

**DIAMOND SPRINGS/EL DORADO FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, June 13, 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

<u>Present</u>
David Phillips
Gary Cooper
Michael Weidert
Michael Pettibone
Lloyd Rutherford
Chief Gallagher

Pledge recited.

Adoption of Agenda: Agenda approval moved to just after Pledge. A motion to adopt the Agenda made by Lloyd Rutherford. Motion seconded by Gary Cooper. Motion approved.

Time Sensitive Items:

- Chief Gallagher administered the Oath of Office and swore in Shawn Wolf as Captain/Paramedic.
- Director Phillips opened the Public Hearing on the Matter of the 2023-2024 Appropriation Limit at 3:07 pm.
- Director Phillips opened the Public Hearing on the Matter of the Adoption of the FY 2023-2024 Preliminary Budget at 3:10 pm.

A motion to approve the Meeting Minutes from the May 9, 2023 Board of Directors Meeting as presented made by Gary Cooper. Motion seconded Michael Weidert. Motion approved.

Director Phillips opened the Public Forum at 3:11 pm.

Correspondence: none

Consent Items: A motion to approve the June Consent Items made by Gary Cooper. Motion seconded by Lloyd Rutherford. Motion approved.

CHIEF'S REPORT on Operations, Training.

- Call Stats –Engine 49 responded to 226 calls last month (136 in the district and the rest outside). Rescue 49 responded to 11 calls last month. Boat 49 was deployed 3 times, (twice at the American River and once for a drowning at Sly Park
- We hired Captain/Paramedic Shawn Wolf from Sac City Fire – he will be ready to take over his own shift in July.
- We hired Fire Fighter Jacob Nave, an 8-year seasonal with Cal Fire. He has passed background and we are waiting on his physical. Once he is onboard, we will be fully staffed in suppression.
- We hired Jonathan Sherwood as a Full-Time Inspector. He will continue to do the State Mandate Inspections, and Business Inspections. His official start date is Monday, June 19th.

- Prevention – Just plugging along nothing new to report.

OLD BUSINESS

1. Board Policy Manual Draft – Legal completed their review. Director Phillips would like to move forward with approval. The Policy Manual will be reviewed annually and is a working document. Discussion on 3.3 Director's Compensation and Reimbursement – The Government Code says meetings should be a quorum in order to be paid. Adhoc & Standing are not quorums. Other areas and legal said some boards do get paid for Adhoc and Standing Committee attendance. Directors agreed to allow the \$100 for Standing & Ad Hoc Meetings. There needs to be an agenda for each meeting posted 72 hours before the meetings in compliance with The Brown Act. Sign-in sheets for attendance to be done and submitted in order to be paid for these meetings. A motion to approve the Board Policy Manual as presented made by Michael Pettibone. Motion seconded by Michael Weidert. Motion approved.
2. New Legal Counsel -The Chief asked for direction on how to proceed with the two proposals we received. The board asked Chief Gallagher to ask each firm about their experience with CalPERS Laws and Annexations and to report back next month.
3. DSP-ECF Working Group Update –Boards met, operational group met. Talked about MOU regarding sharing employees, battalion chief coverage and having the BC's be shift positions instead of 80 hour positions. Boards discussed setting goals & objectives. Policy Manual will be used by ECF to update their Board Policies. Ogan made comments at the meeting that early meetings are helping us address issues sooner. Puts us ahead of the game. The Board asked for monthly reports from Fitch & Associates on the progress of the Feasibility Study.
4. Fire Summit Meetings Update – Chiefs done with their meetings. Chief Cordero and Chief Johnson made a presentation to LAFCO through the Fire Chiefs Association – Power point presented to subcommittee and full LAFCO Board– AB8 rates and funding issues addressed. There is a follow up meeting on June 26th where the need for County Support for the Annexation will be discussed. Discussed what is happening in Cameron Park. The CP CSD has a special board meeting – presentation by Cal Fire this evening. They hired Don Ashton as a consultant. They are bringing back a former General Manager since the current GM retired. At their regular Board Meeting next week, they will vote on extension of the Cal FIRE contract for 5 years with a 1 year out clause. They will go out for RFP for a Master Plan once the contract is extended.
5. Succession Planning – No report
6. First Responder Fee – Capital Public Finance recommended that we have our attorney draft up the resolution for the Fee. We would then need to Contract with one of the billing companies. ECF has implemented their Fee using Whitman. DTA produced their ordinance and resolutions. Directors gave the Chief direction to use DTA to do ours as well.
7. Brown Act Training Dates – The Directors decided on July 13, 2023 from 3:00 to 5:00 pm for the Brown Act Training. Chief to confirm with Legal Counsel. Agenda will need to be posted 72 hours before the training.

NEW BUSINESS

1. A motion to approve the FY 2022-2023 Budget Amendment as presented made by Gary Cooper. Motion seconded by Michael Pettibone. Motion approved by the following Roll Call Vote: Phillips-yes, Cooper-yes, Weidert-yes, Pettibone-yes, Rutherford-yes. The following changes will be made: Appropriate \$100,000 collected from Sub Object 100 Prop Tax Current Secured to Revenue Sub Object 100. Appropriate \$60,000

collected from Sub Object 140 Prop Tax Supp Current to Revenue Sub Object 140. Appropriate \$10,000 collected from Sub Object 150 Prop Tax Supp Prior to Revenue Sub Object 150. Appropriate \$60,000 collected from Sub Object 1200 Revenue from Other Gov Agencies to Revenue Sub Object 1200. Increase Expense Sub Object 3002 Overtime by \$94,000. Increase Expense Sub Object 3060 Workers Compensation by \$136,000. This increases the total budget requirements for FY 2022-2023 to \$5,098,324.

Director Phillips Closed the Public Hearing on the matters of the 23-24 Appropriation Limit and the 2023-2024 Preliminary Budget at 1609.

2. Resolution 2023-09 - Resolution Setting the FY 2023-2024 Appropriations Limit - A motion to approve Resolution 2023-09 setting the 2023-2024 Fiscal year Appropriation Limit made by Gary Cooper. Motion seconded by Michael Weidert. Motion approved by the following Roll Call Vote: Phillips-yes, Cooper-yes, Weidert-yes, Pettibone-yes, Rutherford-yes.
3. FY 2023-2024 Preliminary Operating Budget and fiscal projections – Chief Gallagher reviewed the revisions he made from the draft the board was given to review last month. Increased Property Taxes and put additional funds into Overtime Sub Object and into Fixed Asset for Station 49 flooring, paint, and shower remodel. Vehicle Maintenance also increased to \$41,000. Directors discussed making the OPEB Payment. It is in the budget. Discussed the 115 Trust. Discussed Other Compensation Sub Object. A motion to approve the FY 2023-2024 Preliminary Budget as presented made by Michael Pettibone. Motion seconded by Gary Cooper. Motion approved by the following Roll Call Vote: Phillips-yes, Cooper-yes, Weidert-yes, Pettibone-yes, Rutherford-yes.
4. Setting the 2023-2024 Communities Facilities District Direct Charge Tax–Lori reviewed the Staff Report and let the Directors know that the CPI-U increased by 4.2% over the last 12 months. In accordance with the Annual Escalation Factor from the CFD Rate and Method of Apportionment, staff recommend increasing the Tax by 4% for the 2023-2024 Direct Charges. A motion to approve increasing the tax by 4% for the 2023-2024 Direct Charges made by Gary Cooper. Motion seconded by Michael Weidert. Motion approved.
5. MOU By and Between DSFPD and EDFPD – Shared Services –Chief reviewed the MOU. Gives our staff options to work at other stations, gives relief on mandatories. County Captain to come over here when we move one of our Captains up to Battalion Chief. Training Captain & Chief are developing requirements for each position to be able to work at each other’s stations. ECF to be able to work on Rescue. Minimize burnout. A motion to approve the MOU for Shared Services between DSP and ECF made by Gary Cooper. Motion seconded by Michael Weidert. 2nd Weidert. Motion approved by the following Roll Call Vote: Phillips-yes, Cooper-yes, Weidert-yes, Pettibone-yes, Rutherford-yes.
6. Status of Gold Country – Gold Country Retirement was purchased by a private company and they are no longer a non-profit. They will be required to pay full taxes when the County recording is complete.
7. Board Meeting Time – Directors decided to keep the meeting start time to 3:00 pm.

Committee Reports

Adhoc Committees

- Board Policies & Procedures Adhoc Committee – Board policies approved. Committee completed their mission.
- Station 48 Adhoc Committee – Weidert, Pettibone – No formal meeting was held last month but Committee will still be looking into what to do with Station 48. The Station will most likely be used as by Battalion 49 when the Shared Services MOU with ECF begins.

- Annexation Adhoc Committee – Phillips and Rutherford attended the meeting. Reported above.

Standing Committees

- Strategic Plan Standing Committee – Cooper, Pettibone – Binders being updated as we complete items and make progress. Discussed meeting every other month.
- Budget/Finance Standing Committee– Cooper, Pettibone –Reviewed all financial documents on today’s agenda at their meeting yesterday.

New Purchases: None

Employee/Union: Association will be having a Tri-Tip Dinner Drive-Thru Fundraiser to earn money for the Paramedic Scholarship Fund on July 29th. If you are interested in helping let Jack know.

Items for next Meeting:

- Acceptance Report for Group E & Group R Inspections
- Resolution Adopting Conflict of Interest Code

Director Phillips Closed the Open Forum and the meeting was adjourned to go into Closed Session at 5:07 pm.

Closed session adjourned at 5:14 pm. No action taken.

Respectfully submitted by

Lori Tuthill, Board Secretary