

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
February 14, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, February 14, 2024, at 6:05 p.m. by President, Tracy Randall.

Board Present:

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

Absent:

Mike Johnson, Director

Staff in Attendance:

Deputy Chief, Matt Feeley  
Division Chief, Jeff Ingolia  
Battalion Chief, Matt Van Voltinburg

Captain, Joe Stephens  
Division Chief, James Magnuson  
Captain Paramedic, Shawn Cline

Public Comment: Member of the public, Gary Dahlbeck, noted that significant election contributions were made in support of other local agency board member elections. He requested that the individual South Placer board members state their stance on any future consolidations. President Randall noted that the board does not respond during public comment but that he will add the item as a future agenda item to be discussed at a regular board meeting. Additional discussion occurred from Anita Wright regarding the upcoming candidates for Placer County Supervisor and their potential support for the fire service including reopening of the District's closed stations.

Consent Agenda: Director Gibson made a motion to approve the consent agenda. Director Ryland made a second to the motion.

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

Carried

Special Presentation: None

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Deputy Chief Feeley began that this would be the second reading for the two policies requesting approval at this time: Wellness and Fitness, Apparatus/Vehicle Backing. President Randall noted that the grammatical errors in the prior meetings had been corrected. Director Gibson made a motion to approve the two policies presented for approval. Director Ryland made a second to the motion.

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

Carried

## NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a review and first reading of the proposed policy updates. Deputy Chief Feeley began that one policy is presented for review and approval, the Disciplinary Action policy. Director Ryland noted a grammatical correction to 1049.3.8 C). and suggested re-wording the sentence to, “The decision of the assigned OAH Judge shall be advisory only”. President Randall added that the policy has been approved through a meet and confer process. Deputy Chief Feeley continued that this is the first reading of these policies at this time, and they will be back for approval at the next regular board meeting.

LAFCO Nomination: Staff recommends discussion and possible action on LAFCO Special District Representative. The nomination period is for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission. Director Ryland expressed interest in the position noting that her letter of interest and qualifications has been written. She then asked the board to consider nominating her for the position. Director Grenfell made a motion to nominate Teresa Ryland for the LAFCO special District representative regular and alternate position. Director Gibson made a second to the motion.

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

Carried

Legal Counsel Review: Staff recommends discussion and approval of an RFP for the District’s legal counsel. Deputy Chief Feeley explained that Kingsley Bogard is still representing the District. He asked the Board to review and approve the Request for Proposal (RFP) so that the District can review other legal agencies providing similar services. Director Ryland made a motion to approve staff to move forward with an RFP for legal counsel. Director Gibson made a second to the motion.

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

Carried

Community Facilities District (CFD) Goals and Policy: Staff recommends a review and first reading of the Community Facilities District (CFD) policies and goals. To secure long term recurring funding for the District, staff has recommended the Board implement CFD’s discussed during the workshop in January. The policies and goals developed during the workshop are presented to the board for a first reading. The rate and method of apportionment will occur at a special meeting held on February 29<sup>th</sup>. The second reading and adoption of the policies and goals will be held during the regularly scheduled board meeting on March 13, 2024. Member of the public, Sandy Harris asked the board to consider fairly pricing the CFDs for the small businesses in the District. Chief Feeley remarked that this is the first reading of the goals and policies so there is no action required at this time.

SCI Proposal for Providing Consulting, Engineer of Work and Levy Administration on South Placer Fire District Special Tax – Measure A: Staff recommends discussion and approval for the Chief to execute a renewed agreement with SCI Consulting Group. SCI provides year-round administration of the South Placer Fire Protection District Special tax. For the final year of the current contract through 2023/24, costs equaled \$6328. For the proposed three-year contract renewal: \$7270, \$7465, and \$7665. Director Ryland made a motion to approve the three-year contract renewal with SCI Consulting for the administration of the SPFD Special Tax Measure A. Director Gibson made a second to the motion.

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

Carried

Fiscal Year 2023/24 2<sup>nd</sup> Quarter Budget: The Chief recommends a short presentation on the Fiscal Year 2023/24 budget status. Deputy Chief Feeley noted that 53% of general revenue has been

received with mitigation revenues exceeding budget expectations at 88.9%. Salaries and benefits are high at 51%, with overall expenditures running under at 48.4% considering ½ of the fiscal year has passed. Director Gibson made a motion to approve the Fiscal Year 2023/24 2<sup>nd</sup> Quarter Budget reports as presented. Director Muso made a second to the motion.

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

Carried

National Child Safety Council Donations: Staff recommends discussion and approval to work with the National Child Safety Council (NCSC) to acquire community safety material for children. NCSC provides public safety agencies with safety education materials for children by distributing letters to the business community soliciting support and donations for program materials. In 2022 the District received \$2000 in materials that were utilized for prevention materials and community outreach. Director Bajtos made a motion to approve the continued work with the NCSC. Director Gibson made a second to the motion.

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

Carried

Firefighter Trainee Job Description: The Chief recommends a discussion and adoption of the Firefighter Trainee job description. Deputy Chief Feeley began that this is a new position for the District. He continued that the position would be a paramedic at time of hire and would attend a District paid Firefighter Academy to obtain a Firefighter 1 certificate during their 18-month probationary period. President Randall continued that the costs of the academy were minimal, and that labor and administration have met and agreed to the terms of the position. Director Gibson made a motion to approve the Firefighter Trainee Job Description. Director Ryland made a second to the motion.

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

Carried

## INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Deputy Chief Feeley began by saying that call volume was 324 calls: down from January of last year. Call volume is down 2% for the District overall. Station 18 had the most call volume by station, followed by Station 17 and Station 16. Calls by apparatus: Medic 16, Engine 17, Engine 18, and Medic 20. There were six total fires in District: 1 vehicle, 1 chimney, 4 mutual aids. Turn out times dropped to 1.28 and travel times to 7.15 in January. Congratulations to the crews for great work all around. For the 2023 CQI review, there were 2930 PCR's written.

Correspondence: One PARS financial statement for the month of December and a PARS financial audit along with letters of appreciation for the Prevention Department and Div. Chief Magnuson.

### Chief's Report:

- Weather Event: crews did great job meeting call demand and providing excellent service despite stations without power.
- Upstaffed Brush 19 for 24 hours at Station 19 by request of OES
- No damage to district property but power outages reemphasized importance of generators at Station 16 and Station 17
- New Phone system implemented in District for substantial cost savings.
- Thanks to Captain Stephens for his assistance at Foresthill with their testing process.
- Sent 3 personnel to South Dakota for final inspection on new water tender.

- Fire Prevention department: Total permits up over last year, square footage down, fee revenue up, new starts up. Inspections completed down; plan reviews completed up.
- Overtime in December: 46% due to open positions, 18% miscellaneous, Vacation 8%, Disability 9%, sick leave 19%
- Volunteer vs. mandatory overtime hours: 32% mandatory, 68% volunteer.
- Overtime totals averaging 2200 hours, \$70,000 per pay period.
- Leave usage year over year: vacation is down, overtime is up due to Disabilities.

Labor Report: Captain Cline presented the labor report for SAFF 522 and began by thanking administration and the board for their assistance regarding recruitment discussions on the staffing crisis. He continued that labor believes that there are two positions to hire: Firefighter EMT's and Firefighter Paramedics with both options optimistically leading to additional Paramedics on the line. He noted that labor is not in favor of hiring Firefighter EMT's as this could accelerate the retention issues by straining current medics on staff. Labor would prefer that any Firefighter/EMT's hired attend a traditional didactic paramedic program. President Randall noted that the board is planning on working with labor to mitigate any issues that come from any hiring decisions.

Functions: Feb. 29th Board Workshop with CPFG on CFD Rate Apportionment at 18:00 with Brown Act Training from 19:00-21:00, Station 16 Open house March 9 from 11 am-1 pm, FDAC Conference April 24-26

Board/Staff Comments: None

Future Agenda Items: Individual Board member Discussion on Future Consolidations

6:49 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Pending Litigation – Meet with legal counsel to discuss possible litigation. (Gov. Code § 54956.9(d)(2))
- (B) Labor Negotiations - Conference regarding contract negotiations. (Gov. Code § 54957.6)

7:15 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had met in closed session and will meet with labor to discuss the grievance procedure at a future date. Counsel is working on language for approval.

There being no further business to come before the Board, the meeting adjourned at 7:15 p.m. The next regular meeting will be held on Wednesday, March 13, 2024.

Respectfully submitted,



Recording Secretary, Kathy Medeiros