

**DIAMOND SPRINGS/EL DORADO FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, August 8, 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
	Llyod Rutherford (arrived at 3:45)
	Chief Gallagher

Pledge recited.

Time Sensitive: Chief Gallagher performed the Oath of Office to swear in Firefighter, Jacob Nave.

Adoption of Agenda: A motion to adopt the Agenda as presented made by Gary Cooper. Motion seconded by Michael Weidert. Motion approved.

Approval of Minutes: A motion to approve the Meeting Minutes from the July 11<sup>th</sup> regular Board Meeting & the July 13<sup>th</sup> Board Workshop made by Gary Cooper. Motion seconded by Michael Pettibone. Motion approved.

Director Phillips opened the Public Forum at 3:06 pm.

Correspondence: None

Consent Items: A motion to approve the August Consent Items made by Gary Cooper. Motion seconded by Michael Pettibone. Motion approved. Look into

CHIEF'S REPORT on Operations, Training.

- Engine 49 responded to 213 calls, Medic 49 responded to 259 calls, Rescue 49 responded to 5 calls, and Truck 49 responded to 1 call. The total number of calls in the District for the month of July was 326.
- Countywide Fires – We have had a few small wildland fires and a few small structure fires (1 or 2 per week – including the house fire on Crystal Blvd).
- The Battalion Chiefs Test was held on July 11<sup>th</sup>. Captain Jack Daniels will be promoted.
- The Engineer's Test was held on July 18<sup>th</sup> and 20<sup>th</sup> with County Fire. Firefighter/Paramedic Beau Mollet will be promoted to Engineer.
- The Cross training is almost complete to be able share employees between ECF and DSP.
- National Night Out was celebrated on August 1<sup>st</sup> with 13 events throughout County. We attended the one at the Community Health Center. Another one was held by Cal FIRE's station and was attended by them.
- Chief Gallagher, Director Phillips and Director Rutherford attended the meeting of the Cameron Park CSD where they approved the cancellation of their ambulance contract with the JPA. They will be going out for RFP and are hoping to award the contract within 120 days to avoid a gap in service. They hired AP Trident to do a

Feasibility Study. El Dorado Hills Fire, El Dorado County Fire and possibly Rescue Fire will be putting in proposals.

- Chief Gallagher & Chief Stirling attended the TAC Meeting for the Hotel & RV Park proposed at The Crossing Project.
- The job flyer for the JPA Executive Director has been posted. The first application deadline is Friday, August 11, 2023. Interviews are scheduled for August 18, 2023. Chief to attend a Special JPA Board of Director's Meeting tomorrow.

#### OLD BUSINESS

1. Chief Gallagher presented the Letter of Engagement for Best, Best & Krieger for legal services. A motion to allow Chief Gallagher to sign the Engagement Letter from Best, Best & Krieger for legal services was made by Michael Weidert. Motion seconded by David Phillips. Motion approved.
2. DSP-ECF Working Group Update – Last meeting was on July 12, 2023. Fitch and Associates zoomed in and answered questions. They expect to have the first draft of the Feasibility Study to us in the third week of August. The Operations Group met to look at how shared employees will work and the details for the two-Battalion Chief's System. Chief Cordero reported that County Fire is actively involved in getting a CFD established. They are working with Capital Public Finance, and they have estimated it taking about twelve months to get it completed. Director Phillips stated that this needs to be a checked box on the LAFCO application. ECF will be meeting with Capitol Public Finance on August 24, 2023.
3. First Responder Fee Update – The Ordinance is being worked on. It will be presented at next month's Board Meeting. Next step is to hire a billing company.

#### NEW BUSINESS

1. Draft Audit for 2021-2022 –The 2021-2022 Draft Audit & Management Report prepared by O'Conner & Company, Inc. presented for review and approval. The Finance Committee went over the draft audit with the auditor yesterday. All information in the report is correct. Development Fees have been corrected. Chief Dutch also reviewed the draft and said it looks good. A motion to approve the 2021-2022 Draft Audit made by Gary Cooper. Motion seconded by Michale Pettibone. Motion approved.
2. Resolution 2023-11 – Resolution adopting the 2023-2024 Pay Schedule effective August 12, 2023 (attached as Exhibit A). Board to review and approve the 2023-2024 Pay Schedule. The Chief explained that we added the 56-hour wage scale. Same pay, hourly is different. Daniels will come in on Step 2 due to his experience as a Chief Officer. Directors requested to have the current pay schedule with the proposed pay scale when we submit a change in the future. A motion to approve the 2023-2024 Pay Schedule effective August 12, 2023, made by Gary Cooper. Motion seconded by Michale Weidert. Motion approved by the following roll call vote: Phillips-aye, Cooper-aye, Weidert-aye, Pettibone-aye, Rutherford-aye.
3. Revised Battalion Chief Job Description –Board to review and approve the revised Battalion Chief Job Description. Old was written specific to Prevention. The new job description includes a more general position that would allow a person to work in any or in multiple departments. State Fire Marshal Chief Officer Certification moved from required to desirable. Director Phillips thinks it should be a minimum qualification. A new committee for Policy and Procedures to be formed to work on Job Descriptions. An associate degree is required to get your Chief Officers Certification. ECF has Chief Officer Certification as Desirable as well. Director Phillips would like to postpone approval of this Job Description until it goes through the Policy & Procedures Committee.
4. Chief Officer Coverage –Review Staff Report regarding Split Chief Officer Coverage. Reviewed the Staff Report This has been discussed in the working group. It creates greater depth and better response for large events. Chief Officer's will be dedicated to specific programs. There will always be two Chiefs on. Improve

Span of Control. Closer to crews. Current – 3 chiefs on 24/7, training Captain, 40 Hour BC. Finance go to 56 hour, Training Captain go to 56 hours, DSP will have a BC. Rutherford thinks it's a good use of resources. Get out to crews more. Phillips cautioned the board to see how this would affect the budget. These types of items should be vetted through the Finance Committee and then brought back to the full board for approval as a matter of process. Chief - BC & part time Inspector were already in place. Still covered in budget just reallocated the funds. Battalion Chief was always a 40-hour position. Captain Morgan reported that both unions have been in discussions for this and are in support of this model. A motion to approve the Split Chief Officer Coverage made by Gary Cooper. Motion seconded by Michael Weidert. Motion approved.

## Committee Reports

### Adhoc Committees

- Station 48 Adhoc Committee – Weidert, Pettibone -Remove from Agenda. Chief Officer will be staying there. We will be keeping the building until further notice. Daniels & Morgan getting it set up for the BC position. The back-up Medic Unit is being moved to Station 46.
- Annexation Adhoc Committee – Phillips, Rutherford – Covered above.

### Standing Committees

- The Strategic Plan Standing Committee – Pettibone/Gallagher gave the report – The committee has a brief meeting yesterday due to the Finance Committee Meeting going long. Objectives due in June were moved to December. (Salary Schedule for all positions, Board Policies done but need Board Orientation Check List created. time from call to dispatch to shorten PSP time per NFPA to under a minute. Sexual Harassment Training to be on agenda for their next meeting.
- Budget/Finance Standing Committee–Gary gave report.
  - The Committee reviewed the 21-22 Audit via Zoom with the Auditor – everything looks good.
  - Draft Budget – Chief Gallagher gave each director a copy of the Draft Final Budget. The Final Budget will be approved at next month's regular board meeting. Changes since preliminary – Other Charges – Added two Sub-objects for the Bond Payment one for principal payments and one for interest payments. It used to be in 3020 the Sub object for retirement increased tax revenue up after final numbers for 22-23 came in. Discussed Workers Comp numbers. Discussed reimbursable sub object (4617) The \$13,000 paid to Kyle Morris for Paramedic School is offset by the \$10,000 donated by the FFA. Fund Balance sheet reviewed, and Profit and Loss Sheet reviewed.
- Governmental Affairs Adhoc Committee Formed – Timeframe: Now until after annexation. Committee – Meet with BOS's and other outside officials. Messages need to be in line with the district. Lloyd Ogan, Director with El Dorado County Fire will be the lead on this committee. Lloyd Rutherford and David Phillips will be on the Committee to represent DSP.
- Policies and Procedures Standing Committee Formed – Phillips & Weidert to be on the committee. The first task is to work on the Battalion Chief Job Description.

New Purchases: None

Agenda Items for next Meeting:

Cameron Park RFP Process Updates

115 Trust

Final Budget Approval

VFA Contract  
Board Training Ethics & Sexual Harassment

Director Phillips Closed the Open Forum 5:03 and the meeting was adjourned to go into Closed Session.

Closed session was adjourned at 5:10 pm, no action taken during closed session.

Respectfully submitted by Lori Tuthill, Board Secretary