

**JANUARY 13, 2010**  
**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, Robert Larsen.

**ROLL CALL:**     **PRESENT:**  
                          Ed Cunha  
                          Bill Flynn  
                          Charles Hoff  
                          Jackye Phillips  
                          Asst. Chief Erik Peterson  
                          Asst. Chief Robert Combs  
                          Chief Cunningham  
                          Robert Larsen  
                          District Auditor, Vaughn Johnson, CPA, MBA

**ABSENT:**  
                          None

**FLAG SALUTE:**  
                  Flag salute lead by David Phillips

**ADOPT AGENDA:**

**ADDITIONS:**

**TIME SENSITIVE MATTER:**

1.       Swearing in of David Phillips from Firefighter to Engineer
- 1a.     Auditor's Report

Motion made by Jackye Phillips to approve the agenda as submitted with additions stated.  
Motion seconded by Bill Flynn. Motion carried

**MINUTES:**

Minutes of the November 10, 2009 Board of Directors' Meeting read. Motion made by Ed Cunha to approve the minutes as presented. Motion seconded by Bill Flynn. Motion Carried

Minutes of the December 09, 2009 Board of Directors' Meeting read. Motion made by Jackye Phillips to approve the minutes as submitted with stated corrections. Motion seconded by Bill Flynn. Charles Hoff and Robert Larsen abstained as they were not present at the meeting. Motion carried.

**OPEN FORUM: For public testimony**

Mr. Luca, who is running for El Dorado County Sheriff, was introduced by Asst. Chief Robert Combs. He is currently with the District Attorney's Office and formerly of the Dept. of Justice.

## **TIME SENSITIVE MATTER: 1910 hours**

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

1. David Phillips promoted from Firefighter to Engineer, was sworn in, the Oath being presented by Jackye Phillips who also pinned him.
- 1a. Auditor's Report presented by District Auditor, Vaughn Johnson. The Auditor's report was handed out. Chief Cunningham discussed portions of the report including post-retirement liability, accounts receivable, i.e. Cal Fire and Federal reimbursement, now has a better understanding of the accounts, funding, etc. Ms. Johnson stated expenses were very close, property taxes decreased slightly, miscellaneous revenue decreased, largely due to strike teams – money which came in were from 07 / 08 money due in. Chief Cunningham stated there was an issue of miscommunications with the County. The County now has changed the system of reporting accounts and funds. Ms. Johnson clarified the information presented. Strike team reimbursement from the State and Federal Government and accounts discussed and explained. When the money comes in, it goes back into the accounts. Supplemental taxes coming in was overestimated, very volatile and we need to be more conservative with the supplemental taxes. She stated the District is pretty flush as we did not budget debt based on growth, did not incur more debt. Equipment is in pristine shape. It is projected that the economy will improve in a couple of years. She stated that retirement is the most major item to resolve. Chief Cunningham states it would be wise to make decisions on revenue projections and to go to the public for funding. The public will support the issue if presented well regarding assessment. One station has been browned out. The big question is what is the State going to do, they will probably hit us again for funds. We need support from the tax Payers' Association. The District, so far, is solvent. Chief Cunningham suggested we move forward with the MDA and get the audit to each board member to review for the next board meeting in February.

### **CORRESPONDENCE:**

- › Letter received from Union Mine High School thanking the District for supporting their athletic program.

### **DISTRICT BILLS:**

District bills in the amount of \$74,996.57 read. Discussion held on the following bills: Chief Cunningham stated the Amerigas bill is split with the Association for the Hall.

- › **El Dorado County Sheriff's Association:** this is also a split bill with the JPA
- › **Herndon Recognition:** service pins
- › **Hi Tech Emergency Services:** annual service of the HURST tool
- › **William Ross:** to be discussed under Chief's Report
- › **Imperial Printing:** forms
- › **E.L.D.:** the audit brought down the costs, not correctly back billing the Association, also water leak at Station 46

Motion made by Charles Hoff to pay the bills as stated. Motion seconded by Bill Flynn.

Motion carried.

### **CHIEF'S REPORT: presented in the Board Packet: Discussion held on the following:**

- › Greg Rohde currently on Worker's Comp leave.
- › Public meeting to be held tomorrow here at the station at 1800.
- › Presentation discussed.
- › **Consolidation:** The report is out and to be released to the Fire Chiefs just prior to the Board of Supervisors' review. Other meetings, etc, discussed, one on the 20<sup>th</sup> at 1500 hours at the RSLs Hall.

- › **Mission Statement:** The board directed to come up with a Mission statement. Statement submitted by Ed Cunha will be put out to the board members tomorrow and to be brought up at the February board meeting.
- › **Alignment and Assessment work:** Discussed.
- › **PHI, INC:** PHI re-approached, they are still committed to the original contract proposal and has been approved all the way to the top for helicopter / personnel for our services. They are meeting with Cal Fire also on this. PHI, P G & E are ready to commit along with the Health Dept. All numbers to be brought to the board for review. PHI will also be upgraded with training and an academy for personnel integration. Will be working with trauma 3 centers and Marshall Hospital. PHI does not want to get back into firefighting, like to do pipe lines and medical transports.
- › **El Dorado County Fire Litigation:** Discussed, will request Attorney, William Ross to present report to obtain clear direction May appear as a Closed Session item.
- › **Audit Services:** Have gone out to bid for audit services. 4 firms selected to interview, will bring back the top 2 for the February board meeting.
- › **Budget:** Right on the line with the JPA. Class 30 is close. Chief Cunningham discussed breaking down individual budgets internally. The offset of expenses for Administration discussed including incoming funds for this. Jackye Phillips stated we need to justify expenditures vs prevention. Chief Cunningham stated we do have internal tracking separately; Development Fees is specific and Prevention is also specific. Jackye Phillips stated she wants revenues tracked which go specifically to operations, administration and prevention. Asst. Chief Robert Combs has separate accounting of all revenues and where they are spent. Jackye stated she would review the records.

**ASST. CHIEF ERIK PETERSON'S REPORT:** Report presented in the Board Packet:

Discussion held on the following:

- › **Calls:** 235 calls recorded for the month with 25 cancelled en-route.
- › **Fleet Issues:** Fleet issues going well.
- › **Maintenance:** Going well.
- › **Training:** Going well.
- › **Major Responses:** Structure fire on Moonshine Hill has a great response. Also a great response at the Monitor Road structure fire.
- › **V.L.S.:** Was here and spent 1 day with Asst. Chief Erik Peterson re: risk management improvements, also audited the JPA
- › **Claims:** No collision claims.
- › **Hydraulic Leak:** The leak was discussed, something internal which will require a lot of work. Parts have to be specially made, the possible cost will be \$10,000.00 to \$15,000.00 for repairs in the future.

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

Discussion held on the following:

- › **Impact Fee Reconciliation:** Have collected the fees on Walgreen's and a few others. The Wirtanen project may sit for awhile.
- › **CFD:** 15 projects annexed last year and have approximately 10 projects now to be annexed.
- › **Every 15 Minutes:** Scheduled for March 24<sup>th</sup> and 25<sup>th</sup>.
- › **Land Development Manual Adoption:** Discussed, EDAC has concerns and Asst. Chief Robert Combs explained the concerns.
- › **Inspections:** 5 business inspections this month; went through a lot of files in the computer and cleaned them up for tracking.
- › **Code Enforcement:** The Marshall Center Building was touched on; Eskaton discussed.

- › **Grants:** SCBA grant is approximately \$300,000.00 and close to recovering that grant. Requires 10% matching funds; recommends a portion come from Development, general fund, impact mitigation fees. Existing equipment already out of compliance. We would have to go out to bid. No activity on other grants.
- › **Logtown FSC:** We have already received a large amount of money for cleanup.
- › **Re-alignment Meeting:** Scheduled for tomorrow at the station; Asst. Chief Combs will chair the committee.
- › **Walgreen's:** Walgreen's is in the process of being sold to CVS. Ready to go, keeping it closed until economics show improvement.

## OLD BUSINESS:

1. **Elections of Officers (and to assign Negotiation Team):** Bill Flynn and Jackye Phillips volunteered to be the Negotiation's Team. Motion made by Jackye Phillips to nominate Charles Hoff as President and Robert Larsen as Vice President. Motion by Bill Flynn to keep the current officers in place; Robert Larsen as President and Ed Cunha as Vice President. Motion seconded by Charles Hoff. Roll call vote as follows:
 

Charles Hoff	Aye
Jackye Phillips	Aye
Bill Flynn	Aye
Ed Cunha	Aye
Robert Larsen	Aye
- Unanimous.
2. **Policy 123:** This policy is a recommendation of the 2008 Audit MDA and is consistent with partner agencies. Adoption of Policy 123 "Records Retention" is requested. Motion made by Charles Hoff to adopt Policy 123. Motion seconded by Bill Flynn. Carried
3. **Personnel Policy Draft:** Staff request review and comment on proposed revision of Personnel Policy Article 2 "Health Insurance"; the revision will create a second tier within the PERS Insurance Plan that will affect future career employees. The draft begins the review and comment period; unknown cost. Chief Cunningham touched on liabilities and Actuarials. There is a time frame we are looking at. Case Scenarios discussed. Chief Cunningham stated he must protect the solvency of the department, retirees and current employees retirement. Vesting discussed. This will be tabled until March to obtain concerns and ideas.

## NEW BUSINESS:

2. **Fire Facilities Impact Fee Report:** This issue will require a lot of reading and math. Chief Cunningham stated they have done substantial work on this, the goal is to have to the County before the yearly break. We have had the lowest level fees in the County for the last 5 years. Nexus discussed including new truck, SCBA, issues just discussed, looking at going back to the original fee and a little more for new development fees. Still would keep us the lowest on residential and commercial. Chief Cunningham requests the report be reviewed thoroughly. Questions discussed regarding the fee increase, no growth issue due to total fee costs to build which can be ½ the cost of the of the value of the home. CFD touch on, doesn't address capital replacement needs. Stated alternatives need to be researched. Hoping to have the final draft in 2 weeks and back at the next board meeting to discuss issues and next steps of action.
1. **Personnel Evaluation:** This item to be heard/discussed under **Closed Session: 1. Performance Evaluation:**

## NEW PURCHASES:

None

**EMPLOYEE/VOLUNTEER INPUT:**

Sean Wilson requested a date for starting of negotiations.

**CLOSED SESSION:** commenced at 9:15 PM

- 1 **Performance Evaluation:** The directors completed the annual evaluation of the Fire Chief. The Chief was called into closed session to review the evaluation. The Chief will return to the February board meeting with a presentation on annual goals in his regular report. The meeting was adjourned at midnight.

Meeting adjourned,  
Respectfully submitted

Caroline Falconer  
Board Secretary