

DECEMBER 9, 2009
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 7:01 P.M. by Ed Cunha

ROLL CALL: **PRESENT:**
 Ed Cunha
 Bill Flynn
 Jackye Phillips
 Chief Cunningham
 Assistant Chief Erik Peterson
 Assistant Chief Robert Combs
 Lori Tuthill, Acting Secretary

ABSENT:
 Charlie Hoff
 Robert Larsen
 Caroline Falconer, Secretary

FLAG SALUTE:
 Flag salute lead by Asst. Chief Erik Peterson.

ADOPT AGENDA:
 Changes to the Agenda noted as follows:
 New Business Item #4 – Personnel Evaluation – Postponed
 Closed Session Item #2 – Performance Evaluation – Postponed
 Motion made by Jackye Phillips to approve the Agenda as amended. Motion seconded by Bill Flynn. Motion/Carried

MINUTES:
 Approval of the Minutes of the November 10, 2009 Board of Directors' Meeting deferred until next month due to lack of enough directors for a quorum vote.

OPEN FORUM: For public testimony
 The Firefighter's Association thanked Jackye Phillips and the District for cooking several meals for the duty crew during the snowstorm last week.

TIME SENSITIVE MATTER: 1910 hours
 1. **Auditor's Report:** Chief Cunningham and Director Phillip's had questions about the 2009 Auditor's Report and requested that The District Auditor, Vaughn Johnson attend next month's meeting to go over the report.

2. **Swearing in of Newly Promoted Engineers:** Assistant Chief Peterson announced the promotions of Matt Gallagher and Dave Phillip to Engineers. Jackye Phillips administered the Oath of Office to Matt Gallagher. Dave Phillips was unable to attend the meeting.

CORRESPONDENCE:

The Crews at Station 46 & Station 49 received thank you cards and two \$50 gift certificates for Starbuck's from the man they helped pull his big rig out of the snow.

DISTRICT BILLS:

District bills in the amount of \$33,456.97 were read. Chief Cunningham announced the procedural change from the County Auditor that the Board of Director's will now need to sign each page of the Payment Claims Voucher. Jackye Phillips would like bills pertaining to equipment to list the Engine Number/Equipment Number on them. Motion made by Bill Flynn to pay the bills as stated. Motion seconded by Jackye Phillips. Motion/Carried.

CHIEF'S REPORT: Report presented in the Board Packet:

Discussion held on the following:

- **RFP's for New Auditor** – Proposals solicited to accounting firms outside the area. Chief Cunningham will give copies of the proposals for new auditors as they come in to Jackye Phillips and Mark Hicks to review.
- **Personnel** - Class 30 is \$570 under projected emergency budget to date. There is a balance of \$12,000 to continue staffing with seasonal personnel for the balance of the year. The intention is to fill two more seasonal positions in January with expenditures not to exceed \$12,000.
- **Securitization** – The bonds did sell. The funds will come into reserves as unanticipated revenue in two installments. One in January & the other in May.
- Jackye reported that the State is looking into a possible annual E-RAFF payment of 10% from all Special District's revenue.
- **Fiscal Update** – We are in "Dry Period Financing". The County is still willing to provide financing, however, the County has gone from \$40,000,000 to \$12,000,000 in reserves.

ASST. CHIEF ROBERT COMBS' REPORT: Report presented in the Board Packet:

Discussion held on the following:

- **Impact Fee Reconciliation:** Building Services has sent bills to the developers whose fees were undercharged. There is \$39,645 under collected. Of that, \$5,674 has been collected. Finals will be held until fees are paid.
- **Community Facilities District:** Eighteen new parcels have been identified for the next annexation.
- **Staff Report:** Inspections down due to the loss of Mike & Rose.
- **Grants Submitted:** No change in grants status.
- **Fire Prevention Officer's Association Meeting:** FPO's are meeting with the Board of Supervisors to get support for the adoption of the Land Development Manual.

- **Diamond Springs CWPP:** Staff is working with the County Fire Safe Council to include Diamond Springs & Highway 49 in the Evacuation Plan/CWPP for the Placerville & Pollock Pines area.
- **Development:** Tenent improvements are on-going. Residential is slow. Still working with Stonehenge.
- Jackye requested that the Merry Christmas signs be put out.

ASST. CHIEF ERIK PETERSON'S REPORT:

- **Operations:** No injuries reported. H1N1 Vaccine given to all staff that wanted it. There were two minor structure fires. We responded to El Dorado County for CISD.
- **Appreciation Breakfast:** Eskaton hosted an Appreciation Breakfast for the staff.
- **Equipment and Apparatus:** Maintenance issues on Engine 349 have been resolved. Hurst tools serviced. Replaced one piston on a cutter. Truck 49 has turntable hydraulic leak - \$10 to \$15 thousand to repair. Maintenance with Rescue & Latrobe is being discussed. Ambulances continue to have problems.
- **Engineer Promotions:** Rohde moved to C-Shift. Station 46 now open two of three shifts.
- **Snow Storm:** We staffed three engines and two existing medic units for the Monday & Tuesday of the storm. There were 320 incidents in the County on the first day of the storm. We responded to 25 calls the first day of the storm and 18 the second.
- **Sandbags:** Sand & Sandbags for flood control are available at Station 49 in anticipation of the rains expected next week.

OLD BUSINESS:

EL DORADO COUNTY FIRE PROTECTION DISTRICT: Hearing was continued to a court that made a tentative decision not in favor of either party. We are appealing the decision and providing Case Law. We are awaiting the final ruling.

NEW BUSINESS:

1. **Employee Negotiations:** President of the Employee Group requested that negotiations be opened for all classes and groups of employees. Sean Wilson volunteered to serve on the Negotiations Committee. Motion made by Jackye Phillips to open negotiations with the understanding that a second board member will be identified in January to serve on the Negotiations Committee with Jackye Phillips & Sean Wilson. Motion seconded by Bill Flynn. Motion/Carried. Sean Wilson requested a meeting, date to be determined, to start outlining the topics for negotiation prior to the January meeting. Chief Cunningham stated that information from the Auditor is still needed.
2. **Policy Draft:** Comments received on Draft Policy 123 "Records Retention". Chief Cunningham will accept additional comments for a second draft.
3. **EMPLOYMENT AGREEMENT:** Chief Cunningham requested that the Board ratify the employment agreement to continue his employment under the current terms. Bill Flynn wanted to make a motion to ratify the agreement but Jackye Phillips requested postponement until next months meeting because she was absent at the November meeting. Ed Cunha stated that the Agreement had been reviewed and approved by legal counsel. Legal Counsel did not recommend any

changes to the agreement. The item was moved to closed session by Ed Cunha & Jackye Phillips.

4. **PERSONNEL EVALUATION:** Postponed

NEW PURCHASES:

None

EMPLOYEE/VOLUNTEER INPUT:

None

CLOSED SESSION: commenced at 8:25 PM. Report from closed Session: That the contract was Approved as to form as required following the approval at the November Board Meeting. The contract was ratified by the Directors and executed in the three additional counter parts.

1. **CONFERENCE WITH UNREPRESENTED NEGOTIATOR:**
2. **PERFORMANCE EVALUATION:** Postponed to January.
3. **EMPLOYMENT AGREEMENT**

Meeting adjourned at 8:25 PM
Respectfully submitted

Lori Tuthill
Board Secretary