

APRIL 13, 2011
BOARD OF DIRECTORS' MEETING
DIAMOND SPRINGS / EL DORADO FIRE PROTECTION DISTRICT

PLACE: DIAMOND SPRINGS FIRE STATION
501 MAIN STREET
DIAMOND SPRINGS, CA 95667

Board of Directors' Meeting called to order at 7:00 P.M. by President Charles Hoff.

ROLL CALL: PRESENT:

Bill Flynn
Ed Cunha
Pat Williams
Jackye Phillips
Asst. Chief Robert Combs
Chief Cunningham
Charles Hoff

ABSENT

Battalion Chief Ken Earle - absent due to training

A quorum is present.

FLAG SALUTE:

Flag salute was lead by Charles Hoff.

ADOPT AGENDA:

CLOSED SESSION brought forward under **TIME SENSITIVE MATTER** as #1.

Motion made by Bill Flynn to adopt the Agenda as amended. Motion seconded by Jackye Phillips.
Motion carried.

MINUTES:

Minutes of the March 09, 2011 Board of Directors' Meeting read. Motion made by Bill Flynn to approve the minutes as submitted with the stated corrections. Motion seconded by Jackye Phillips.
Motion carried.

OPEN FORUM: For public testimony

No public comment.

TIME SENSITIVE MATTER:

1. **Closed Session:** Closed session commenced at 7:07 PM.

Back in session at 7:45 PM No action was taken, schedule and procedures in place.

2. **Audit Report:** Mr. Michael O'Connor, Director w/R.J. Ricciardi, Inc. was introduced as the District's new auditor. He presented the Annual Financial and Management Reports to the Board, going thru each page individually with general description/explanations and answering questions. \$212,892.00 will be moved from the Retiree Health Fund balance to the PERS Account this year per Chief Cunningham (OPEB Account for Retirees Health Benefits post employment). OPEB stands for Other Post Employment Benefits (retiree benefits). Management processes explained and why the District should hire a bookkeeper to reconcile accounts on a monthly basis. Chief Cunningham asked if there was an issue in reconciling the accounts prior audit which was reconciled with this audit. Quick Book Pro program discussing; independent banking outside the County touched on; the Vendor list was discussed. Chief Cunningham talked about moving out of the County's control, issues and cost involved; stating we would not be completely out of the County system. Borrowing from the County discussed, we can borrow up to 80% with a reasonable interest rate. Due to the current economic situation the county may not have the funds to loan. The reports presented this night are annual reports. OPEB studies are done every 2 years. Mr. O'Connor was thanked for all his hard work and

easy audit format to follow. Motion made by Pat Williams to approve the audit as submitted. Motion seconded by Jackye Phillips. Roll call vote as follows:

Bill Flynn	Aye
Ed Cunha	Aye
Pat Williams	Aye
Jackye Phillips	Aye
Charles Hoff	Aye

Motion carried.

8:40 P.M. Chief Cunningham excused.

- 3. CFD Public Hearing:** Ballots due by 7:00 PM tonight regarding authorization for the annexation of the territory within the proposed Annexation No. 3 into the Diamond Springs / El Dorado Fire Protection District Community Facilities District No 2006-01 and the rate and method of apportionment of the special tax to be levied on certain property within the Annexation.

CORRESPONDENCE:

- › Letter received from the Rescue Fire District voting to move forward with the joint agreement to be in effect until 6/30/12. Parameters of the contract to be set. Charles Hoff stated the need to appoint a committee of 2, recommending Jackye Phillips and Pat Williams, to look at fiscal solvency of their district, etc. The pros and cons of consolidation discussed by Asst. Chief Robert Combs as well as services. Jackye Phillips will get information from the auditor for the last 3 years to get a better picture of Rescue's financial situation. A letter is to be drafted listing the committee members, etc. Motion made by Jackye Phillips directing staff draw up a letter to enter into communications with Rescue with the end goal of consolidation. Motion seconded by Pat Williams. Roll call vote as follows:

Bill Flynn	Aye
Ed Cunha	Aye
Pat Williams	Aye
Jackye Phillips	Aye
Charles Hoff	Aye

Motion carried.

DISTRICT BILLS:

District bills in the amount of \$76,754.39 read into the record. Discussion held on the following bills:

- › **Bickmore Risk Services:** Actuarial
- › **HSBC Business Solutions:** Costco – Asst. Chief Combs will pull the invoices regarding T.V. and dinner
- › **US Bank Corp:**
 - Training – Explorers Training Academy
 - Cabelas – seat covers and floor mats for Asst. Chief Combs vehicle
 - Sierra Nevada Tire – 2 sets of tires – one with card and one w/district bill

Motion made by Bill Flynn to approve payment of the bills as submitted. Motion seconded by Jackye Phillips. Motion carried

CHIEF'S REPORT: Covered by Asst. Chief Robert Combs.

- › **De-Annexation:** Currently a meeting being set to discuss de-annexation and to start working on the paperwork for the de-annexation.
- › **JPA:** The District requested exclusivity regarding ambulance service and private ambulance service coming into the County to do business; exclusivity was denied. Other counties have been denied, the State should not be scrutinizing this. Kern and San Diego County protested the State's decision and are moving ahead. We will do the same.

BATTALION CHIEF KEN EARLE'S REPORT: Covered by Asst. Chief Robert Combs. Report presented in the Board Packets.

- › **Incidents:**
 - › Incidents for March total 130, down from a year ago.
- › **Fleet Report:**
 - › The SCBA change over is completed 3/9/11

- › **Training:**
 - › 334 hours of documented training in March
 - › All personnel working to familiarize themselves and develop proficiency and comfort level working with the new Draeger SCBA Target Safety
 - › Training to be made available to the Directors regarding Target Safety and are requested to contact Battalion Chief Earle to schedule an appointment
- › **Personnel:**
 - › The Volunteer Firefighter Recruit Academy currently underway
 - › Steering Committee reviewing Resident, Volunteer and Career Firefighter, A/O and Officer, etc. minimum training requirements and policy revisions

ASST. CHIEF ROBERT COMB'S REPORT: Report presented in the Board Packets.

- › **Development Impact**
 - › Still waiting for outstanding Development Fees, buildings have not finalized yet
- › **2010 California Fire Code Amendment:**
 - › The 2011 California Fire Code Amendments were ratified by the Board of Supervisors on 03/29/11; was a great success
- › **Communities Facilities District:**
 - › The Public Hearing on the agenda tonight
- › **Land Development Manual Adoption:**
 - › Adoption has been postponed
- › **Staff Report:**
 - › Annual inspections continue to be ongoing
- › **Grant Updates:**
 - › No new information
- › **Fire Safe Councils:**
 - › They are still trying to identify where to get money from
- › **Log Town Station:**
 - › Clean-up Day is scheduled for 4/9/11; the paperwork to use the Growlersburg Crews for Station landscaping has been submitted

OLD BUSINESS: Public comment closed – no comment from the public. Motion made by Jackye Phillip to close the Public Hearing. Motion seconded by Bill Flynn. Public Hearing closed at 9:48 P.M.

1. Community Facilities District:

- A. Resolution 2011.05:** Motion made by Jackye Phillips to approve Resolution 2011.05, Community Facilities District Annexation No. 3, propositions regarding the annual levy of special taxes within Annexation No. 3 to finance fire suppression services, emergency medical services and fire prevention activities therein. Motion seconded by Bill Flynn. Roll call vote as follows:

Bill Flynn	Aye
Ed Cunha	Aye
Pat Williams	Aye
Jackye Phillips	Aye
Charles Hoff	Aye

Motion carried.

- B. Canvas of the Election Returns:** Lori Tuthill, CFD Administrator and Caroline Falconer, an election official directed to complete the canvass of the election returns and certification of the election results for Community Facilities District 2006-01, Annexation No. 3. Votes opened and counted. A total of 187 votes counted with 1 (one) **No** vote and 186 **Yes** votes.

- C. Resolution 2011.06:** Motion made by Jackye Phillips to adopt Resolution 2011.06 declaring the election results of CFD 2006-01, Annexation No. 03. Motion seconded by Bill Flynn.

Roll call vote as follows:

Bill Flynn	Aye
Ed Cunha	Aye
Pat Williams	Aye
Jackye Phillips	Aye
Charles Hoff	Aye

Motion carried.

- 2. Rescue Fire District:** Discussed under Correspondence.

NEW BUSINESS:

1. **Review of 2011 OPEB Draft Report:** Asst. Chief Robert Combs requested the Board Members review the draft. He explained the figures and reduction in costs and what is needed to deposit this year in the account. The intent is to establish the account with PERS. There is no obligation to fund an OPEB Account but this is in the best interest of the District and the employees to fund this type of an Account. This will save money in the future. Actuarials are required every 3 years.
2. **Disposal of Surplus Property:** Surplus the SCBA equipment discussed including pack frames, air cylinders and masks. L. N. Curtis and Son has offered to purchase these at \$20 per pack. Motion made by Jackye Phillips to approve the surplus as requested. Motion seconded by Pat Williams. Roll call vote as follows:

Bill Flynn	Aye
Ed Cunha	Aye
Pat Williams	Aye
Jackye Phillips	Aye
Charles Hoff	Aye

Motion carried.

NEW PURCHASES:

None.

EMPLOYEE/VOLUNTEER INPUT:

None.

Meeting adjourned,
Respectfully submitted

Caroline Falconer
Board Secretary