

**JUNE 08, 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 6:05 A.M. by President Charles Hoff.

**ROLL CALL: PRESENT:**

Bill Flynn  
Ed Cunha - in at 6:30 PM  
Pat Williams  
Jackye Phillips  
Asst. Chief Robert Combs  
Battalion Chief Ken Earle  
Chief Cunningham  
Charles Hoff

**ABSENT**

None

A quorum is present.

**FLAG SALUTE:**

Flag salute was lead by Robert Thatcher.

**HONORABLE MENTION:** Mike Papest is home from Afghanistan for a couple of weeks and then back.

**ADOPT AGENDA:**

Asst. Chief Combs requested an addition to the Agenda: Information item only to be added to the Agenda, Change Committee's Report and Recommendations on the Sonoma Truck under **Old Business:** #3. Motion made by Jackye Phillips to adopt the Agenda as amended. Motion seconded by Bill Flynn. Carried

**MINUTES:**

Minutes of the May 11 2011 Board of Directors' Meeting read. Motion made by Bill Flynn to approve the minutes with corrections stated.. Motion seconded by Jackye Phillips.. Carried.

**OPEN FORUM: For public testimony**

Received letter from the Employee Group, Sean Wilson spoke regarding Chief's recruitment. They would support and encourage appointing Asst. Chief Robert Combs as the interim Fire Chief upon Chief Cunningham's retirement. Chief Cunningham indicated that this is the one individual that he would be willing to provide continued support to after his retirement. See the letter presented for further information.

**TIME SENSITIVE MATTER**

**CLOSED SESSION:** off record at 6:25 PM

Back in session at 9:39 PM

1. **Conference with recruiter and negotiator:** Discussed recruitment of the Fire Chief with former Chief Don Denault and Chief Forster. The correspondence of the Employee Group was also taken into consideration. Director Hoff and Williams assigned as the Personnel Committee and will continue with Fire Chief recruiting.

**CORRESPONDENCE:**

> None

## **DISTRICT BILLS:**

District bills in the amount of \$48,402.94 read into the record. Discussion held on the following bills:

- › **California Overhead Doors:** maintenance
- › **49er Communications:** that was 12 new incident commanders, part of the narrow banding operations, radios , pagers, all a part of our narrow banding
- › **US Bank Corp:** Cabelas – 2 seat covers purchased by David Phillips, one for each utility vehicles for the driver's seat only

Motion made by Bill Flynn to pay the bills as submitted. Motion seconded by Jackye Phillips./Carried.

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

- › **JPA Budget:** Cutting the JPA budget down to the wire, anticipating possibly an overrun of around \$11,000.00 and Chief Cunningham has notified the Finance Committee of which he is no longer Chair of. Will have an overrun of approximately \$11,000.00 in Class 30. Already done the notification per policy. Still having a problem getting the audits reconciled. Our contract is with the JPA, not with the County. Issue is with the JPA. Will probably go to the JPA Board who will request a check for \$22,000.00 or whatever. Also have the issue of outstanding audits. Chief Cunningham has proposed to the County thru the JPA that we go back to the old style of doing audits. Proposing our auditor do the District's audit and an audit of the District's JPA books at the same time. If a discrepancy between the District's JPA books and the JPA's books, do a journal transfer, send it to Joe Harn and call it good. JPA Admin should hire an auditor to audit their books and call it good. Every District who is a JPA provider hire an auditor.
- › **District Budget for this year:** Chief Cunningham still projecting, because of the phantom positions that we ran because of the issue with the State, that we will still roll right around \$400,000.00 into Reserves this year. Blew thru Class 40; still retaining the money showed for Class 30. Report prepared for the Board Members shows Revenues projected seem to be coming in on track. Cost Recovery program and grant programs will wrap up at the 1<sup>st</sup> of July; the County will not reconcile until they do the July/August split and we will not get revenue projections for next year until August 20<sup>th</sup>. They are projection County wide 4% reduction in revenue therefore we are looking at a 3% reduction.
- › **Garden Valley Fire District:** June 17<sup>th</sup> at 6 PM Garden Valley is inviting all for dinner, an old fashion community BBQ with food prepared by the World Famous Danner Bros. with all the fixings. Should be really good food. Chief needs RSVP's by Friday. Will be at the Community Park.
- › **LAFCO:** County Fire has said they will agree to gamut Shingle Springs Rancheria if we agree to pay all their legal fees. Chief Cunningham reported this back to our attorney. Will drop the issue for now. Legal counsels are now talking about this free of charge.
- › **Ambulance 201 and 204 Rights:** This is sitting before the State EMS Authority and have not had a report back on it. There is pending legislation that is not favorable for the fire service and we are opposing.

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

- › **Development Impact:** No change. Received \$5,563.25 for back fees from 2009; still have \$25,000.00 due
- › **Fire Investigations:** Had 3 fire investigations behind K-Mart
- › **Grants:** No real change on grants
- › **Fire Safe Council:** Did interviews this morning for a new Coordinator position
- › **Projects:** Have several new projects that have been proposed including the new Marshall Hospital remodel
- › **Water Fire Flow Issues:** This will be the big item discussed tonight, water fire flow issues brought about by the State that are creating problems for us. Will present a synopsis paper in draft form of a proposed interpretation for which we are getting verbal support from the State Fire Marshall's Office. Working with other Fire Prevention Officers and EID to try and solidify the language, etc. The State Fire Marshall's Office will then review it and get back to us.
- › **Rescue Fire District:** We have been providing plan review and consulting services to Rescue free of charge as we were looking at moving forward with a cooperative agreement. Have been asked by their Fire Prevention Office to continue doing that although we are not be reimbursed for that service. This is something the Board may want to discuss and decided whether or not to continue this service since the discussion of consolidation is gone. Have discussed adoption of a fee schedule with them. Discuss held on different possible methods of helping Rescue. Asst. Chief Combs stated the only concern he had in being used as a consultant to many District is that we would probably want to consult counsel regarding a "hold harmless agreement".

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

- › **Candidates Introduced:** Firefighters introduced and are present at the Board Meeting to get a little oriented to the Board process as part of their orientation
- › **Training:** 123 documented hours of training for last month; info on the training can be found on the website
- › **Injury:** 1 injury to report, handled thru Kaiser on the Job
- › **New Farrar Engines:** The engineers have gone down to San Diego to look over the Farrar engines. The major share of the cost was paid for by Farrar itself
- › **Target Safety Training:** Jackye Phillips and Ed Cunha have training going on for Target Safety

**OLD BUSINESS:** Public comment closed – no comment from the public.

1. **Adoption of the 2011-2012 District Preliminary Budget:** Chief Cunningham reviewed the District Preliminary Budget with Board Members. The budget is 3.1 million dollars; we will hold a fund balance of this budget in the amount of \$100,000.00 for emergency expenditures throughout the year. This budget makes an assumption that at the end of 2012 we will place another \$214,000.00 in the bank. There are no assumptions of planned increases in salaries or benefits in the budget other than contractually obligated by PERS or for step increases. Anticipating no increases in development fees from development, but are planning to utilize \$17,500.00 in development. Unsecured revenue discussed. The County is discussing a 4% reduction in County wide revenues. Would translate to about a 2% reduction in revenue thru Advalorem taxes on our secured roll; a \$60,000.00 reduction in core revenues and the County will charge us under statue, \$86,000.00 in Admin Fees. This calculation has not changed since 1976. Chief Cunningham stated proposal to utilize other revenues. All in all, looking at a \$360,000.00 reduction in revenues. \$270,000.00 of that is grant money reductions. Errors pointed out in the budget, these will be corrected in the next budget. Regular employee cost reduction consists of the phantom position being removed. No anticipated raid on local government funds. Going back to more accurate budgeting practices. Overtime discussed, will be similar to last year. Employee wages discussed and error pointed out. Had substantial change in PERS rates, 2.5 in safety, will continue to climb. Worker's Comp is artificially high, did get a substantial rebate. Accounts discussed in more detail from the report. If in red is subject to cut in the next go-around or is a special project belonging to an individual in the organization. Turnouts discussed in detail. Wildland clothing also discussed. Operations discussed including payment for the new engines. Engines 47 and 48 have been sold. Other items sold discussed. We are still in radio replacement cycle and will still replacement items being purchased. Some fabric hose may or may not be replaced, if not needed to be replaced will be used elsewhere. Fire Shelters discussed and the increase in price. Education and training discussed; training has been significantly increased. Fixed asset budget touched on. Station 44 finishing discussed. Other projects discussed. Communications mandates continue to be met. Not seeing much on the Grant market to help us out with projects. Motion made by Jackye Phillips to adoption the District Preliminary Budget as presented for fiscal year 2011 / 2012. 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. **Adoption of the 2011-2012 JPA District Final Budget:** Chief Cunningham stated this is a formality more than anything. Presented the JPA budget in totality with the District's input on that with the District's expenditures. District expenditures in Class 30 and Class 40 reviewed during the JPA District Budget review. We now have a process to secure accurate revenue figures and able to make revenue projections for the JPA and have a process to review quarterly revenue projections. Chief Cunningham explained the projections. Fees discussed. Revenues discussed included Service Area 7 funds. Chief Cunningham requesting motion to send Final Budget Amendment to the JPA for \$1,237,662.20.

Motion made by Jackye Phillips to adoption the JPA District Final Budget for a total of \$1,237,662.20 for fiscal year 2011 / 2012. 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.

- 3. Sonoma Truck:** Change Committee implemented made up of varied representation. Sonoma has a truck they have for surplus and some of the Engineers showed an interest in purchasing the truck as a replacement to our aging truck(s) and went down and looked at it, reviewed the maintenance records, took pictures, etc. The process was brought to the Change Committee. Their response was "we don't want to buy another truck at this time, we are over-worked and understaffed, don't have time for another truck". After strict criteria was assigned to each member to review the 75 foot ladder truck, included equipment included with the truck, etc. Looked at training needs and cost, etc. Change Committee request form handed out along with other items. After review the committee met and recommended it appears to meet the criteria to meet the Districts minimal needs, is still the committee's recommendation that we do not have the staffing resources and training capable to place the truck in service anytime soon. As our numbers are less we do not have the resources and time available to provide any training program soon. They admit it is a good deal, would be replacing a truck out of service with a truck which cannot be put in service anytime soon due to lack of resources. Discussion held on the pros and cons of possible purchase. Is not an action item. Staffing is so low we cannot get the water-tender on the road half the time nor the Rescue. How are we going to send people out for training, etc? Not only are paid staff low but volunteer staff is low. The Change Committee and the Engineers would like to see a decision, one way or another. Board Members felt that it was in the best interest not to make that commitment at this time.

#### **NEW BUSINESS:**

- 1. Local Code Determination:** Asst. Chief Combs presented in draft form the District interpretation of the California Fire Code Article 9, Section 507 on "Rural Fire Flow and Fire Hydrant Spacing". Asst. Chief Combs provided a synopsis based on the current Fire Code to the State Fire Marshall's Office. Requested he present them with a draft of the District's interpretation for possible approval. We are the leader in the county to help litigate these issues. He requested the Board Members bring themselves up-to-date with the code Sections in case the public approached them with complaints. He explained the issues before them in question. We are trying to come up with a creative interpretation to alleviate the issues. Trying to grandfather the people in that have been here prior to the code change.
- 2. Journal Transfer:** Requesting transfer of Development Fees from Development Trust to the General Operating fund to meet capital communications mandates as outlined in the 2010-2011 Budget, prior and current Long Range Plans. The District purchased communications equipment in the amount of \$29,445.52. the transfer is in the amount of \$14,722.67. Motion made by Jackye Phillips to approve the transfer as stated in the amount of \$14,722.67. 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.

#### **NEW PURCHASES:**

None other than previously stated.

#### **EMPLOYEE/VOLUNTEER INPUT:**

None.

Meeting adjourned,  
Respectfully submitted

Caroline Falconer  
Board Secretary