

June 14, 2017
DIAMOND SPRINGS-EL DORADO FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

**PLACE: DIAMOND SPRINGS FIRE STATION
501 MAIN STREET
DIAMOND SPRINGS, CA 95619**

Board of Directors' meeting called to order at 1800 by Director Williams

Roll call as follows: Those present are: Absent:
 Pat Williams Martin Cordeiro
 Paul Watkins
 Gary Cooper
 Peter Moffett
 Chief Ransdell
 Deputy Chief Earle

A quorum is present.

Flag salute recited.

Time Sensitive Matter – Appropriation Limit – Public Hearing – The Public Hearing on the matter of setting the 17/18 Appropriation Limit at \$4,606,224 was open at 1801.

Adoption of Agenda – The Agenda was amended as follows: Added Item #2 Under New Business – Adoption of Resolution 2017-05, a Resolution setting the 17/18 Appropriation Limit at \$4,606,224. A motion to approve the amended Agenda was made by Peter Moffett. Motion seconded by Paul Watkins. Motion approved.

A motion to approve the minutes from the May 10, 2017 Board Meeting as presented was made by Gary Cooper. Motion seconded by Peter Moffett. Motion approved.

1804 – Director Williams opened Public Forum.

Correspondence:

- The Chief received a complaint about the weeds being overgrown and a fire hazard at Station 47. The problem has been taken care of.
- Received a thank you email from Imagination Theatre for donation of a station dinner to their silent auction last year. They raised \$600 on it and the buyer enjoyed their station dinner. They would like us to donate another Station Dinner for this year's auction. Chief Ransdell has asked the Association to take the lead on this.

Consent Items:

District Bills were read: A motion to approve the June district bills in the amount \$109,376.12 was made by Gary Cooper. Motion seconded by Peter Moffett. Motion approved.

JPA Bills were read. A Motion to approve the June JPA Bills in the amount \$2,373.73 was made by Gary Cooper. Motion seconded by Peter Moffett. Motion approved.

CHIEF'S REPORT – RANSDELL

Admin. & Operations:

- Capt. Bruno and Dion have been getting quotes for Station 46 on Landscaping and stucco and Station 44's front apron.
- Web Page - front page is developed & content is being imbedded.
- All personnel have completed task books to operate T49, truck will be responding on calls as directed by the Captains.
- Submitted bid for half-time medic to JPA. Currently under review by developing committee directed by Director Hackett.
- Chiefs attended the 2017 Cooperators Meeting in Cameron Park.
- Sat on XED/XAM CICCIS (Cal. Incident Command Certification System) peer review committee; representing Fire Districts.
- Chief Scott Lindgren is the new unit Chief for Cal FIRE AEU.
- Handed out "Camino ECC 2016 Annual Report" to Board.

Fleet Report:

- Took delivery of chassis for Chief Earl's command vehicle.
- Utility ordered
- Normal maintenance is ongoing.
- E47 will be surplus when Phillips gets back.

Personnel:

- Two interns (Ronald Quinn and Trent Perkins) brought on this week.
- The Chief reported that Deputy Chief Earle has completed his AA Degree in Fire Tech and is working towards his Bachelor's Degree.

Call Stats:

- Reviewed call stats – Page two shows that DSP has been busy. There was an increase in vegetation fires. Page 3 is a comparison of all Districts. M49 responded to 299 call last month, M249 responded to 10. Engine 49 responded to 309 calls.
- Page 7 shows a current organizational chart.

DEPUTY CHIEF'S REPORT – EARLE

Fire Prevention:

- We have installed our new Firehouse Inspector Application. We are currently configuring the system and building the inspections listed so we can go live. There is much data to clean up, so we are working on this. We will be launching in three phases during the next 60 days. We are modeling the El Dorado Hills Fire system which has proven highly effective for them and are working with their Fire Marshal who is consulting with us at no cost to help for the good of the order.
- Business Inspections continue. Total number to date is just over 246 completed. Our monthly volume will increase significantly as we migrate to the automated system simply because less redundancy will allow for more output. All requested inspections have been done within one week, with most done within 24 hours of the request coming in to admin. This is the result of our Wunderlist application which allows for real time task assignments with comments and date tracking
- We have seen a spike in our new business license inspections. This year we started requiring that new businesses require inspections, vs., just the counter sign off that was in past years. This has served us very well with getting in early and understanding risks, hazards, and establishing an understanding of our expectations now rather than later. This has also allowed us to build positive relationships with business and building owners so that there are no surprises a year later when they often say "I've been doing that for a year why change it now"

Plan Review Process:

- This process has now been completely electronic for several months and we are receiving positive feedback from residents, builders, architects, and members of various county departments.
- We are performing site surveys for all plans reviews and are sharing knowledge with the operations division as it relates changes that will affect how and where we respond to calls.
- We have seen an increase in submitted plans by 11 percent year to date.

Permit & Inspection Fees:

- We are performing a statistical analysis of how our cost recovery program compares to other departments and districts.
- We have discovered many areas where we have District liabilities due to mandates that were not being met. We have the opportunity to create a revenue neutral situation and accomplish our mandates.

Public Education:

- Our Jr Firefighter Program continues to gain success. All 3 shifts have now participated in this program and are teaming up with the prevention department so we can continue to pilot the program. We have had requests from several schools and Day care centers to include them in our fall Program which will begin in September.
- Fire prevention month (October) where we go out to the schools and talk and interact with the kids while providing them with valuable information and best practices to apply at home and school.
- Fire prevention poster contest. This will be an annual contest that we promote during fire prevention month, and ends November 30 each year. The winner will receive a special page on our website, their poster hung in the station for a year, and several prizes. We are considering a firehouse experience, Gift card, etc.
- Smoke detector giveaway where we pick an area of our district to provide Smoke and Carbon Monoxide detectors to our residents at no cost. We assemble a group of participants, who armed with detectors, batteries, tools, backpacks will take a half day and walk the neighborhood chosen in teams and provide informational handouts and installations as needed. This program will be either grant or donation funded.
- Platinum Performance Business Award program. All businesses will be provided compliancy certificates that they can post in their business to show pride in ownership while factoring for public SAFETY. All complaint businesses will be entered into an annual drawing where they will receive a write up on our website and a letter from the Fire Marshal. Considering offering the winner a junior firefighter experience.
- Youth Fire Starter prevention program. We are currently interacting with Lauren Ono from Folsom Fire and FEMA to identify what we need to do to be able to provide education to prevent and deal with juvenile fire starters. Once we have the requirements from FEMA, we will be aligning with other departments including Folsom who have successful programs to help us establish our presence in this much needed area.
- Getting positive feedback from community and business owners about the positive experiences that they are having with the inspectors. They are happy that we are out there, happy that we are helping them achieve compliancy, and happy that we are looking at cost effective ways for them to achieve this.

OLD BUSINESS

1. Benefit Committee – The first meeting was well attended with 2 board members, 2 union reps, 1 retiree and staff. Martin Cordeiro was chosen to be the Committee Chairman. Chief Dutch from El Dorado County Fire gave a presentation and got the discussion rolling on how to fund retirement and healthcare into the future. El Dorado County Fire has chosen not to fund OPEB.

NEW BUSINESS

1. Approval of the 2017-2018 Preliminary Operating Budget – Chief Ransdell presented the 17/18 Preliminary Budget and Fiscal Projections. A Motion to approve the 17-18 Preliminary Budget as presented was made by Gary Cooper. Motion seconded by Peter Moffett. Motion approved.
2. A motion to adopt Resolution 2017-05, a Resolution setting the 17/18 Appropriation Limit at \$4,606,224 was made by Gary Cooper. Motion seconded by Peter Moffett. Roll call vote as follows: Williams-aye, Moffett-Aye, Cooper-aye, Watkins-aye, Cordeiro-Absent. Motion approved.

NEW PURCHASES

The Compressor has arrived. We have taken delivery of Ken's vehicle and it is being outfitting in Auburn.

Employee Volunteer Input: None

Director Williams closed the Open Forum at 1924 and adjourned the meeting to go into Closed Session.

Respectfully submitted,
Lori Tuthill, Board Secretary