

MARCH 12, 2008
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 Chairperson, Jackye Phillips.

ROLL CALL: PRESENT: Ed Cunha, Robert Larsen; Bill Flynn; Asst. Chief Erik Peterson; Acting Battalion Chief John Wiegel; Chief Cunningham and Jackye Phillips.

ABSENT: Bud Baker

FLAG SALUTE:

Flag salute lead by Chief Cunningham.

ADOPT AGENDA:

No additions

Motion made by Bill Flynn to accept the agenda as corrected Motion seconded by Robert Larsen.

MINUTES:

Minutes of the February 13, 2008 Board of Directors' Meeting read. Motion made by Bill Flynn to approve the minutes as read. Motion seconded by Robert Larsen./CARRIED

OPEN FORUM: For public testimony

No public comment at this time.

CORRESPONDENCE:

1. Thank you card regarding a CPR response. Is located on the bulletin board downstairs.
2. Chief George Nelson commended Engine 49 for rendering aid to the armored personnel carrier. The Swat Team changed the fuel pump out and continued to respond and apprehend the suspect after the Engine 49 crew repaired their vehicle.

DISTRICT BILLS:

District bills for the amount of \$23,202.21 were read. Discussion held on the following item:

US Bank Corp› Enterprise Rent a Car – 2 rentals, a car for training in San Diego and a van for Fire Safe Counsel.

KM Tires – Engine 49. Dale Lambert not happy with the price and thought it should have been less. He is currently looking at Les Swab for tire prices.

Increasing fuel pries and call volume is up.

Fencing – shared project with the Association.

Motion made by Robert Larsen to pay the District bills as presented. Motion seconded by Bill Flynn./CARRIED

CHIEF'S REPORT:

1. **JPA:** The JPA is going well, uniting among Fire Chiefs.
2. **ASST. FIRE CHIEF POSITION:** 16 applicants for the Asst. Fire Chief position. Staff is pre-screening now.
3. **VACATION:** Chief Cunningham stated he is planning a vacation from 04/05/08 thru 04/16/08. Asst. Chief Peterson will be Acting Chief.
4. **SPENDING:** Still seeing a decrease in spending over the last several months with the budget running lean.
5. **DEVELOPMENT FEES:** \$955.44 for December, 2007 and \$748.08 for January, 2008.
6. **FIRE PREVENTION FEES:** Fees are on the up rise.
7. **CALL VOLUME:** Call volume is steady.
8. **STRATEGIC PLANNING:** Chief Cunningham stated we are moving into strategic planning, the process is substantial. Day one – orientation. The seminar is 2 days, the starting of Strategic Planning. He stated that Strategic Planning will not be completed in 3 days; will be revisited yearly and continue to plan. Chief Cunningham estimates things will be fairly simple for the next 2 years and then get

complicated stating we currently do not know the time lines and have to incorporate development into the plan. He wants all involved to work as one, going in the same direction and wants as many board members there as possible. This will be agendized as a board meeting. There will be very good speakers the 1st night.

ACTING BATTALION CHIEF JOHN WEIGEL:

1. **OPERATIONS:** Captains Assessment Center completed yesterday. This process is refined every time we go through the process. There are no Raters within the agency who rate each person. Training standards are high, personnel look polished. Comments made with great respect for the District. A couple of training needs identified for the District.
2. **CALLS:** February had 218 calls, a 4% increase over February, 2007. 3 full arrest calls with 2 on the same day, one person being 40 years old.
3. **PERSONNEL:** Volunteers are assigned to each captain in the District to be their contact and mentor. Each captain is appointed 4 each. Very specific training needs identified and addressed. Favorable response.
4. **TRAINING:** Specific targeting training toward ventilation done in a couple of houses off Forni Road near WalMart. The houses were very useful. Another possible training structure is be evaluated. Dispatch training as well as multi-company drills taking place. Specific tasks assigned, working commercial structure fire training; doing well. Few fumbling parts and missed steps. 12 hours of overtime appear spent. (overtime out of Class 30).

ASST. CHIEF ERIK PETERSON'S REPORT:

1. **FIRE PREVENTION:** Same things going on, projects are in various stages and some projects touched on; water related issues; infra structures. Inspections still going on, including Gold Beach, etc. No major problems.
2. **INFORMATION TECHNOLOGY:** Report received from retired Chief Don Denault last week and the report has gone to the board members. The report involved from inception forward. The #1 hit is on the pictures, 81,000 hits on the pictures. The cost to maintain the website is \$29.50 per month. The Verizon bill is a little more due to the purchases of a couple of devices regarding communications.
3. **FACILITIES:** Station 48 will be taken out when Headington Road is punched through to El Dorado Road. We will be planning for a new

station 48. The 7th Day Adventist project discussed; WalGreens touched on. There is a big push for the Diamond Springs Parkway project/Missouri Flat Road. Development is needed in El Dorado County as we are losing sales tax revenue to Sacramento County as residents are going down the hill for their purchases. A large bill may be coming in for cost of labor and parts due to an oil leak on Engine 46. The estimate is \$3600.00 to \$4200.00 to fix.

- 4. **RANCHERIA:** They are building possibly a 5 story hotel, the last steel portion is in the structure. They are currently 65 Million in the hole.

OLD BUSINESS:

- 1. **JPA AMBULANCE CONTRACT – DISPATCHING SERVICES:** 07/08 budget with 32% remaining in class 30; 13% remaining in Service and Supplies; still funded well. Impacted due to medical supplies, fuel and call volume. Large error found in Class 400; when corrected will put \$15,000.00 back. Finance Committee Meeting held, preliminary budget adopted. 08/09 projections differ slightly between Health Department Service Area 7 projections and Revenue projections, page 5, \$10,007,065.00. Expenditure projections putting us in the hole. They should not be billing us for Administrative Fees. Other portions of the budget touched on. The JPA Finance Committee forwarded the budget to the Board, \$9,572,869.40 which is less than the Health Department. Chief Cunningham discussed the JPA Finance Committee budget including Diamond Springs portion. A portion of our budget moved into the JPA Administrative budget. Motion made by Robert Larsen to authorize Chief Cunningham to act on the JPA Budget of \$9,572,569.49 (includes preliminary budgets for 10 districts/agencies), and not exceed \$9,572,569.49 ; to go back to act on the Diamond Springs District Preliminary Budget of #1,113,114.03. Roll call vote:

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

- 2. **POLICY 405a (Draft):**
No report

3. **CONFLICT OF INTEREST CODE:**

Chief Cunningham explained the Conflict of Interest Code along with form 700. A motion is needed reaffirming Resolution 1981-02 which still applies. Motion made by Ed Cunha to reaffirm Resolution 1981-02 Conflict of Interest Code. Motion seconded by Robert Larsen. Roll call vote:

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

4. **COMMUNITY FACILITIES DISTRICT 2006-1 ANNEXATION:**

Chief Cunningham read all actions; can be acted on individually or as one. Petition Consent and Waiver for Annexation into CFD 2006-1; Adoption of Resolution 2008-02; Adoption of Resolution 2008-03; Setting of Time for Public Hearing. The Board is to publish the Public Meeting for the April Board of Directors' Meeting night, 04/09/08 to consider annexation. Motion made by Robert Larsen to act on entire actions as one in it's entirety, intent to hold public meeting 04/09/08. Motion seconded by Bill Flynn. Roll call vote:

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

5. **ENGINEER JOB DESCRIPTION:** Touched on.

NEW BUSINESS:

1. **ADDENDA TO PERSONNEL POLICY ARTICLE 4:** 1st draft of Article 4.5.1 Guideline for Conversion of Paid Time Off presented. No explained the draft. This will be circulated to employees. May float for a couple of months.

NEW PURCHASES:

None

EMPLOYEE/VOLUNTEER INPUT:

None

Meeting adjourned,

Respectfully submitted

Caroline Falconer
Board Secretary