

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
June 14, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, June 14, 2023, at 6:00 p.m. by President Terri Ryland.

Present:

Terri Ryland, President
Dan Bajtos, Director
Gary Grenfell, Director
Mike Johnson, Director
Tracy Randall, Director

Absent:

Ken Musso, Clerk

Vice President Chris Gibson arrived at 6:04 pm after approval of the consent agenda.

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Battalion Chief Paramedic, Kelly Moretti
Captain Paramedic, Nick Paskey
Captain Paramedic, Shawn Cline
Captain Paramedic Mark Robertson

Captain Edgar Olineka
Engineer Paramedic Ray Spear
Engineer, Kenneth Kolster
Engineer Paramedic Tyler Duncan
Firefighter Paramedic Taylor Bromley
Firefighter Paramedic Kyle Benoit
Apprentice Firefighter Greg Warren

Public Comment: None

Closed Session Report: None

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

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

Special Presentation: Chief Duerr introduced newly promoted Engineer Paramedic Tyler Duncan who was pinned with his official badge by his wife Julie. Chief Duerr then introduced newly promoted Firefighter Paramedic Kyle Benoit who was pinned with his official badge by his wife Cristina.

OLD BUSINESS

District Wide Photovoltaic Solar Electric Project: Staff recommends an update on the District-wide solar project. Chief Duerr reported that installation at Station 16 is complete and is awaiting sign-off from PG&E. Installation at Station 17 is scheduled for June 19. Station 18 will be next.

South Placer Fire District Fee Schedule Revision: Chief recommends second reading and adoption of the 2023 Ordinance and Fee Schedule. Chief Duerr began that the fee schedule was last revised in 2020. The revised fees cover the cost of prevention/code enforcement services. If approved, the new fees will be effective on July 15th. Vice President Gibson made a motion to approve Ordinance 3-2022/23. The motion was seconded by Director Bajtos.

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

Final Approval for Continued Benefit Assessment within the Loomis Emergency Response Services Assessment District: Public hearing and action on Resolution No. 19-2022/23. Chief Duerr began that the Engineer's Report is prepared annually. This year, the change in CPI is 4.88%. The maximum cost-of-living adjustment allowed each year 4%, equating to an increase of \$10.02 per single family equivalent unit. The proposed assessment rate of \$260.50 per single-family equivalent unit will generate estimated revenue of \$1,147,242. The Loomis Benefit Assessment Oversight Committee recommends taking the 4% increase. Chief Duerr further reported that the Oversight Committee requested that the Board consider providing cost accounting for Division 1, and report actual revenue and expenditures for Division 1 for a lookback period of three years. President Ryland opened the public hearing at 6:11 p.m. A question was asked as to why the Committee requested use of cost accounting. Chief Duerr answered that we currently use estimated allocations. The Committee would like more detailed information. With no further questions, President Ryland closed the hearing at 6:13 p.m.. The Board took no action to implement cost accounting. Vice President Gibson made a motion to approve Resolution No. 19-2022/23 increasing the Loomis Emergency Response Services Assessment. Director Grenfell made a second to the motion.

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

South Placer Fire District Policy Updates: Staff recommends approval of the proposed policy updates. Chief Duerr began that the policy updates were presented for review at the May meeting and asked for further comments from the Board. After some discussion, Policy 1201: Adoption/Amendment of Policies was amended as follows: Paragraph 1201.4 amended to read that adoption or amendment of a policy "shall require a 2/3 affirmative vote of ~~a quorum of the Board of Directors~~ the Board members in attendance." Policy 1215: Station 19 Memorial Plaque was withdrawn for further review of the eligibility requirements under Paragraph 1215.3. Vice President Gibson made a motion to approve as presented Policy 806: Records Retention, Policy 1210: Board Meetings, and Policy 1213: Appeals; and to approve as amended Policy 1201: Adoption/Amendment of Policies. Director Randall seconded the motion.

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

NEW BUSINESS

Fiscal Year 2023/24 Preliminary Budget Adoption: Staff recommends adoption of the preliminary fiscal year 2023/24 budget. Chief Duerr gave a short presentation on the proposed Fiscal Year 2023/24 preliminary budget. The budget assumes a 4.5% increase in revenues. Tax revenue numbers for the final budget will be received from the County in August. The final budget will be adopted in September. Vice President Gibson made a motion to approve the preliminary budget for fiscal year 2023/24 as presented. The motion was seconded by Director Grenfell.

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

Fire Impact Fee Program 2023 Annual Adjustment: Staff recommends public hearing and action to approve by resolution the Fire Impact Fee annual adjustment. Chief Duerr explained that the annual inflationary adjustment is based on the San Francisco building and construction cost index as

published by the *Engineering News-Record*. The change in the index for January 2023 is 8.4%. President Ryland opened the public hearing. With no comments from the public, President Ryland closed the hearing. Vice President Gibson made a motion to adopt Resolution No. 20-2022/23 approving the inflationary adjusted impact fees. The motion was seconded by Director Grenfell.

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

Authorization Providing for the Levy and Collection of Special Tax Measure A for Fiscal Year 2023/24: Staff recommends approval of resolutions to authorize the levy and collection of the District's Special Tax Measure A by Placer County. Chief Duerr explained that two actions are needed -- one to authorize levy of the tax and one to request collection services from Placer County. The special tax is \$70 per residence, \$.05 per square foot of commercial property, and \$2.00 per acre for vacant land, with no cost-of-living adjustment. Estimated revenue is \$702,100. Vice President Gibson made a motion to approve Resolution 21-2022/23 and Resolution 22-2022/23. Director Bajtos made a second to the motion.

Roll call for Resolution 21-2022/23 Providing for the levy and collection of Special Tax Measure A for Fiscal Year 2023/24:

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

Roll call for Resolution 22-2022/23 Requesting collection of charges on tax roll Fiscal Year 2023/24:

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

Adoption of Cost of Living Adjustment for Parcel Fees – Loomis: Public hearing and action on Resolution No. 23-2022/23. Chief Duerr reported that parcel fees approved in Division 1 in 1997 are adjusted annually by the San Francisco Region Cost Price Index. The adjustment this year is 4.19% for an increase of \$5.21, bringing the fee to \$129.58 per single-family equivalent unit. Revenue generated by the fee is approximately \$500,000. President Ryland opened the public hearing. With no comments from the public, President Ryland closed the hearing. Vice President Gibson made a motion to adopt Resolution No. 23-2022/23 approving the cost-of-living adjustment for the parcel fees. The motion was seconded by Director Grenfell.

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

Adoption of Cost of Living Adjustment for Special Zones of Benefit: Public hearing and action on Resolution No.24-2022/23. Chief Duerr explained that Zones of Benefit are commercial properties in the former Loomis Fire District (Division 1) on which the owners approved the fees. The fees are adjusted each year by the change in the All Urban Consumers – U.S. City Average Cost Price Index. President Ryland opened the public hearing. With no comments from the public, President Ryland closed the hearing. Director Bajtos made a motion to adopt Resolution No. 24-2022/23 approving the adjustment for the Zones of Benefit. The motion was seconded by Vice President Gibson.

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

Request for Placer County Collection of Special Assessments: Staff recommends adoption of Resolution No. 25-2022/23 requesting collection services by the County. Chief Duerr explained

that Placer County requires that the District warrant the legality of the charges and request collection services by Board action. This resolution meets those requirements. Vice President Gibson made a motion to adopt Resolution No. 25-2022/23 requesting Placer County collection services. The motion was seconded by Director Bajtos.

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

Adoption of 2022 Annual Report: Staff recommends review and adoption of the 2022 Annual Report. Chief Duerr reported that one of the Board goals is to increase positive community interaction. This is the first time the District has compiled an annual report. If approved, it will be published for public review on the District's website. Vice President Gibson made a motion to approve the 2022 Annual Report. The motion was seconded by Director Bajtos.

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

South Placer Fire District Policy Updates: Staff recommends review and discussion of the proposed policy updates. Chief Duerr reported that this is the first reading of these policy updates. They will be brought back to the Board for comments and approval next month. The following policies were presented for review:

- Policies 400-406 and 408-412: Fire Prevention policies
- Policy 200: Organizational structure
- Policy 201: Emergency action plan and fire prevention plan
- Policy 202: District directives
- Policy 203: CA fair political practices commission filings
- Policy 204: Liability claims
- Policy 205: Electronic mail
- Policy 206: Administrative communications
- Policy 207: Minimum staffing levels
- Policy 208: Post-incident analysis
- Policy 209: Annual planning calendar
- Policy 211: Credit card policy
- Policy 212: Purchase orders
- Policy 213: Payroll policy
- Policy 214: Solicitation of funds
- Policy 215: Petty cash management
- Policy 216: Physical asset management
- Policy 217: Purchasing and procurement
- Policy 505: Controlled substance accountability

INFORMATION AND DISCUSSION

District Meeting Recordings: Chief Duerr requested direction from the Board regarding the recording and sharing of District Board meetings. Options include posting recorded meetings to the website, providing outbound-only live streams of the meetings, or allowing interactive online participation during the live-stream. After some discussion, by general consent the Board recommended outbound-only, live-stream of the meetings, followed by posting the recording to the website. Chief Duerr reported that there will be one more trial-recording made at the July Board meeting before live-streaming the September meeting.

District Operational Update: Chief Duerr reported that call volume has been steady, but down a little from last year. Rescue/medical account for 72% of call volume. Medic 16 is the busiest unit. Station 18 is the busiest station, followed by Station 17, then 16. To-date there has been response to 6 building fires, 3 grass fires, and 2 other.

Correspondence: PARS statement for the month of April 2023.

Chief's Report:

- Cabinet shop fire on Taylor Road. Crews did a fantastic job.
- Crews took part in a live-burn training in Stockton.
- New apprentice mechanic hired.
- Two new apprentice firefighters start on June 19.
- New landscaping at Station 17; thank you to High-Hand Nursery.
- Directors now have South Placer Fire e-mail addresses. E-mail can be forwarded to personal email address, if desired.
- Company 20-A donated their free time to clean up grass for a neighbor. Crew members are Captain Cline, Engineer Kolster, and Firefighters Thomas and Bromley.
- The Prevention office received 91 sets of plans and performed 59 inspections in May. The number of new starts and permits are increasing.
- Overtime hours are up due to some open positions. However, they are still down from last year.

Labor Report: Engineer Pat Patterson began that he enjoyed listening to the Board's discussion on the new policies and the commercial structure fire. He reported that members are concerned that recent vacancies and few applicants will cause an increase in mandatory overtime. They are nervous about the future of the District. A collaborative effort among the staff, administration and the Board is needed to move forward and attract more applicants. Director Randall responded that the Board's goal is to fix economic issues and build up the District financially. He encouraged staff to keep morale up at each station and not allow low morale to spread through the District.

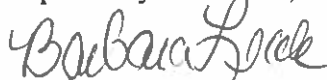
Functions: Open House at Station 18 on June 24th; Firefighter-for-a-Day event on August 13th; Firefighter Appreciation Dinner on September 22.

Board/Staff Comments: Vice President Gibson noted that the District's website needs photos of the Board members. Chief Duerr added that short biographies also are needed. President Ryland thanked the large number of staff present for attending the meeting. In response to public inquiry, Chief Duerr reported that a recent fire at Sierra Ponds had a large response due to initial misreports about the incident.

Future Agenda Items: President Ryland will be absent from the July meeting; Vice President Gibson will preside.

There being no further business to come before the Board, the meeting adjourned at 7:17 p.m. The next regular meeting will be held on Wednesday, July 12th, 2023.

Respectfully submitted,



Barbara Leak, Recording Secretary pro tem