

**DIAMOND SPRINGS/EL DORADO FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, September 12, 2023**

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

Director Phillips called the meeting to order at 1502 pm.

Roll call as follows	<u>Present</u> David Phillips Michael Weidert Michael Pettibone Lloyd Rutherford (arrived at 1520)	<u>Absent</u> Gary Cooper
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Pledge recited.

Adopt Agenda: Swear -in of Engineer Beau Mollet added as Time Sensitive Item #1. A motion to adopt the Agenda as amended was made by Michael Weidert. Motion seconded by Michael Pettibone. Motion approved.

Time Sensitive Matters:

1. Chief Gallagher performed the Oath of Office to Swear-In Engineer/Paramedic Beau Mollet.
2. Director Phillips opened the Public Hearing prior to consideration of the 2023-2024 Final Budget at 1507.

Approval of Minutes: A motion to approve the Meeting Minutes from the August 8, 2023, Board Meeting made by Michael Pettibone. Motion seconded by Michael Weidert. Motion approved by the following roll call vote: Pettibone-aye, Weidert-aye, Phillips-aye.

Director Phillips opened the Public Forum at 1508 pm.

Correspondence:

1. Thank you from Diamond Springs Mobile Home Park.
2. Thank you from Eskaton for Fire Fighter Appreciation week.

Consent Items: A motion to approve the September Consent Items made by Michael Weidert. Motion seconded by Michael Pettibone. Motion approved.

CHIEF'S REPORT on Operations, Training.

- August calls: Engine 49/349 responded to 204 calls, Medic 49 responded to 276 calls, Rescue 49 responded to 6 calls and T49 responded to 3 calls.
- Fires: We had a structure into wildland fire on North Circle. Good stop. Another structure Fire on Crystal Blvd over the weekend. Congratulations to Spencer Morgan, Beau Mollet and Alex Vretzos, for having a field save. All three have received a Challenge Coin from the EMSA.
- Personnel: Jack Daniels is now Battalion Chief 48C, Andy Adreas from County Fire is the new Captain on A Shift. All new positions are going well. It is good to have two Chiefs on duty each day.

OLD BUSINESS

1. 2023-2024 Final Budget – The Finance Committee met yesterday and reviewed the final budget. They reported that the requested changes have been made and recommend adoption of the Final Budget as presented. Chief Gallagher gave a summary of changes reflected in the final budget. Captain position is now shown as vacant and the dollars for that were moved to the Overtime Sub Object. Revenue increased after receiving estimates from the County. He noted that the Battalion Chief’s position needs FLA added for a total of \$4,000 and the retirement formula for that position should be listed as 2.7 @ 57. Director Phillips closed the Public Hearing on the matter of adoption of the 2023-2024 Final Budget at 1521. A motion to approve the 2023-2024 Final Budget with the above corrections was made by Michael Pettibone. Motion seconded by Michael Weidert. Motion approved.
2. DSP-ECF Working Group Update – Fitch & Associated presented the Draft Feasibility Study at the last working group meeting. The Directors were each given a copy and asked to review it and let the Chief know if they have any comments. The consultant is looking at reserves and updating numbers before the final is presented. The UAL, OPEB & retirement formula questions are being looked into by our Attorney with CalPERS. Directors asked for a timeline on the annexation. Once the feasibility study is done and it meets all LAFCO requirements and the CalPERS issues have been rectified, we will apply to LAFCO. The public will be noticed, as well as the State. Once all that is done, it will be about twelve months to complete the annexation. Public Meeting, social media, newspaper, community meetings and town halls meeting will be held to inform the public about the annexation. Director Rutherford offered to help with public communication.
3. First Responder Fee Update – Chief Gallagher reported that we have received the required documents from the attorney. The first Public Hearing and 1st reading of the Ordinance will be held at next month’s meeting so that we are able to post the required Public Notices. The 2nd reading and approval of the Ordinance will take place at the November Board Meeting.

NEW BUSINESS

1. Resolution 2023-13 -A motion to approve Resolution 2023-13 authorizing the Fire Chief to enter a contract with the Department of Forestry and Fire Protection to receive \$15,382.50 in funding from the Cal Fire Volunteer Fire Capacity Grant was made by Michael Weidert. Motion seconded by Lloyd Rutherford. Motion approved by the following roll call vote: Rutherford-aye, Pettibone-aye, Weidert-aye, Phillips-aye.
2. Approval of VFC Agreement #7GF23029 – A motion to approve and authorize the Fire Chief to execute Volunteer Fire Capacity Grant#7GF23029 to receive \$15,382.50 in grant funding made by Michael Weidert. Motion seconded by Lloyd Rutherford. Motion approved by the following roll call vote: Rutherford-aye, Pettibone-aye, Weidert-aye, Phillips-aye.
3. Resolution 2023-12 - A motion to approve Resolution 2023-12 and the First Amendment to the Shared Services MOU with El Dorado County Fire Protection District (Exhibit A attached) for Reciprocal Fire Protection and Administrative Services was made by Michael Weidert. Motion seconded by Michael Pettibone. Motion approved by the following roll call vote: Rutherford-aye, Pettibone-aye, Weidert-aye, Phillips-aye.
4. Board Policy Revisions –
 - a. 5.11 Board Philosophy for Fire District Reserves – Add the following: “In addition, the District will strive to maintain a minimum fund balance of at least 50 percent of the operating revenues in the General Fund at Fiscal Year-End”. There was some concern that 50% is too much to put into reserves

so the directors tabled this item for a future meeting. The Finance Committee will discuss this item at their next meeting.

- b. A motion to add The Pension Policy to the Board of Directors Policy Manual as Appendix I. and to Review it annually was made by Michael Weidert. Motion seconded by Lloyd Rutherford. Motion approved..
5. Chief Gallagher reminded the directors to complete their Ethics & Sexual Harassment Training. Both were assigned to them through Target Solutions.
6. Director Stipends – In order to get a stipend for attending a committee meeting when no meeting minutes are taken, the Directors will be required to fill out and sign a Committee Meeting Sign-In Sheet and submit it to the Board Secretary. The form has been added to the form file on the front counter near the mailboxes.
7. Cameron Park Fire RFP Process Update – The Cameron Park CSD continues to work on their feasibility Study.
8. Side Letter from IAFF Local 4972 – Directors discussed this item and stated that this should have been done before the promotion was given. Chief Gallagher reported that the attorney was consulted, and that this is normal practice in the industry. A motion to approve and sign the side letter adding Battalion Chief to Article 1 Section 1.2 as a represented member of the Bargaining Unit was made by Lloyd Rutherford. Motion was seconded by Michael Weidert. Motion approved.

Committee Reports

Adhoc Committees

- Annexation Adhoc Committee –No report covered above.
- Government Affairs Adhoc Committee –No meetings, no report. Director Ogan with County Fire will take the lead and we will support him. (Side note: Look at ID Program for employees and directors).

Standing Committees

- Strategic Plan Standing Committee –No Report, the next meeting will be at the end of year.
- Budget/Finance Standing Committee–Met and reviewed the 2023-2024 final budget and recommended approval tonight.
- Policies and Procedures Standing Committee –They had one meeting and were waiting for side letter approved above. Would like to work on Job Descriptions. Spell out time limits “working toward” requirements.. Weidert said we need to align policies with County Fire’s Policies. Recommended looking at Lexipol. Battalion Chief Daniels was hired with current job description. That would stand. The Fire Chief is responsible for tracking how someone is working towards a requirement. It would be handled with an employee evaluation. The Committee will prioritize what policies need to be revised.

New Purchases: None

Union/Employees: No Report

Agenda Items for next Meeting:

Conference Room to become Prevention Bureau
Health Insurance Premium Increase

Director Phillips Closed the Open Forum at 1634 and adjourned the meeting to enter Closed Session

Closed session was adjourned at 1659. No action taken during closed session.

Respectfully submitted by Lori Tuthill, Board Secretary