report back with further options.

Board Action to Address Contingency Reserve Shortfall: Staff recommends discussion and Board action to address the Auditor's recommendation from the 2021 Fiscal Year ending audit regarding designated equity reserves. In the audit, a note was added to the financial statement the specified that historically contingent reserves have been 5% of budget, closer to \$700,000 rather than the current balance set at \$410,000. Director Ryland expressed agreement with the importance of protecting the District in the case of a contingent situation. Director Ryland made a motion to commit approximately \$300,000 of unassigned funds to the contingency reserve fund, increasing the Contingency Reserve to 5% of the budget. Director Mullin made a second to the motion.

Rollcall:

Ayes: Grenfell, Bajtos, Gibson, Johnson, Musso, Mullin, Ryland Noes: None Abstain: None Absent: None
Carried

Fiscal Year 2022/23 Preliminary Budget Adoption: Staff recommends continued review of the preliminary fiscal year 2022/23 budget. The budget assumes that the District stays at full staffing throughout the fiscal year end and accounts for increased costs in overtime, workers compensation, retirement costs and agency share insurance. Chief Duerr continued that this budget estimates a \$150,000 shortfall. Chief Duerr noted that this is a working budget at this time with no changes from the prior approved preliminary budget in June. Chief Duerr asked that the Board revisit the budget discussion following the District Deployment option discussion.

National Child Safety Council: Staff recommends discussion and approval to work with the National Child Safety Council to acquire community safety material for children. As a nonprofit organization dedicated to the safety of children in the US, they provide public agencies with safety education materials for children paid from solicitation to businesses and community support and donations for the program. NCSC has previously provided child education materials to the District and staff would like to renew this relationship. The board directed Chief Duerr to continue to work with the NCSC.

NEW BUSINESS

District Deployment Options: Staff recommends discussion and direction regarding the staffing and deployment post-benefit assessment outcome. Chief Duerr began that the failure of the assessment places the district in a difficult situation regarding staffing and service delivery. He continued that the District is operating at a deficit, the current model is unsustainable. Chief Duerr presented four options. 1. Status Quo – fill the six vacant position and operate at a deficit of \$150,000+ per year. 2. Revert to two-person staffing at Station 19 and 20 as was the pre-Safer funding deployment model – not recommended. 3. Rolling station closures (brownouts) – equitable way but he has concerns with

increasing response times and increased risk for high call volume stations. 4. Station Closure -staff 3 at each station and recommends closing Station 19 as it is centrally located in District with good coverage from northern part of District. Chief Duerr continued that option 4 is his recommendation. Closing Station 19, not filling the current vacancies, reallocating personnel, adjusting the budget accordingly, with the availability to adapt the deployment models and rework as needed. Each remaining four stations would be staffed with three and one daily relief pool Captain would fill the 300+ days of overtime to reduce the overtime budget. Chief Duerr explained that he is working on a heat map with Placer Dispatch. He explained that the change would take months to happen and there would need to be bids and staff changes. Director Musso made a motion to accept the Chief's recommendation and reserve truck options. Director Gibson made a second to the motion. Director Mullin requested the Chief bring forward more information and deployment options at a special meeting to occur as soon as possible. Director Musso agreed with the need for a special meeting and asked to have his initial motion rescinded. Director Musso then made a motion to approve the Chief's recommendation and defer the discussion on the closure options at a special meeting. Director Gibson made a second to the motion. The special meeting was determined to occur on August 17 at 7 pm. at Station 17.

Community Sharps "Turn In" Program: Staff recommends discussion and direction on implementing a community sharps "turn in" collection program. Chief Duerr explained that there is a community need for a local repository for used sharps and that the location of District firehouses make it convenient for our community to dispose of hazardous waste safely. This request aligns with our community risk reduction mission and is a great opportunity to partner with the community and provide value-added services. The program would accept sharps from two locations (Station 17 and Station 18). The cost to the District will be minimal as it already has a standing contract for hazardous sharps collection billed by weight up to 50 pounds. Max cost to the District is \$360 if the weight limit is exceeded. Director Bajtos made a motion to move forward directing Chief Duerr to implement a plan with the sharps program. Director Ryland made a second to the motion.

Rollcall:

Ayes: Grenfell, Bajtos, Gibson, Johnson, Musso, Mullin, Ryland Noes: None Abstain: None Absent: None
Carried

Cell Tower Leases: Chief recommends discussion and Board action to authorize the Chief to negotiate several cell tower lease agreements. The District has been contacted by Black Dot for the Verizon contract for the Station 18 tower asking to renegotiate terms, American Tower would like to acquire ground space and increase its footprint at Station 18, and Crown Castle at Station 17 would like to add equipment to the tower and acquire additional ground space for their existing contract for an additional \$500 per month. Chief Duerr noted that the number of calls and requests have become excessive. Director Ryland noted that the District should consult with a specialist on cell tower contacts and not renegotiate any contracts for less revenue. Chief Duerr agreed and remarked that a consultant would be brought in to assist with the negotiations.

Board Action to Consolidate the Former Loomis Fire Protection District Reserves with the Consolidated District: Staff recommends discussion and Board action to consolidate former Loomis Fire Protection District fund and reserves with the consolidated District. Following the consolidation with the former Loomis Fire District, several reserve funds were rolled into the current budget. Since consolidating, those funds have been maintained and tracked separately according to their original agency. Chief Duerr recommended reducing the number of repeat reserve funds and bringing accounting practices into alignment under the consolidated district. Director Ryland made a motion to consolidate the former Loomis Fire reserve funds into the consolidated District funds. Director Gibson made a second to the motion.

Rollcall:

Ayes: Grenfell, Bajtos, Gibson, Johnson, Musso Noes: None Abstain: Mullin, Ryland Absent: None
Carried

Fiscal Year 2022/23 Preliminary Budget Adoption: Chief Duerr continued the discussion on the budget for fiscal year 2022/23. A budget was presented to the Board. He noted that with the recommended changes to the deployment model of closing one station, the overtime budget reduces to \$950,000. Funds for facilities repairs, and maintaining equipment were priorities but a balanced budget was still possible despite the constraints. Savings to workers compensation and PERS costs will be realized in future years as wage and compensation decline. Some accounts such as software subscriptions have been created for consistency and clarification. This budget will be presented at the next meeting in September for final acceptance.

INFORMATION AND DISCUSSION

Correspondence: Three PARS financial statements, a thank you letter from Pierce Manufacturing, and the High Mark Investment perspective were presented.

Chief's Report:

- Completed membership physicals, next phase fitness
- Met with Loomis Basin Economic Development and Government Relations
- Hidden Grove Development in Loomis moving forward
- Costco in Loomis on hold – due to lawsuit
- PG&E Training
- Outstanding service on call: STEMI call, service call at Beals Point, off duty response with two watercraft collision
- 390 calls in July – 35 calls over last year, 100 more calls than 2 years ago
- Medic 17 busy, then Truck 17
- Overtime: 32% due to open positions, 15% sick leave, 7% holiday, 27% vacation, 11% disabilities
- Mandatory overtime 40%, volunteer 60%
- SSV Performance – arrived with 99% of the SSV response times
- 2022 Fire Prevention department – more permits pulled this month, total square feet down, prevention fees down with new startups up
- Functions: Cal Chiefs in Downtown Sacramento, Granite Bay High School Community Service Event 9/10/22 from 9-12

Functions: none

Board/Staff Comments: none

Future Agenda Items: 2022/23 Final Fiscal Year Budget

There being no further business to come before the Board, the meeting adjourned at 9:26 p.m. The next regular meeting will be held on Wednesday, September 14th, 2022.

Respectfully submitted,



Recording Secretary, Kathy Medeiros