

**JANUARY 10, 2007**  
**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 7:00P.M. by Chairman, Jackye Phillips.

**ROLL CALL:** PRESENT: Bud Baker; Ed Cunha; Robert Larsen; Bill Flynn; Asst. Chief Erik Peterson; Chief Cunningham and Jackye Phillips.

ABSENT: Asst. Chief Marty Sanford – at the Academy. Was present at 7:39 PM.

**FLAG SALUTE:**

Flag salute lead by Erik Peterson.

**ADOPT AGENDA:**

The year on the Agenda needs to be corrected to 2007.

1. Moved **NEW BUSINESS: Closed Session** in front of **OLD BUSINESS: #2. Employee Negotiations.** The Board will open with #2 and go into Closed Session and close #2.

Motion made by Bud Baker to accept the agenda as amended. Motion seconded by Robert Larsen./Carried

**MINUTES:**

Minutes of the December 13, 2006 Board of Directors' Meeting read and corrections stated. Motion made by Robert Larsen to approve the minutes with corrections as stated. Motion seconded by Bud Baker. /CARRIED

## **OPEN FORUM: For public testimony**

No public present with questions.

## **CORRESPONDENCE:**

1. News letter from Long View Estates regarding their block party, commending the fire truck display by the District.
2. Erik Peterson received a thank you letter/card from the Hangtown Investors with a donation for their appreciation of our support.
3. Letter to the Board from NCFDC Liability Insurance thanking us for renewing the policy. We are insured on "real" property at the "agreed replacement value". We continue to track depreciation as required.

## **DISTRICT BILLS:**

District bills in the amount of \$75,153.23 were read with discussion held as follows: John Wiegel and Erik Peterson to give a brief description of the new purchases regarding the new engine and remodel of Station 46 under **PURCHASES:**

Bill's Cabinets › the total w/DSEDEFFA is \$7500.00 plus.

Muni Financial › performance contracts; Chief Cunningham discussed Muni and the CFD

Motion made by Robert Larsen to pay the District bills as presented. Motion seconded by Ed Cunha.

## **CHIEF'S REPORT:**

1. **FDAC FASIS:** Rick, Manager for FDAC FASIS is coming to do the Annual Risk Management Audit tomorrow.
2. **MID-TERM BUDGET AUDIT:** The Mid-Term audit was finished today and finishing up projects as well.
3. **LONG RANGE PLAN:** The Long Range Plan draft was published today. The Facilities Management Plan still needs to be revised, is a lengthy document.
4. **AGENDA:** Holding off on the revision of the agenda format.
5. **NIMS-700 CLASS:** The class will be held 01/15/07 from 7:00 PM to 10:00 PM at the Firemen's Memorial Halls, Main Street, Diamond Springs. Board Members and anyone else who is interested are invited. There is no fee.
6. **STATION 46:** Training on starting up Station 46 to be held 01/29/07 at 7:00 PM.

7. **CALLS:** 165 calls for November and over 200 for December. So far there has been 2276 calls for 2006 those numbers will increase. This is a significant call increase.
8. **DEVELOPMENT FEES:** \$29,124.37 taken in for October and \$21,948.00 for November.
9. **DISTRICT BUDGET:** 50% of the fiscal year gone with 53% of the budget remaining. We still have not received any revenue for mutual aid. Budgeting is tract. We are still taking a conservative approach. Class 40 is at 51% expended. Spending has been shut down into April when the revenues can be assessed. Extra-help discussed. Station 46 discussed. Startup is scheduled for 03/01/07 at 8:00 AM.
10. **JPA BUDGET:** Is at 49% remaining, 36% remaining under the CAP. The JPA budget will cost the District some money. The bigger issue is what to do this year and next year.

### **ASST. CHIEF ERIK PETERSON'S REPORT**

1. **FIRE PREVENTION:** There are many projects and plans in the works. We will be bringing in another extra-help position to take some of the load off Rich Krek. Facilities going good. Station 47 discussed along with Station 46 and Engine 46 which is on it's way back.

### **ASST. CHIEF MARTY SANFORD'S EPORT**

1. **PERSONNEL:** 4 recruits currently in the Academy. Discussed the recognition of personnel at the Annual Award Dinner. Bob Larsen was not present at the dinner and Asst. Chief Sanford presented him his 5 year pin tonight.
2. **STATION 49:** Is being staffed.
3. **EVENTS CALENDAR:** Items of interest touch on. There will be block party 03/31/07 at Station 49 to swear in 3 new Captains at 8:00 AM. Orientation scheduled for 01/29/07 for all personnel regarding changes/staffing of Station 46.
4. **ENGINE OPERATOR:** Position discussed.
5. **TURNOUTS:** New turnouts discussed.

### **OLD BUSINESS:**

1. **JPA AMBULANCE COTRACT – DISPATCHING SERVICES:** Ed Cunha discussed the JPA Meeting, discussing live data, dispatch, all being internet based. The are currently in alpha testing. The Board

Secretary issued her resignation and the position is open at \$36,000.00 per year. The took negotiation items to Closed Session and we stated an objection to their discussing negotiations with a 3rd party.

2. **EMPLOYEE NEGOTIATIONS:** John Wiegel discussed the MOU in the Board packets stating the typo on the 2<sup>nd</sup> page at the top.

## **NEW BUSINESS:**

3. **CLOSED SESSION – commenced at 8:03 PM.**

### **Back in session at 8:25. PM**

1. Chairman Jackye Phillips stated that the Comp Time proposal is acceptable to the Board. There will be no more accrual after the end of the fiscal year.
2. **BENEFIT INSURANCE PACKAGE:** Motion made by Bill Flynn to accept and maintain the current level of benefits for the next fiscal year effective 01.2007 w/yearly reopener. Motion seconded by Robert Larsen. Roll call vote as follows:

Bud Baker	Aye
Ed Cunha	Abstained
Robert Larsen	Aye
Bill Flynn	Aye
Jackye Phillips	Aye

One abstention and four Aye votes.

3. **SALARY NEGOTIATIONS/COMP TIME ISSUE:** Motion made by Robert Larsen to accept the wage package as submitted in the proposed MOU effective 01/06/07 with a 12% increase; effective 07/07/07 with a 10% increase; and effective 07/2008, 1<sup>st</sup> full pay period, with an 8% increase. Motion seconded by Bill Flynn as stated. CTO accrual ends 06/30/07. Roll call vote as follows:

Bud Baker	Aye
Ed Cunha	Aye
Robert Larsen	Aye
Bill Flynn	Aye
Jackye Phillips	Aye

Unanimous.

## **OLD BUSINESS:**

3. **STANDARDS OF COVER:** Risk Analysis is complete and by neighborhood. We are the 1<sup>st</sup> agency to do this for a rural area. Chief

Cunningham discussed this further. Final editing to be done start at 11:00 AM the 16<sup>th</sup> Workshops for the Board Members discussed.

4. **REVIEW OF REVISION OF JOB DESCRIPTION:** Levels will be created to the Administrative Assistance position/job description. This will be on the agenda for the February Board Meeting. Debbie is at the highest level.

5. **LAFCO ELECTION:** Robert Larsen would like to try as the Special District Representative. Bud Baker made motion to nominate Robert Larsen to Special District Representative of LAFCO. Motion seconded by Ed Cunha. Roll call vote as follows:

Bud Baker	Aye
Ed Cunha	Aye
Robert Larsen	Aye
Bill Flynn	Aye
Jackye Phillips	Aye

Unanimous vote.

6. **BOARD ELECTION:** Ed Cunha nominated Jackye Phillips to be re-elected Chairperson. Motion made by Robert Larsen to retain Jackye Phillips as Chairperson with Ed Cunha as Vice Chairperson. Motion seconded by Bud Baker. Roll call vote as follows:

Bud Baker	Aye
Ed Cunha	Aye
Robert Larsen	Aye
Bill Flynn	Aye
Jackye Phillips	Aye

Unanimous vote. It was requested the Ed Cunha remain on the JPA; Robert Larsen remain on LAFCO and Bill Flynn remain on Negotiations Committee.

## **NEW BUSINESS:**

1. **REVIEW OF DRAFT STANDARD OPERATING PROCEDURE:** Asst. Chief Sanford just published the draft, stating it needs to be circulated for a couple of months. Explained the reasons for the draft.
2. **REVIEW OF JOB DESCRIPTION:** Discussion held on the draft for an investigator / inspector job description. Chief Cunningham stated that right now, the people involved are contract personnel and the positions needed to be clarified in the budget. They are not full time positions. The fee schedule also needs to be reviewed as to income / revenue vs expenditures. Comments requested from the board members.

## **NEW PURCHASES:**

John Wiegel reported on the new engine and the expenses that will go along with it over the next 3 months. The LDH has already been purchased. Just spent \$13,000.00 for a heart monitor. A thermal imaging camera is also on the list and have requested a grant to save \$10,000.00. Station 46 moving along quickly, cabinets purchased, Chief Cunningham and Robert Thatcher painted the station. The kitchen cabinets were refurbished. The internet is on line. Wildland hose supply discussed

## **EMPLOYEE/VOLUNTEER INPUT:**

John Wiegel thanked Bill Flynn for working with him on negotiations and thanked the Board for approving the MOU.

Meeting adjourned,

Respectfully submitted

Caroline Falconer  
Board Secretary