

**DIAMOND SPRINGS/EL DORADO FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, May 9, 2023**

PLACE: Diamond Springs Fire Station
501 Pleasant Valley Road
Diamond Springs CA 95619

Director Phillips called the meeting to order at 3:00 pm.

Roll call as follows Present
Phillips
Cooper
Weidert
Pettibone
Rutherford
Chief Gallagher

Pledge recited.

A motion to adopt the agenda was made by Cooper. Motion seconded Michael Weidert. Motion approved.

A motion to approve the Meeting Minutes from the April 11, 2023, Board of Directors Meeting as corrected was made by Cooper. Motion seconded by Weidert. Motion approved.

Director Phillips opened the Public Forum at 3:03 pm.

Correspondence: Leah's retirement letter was read.

Consent Items: A motion to approve the May Consent Items made by Gary Cooper. Motion seconded by Michael Weidert. Motion approved.

Cal Muni Analysis - Chief Gallagher will review this report at the next Finance Committee Meeting.

CHIEF'S REPORT on Operations, Training.

- Call Stats – Engine responded to 263 calls (DSP 216, 130 outside). Medic 49 responded to 261 calls.
- Captain Testing completed – still in the evaluation process, will decide by end of week. FF/PM Recruitment to do oral boards this Friday.
- Have been holding Bi-Monthly Officers Meeting and Staff Meetings per Strategic Plan – Highlights of meetings were, hiring, collateral duties, the new PS Trax System, and updates on annexation talks.

Braden Stirling – Fire Marshal with EDCF

- Transition has happened - the Prevention Bureau -working with Lori.
- All projects in Drop Box, queued as submitted. Working out the process.
- Using To-Doist Application to track and communicate about projects.
- Jonathan will still be doing inspections.
- Inspector position flown and will close on Friday. We have received two applications so far.
- Finishing up State Mandates. Continue with VHR's & Business License Inspections. Want to do Assemblies as staffing permits.
- Stirling is checking in with DSP daily.
- Attorney working on updated Shared Services Agreement.
- Gold Country Status & Capitol Public Finance asked about. Chief meeting with Capitol Public Finance next week.

OLD BUSINESS

1. Board Policy Manual Draft – Directors want to add back in Appendix H & I – CFD & Development Fee collection. Draft to go back to legal counsel and will be brought back to the Board next month.
2. DSP-ECF Working Group Update – Feasibility, contract approved, met with them & LAFCO. Establishing a Communication Plan – Policies, Contracts, MOU's. Dave – Mickey ECF's Board Chair would like a copy of our Board Policies when we are done with them.
3. Fire Summit Meetings – No update
4. Succession Planning – No update
5. First Responder Fee – Chief to meet with Capitol Public Finance to provide proposal to get the docs in place (Resolution, billing, etc).

NEW BUSINESS

1. Board of Director's Seat – Directors reviewed application and appointed Lloyd Rutherford – Lloyd introduced himself and told the directors about his background.
 - a. Sign Certificate of Appointment & Administer the Oath of Office – (Term 5/9/23 to 12/6/24) - Director Phillips performed the Oath of Office and swore in Lloyd Rutherford as Director. The Certificate of Appointment was signed. Secretary to deliver certificate to County Elections Department.
2. New Legal Counsel – Chief has not been able to get more than one proposal. Still trying to get quotes. Difficult to find firms with specialty in Fire Districts and CalPERS.
3. District Policy Revisions
 - a. Policy #0225 Records Management & Schedule (GC 12236) – Policy #0225 and Resolution 2023-08 reviewed and discussed. A Motion to approve Resolution 2023-08 with revised retention schedule made by Gary Cooper. Motion seconded by Michael Pettibone. Motion approved by the following roll call vote – Phillips-Yes, Cooper-Yes, Rutherford -Yes, Weidert-Yes, Pettibone-Yes.
 - b. Policy #1815 Holiday Pay – Policy #1815 Holiday Pay, Union Side Letter & Revised Article 17 reviewed to comply with the CalPERS Audit Findings –A motion to approve Policy #1815, the Union Side Letter and Revised Article 17 made by Gary Cooper. Motion seconded by Lloyd Rutherford. Motion approved by the following roll call vote – Phillips-Yes, Cooper-Yes, Rutherford -Yes, Weidert-Yes, Pettibone-Yes.
 - c. Policy #1810 Wages & Benefits – A motion to approve Revised Policy #1810 Wages & Benefits made by Gary Cooper. Motion seconded by Lloyd Rutherford. Motion approved by the following roll call vote – Phillips-Yes, Cooper-Yes, Rutherford -Yes, Weidert-Yes, Pettibone-Yes.
4. Ride-a-long for Board Members – Crews would entertain option to do a ride-along. If interested let the Captains know.
5. Brown Act Training – Extended to County Fire's Board as well – Possible Dates for a two- hour Training are June 23rd or June 31st from 2:00 to 4:00 pm. Chief Gallagher to check with legal counsel on dates and will ask if the training needs to be a Special Board Meeting.
6. Committee Reports
 - Adhoc Committees

- Board Policies & Procedures Adhoc Committee – Phillips, Weidert – Add CFD language and sent to legal for review. Approval at next meeting.
- Station 48 Adhoc Committee – Weidert, Pettibone – Discussion about one other property didn't pan out.
- Annexation Adhoc Committee – Lloyd Rutherford to be added to this committee. Reported above.

Standing Committees

- Strategic Plan Standing Committee – Cooper, Pettibone – Phone call with Gallagher and postponed until next month. The Strategic Plan will be updated on what has been completed at the next meeting on June 12, 2023.
- Budget/Finance Standing Committee– Cooper, Pettibone – No report – The 2023-2024 Preliminary Budget will be reviewed at the next meeting on June 12, 2023.

Chief Gallagher gave each director a copy of the 2023-2024 Preliminary Budget for review. It will be presented and approved at next month's meeting.

New Purchases: None

Employee/Union: No report

Items for next Meeting:

- Board Meeting start time.
- June – Preliminary Budget Adoption, Fire Chief's Annual Review & Appropriations Limits

The meeting was adjourned to go into Closed Session at 4:09 pm.

Report from Closed Session – No action taken.

Respectfully submitted by

Lori Tuthill, Board Secretary