

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
December 13, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 13, 2023, at 6:00 p.m. by President, Teresa Ryland.

Board Present:

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

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr  
Deputy Chief, Matt Feeley  
Division Chief, Jeff Ingolia  
Battalion Chief, Kelly Moretti  
Battalion Chief, Brian Midtlyng  
Division Chief, James Magnuson  
Engineer Paramedic, Pat Patterson

Firefighter Paramedic, Tyler Thomas  
Captain, Justin Buathier  
Captain, Joshua Green

Public Comment: None

Consent Agenda: Director Randall asked to amend the November minutes Page 2 under Policy Updates to read that he had asked for a change in the frequency for policy changes to be reduced in the future. Director Randall made a motion to approve the consent agenda with the requested amendment to the minutes. Director Gibson made a second motion to approve the amended consent agenda.

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

Special Presentation: Kally Kedinger-Cecil from Placer County Planning Services Division came to present on the Placer County Housing Rezoning Program. Discussion on the update and reviews to the county housing density increases within the District's zones 4 were presented with input from the board and the public regarding the current housing crisis.

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Chief Duerr began that the policies were reviewed at the last board meeting. Director Randall noted that Policy 304 USAR policy had a typo noting a type 3 which should state Type 1. Chief Duerr agreed that he would make that correction to Policy 304. Director Randall recommended that Policy 337.3 for duty officer coverage times for general district business and training be extended. Chief Duerr agreed and noted that general district business times could reasonably be increased to 20 minutes. Director Gibson made a motion to approve the Chapter 3 policy updates as amended. Director Randall made a second to the motion.

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

Loomis Benefit Assessment Oversight Committee Membership: Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Oversight Committee (BAOC). Chief Duerr began that due to the unfortunate passing of former committee member Roger Carroll, the District must appoint a replacement member to the BAOC. The board was asked for nominations at the last meeting. Four names have been suggested for the committee. After discussion, the board noted that the appointment should be done following an interview panel composed of board members. Director Johnson and Gibson volunteered to be on the upcoming interview panel and bring back a board recommendation for the replacement.

Authorization to Enter into an Agreement with Specialized Legal Counsel: Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Emergency Medical Services issues. Chief Duerr began that he has made revisions to the contract that both updated and clarified the contract process. Director Gibson made a motion to authorize Chief Duerr to enter into an agreement with specialized legal counsel. Director Grenfell made a second to the motion.

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

Authorization to Enter into Professional Services Agreement: Staff recommends discussion and authorization to enter into a professional services agreement with Capitol Public Finance Group (CPFG) to form and manage Community Facility Districts. Chief Duerr noted that the District continues to seek ongoing revenue sources and fund the costs of providing the District's services required by new development. This contract would be to setup the CFD for the District. Director Ryland reported that she would recuse herself from the discussion and vote and stated that CPFG has contracts with her consulting business on several projects outside of the District. The Board discussed the need for the contract approval prior to the upcoming workshop and agreed that the contract should move forward. Director Randall made a motion to approve the contract to enter into professional services with CPFG. Director Musso made a second to the motion.

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

## NEW BUSINESS

Fiscal Year 2022/23 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2022/23 third party audit. This is standard procedure to review the third-party audit conducted on the previous budget year's financial statements. Chief Duerr noted that the final financials report \$1.15 million in excess over expenditures due to the reduction of full-time equivalent positions and elimination of overspending in the budget. He noted that a correction was made to add Director Grenfell's name to Page 42 of Principal Officials. Director Gibson made a motion to approve the Fiscal Year 2022/23 audit as amended. Director Grenfell made a second to the motion.

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

Board of Director Officers and Committees 2024: Staff recommends board officer position elections and committee appointments for 2024. Director Ryland nominated Director Gibson for President. Director Grenfell made a 2<sup>nd</sup> to the nomination.

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

Director Johnson nominated Director Randall for President. Director Bajtos made a 2<sup>nd</sup> to the nomination.

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

Director Randall nominated Director Gibson for Vice President. Director Johnson made a second to the motion.

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

Director Gibson nominated Director Musso for the clerk position. Director Ryland made a second to the motion.

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

President Tracy Randall  
Vice President Chris Gibson  
Clerk Ken Musso

Board members discussed filling the committee positions for 2024. Director Bajtos agreed to join the Finance Committee along with Director Ryland. Director Johnson and Director Bajtos agreed to continue on the Facilities Committee with Directors Musso, Randall and Gibson continuing on the Personnel Committee. Director Johnson volunteered to become the alternate for the FAIRA Committee.

Personnel Committee Chris Gibson, Tracy Randall, and Ken Musso  
Finance Committee Terri Ryland, Dan Bajtos  
Facilities Committee Mike Johnson & Dan Bajtos  
FAIRA Ken Musso (primary) & Mike Johnson (alternate)

Director Johnson made a motion to fill the committee positions for 2024 as discussed. Director Gibson made a second to the motion.

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

2024 Board Meeting Schedule: Staff recommends review of the proposed 2024 Board meeting Schedule. Director Ryland noted that currently regular meetings are scheduled for the 2<sup>nd</sup> Wednesday of each month at 6:00 pm. All board members agreed that the proposed time and dates for 2024 would continue to work at this time. Director Musso made a motion to approve the 2024 Board meeting Schedule. Director Bajtos made a second to the motion.

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

2023/24 Long-Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: The Chief recommends reviewing and approving the 2023/24 revised plans. Chief Duerr gave a presentation on the highlights of the revised plans. All of the plans are also included in the Fire Fee Annual Reports. Plans include the long-term facilities maintenance plan, apparatus replacement plan, and major equipment replacement plan. Director Gibson made a motion to approve the 2023/24 Long term facilities maintenance, apparatus replacement, and major equipment replacement plan. Director Grenfell made a second to the motion.

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

Strategic Plan Process and Contract Approval: Staff recommends discussion and authorization for the Chief to enter into a contract with AP Triton to prepare and present a revision of the District’s Strategic Plan. Chief Duerr explained that the last strategic plan was written in 2019 and the District should take

advantage of the soon-to-be completed master plan recommendations and findings. Director Johnson noted that he had a personal relationship with a principal official of AP Triton and stated he would abstain from the discussion and vote. Chief Duerr continued that the cost for the strategic plan should range around \$23,000. He continued that a strategic plan should be reviewed every 3-5 years and a lot has changed since 2019. Director Randall made a motion to approve the strategic plan process and contract with AP Triton. Director Gibson made a second to the motion.

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

Carried

## INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began by saying that call volume was 318 calls down from 361 calls from last year. Call volume is trending down for the District for the last 3 years with 68% for rescues/medical and 24% service and good intent calls. Medic 16, Engine 17, and Engine 18 are the busiest units. Station 18 had the most call volume by station, followed by Station 17. There were 5 fire responses: 1 structure, 1 mutual aid, 1 cooking, 1 chimney, and 1 vehicle. Improved turn-out times with 1.27 averaged in November, down substantially from last year. Total response time was 8.44 average. Travel times and response times were greatly improved year over year. SSV response times met of 97%.

Correspondence: One PARS financial statements for the month of October, two letters of gratitude for from Granite Bay High School for assistance at their bonfire.

### Chief's Report:

- Loomis Public Safety Committee 1/9
- Active Shooter Drill
- GBHS Every 15 Minutes
- Sierra College EMT Ride Alongs
- Live Burn Training
- Tablet Command Update
- Parade/Tree Lighting in Loomis
- Toy/Food collection for the community
- South Placer driving Santa in the District
- Fire Prevention department: Total permits up over last year, square footage up, fee revenue up, new starts up.
- Overtime in November: 47% due to open positions, 17% sick leave, Vacation 20%, 2% Disability
- Volunteer vs. mandatory overtime hours: 24% mandatory, 76% volunteer.
- Overtime totals averaging \$60,000 per pay period.
- Leave usage year over year: vacation leave down, sick leave down, overtime is up.

Labor Report: President Ryland thanked Engineer Patterson for the advance information in the board packet on the monthly labor report and noted that the board committees will be reporting out their reports. Engineer Patterson reported that the meet and confer process is finished at this time. The Personnel Committee has been meeting and making good progress on those items. He continued that Firefighter pay for agencies touching the boundaries of the District are significantly paying much higher wages. He noted that many agencies are testing Folsom, Metro, Roseville in the spring, and Rocklin TBD. The 522 unit projects more losses in staffing with more resignations upcoming as he noted there were 3-6 more paramedics leaving in 4 months.

Functions: Santa by the Lake 12/19, Santa in the Hood on 12/23, Santa Pancake Breakfast at Station 17 on 12/16

Board/Staff Comments: Director Johnson thanked the crews and wished them a Merry Christmas. Director Randall reported that the Personnel Committee has been working on the hiring process and things are going well. Director Musso reported that at a recent FAIRA meeting held at Sac Metro has the officer elections and noted that FAIRA will be self-funded in 24 months. He continued that FAIRA is preparing to establish a committee to administer claims up to \$100,000. Vice President Gibson introduced member of the audience, former Loomis and SPFD Board member, Russ Kelley.

Future Agenda Items: President Ryland requested an updated report on the closed stations and to review and consider a policy committee to review policies that are brought forward.

7:29 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

(A) Pending Litigation – Based on “existing facts and circumstances” the legislative body is meeting only to decide whether there is significant exposure to litigation that would authorize a closed session. Gov. Code § 54956.9 (d)(2))

(B) Public employee appointment, employment, performance evaluation, discipline, dismissal, or release. Gov. Code § 54957 (b))

8:40 p.m. Return from Closed Session

Closed Session Report: President Ryland reported that the Board had met in closed session and had taken no action at this time.

There being no further business to come before the Board, the meeting adjourned at 8:41 p.m. The next regular meeting will be held on Wednesday, January 10, 2024.

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