

The Board of Directors of the Truckee Fire Protection District met in Regular Session on Tuesday January 16, 2018 in the Truckee Sanitary District Boardroom located at 12304 Joerger Drive, Truckee, California at 5:30 p.m.

Chairman Wilford called the meeting to order at 5:30p.m.

Directors Present: Botto, Hernandez, Herrick, Prado, and Wilford

Directors Absent:

Employees Present: Chief Seline, Division Chief Harvey, Division Chief Brock, Administrative Officer Engler, and Battalion Chief Parkhurst

Others Present: District Legal Counsel Brent Collinson

Chairman Wilford requested all Board Members to put their iPads in airplane mode for the duration of the meeting. The Board Members complied.

The meeting commenced with the pledge of allegiance led by Chief Seline.

CLEAR THE AGENDA – ITEM 4

No action taken.

PUBLIC HEARING – Ordinance 01-2018; An Ordinance Establishing a Fire Prevention Service Fee Schedule – ITEM 5

Chairman Wilford opened the public hearing at 5:30PM.

Division Chief/Fire Marshal Harvey reviewed Ordinance 01-2018 with the Board. He informed them that there have been no changes since he presented the first reading of the Ordinance to the Board at the December 20, 2017 meeting. He further informed the Board that there have been no comments from CATT since the December meeting as well.

Chairman Wilford asked for comments from the public. There were none.

Adopt Ordinance 01-2018; An Ordinance Establishing a Fire Prevention Service Fee Schedule – Item 1

Director Hernandez made a motion to adopt Ordinance 01-2018; An Ordinance Establishing a Fire Prevention Service Fee Schedule and waive the reading. Chairman Wilford seconded the motion.

Chairman Wilford asked for comments from the public. There were none.

Roll call vote: Director Hernandez – Yes, Director Prado – Yes, Chairman Wilford – Yes, Director Botto – Yes, and Director Herrick – Yes

Motion passed unanimously 5/0

Chairman Wilford closed the public hearing at 5:33PM.

PUBLIC COMMENTS – ITEM 6

Members of the public shall be allowed to address the Board of Directors on items not appearing on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided that no action shall be taken unless otherwise authorized by California Government Code Section 54954.3. Each speaker will be limited to one (1) appearance and be limited to three (3) minutes, but speaker time may be reduced at the discretion of the Board Chairman if there are a large number of speakers on any given subject. There shall be no assignment of speaking time from one member of the public to another member of the public.

Chairman Wilford asked for comments from the public.

Trent Kirschner, Tahoe Truckee Unified School District / Truckee High School Pathways Program Coordinator, introduced himself to the Board and gave the Board an in-depth overview of the Pathways program. He thanked the District for their participation in the program and for allowing his students to participate in approved District trainings. He informed the Board that 2 of his former students have graduated from the District's CERT program. Mr. Kirschner also informed the Board of his program teaching credentials and recent EMT certification.

Brent Collinson reminded the Board that this item is not up for discussion but they can ask for clarification or give direction to staff.

The Board thanked Mr. Kirschner for his presentation.

Chairman Wilford asked for any additional comments from the public. There were none.

CONSENT CALENDAR – ITEM 7

These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.

The Board reviewed the Consent Calendar.

Chairman Wilford asked for public comments. There were none.

Director Herrick moved to accept the Consent Calendar as presented. Director Prado seconded the motion.

Motion passed unanimously 5/0.

For the record the Consent Calendar includes the following:

Board Meeting Minutes of December 19, 2017, Finance Committee Meeting Minutes of December 13, 2017 and December 28, 2017. The December 2017 Check Registers: General Fund check

numbers 30606-30714 including CalPERS EFTs; Plumas ACH Retiree Health Wire Transfer; Ambulance account check number 1241-1252 totaling in the amount of \$364,507.91. December 2017 reports including: Finance Statements; District Balance Sheets; Fund Balance Reports; Monthly Call Reports; Training Reports; and Personnel Status Report.

STAFF REPORTS– ITEM 8

Chief’s Report – Item A

Chief Seline reviewed his report with the Board, which is located in the agenda packet.

Chief Seline reviewed Grass Valley Emergency Command Center’s 2017 call volume with the Board. Overall incidents were up 5% and the District’s incidents were up 12%.

Chief Seline informed the Board that the District partnered with Mountain Hardware last November and December in a CO (Carbon Monoxide) Awareness and Detection campaign. Each entity contributed funds to augment the cost of detectors. The campaign ran for 2 weeks being advertised in the Sierra Sun and on the local radio channel. 200 CO Detectors were sold at Mountain Hardware for \$10.00/each.

Chief Seline reported to the Board that a decision was made at the JPA Chiefs meeting last week to move forward with a regional grant for extrication equipment in the amount around \$300,000.00.

Chief Seline informed the Board that Captain Guy Mohun has announced his retirement as of March 31, 2018. His last day on shift was the 14th of January, he is using leave credits for the remaining time. Guy has served the District full-time for over 20 years. He is an excellent captain who ran a ship shape detail-oriented crew. He is one of the District’s only strike team leaders. Although he will be missed we wish him the best into his retirement. With his announcement FF Jerry Fowler was offered and he has accepted a promotion to Captain, and Ben Westmoreland was offered and he accepted a full-time FF position.

Chief Seline informed the Board that the District won a fuels treatment grant through the California Fire Safe Council for 33 acres on the south side of Martis Camp that will start this summer in partnership with Northstar Fire and Martis Camp.

Chief Seline reported to the Board that the District’s financials are on track. He reviewed various accounts variances.

Chief Seline reported to the Board that the District has been working diligently on the converting the District’s policies, guidelines, and employee handbook into the online Lexipol policy manual. The policies were issued 1/9/18.

Chief Seline reported to the Board that hospitals in the Sacramento Valley have been exceeding capacity with long wait times which has put pressure on the EMS. The medic from Station 97 on the summit has been repositioned to Alta to help with the call volume on 3 different days.

Chief Seline sadly reported to the Board that the woman killed on 267 near Northstar in a head on vehicle accident last month was Noelle Nelson the mother of one of our new part-time firefighters, Mitch Nelson. We have offered Mitch any support that he needs. Of course, being local growing up in Truckee he has a number of friends inside and outside the District that are helping him and his family.

Chief Seline answered questions from the Board.

Chairman Wilford asked for public comments or questions. There were none.

Fire Marshal's Report- Item B

Fire Marshal Harvey reviewed his report with the Board, which is located in the agenda packet.

Fire Marshal Harvey reported to the Board that in 2017 there were 2,000 Defensible Space inspections completed. The District completed 1500 and CalFIRE completed 5,000.

Fire Marshal Harvey informed the Board that he attended a Homeless Task Force meeting. The essence of the meeting was to identify how to approach the homeless population and educate them on appropriate burning practices. Currently there are about 10 homeless folks in the Truckee area. The task force discussed options of going into camps with education materials. The key is to approach the camps and individuals without spooking them.

Fire Marshal Harvey answered questions from the Board.

Chairman Wilford asked for additional Board comments or questions. There were none.

Chairman Wilford asked for public comments or questions. There were none.

Battalion Chief Report – Item C

Battalion Chief Parkhurst

Chief Parkhurst reviewed the past months call volume with the Board, as well as, gave an overview of notable calls during the same time frame.

Chief Parkhurst informed the Board that tomorrow (January 17, 2018) is the Military HazMat drill evaluated by Army North.

Chief Parkhurst reported to the Board that the new Engine 92 is expected to be delivered in March and the refurbished Engine 95 had a delay in paint and should also be delivered in March.

Chief Parkhurst answered questions from the Board.

Chief Seline recognized Chief Parkhurst for his dedication. He worked 8 shifts straight as the other 2 BC's were out sick. He commanded an awesome team that backed him up. Additionally,

Matt constructed the metal fence that encloses the lawn area at Station 92, the fence is a tribute to the history of Truckee Fire. The lawn area had been recently remodeled to remove some of the lawn to make way for additional parking and accessibility. He has an ownership of duties. Division Chief Brock informed the Board that Captain Kevin McKechnie is approximately 2/3 through the Acting Battalion Chief training. He has completed approximately 100 hours and is doing well in the program. This will give depth to the acting Battalion Chief roster.

Chairman Wilford asked for any Board comment. There were none.

Chairman Wilford asked for public comments. There were none.

COMMITTEE REPORTS – ITEM 9

Report from any standing or Ad Hoc Committee – Item A

Envision DPR

Nothing to report.

Martis Valley 0% Tax Rate Area

District Legal Counsel Brent Collinson recused himself and left the room during the discussion, due to his potential conflict of interest as he owns property in the area being discussed. However, he was allowed to listen to the discussion from outside the room.

Chief Seline informed the Board that he has spoke with Scott Bower, General Manager Martis Camp, and informed him of the recent survey results, which he was going to add to their next director meeting. Chief Seline has a meeting schedule with SR Jones, Nevada County LAFCo., to discuss options of changing the District's boundaries.

Chairman Wilford asked for Board comments or questions. There were none.

Chairman Wilford asked for public comment. There was none.

OLD BUSINESS – ITEM 10

No items.

NEW BUSINESS – ITEM 11

Appointment of Board of Director Positions - Item A

Finance Committee – Item 1

Chairman Wilford informed the Board that he would like to follow past practice set by Chairman Botto and appoint the Chairman and Vice-Chairman to serve on the Finance Committee. He asked the Directors for any opposition, there were none. Chairman Wilford asked Vice-Chairman Hernandez if he would be willing to serve on the Finance Committee to which Vice-Chairman Hernandez said he would.

Chairman Wilford appointed himself and Vice-Chairman Hernandez to the 2018 Finance Committee.

Chairman Wilford asked for public comments or questions. There were none. It was brought to the Board's attention that it is time to conduct the annual Fire Chief Evaluation. Director Botto and Director Hernandez were appointed to collect and prepare the evaluation.

Discussion with Possible Action: District Fixed Asset and Inventory Policy – Item B

Administrative Officer Engler informed the Board that while the District has a guideline set by past practice regarding fixed assets and inventory there is no current policy. She conducted an extensive research and prepared the attached Lexipol policy addressing fixed assets and inventory. The proposed policy sets the fixed asset capitalization limit at \$5,000.00 which is standard in the industry but a change to the past practice limit of \$500.00. The policy also sets guidelines for the physical and reporting control of the District's assets, identifies roles and responsibilities, and provides definition to the various types of assets and the recording of those assets. The policy also identifies the physical inventory and disposition of assets.

Chairman Wilford asked for Board Comments. Administrative Officer Engler answered question from the Board.

Chairman Wilford asked for public comments. There were none.

Director Botto made a motion to approve the District Fixed Asset and Inventory Policy. Director Prado seconded the motion.

Motion passed unanimously 5/0.

CLOSED SESSION-ITEM 12

No items.

RETURN TO OPEN SESSION-ITEM 13

No items.

WRITTEN COMMUNICATIONS-ITEM 14

Review Letter of Commendation from Lake Valley Fire – Item A

The Board reviewed the letter.

BOARD COMMUNICATIONS-ITEM 15

Director Prado expressed her gratitude to BC Matt Parkhurst on his service. She congratulated FF Nick Brown and FF Dustin Gwerder on their field save, Captain Mohun on his retirement, FF Jerry Fowler to his promotion as Captain, and FF Ben Westmoreland to his promotion as full-time FF. She thanked FF Arney and the Napa/Sonoma area strike team for their commitment. She gave her condolences to FF Mitch Nelson and his family.

Director Hernandez congratulated Captain Guy Mohun on his retirement, commenting that he had the pleasure to work along side him on a few incidents. He stated that he is glad to see the upward mobility and congratulated Jerry Fowler and Ben Westmoreland on their promotions. He thanked BC Matt Parkhurst for all his extra duties and Kevin McKechnie for training in the BC role. He thanked Trent Kirschner for taking the time to talk about the Truckee High School Pathways program. He thanked staff for the agenda and minute preparation.

Director Herrick stated that it is a privilege to be associated with Truckee Fire. He welcomed Director Botto back from his recent absence. He thanked the District for the Challenge Coin and Belt Buckle. He stated that the Pathways program is good for the community and District participation provides outreach to the community.

Director Botto stated that he is glad to be back! He commented on the positivity of the Pathways program. He congratulated Captain Guy Mohun on his retirement, commenting that he had the privileged to work with him, he was dedicated to the District, and he will be missed. He thanked BC Matt Parkhurst for his dedication and work on the Station 92 fence around the lawn area. He announced that he will be attending the CSDA/SDRMA Leadership conference February 4th-6th. He stated that he was proud to be a part of the Fire District.

Chairman Wilford thanked the District for the Challenge coin and belt buckle. He thanked Director Gary Botto for his job over this last year as Chairman. He congratulated Guy Mohun on his retirement, Jerry Fowler and Ben Westmoreland on their promotions. And FF Nick Brown and FF Dustin Gwerder on their field save. He thanked BC Matt Parkhurst for stepping up and keeping the District covered. He thanked staff for the continued hard work.

Chairman Wilford asked for public comments. There were none.

ADJOURNMENT – ITEM 16

Having no further business on the agenda to come before the Board, Director Hernandez made a motion to adjourn. Director Botto seconded the motion.

Chairman Wilford asked for public comments. There were none.

Motion passed unanimously 5/0.

Adjournment: 6:51 PM

Respectfully submitted:

Joyce Engler

Administrative Officer / Clerk of the Board