

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
December 11, 2024

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 11, 2024, at 6:29 p.m. by President, Tracy Randall.

Board Present:

Tracy Randall, President
Chris Gibson, Vice President
Ken Musso, Clerk
Pete Gallegos, Director
Dan Bajtos, Director
Jenine Windeshausen, Director
Gary Flanagan, Director

Absent:

None

Staff Present:

Mark Duerr, Fire Chief	Engineer Paramedic, Pat Patterson
Kathy Medeiros, Board Secretary	Deputy Chief, Matt Feeley
Battalion Chief, Matt VanVultinburg	Captain, Joe Stephens
Fire Marshal, Jeff Ingolia	Firefighter Paramedic, Michael Lopez
Division Chief, James Magnuson	Firefighter Paramedic, Taylor Bromley
Engineer, Lance McKinley	Captain Paramedic, Nick Paskey

Public Comment: None

Consent Agenda: President Randall asked to pull Item 6C from the agenda. Director Gibson made a motion to approve the amended consent agenda removing Item 6C. The motion was seconded by Director Musso.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Special Presentation: The Chief recommends a special presentation to administer the oath of office for the newly elected and appointed Directors. Placer County Supervisor Suzanne Jones stepped forward to read the oaths of office to the two elected Directors Bajtos and Flanagan, and appointed Directors Musso and Windeshausen.

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption of the proposed policy updates. Six policies to be reviewed and approved following their first reading. Director Windeshausen asked for changes to be made regarding the Designated Infection Control Officer. Chief Duerr noted that those changes would be made. Director Gibson made a motion to approve the policy updates with the suggested corrections. Director Flanagan made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Community Facilities District Formation and Public Hearing: Staff recommends the second reading and adoption of the ordinance to form the South Placer Fire Protection District Community Facilities District 1. Chief Duerr noted that the notifications were published in the paper and District website. Director Gibson made a motion to approve Ordinance No. 1-2024/25 to approve the final formation of the CFD. Director Flanagan made a second to the motion.

Roll Call:

Ayes: Gibson, Randall, Bajtos, Flanagan, Windeshausen, Musso Noes: Gallegos Abstain: None Absent: None

Carried

Strategic Plan: Staff recommends discussion and acceptance of the strategic plan. Director Flanagan reported disappointment in the report produced by AP Triton, noting that labor assumed it would include all comments. Director Windeshausen noted that the plan is a working document, and a committee could move forward to work through any deficits. She added that any committee should report out a summary of activity at the regular board meeting. Director Gallegos made a motion to approve the Strategic Plan. Director Gibson made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Windeshausen, Musso Noes: Flanagan Abstain: None Absent: None

Carried

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends a first reading of the proposed policy updates. Four policies to be reviewed for their first reading. There were no questions on the policies as presented before returning to next month's meeting for approval.

Fiscal Year 2023/24 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2023/24 third-party audit. Chief Duerr began that this is standard procedure to adopt the completed financial audit. He noted that excess revenues of \$497,000 were due to a reduction of full-time equivalent positions, employee contributions to post employment benefit costs, and a rigorous budget review. Director Gibson made a motion to approve the Fiscal Year 2023/24 Audit. Director Windeshausen made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Carried

2024 Annual Fire Inspection Resolution: Staff recommends acceptance of the Resolution documenting the number of reportable annual occupancy inspections completed in 2024 as per Senate Bill 1205. Chief Duerr began that this a routine requirement of the annual documentation of the 2024 reportable inspections by resolution. He continued that the District had 100% compliance with Group E completing 26 inspections, Group R completing 7 inspections. A total of 493 Company inspections were completed in 2024. Director Gibson made a motion to approve Resolution No. 13-2024/25. Director Bajtos made a second to the motion.

Roll Call:

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Carried

Board of Director Officers and Committees 2025: Staff recommends board office position elections and committee appointments for 2025. This is standard procedure each December to elect a President, Vice President, Clerk, and appoint members to various standing committees. Director Gibson nominated Director Randall for President. Director Bajtos made a second to the nomination. Director Gibson made a nomination for Director Musso as Vice President. Director Gallegos made a second to the nomination. Director Gallegos and Director Musso nominated Director Gibson as Clerk. Director

Flanagan made a motion to approve to approve the nominations as presented for President, Vice President, and Clerk. Director Gallegos made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

Board members discussed filling the committee positions for 2025. Director Windeshausen suggested the Facilities Committee be eliminated as those items can be directed to a Budget/Finance Committee. Director Bajtos, Windeshausen, and Musso agreed to join the renamed Budget/Finance Committee. Director Gallegos, Randall, and Flanagan agreed to participate on the Personnel Committee. Director Musso agreed to continue on the FAIRA Committee. Directors noted the need for a temporary committee, Strategic Plan Committee, composed of Director Windeshausen, Randall, and Gallegos. Director Windeshausen noted that reporting out a short synopsis of committee meetings should be added to District policy.

Personnel Committee: Pete Gallegos, Tracy Randall, Gary Flanagan
Budget/ Finance Committee: Jenine Windeshausen, Dan Bajtos, Ken Musso
FAIRA: Ken Musso
Strategic Plan Committee (temporary): Windeshausen, Randall, Gallegos

Director Flanagan made a motion to fill the committee positions for 2025 as discussed. Director Gallegos made a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None
Carried

2025 Board Meeting Schedule: Staff recommends review of the proposed 2025 Board meeting Schedule. Director Gibson noted that his schedule has a conflict with the current timeframes scheduled for the 2nd Wednesday of each month at 6:00 pm. He asked if the Board could move the meeting date to the third Tuesday of each month at 6 p.m. beginning in February. All board members agreed that the proposed time and dates for 2025 would also work within their schedules at this time. Director Windeshausen suggested the board make the change by board Resolution during the January meeting.

2024/25 Long-Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: Chief recommends a review and approval of the 2024/25 revised plans. Chief Duerr began that the updated plans are ready for approval and adoption before presentation to the Placer County Board of Supervisors. He continued that there were very few changes for the fiscal year. Director Musso made a motion to approve the 2024/25 Long term plans. Director Gibson gave a second to the motion.

Ayes: Gibson, Randall, Bajtos, Gallegos, Flanagan, Windeshausen, Musso Noes: None Abstain: None Absent: None

Loomis Benefit Assessment Citizens' Oversight Committee Membership: Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Citizens' Oversight Committee as required under the Proposition 218 Benefit Assessment. Chief Duerr explained that following the appointment of Director Windeshausen to the Board, there is a vacancy on the committee. The vacancy can be filled with any property owner within Division 1 with no known conflicts with the operations of the District. The board requested for Chief Duerr to make a request of the current Committee for recommendations for the vacancy and report back to the Board.

Truck Apparatus Future: Staff recommends a discussion about the future of the District's truck. The District unstaffed the truck back in 2022 to better service the community and reduce ongoing costs associated with maintaining a truck. Chief Duerr explained that the issue was raised by request by a board member but is currently an objective in the Strategic Plan. The board agreed that the issue be

presented to the newly formed Strategic Plan Committee for discussion. Once a recommendation is made the committee can bring the item back to the board.

Correspondence: One PARS financial statement received for the month of October and a letter from the Granite Bay High School thanking staff for their assistance during their annual Bonfire Rally.

Chief's Report:

- November call Volume: 346 calls
- M16, E18 most calls by apparatus
- Station 18 most calls by station area
- 9 fires
- Turn out time increasing, travel times up.
- M16, M20 busiest
- Ambulance responses met SSV compliance at 98%.
- Fire Prevention department (Chief Ingolia): 6 new starts, 1 commercial project, 16,000 square feet in remodels this month, 44 sets of plans received, 2 reinspections.
- Facilities (Chief Ingolia): St. 19 solar plan in development
- Fire Investigations (Chief Ingolia): 2 fire investigations.
- Weed Abatements (Chief Ingolia): 21 cases for the year, all resolved.
- Overtime: 43% due to Openings and Sick Leave
- Leave usage consistent. 75% Volunteer vs. 25% mandatory Overtime
- Overtime total hours 2000, \$60,000 per pay period
- PG&E expenses -St. 17 saving 61%, St. 20 83%
- New Apprentice Mechanic began 12/7.
- Apprentice Firefighter testing.
- EMS Training for ACLS
- 2 new thermal imaging cameras
- Several structure fires: area of concern for improper disposal of ashes
- Live fire training
- Pancake breakfast hosted 270 people.
- Paul Martin's Toy drive well attended.
- LAFCO update: 1st step for ambulance rights in Division 1
- Santa by the Lake and Hood in process
- Jim Holmes retirement dinner 12/10

Labor Report: No report

Functions: Santa by the Lake 12/13 & 12/14

Board/Staff Comments: None

Committee Reports: Director Musso reported he recently attended a FAIRA meeting by Zoom noting that many districts are not paying their premiums. FAIRA general counsel retired, with a new representative stepping in from the same company. FAIRA looking for a new CPA. He noted that there would not be a rate increase for four years.

Future Agenda Items: None

8:24 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Public employee appointment, employment, performance evaluation, discipline, dismissal, or release (Gov. Code § 54957 (b))

9:20 p.m. Return from Closed Session

Report from Closed Session: President Randall reported that there was no action to report from closed session.

There being no further business to come before the Board, the meeting adjourned at 9:20 p.m. The next regular meeting will be held on Wednesday, January 8, 2025.

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