

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Workshop Meeting Minutes
August 14, 2024

The South Placer Fire District Goal Setting Workshop meeting was called to order at 6:00 p.m. on Wednesday, August 14, 2024, by President Tracy Randall.

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Ken Musso, Clerk
Gary Grenfell, Director
Mike Johnson, Director
Dan Bajtos, Director

Absent:

None

Staff Present:

Mark Duerr, Fire Chief
Kathy Medeiros, Board Secretary
Matt Feeley, Deputy Chief
Jeff Ingolia, Fire Marshal
James Magnuson, Division Chief

Fire Chief Duerr, the Board of Directors, and staff reviewed the last developed goals list from 2023/24 to make recommendations for the 2024/25 goals. The Board and Chief Duerr discussed the prior goals, and how the board has been successful in accomplishing them all.

2023/24 Board Goals

- (1) Maintain fiscal stability, explore all options for responsibly increasing revenue, and work with staff to achieve a balanced budget.

Chief Duerr noted that the fiscal stability goals were all met with diligent expense management, strategic operational cost controls, all despite the constraints of limited revenues. Board and staff have continued to work on increasing revenue within ambulance services, implementing future Community Facility Districts, and successfully obtaining grant monies. Preliminary financials for the 2023/24 fiscal year reflect a balanced budget pending allowances for bad debt. For the fiscal year ending 2023/24 the board should see these goals demonstrated by a fiscally conservative approach to operations and purchases.

The Board agreed that the three board goals were a priority to continue for 2024/25.

2023/24 Administration/District Goals

2. Develop and Implement long-term District Plans
3. Ensure future fiscal solvency as measured by maintaining a balanced budget and working to increase District reserves through progress of 1-2% a year, effectively deploy District resources, review all services and contracts, and evaluate for value to the District.
4. Increase positive interactions with the community and brand recognition.

5. Improve internal service delivery and business operations as measured by: update and publish SOG's, review update and consolidate policies into a single manual, continue to improve trust and working relationships between labor and management

It was noted that goal number 2 had been obtained with the master plan both completed and adopted while a strategic plan is currently in process.

Director Johnson recommended streamlining the remaining goals: keeping SPFD goal number 3, discussing future fiscal solvency, retaining goal number 4 to continue to keep community outreach a high priority, and adding language to goal 5 to evaluate the current deployment model. He continued that the board goal should have language discussing maintaining a level of transparency to the public. President Randall agreed and noted that goal 5 for service delivery should continue to discuss Standard Operating Guidelines, deployment model evaluations, and policy reviews. President Randall added that it should be noted to add Company Evolutions annually as a goal for Standard Operating Guidelines. He continued that goal 4 should remain the same with the addition of language for PIO within the goal for community education.

Chief Duerr reported that he would take the board's suggestions and rewrite the 2024/25 Board and Administration/ District Goals to be presented at the September Board meeting.

There being no further items to be discussed at the workshop, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,



Kathy Medeiros
Recording Secretary

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
August 14, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, August 14, 2024, at 6:31 p.m. by President, Tracy Randall

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Ken Musso, Clerk
Gary Grenfell, Director
Mike Johnson, Director
Dan Bajtos, Director

Absent:

None

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Division Chief, James Magnuson
Engineer Paramedic, Pat Patterson
Captain Paramedic, Nick Paskey

Public Comment: Member of the public, Dianne Will, reported to the board that the two open board positions from Division 1 had no applicants for the upcoming election; therefore they will be vacant. She recommended to the Board that they consider retiring the two seats as there is a discrepancy in the representation between the two divisions.

Consent Agenda: Director Gibson made a motion to approve the consent agenda. The motion was seconded by Director Musso.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

Special Presentation: New Hire Firefighter paramedic Michael Lopez and recently promoted Engineer Paramedic Kevin Cooney were brought forward and pinned by their spouses with their official badges.

OLD BUSINESS

Director Resolutions for Dedicated Service to South Placer Fire District: Staff recommends the adoption of the resolution recognizing Teresa Ryland for her outstanding service to the Fire District and the community. Chief Duerr presented Ms. Ryland with a plaque commemorating her 10 years of service to the District. He noted her accomplishments during her time with the District and the Board wished her well in her future endeavors. Director Gibson made a motion to approve Resolution No. 2-2024/25 for the commendation of dedicated service to the South Placer Fire District. Director Johnson made a second to the motion.

Roll Call:

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

Presentation, Discussion, and Action for a Public Relations Contract: Staff recommends a presentation and possible action by Meraki and 3Fold Communications regarding a proposed contract for PR services related to a future ballot measure, including contract authority to agree for services. Following the failure of the July 2022 benefit assessment, the District has implemented cost controls to address the revenue shortfalls. Recently, the District has utilized FM3 for a public opinion survey to assess the possibility of a future ballot measure. Cherry Spriggs of Meraki and Gordon Fowler from 3Fold presented their recommendations based on the recent survey results. Both agencies stress the importance of community engagement and education, leading to a more informed and supportive community. Ms. Spriggs noted the contract would bring a developed message to constituents alongside 3Fold amplifying social media and PIO events. The Board would have input on messaging. Costs for the two contracts are \$125,000 and would cover both media and public relations. President Randall noted that he saw value in the education and transparency of this contract. Director Johnson made a motion to approve authority for services for the proposed contracts. Director Gibson made a second to the motion.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

South Placer Fire District Policy Updates: Staff recommends a second reading and approval of the proposed policy updates. The following policies are up for review and discussion: 709 Photography, 710 District Social Media Use, and 1046 Member Speech, Expression, and Social Networking. Chief Duerr remarked that labor has reviewed and had no edits or comments. Director Bajtos made a motion to approve the Policy updates. Director Gibson made a second to the motion.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

Compliance Engine: The Chief recommends the adoption of Brycer’s “The Compliance Engine,” a software tool to enhance community safety through tracking and driving code compliance, reducing false alarm activity, and providing for a safer community. As discussed at last month’s meeting, the Compliance Engine would track and drive code compliance and reduce false alarm activity. There is no cost to the District. Contracting inspectors would pay \$35 fee per system/inspection/premise. The fee is then divided between TCE and the District to cover the costs of maintaining the TCE system and providing administrative oversight. Director Johnson made a motion to approve the contract with Brycer for The Compliance Engine. Director Gibson made a second to the motion.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

Resolution of Intention to Create a Community Facilities District: Staff recommends adopting the resolution of intention to form a Community Facilities District to fund public safety. Chief Duerr reported that the item needed to be pulled from the agenda as the required information had not been completed before the meeting. He continued that the item could still be passed next month to be on track for final approval in November, incurring no additional delay.

Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit, Regarding the position of Firefighter Trainee: Chief recommends discussion and action to approve the negotiated side letter of agreement. Chief Duerr noted that discussion for the additional position of Firefighter Trainee was approved in January. After a successful meet and confer process, SAFF Local 522, staff, and the negotiating team presented the side letter, new job classification, and pay scale for the position of Firefighter Trainee. Director Musso made a motion to approve the Side letter of agreement with SAFF Local 522. Director Gibson made a second to the motion.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Ten policies to be reviewed for their first reading. Chief Duerr noted that most of the policies presented were required by law and not in the current policy manual. He continued that the policies will return next month for approval.

Assistance to Firefighters Grant (AFG) Award Acceptance: Staff recommends accepting the grant from FEMA in the amount of \$346,079 to purchase portable radios. The District was successful in obtaining the \$380,000 grant including the District's match of \$34,000. Director Gibson made a motion to accept the FEMA grant to purchase portable radios. Director Musso made a second to the motion.

Ayes: Gibson, Musso, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: None
Carried

INFORMATION AND DISCUSSION

Correspondence: Two PARS financial statements received: fiscal year 2023/24 annual earnings and for the month of June.

Chief's Report:

- 2nd Quarterly Newsletter distributed. QR codes distributed for all that would like to sign up -150-160 signed up
- Generators are operational
- Call volume: 409 calls, up 30 from this time last year
- M16 E17 Busiest units
- Fires: 17 total: 4 vegetation, 2 structure, 3 vehicle, 8 mutual aid
- Turn out time down 1.46 average, travel time up slightly
- Ambulance response 97% compliance with SSV times
- Fire Prevention department (Chief Ingolia): 4 new residential projects, 1 commercial project pulled. 58 sets of plans submitted, 29,460 square feet of remodels. 44 new construction inspections completed, 0 remodels. All large projects completed.
- Facilities (Chief Ingolia): St.18 and shop heaters completed, A/C in shop complete, UL testing on emergency generators at St. 16 and St.17,
- Fire Investigations (Chief Ingolia): No final or pending investigations.
- Weed Abatements (Chief Ingolia): 18 total, 3 pending.
- Overtime: 25% due to open positions, 13% Misc., 23 % Vacation, 21% OES, 18 % sick leave
- Volunteer vs. mandatory: Volunteer Overtime 78% mandatory is 22%
- Overtime totals averaging down, total hours down
- Sick leave up, overtime overall up, vacation hours up
- Loomis Library hosted Reading with a Firefighter
- National Night Out
- Numerous wildland deployments/station coverage

Labor Report: Engineer Pat Patterson reported that the SAFF 522 Firefighter's unit has received fewer mandates with the staffing of the recent new hires. He continued that they also facilitated many strike team deployments. He noted that he anticipates more separations as employees test at other agencies.

The retention issue is difficult to quantify but costly for the District. The Unit is reviewing the projected revenue increases in property tax revenues and possible realignments with LAFCO.

Functions: Strategic plan August 19-21, Special Meeting 8/22 at 4 p.m., Loomis Public Safety Event September 14th, Open house pancake breakfast Station 18 October 5th from 7-11 am

Board/Staff Comments: Director Musso noted that he would like updates to the Board when the District is participating in strike team incidents.

Committee Reports: none

Future Agenda Items: President Randall noted there could be a review of information on the reduction of board members to a total of five members.

There being no further business to come before the Board, the meeting adjourned at 8:06 p.m. The next regular meeting will be held on Wednesday, September 11, 2024.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Medeiros". The signature is written in a cursive, flowing style.

Recording Secretary, Kathy Medeiros