

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
BOARD MEETING**

April 14, 2021

10:00 A.M. Open Session
10:05 A.M. Closed Session
10:45 Open Session

ATTENTION

As a result of the COVID-19 emergency and the Governor's Executive Orders N-29-20 and N-33-20, this meeting will occur for the public via video and teleconference. There will not be a physical public access location. Anyone who would like to participate in the meeting must use the Zoom video link or conference line below:

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Meeting ID: 868 1459 4100
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If you choose to attend the Zoom meeting and wish to make a comment on an item, please use the "raise a hand" button or press *9 if dialing in by phone. Public comments will be limited to 3 minutes. Thank you for your understanding during these challenging times.

Fire Chief, Tim Cordero

10:00 A.M. OPEN SESSION

PUBLIC COMMENT:

(Any person wishing to address the Board on any item on the closed session portion of the agenda may do so at this time. Public Comments are limited to three minutes per person.)

No Public Comment

10:05 A.M. CLOSED SESSION:

- A. Meeting with designated representatives of the El Dorado County Fire Protection District regarding employee salaries, salary schedules, and/or other compensation in the form of fringe benefits pursuant to Government Code Section 54957.6. The El Dorado County Fire Protection District's designated representatives are Fire Chief Tim Cordero, Director Chris Swarbrick, Director Ken Harper and Patrick Clark.

El Dorado County Professional Firefighter Union Local 3556, The Management Association.

- B. Closed session pursuant to Government Code Section 54957(b)(1), PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND PUBLIC EMPLOYMENT, Title: Fire Chief.

10:45 P.M. OPEN SESSION

1. CALL TO ORDER:

Director Swarbrick called the meeting to order at 11:44 A.M.

2. ROLL CALL:

Present: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest
Absent: None

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

4. APPROVE AGENDA:

It was moved by Director Harper and seconded by Director Kaiserman to approve the agenda as presented. The motion was passed by the following vote:

Ayes: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest
Noes: None
Absent: None

5. CONSENT CALENDAR:

(All items approved on a single vote except those pulled for individual discussion and action).

- A. Minutes: March 18, 2021 Board Meeting Minutes
March 25, 2021 Strategic Planning Workshop
April 7, 2021 Joint Special Meeting

B. Claim Payments/Deposits:

<u>District Claims:</u>	<u>District Deposit/JE:</u>
\$ 113,329.43	\$ 5,441.60
\$ 372.00	\$ 10,000.00
\$ 1,039.78	\$ 8,889.40
\$ 1,325.08	\$ 151,443.69
\$ 18,210.00	
\$ 86,909.69	
\$ 12,981.54	
\$ 651.04	
\$ 43,785.92	
\$ 22,819.18	

It was moved by Director Kaiserman and seconded by Director Harper to approve the Consent Calendar with revisions submitted to the Board Clerk by Director Gilchrest. The motion was passed by the following vote:

Ayes: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest
Noes: None
Absent: None

6. OATH OF OFFICE:

- Captain Lucas Shepard

7. PUBLIC COMMENT:

(Any person wishing to address the Board on any item that is not on the agenda may do so at this time. Public comments are limited to five minutes per person).

Curt Kruger

8. REPORT OF ACTION TAKEN IN CLOSED SESSION:

- a. Meeting with designated representatives of the El Dorado County Fire Protection District regarding employee salaries, salary schedules, and/or other compensation in the form of fringe benefits pursuant to Government Code Section 54957.6. The El Dorado County Fire Protection District's designated representatives are Fire Chief Tim Cordero, Director Chris Swarbrick, Director Ken Harper and Patrick Clark. El Dorado County Professional Firefighter Union Local 3556, The Management Association.

Director Swarbrick stated the board unanimously voted in support of the side letter with the El Dorado County Professional Firefighters Union Local 3556.

- b. Closed session pursuant to Government Code Section 54957(b)(1), PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND PUBLIC EMPLOYMENT, Title: Fire Chief.

Director Swarbrick stated the board delivered Chief Cordero's annual review.

9. DEPARTMENTAL MATTERS:

- A. DTA Fire Impact Fee Presentation

Director Kaiserman recused himself from Departmental Matters A & B.

- B. Resolution 2021-01 Fire Impact Fee Nexus Study

It was moved by Director Gilchrest and seconded by Director Harper to approve Resolution 2021-01 Fire Impact Fee Nexus Study. The motion was passed by the following vote:

Ayes: Brunton, Swarbrick, Harper, Gilchrest
Noes: None

Abstain: Kaiserman

Absent: None

C. Review District Email Standard Operating Guideline

- Email Signature Line

It was moved by Director Kaiserman and seconded by Director Harper to update the District Style Guide and Standard Operating Guideline to include email signature line (name, title & contact information). The motion was passed by the following vote:

Ayes: Brunton, Swarbrick, Harper, Kaiserman, Gilchrest

Noes: None

Abstain: None

Absent: None

10. BOARD MATTERS:

A. Board Training

- Training for New Board Members

Chief Cordero stated the District is currently working on a new Board of Directors Onboarding Handbook.

B. Preparation of Board packet.

Chief Cordero stated the District will be reaching out to RTS for assistance on making the board packet a searchable document.

C. Strategic Plan

Chief Cordero stated he will be contacting Lloyd Ogan to schedule the next workshop.

11. COMMITTEE REPORTS:

Standing Committees:

A. Strategic Planning

No Report

B. Budget and Finance (Kaiserman, Gilchrest)

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Director Kaiserman stated they met on March 16, 2021 and discussed the following items:

- Monthly Trending of Expenditures Annual Budget -reviewed and discussed by Chief Dutch through the period ending March 31,2021.
- Community Facility District Information- Captain Luke Shepard provided some background information regarding setting up a CFD to collect Melo-roos fees for maintenance of existing fire facilities and equipment. Two consultants are

providing bids on the cost of setting up the CFD like other fire districts in the local area.

- AdastraGov Programing- The program will be presented to the Board of Directors when totally operational at the June or July Board meeting.
- Meeting Preparation with State Senator Dahle- Chief Dutch will prepare a PowerPoint presentation that will cover fiscal issues facing our fire district: Reductions of Funding, Consolidation of Districts, UAL Increasing Costs, Competitiveness of the Fire District Retaining Personnel including bullet point solutions in the next couple of weeks.
- UAL White Paper- A work in progress by Chief Dutch is placed on hold.
- Preliminary Budget for fiscal 2021-2022- Chief Dutch presented the preliminary budget for discussion purposes with assumptions.
- Educational Scholarships- There is meeting set for Monday April 19 with local fire chiefs and the El Dorado Community Foundation.
- CalPers Buyback- CalPers requested additional materials which were supplied, and a response is expected within 120 days.
- DTA Impact Study- This nexxus study was reviewed with DTA along with the uses of the fees collected.
- CalFire Contract- Is expected to be signed in on April 16.

C. Communications & Outreach (Brunton, Gilchrest)

Director Gilchrest stated the Communications Committee did not meet this month. Moving forward they anticipate the meetings to be conducted quarterly however they will continue to meet monthly until current projects are addressed.

Ad-hoc Committees:

A. Facilities and Equipment (Brunton, Kaiserman)

No Report

B. Human Resources (Swarbrick, Harper)

- Employee Satisfaction Survey

Director Swarbrick stated HR will be meeting next week to start reviewing the responses to the satisfaction survey. HR will be brining that raw data back to the whole board. The board will then look at 3 month, 6month, 1 year and 5 year goals.

Director Gilchrest suggested utilizing a consulting firm for future surveys.

C. Operational Strategic Planning (Swarbrick, Kaiserman)

No Report.

12. CORRESPONDENCE AND COMMUNICATION:

- Fire Engine Response Statistics.

- Medic Unit Response Statistics.
- Thank you letter from Judy Puthuff, Wendy Thomas and Dennis Thomas.

13. **FIRE CHIEF'S REPORT:**

- Brief Update on Fire Station maintenance projects – Chief Williams
- JPA:
 - Following up on the UAL Legacy costs and evaluation of the current contract and needs, Chief Dutch has been involved in several meetings discussing the methodology involved with covering costs and determining the administration rates, UAL percentages, and operational components. Additional meetings are being planned, we may look to break the current contract and enter a new contract – which require Board action/approval.
- Amador Plan for Station 20, I will be meeting with Chief Blankenheim on Friday to review and sign the agreement. Thank you to Chief Blankenheim for his assistance on completing this agreement.
- American Rescue Plan Act – President Biden signed the bill on March 11th, providing \$1.9 trillion in coronavirus relief to State and Local Government. About \$65 billion is directed to County Governments, with El Dorado County receiving approximately \$37 million. The guidelines or criteria for these funds is not identified, fire districts are working with the County CAO's office for direction and needs. One major difference with this bill is the timeline, which runs through 2024. We are compiling a list of needs, once the guidelines are fully known, we will be submitting our request.
- Hiring Update:
 - Currently we have 9 candidates going through the pre-employment process with 2 additional potential candidates.
 - We are currently expediting the pre-employment process to get new personnel online as quick as possible.
- City of Placerville
 - Continue to work with City staff, attending staff meetings and City Council.
 - Thank you for the joint meeting Placerville City Council regarding the joint public safety building. This is a large project; however, both our firefighters and the City Police Officers need and deserve updated adequate facilities.
- Fire Prevention update
 - Crews are currently engaged in our annual defensible space inspections across the district.
 - Captain Stirling and Captain Shepard are working through some of the prevention processes and looking for areas to modernize and streamline the bureau.
- District information
 - Engine 17 is beginning the construction process at Pierce, timeline for completion is May 2021. Photographs are being updated on our social media sites.

- The Pollock-Pines Camino Fire Safe Council placed a new sign at Station 21 regarding defensible space.
- I have been able to be part of the Harvest Season Traffic meetings, along with meetings with the City and Cal Trans regarding traffic impacts in the Camino area and Highway 50. These are on-going, working to identify possible areas to reduce traffic congestion within the Camino area and highway 50 in Placerville.
- We have a community meeting / public education scheduled for May 15th in Strawberry, Captain Shepard and Engine 17 will also be in attendance.
- LAFCO process for our island annexations will be on the agenda for April 28th, pending the ballots received by area landowners, we may be completed with the process.
- We had the opportunity to submit a request to the County for possible TOT funds to offset costs associated with tourism impacts. Our request for \$68,000 was approved by the County, we are working on further developing processes to further capture and identify impacts of tourism to our District. If the funds are available again next year, we should be better poised to provide a more in-depth report and request.
- Chief Williams and I had an online meeting with USFS regarding the rent/use agreement with Station 16 (Kyburz). The current and previous agreements need updating to assist in covering operational costs of the station.
- Update on the shared service agreement with Diamond Springs, there have been some internal challenges that Diamond Springs is currently working through. As a result, we have taken a respectful step back to allow Diamond Springs to work through their challenges internally. Our FPO's continue to network with Diamond Springs and the other FPO's in the County, we continue to support the backup Chief Officer assistance.

14. BOARD COMMENTS:

Brunton: No Comment

Swarbrick: No Comment

Kaiserman: No Comment

Harper: No Comment

Gilchrest: Director Gilchrest stated he wanted to provide an update for the letter of support for the Greater Cameron Park Area Fire Safe Council resolution. He stated the letter is currently on pause because there was a recommendation from Cameron Park Fire not to support the resolution. It came down to some understanding of terms so there is a meeting being scheduled with all the influencing agencies in the area to have a dialog on it and amend the resolution so that Cameron Park Fire would be on board.

15. **FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting, May 20, 2021.

Review of letter for American River Coalition.

Review of information for future employee engagements.

16. **ADJOURNMENT:** *At 1:07 P.M. it was moved by Director Kaiserman and seconded by Director Harper to adjourn; all in favor.*