

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
February 18, 2025

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Tuesday, February 18, 2025, at 6:00 p.m. by President, Tracy Randall.

Board Present:

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

Absent:

Ken Musso, Vice President

Staff Present:

Mark Duerr, Fire Chief  
Kathy Medeiros, Board Secretary  
Fire Marshal, Jeff Ingolia  
Captain, John O’Leary

Engineer Paramedic, Pat Patterson  
Deputy Chief, Matt Feeley  
Division Chief, James Magnuson

Public Comment: Member of the public, Charles Peterson, commented he would like information on the water supply in the area. Tim Monroe, Fire Safe Council of Auburn, introduced himself to the Board and noted he would like to work together in the future.

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

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

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption for the proposed policy updates. Seven policies were presented for approval to the Board. Chief Duerr noted that there is some duplication of language in the policies to add an additional layer of protection to the District. Director Gibson made a motion to approve the policies as presented. Director Gallegos made a second to the motion.

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

Apprentice Firefighter Contract: Staff recommends discussing an amendment to the apprentice contract to provide funding for paramedic school. Chief Duerr explained that the Apprentice Firefighter is a minimum wage full time position. Staff is bringing back the contract to the Board to develop a pipeline of qualified applicants by expanding the training portion of the program to include a one-time stipend of \$5000 for paramedic training over a two-year contract. Chief Duerr continued the contract would be for two years, with an apprentice employed in good standing for 6 months or more, to receive \$2500 in the first year, and the other \$2500 in the second year. Should the program cost less than \$5000, the apprentice would receive the actual costs for the paramedic training. Should the apprentice fail the

program, the District would not try to recover the first half of the money and therefore would not pay out the second half. Director Gibson made a motion to approve the Apprentice Firefighter Contract. Director Gallegos made a second to the motion.

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

Grievance Side Letter: Staff recommends adopting a side letter amending the District grievance process. Board asked staff to amend the grievance policy to resolve issues at the lowest possible level. The amended process adds steps three and four, creating a middle step to petition to the Board to hear a grievance, although presenting to the Board would be completing a final binding step with the Board decision being final. Labor and the Personnel Committee have met and come to agreement with the language. Director Gibson made a motion to approve the side letter amending the District grievance process. Director Flanagan made a second to the motion.

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

Fire Impact Fee Program 2025 Annual Adjustment: Staff recommends an update on the Fire Impact Fee Annual Adjustment. Resolution 18-2024/25 presented to the Board for approval to adopt the fire impact fee automatically to adjust for inflation by the Loomis Town Council and County Board on July 1<sup>st</sup> of each fiscal year by the percentage change in the Engineering News-Record cost index. For the preceding calendar year, the appropriate index is 0.2%. This change has no impact on the fees charged but is publicizing the change and the recently adopted Mitigation Fee Report to meet the legal requirements for posting. Director Gibson made a motion to approve Resolution No. 18-2024/25 approving and adopting the provision for inflationary adjusted fire impact fees. Director Windeshausen made a second to the motion.

Roll Call:

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

Municipal Service Review & Sphere of Influence (MSR) Update-Western Placer County Fire Service: Staff recommends a discussion and direction regarding the draft MSR. The draft LAFCO report reviewing Western Placer County Fire Services has been released. Public comment is offered following 45 days from the release. Chief Duerr emphasized that this report does not represent services as they exist today. President Randall noted the importance of drafting a response to LAFCO and the recommendations in the report. Chief Duerr suggested a special meeting on Tuesday, March 4<sup>th</sup> at 6:00 pm for the board to further collaborate on a response to the report. The board agreed to schedule the meeting for March 4<sup>th</sup> at 6 pm.

NEW BUSINESS

Ordinance for Fees and Charges for Certain Emergency Medical Services- Amended: Staff recommends amending Resolution 02-2019/20 Amended Ordinance of the South Placer Fire Protection District Revising the District's Schedule of Fees and Charges for Certain Emergency Medical Services to establish a baseline fee to limit fee regression. The board established a baseline for certain emergency medial service fees back in 2024. Amended language for the baseline of the fees is necessary to be included in section 4 to keep those fees from regressing. Director Flanagan made a motion to approve the Amended Ordinance 02-2019/20. Director Gibson made a second to the motion.

Roll Call:

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

LAFCO Election Process: Staff recommends discussion and possible action on LAFCO Special District Representative. The Placer Local Agency Formation Committee has opened the nomination period for one special district representative. Director Gallegos expressed interest in the opening, specifying that should he be elected, he would then prefer to move to the alternate position for the Ad Hoc Committee-Board Members of Placer County Fire Districts. Director Randall confirmed that they would replace their roles on that committee. Director Gibson made a motion to nominate Pete Gallegos to the LAFCO Special District Representative. Director Flanagan made a second to the motion.

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

Resolution to Adopt Non-Safety, Unrepresented, and Safety Management Agreements: Staff recommends adopting resolutions to establish an agreement between the identified groups and the District Board. A compliance review done by CalPERS concluded that the District's reporting of special compensation under the individual contracts for the unrepresented employees did not comply with Government Code. To correct the issue, the Board needs to adopt resolutions to comply with GC 20049 and establish the District's labor policy or agreement is consistent with the agreements already in place. The adopted resolutions would retroactively apply to the unrepresented members back to 2017. Director Windeshausen noted the resolution should dictate "labor policy". Chief Duerr noted that he would confer with legal and make that correction. Director Gallegos made a motion to approve both Resolutions 14-2024/25 and 15-2024/25 with the amended language pending legal review. Director Gibson made a second to the motion.

**Roll Call:**

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

Fiscal Year 2024/25 2<sup>nd</sup> Quarter Budget Report: The Chief recommends a short presentation on the Fiscal Year 2024/25 budget status. Total expenditures for the 1<sup>st</sup> half of the year are at 45.9% with revenues at 58%. Salaries and benefits are in line at 49%. CFAA staffing revenues exceeded budget expectations with still several deployments are yet to be recognized in the revenue category. Director Gibson made a motion to approve the Fiscal Year 2024/25 2<sup>nd</sup> Quarter budget report. Director Gallegos made a second to the motion.

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

Brown Act, Harassment, Conflicts of Interest and Ethics: The Chief recommends a workshop to conduct training as required under AB 1234. Assembly Bill 1234 requires training of local officials to refresh their knowledge of public service ethics laws and principles. Director Gallegos asked if there might be online courses that cover the requirement. Chief Duerr noted that he would look into online classes that cover the ethics and harassment training, but there is a high value having legal counsel conduct the Conflict of Interest and Brown Act training. He noted that he would return with additional information on the training and availability of legal counsel to provide the training in a future special meeting/workshop.

Fire Risk Management Services (FRMS) Election: Staff recommends that the Board consider the nomination of SPFD personnel for a position the FRMS board. FRMS, the JPA for worker's compensation and other benefits is seeking nominations for 3 full term and 2 unexpired positions on the

Board of Directors. Nominees must be a member of the governing body, Administrative Officer, Fire Chief, or person responsible for risk management. Chief Duerr noted that the Business Manager, Kathy Medeiros, could potentially represent the District. The Business Manager consented that she would be interested in the position. Director Randall made a motion to nominate Business Manager, Kathy Medeiros to the FRMS board position. Director Gibson made a second to the motion.

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

Station 18 Land Option: Staff recommends a discussion about the raw land at Station 18. The Town of Loomis has approached staff to partner in creating additional parking for downtown events. The town would provide the improvements, maintenance, and liability coverage for a 5–10-year commitment with a cancellation clause if the District changes direction during that time. Director Gallegos added that the contract should also discuss maintenance along with hours of use and maximum vehicles on the lot. Director Gibson made a motion to approve the Station 18 land option partnership with the Town of Loomis. Director Gallegos made a second to the motion.

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

Cal OES Fiscal Year 2024 State and Local Cybersecurity Grant Program Governing Body Resolution: Staff recommends review and adoption of the resolution for the Fiscal Year 2024 State and Local Cybersecurity Grant Program. The District was awarded a \$100,000 grant to improve cyber security for the District. The State requires a board resolution appointing the authorized agents to act on behalf of the governing body and the applicant. Director Gibson made a motion to approve Resolution No. 16-2024/25. Director Gallegos made a second to the motion.

**Roll Call:**

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

SCI Proposal for Providing Consulting, Engineer of /work and Levy Administration on South Placer Fire District (Former Loomis Fire District) Emergency Response Services Assessment District: Staff recommends discussion and approval for the Chief to execute a new agreement with SCI Consulting Group. The current agreement with SCI expires at the end of the fiscal year. The cost of the final year of the current contract for 2024/25 is \$12,935. The cost for each year of the new 3-year proposed contract is 13,293, \$13,662, \$14,042- a 13% increase over three years. Director Gibson made a motion to approve the contract with SCI. Director Windeshausen made a second to the motion.

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

Chief's Report:

- January call Volume: 335 calls, up from last year
- M16, E17 most calls by apparatus
- Station 18 most calls by station area
- 2 fires in January
- Turn out time down, travel time down
- M16 busiest unit hour utilization
- Ambulance responses met SSV compliance at 96% for December

- Fire Prevention department (Chief Ingolia): 6 new starts, 14,735 square feet in remodels this month, 40 sets of plans received, 44 new construction inspections, 1 reinspection. New construction: Nugget remodel and Three Acre Preschool
- Facilities (Chief Ingolia): St. 19 solar plans in development
- Fire Investigations (Chief Ingolia): 1 callout – no SPFD involvement
- Leave usage consistent. 75% Volunteer vs. 25% mandatory Overtime
- OES driving Overtime up-Overtime total hours up, costs up
- Met with Supervisor Jones and other representatives to discuss St. 19 opening
- Medic 16 moves early March
- CFAA revenues at \$457k, with one outstanding invoice to be received
- Protest hearing for 201 ambulance rights
- Working on updating the training room -equipment to be in place in few weeks
- Apprentice Firefighters hired 4 – online in March
- Personnel moves occurred in Early January

Functions: Coffee with 1<sup>st</sup> Responders held in Loomis 2/24 at Smithville Coffee, St. 16 Open House March 1<sup>st</sup>, Community Event March 6<sup>th</sup>, St. 19 Open House March TBD

Committee Reports: Director Flanagan reported that the Personnel Committee will meet soon to discuss meet and confer. President Randall added that the Personnel committee is working with policies for CalPERS compliance and additional side letters. He continued that the Strategic Plan Committee will meet next week with a report in March.

Correspondence: One PARS financial statement received for the month of December.

Labor Report: Labor representative Pat Patterson reported that the four new Apprentices are in training and crew have done outstanding work getting them ready to go on the line. He added thanks to members for rebuilding the training props and rebuilding the confidence course. Capt. Green attending International Firefighter Cancer symposium in Miami and will bring resources/information back. Meeting held with Personnel Committee to review multiple policies. He offered thanks to members for signing up to cover vacant shifts for openings and members out on medical. He noted that he would like to have standing meetings pre-scheduled with Management.

Board/Staff Comments: none

Future Agenda Items: None

7:50 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Conference with Legal Counsel- Anticipated Litigation (Gov. Code § 54956.9
- (d)(2) Significant exposure to litigation (One potential case-receipt of a tort claim for damages pursuant to GC Section 910, et seq.)

8:01 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had voted unanimously to pass a resolution to reject a claim brought pursuant to the Tort Claims Act, and to give the Claimants notice of the denial.

There being no further business to come before the Board, the meeting adjourned at 8:01 p.m. The next regular meeting will be held on Tuesday, March 18, 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