

Peardale-Chicago Park
Fire Protection District
P.O. Box 697
Chicago Park, CA 95712

BOARD OF DIRECTORS

April 8, 2009
Call to Order 7:00 pm
Meeting Minutes

1. Roll call of Board and Introduction of Guests:

Board Members Present: Cheryl Domnitch
Dave Collins
Carl Van Son
John Felde

Board Members Absent: Barney Dewey

Others Present: Chief Jim Bierwagen
Secretary Debbie Bierwagen
Battalion Chief Ken Hood
Larry Eckman
Jim Young

2. Approval of the Agenda/Additions to the Agenda: **John Felde moved to approve the agenda. Dave Collins seconded. Passed with 4 ayes.** There was no public input.

3. Public Input: None

4. Minutes of March 11, 2009: Changes to the minutes include: adding "beginning in May" to motion made in item 10A; delete question beginning with "Does the board..." in item 10B; and adding "plus installation costs under \$1000.00" to item 5B. **John Felde moved to accept the minutes as amended above. Dave Collins seconded. Passed with 3 ayes.** (Carl Van Son abstained.)

5. JPA Meeting Update (Domnitch): Cheryl and Barney attended the meeting. Cheryl reported that one item of discussion she wanted our board to be aware of was the delay of CalFire in sending their 2008/09 dispatch costs to JPA. The letter should be received by January of each year, and was received in March. A budget committee was appointed and the audit was approved. There was also discussion to place LAFCo under Nevada County management, rather than being its own agency. Cheryl noted that she wanted the board to be aware of this, and that she doesn't feel it is a good idea.

Mr. Eckman wanted to comment on the CalFire item above, noting that he felt the JPA representative should bring any budget questions to this board before approving the JPA budget. Cheryl agreed and noted that is why she brought it up here.

Continuing with the LAFCo discussion, Cheryl asked if the board is in agreement that LAFCo should remain an independent agency. Everyone agreed, and would like to be able to review any further actions.

Another item was that there are excess funds in JPA and they would like to donate to the Fire Safe Council. Our board agreed. Firework sales were also discussed and local agencies were asked to bring back their opinion. Our board responded by stating that they were not in favor of selling fireworks in the county.

6. Administrative Report (Bierwagen):

A. Administrative Report: Chief Bierwagen reported that the responded to 19 incidents. Under Chief's comments, he noted that there has been lots of training for the paid call firefighters this spring, the SCBA flow testing has been completed, and noted that the dumpster/vehicle training had been very beneficial.

B. Purchase Request: Chief Bierwagen had a purchase request for the skid mount pump and supplies for Utility 57, noting that the funding would be from the grant we received for \$20,000.00. BC Ken Hood handed out "Best Value Contracting" and discussed the merit of purchasing what is best for the department, which may not necessarily be the lowest bid. By doing this we would be able to rate proposals by quality. Several units have been researched, and the one by Cascade Fire Equipment Co. in Oregon, appears to be what we need. After more discussion, **Carl Van Son moved to purchase the skid mount pump and accessories up to the amount of \$22,000.00 according to specifications we provided. Dave Collins seconded. Passed with 4 ayes.**

C. Communications Received: Two items of communication were received. The first was from LAFCo and included the budget of \$325,000.00, showing our portion to be \$406.00. The second was a letter from a resident of the You

Bet Road area thanking the department for our involvement in fighting the wildland fire of two years ago. She noted her letter was very late, but the sentiment was sincere nonetheless.

7. Financial Report (Van Son):

- A. *Warrants:* Carl Van Son reported that the total warrants written were \$32,604.56 from Fund 6723 and \$28841.00 from Fund 6760..
- B. *Review & Possible Board Action on Request for Proposal's for Audit Firms:* The board reviewed the one proposal from Jensen Smith, and one letter received from McSweeney & Associates. After some discussion, **John Felde moved to accept the audit firm of Jensen Smith for our next three year's of audits to be done on time. Carl Van Son seconded. Passed with 4 ayes.**

8. Personnel Report (Felde):

A. *Training Update from BC Hood:* Battalion Chief Ken Hood gave a brief update to the board as to the department's goals for the training program. He handed out several documents including the program outline, training schedule, and various position task books. Chief Bierwagen and BC Hood suggested that 5% of the strike team earnings be utilized for strengthening the training program. The board noted that both the Chief and BC should be thanked for providing such a high level of training for the firefighters. Chief Bierwagen also reported to the board that one of the newest recruits, Ken Zeff, had produced a notebook to be used as a learning tool for location of equipment on each piece of apparatus. Mr. Eckman also noted this would be valuable for insurance purposes.

9. Equipment/Facilities Projects (Collins): none.

10. Old Business:

A. *Highway Sign - Report from Committee:* Chief Bierwagen showed a picture of the proposed sign to the board members, and reported that he had obtained three bids, the lowest being for \$7000.00. He also reported that an aluminum Smokey the Bear sign would cost \$1100.00. A wooden sign is free. The board discussed that the price for the highway sign seemed high, and that it would be good to include this cost in the possible grant monies for funding the possible Phase II Construction project.

B. *Update on Residential Vegetation Clearance Inspection:* none.

C. *Continued Website Discussion:* Chief Bierwagen reported that he and Barney Dewey had met with Deborah McBroom on Monday. Deborah would like to produce a website for the department and has done many in the past. One concern was that Deborah would have to update the site regularly, but she indicated that it would be no problem. Mr. Eckman noted that the department should have documentation and control over the site should Ms. McBroom leave the department. It was decided to move ahead with the project.

11. New Business:

A. *Review & Possible Board Action on Policy 400.1-Meeting Date Change:* **Carl Van Son moved to accept the changes as presented. John Felde seconded. Passed with 4 ayes.** There was no public discussion. It was noted that the next regularly scheduled Board Meeting would be held on Thursday, May 14, 2009, at 7:00 pm.

B. *Review & Possible Board Action on Policy 105.2- Annual Policy Manual Review Change:* **John Felde moved to accept the changes as presented. Carl Van Son seconded. Passed with 4 ayes.** There was no public discussion.

C. *Discussion of Possible Phase II Construction Project/Grant Funding:* Chief Bierwagen reported that there had been no further information from the State OES.

D. *Closed Session for Personnel Matters*

1. *Fire Chief Annual Evaluation & Salary Review*

2. *Fire Captain Evaluation & Salary Review*

3. *District Secretary Evaluation & Salary Review*

The Board entered into closed session at 8:45 pm.

E. *Report from Closed Session:* The Board returned to open session at 9:16 pm. Chair Cheryl Domnitch reported that the salaries of the Fire Chief, Fire Captain, and the District Secretary were reviewed and concluded that:

- **John Felde moved to give the Fire Chief a 3% increase of \$1941, for a total of \$66652.00 annual salary. The health insurance premium would be increased upward by \$722 for a total of \$8664.00 annually. Carl Van Son seconded. Passed with 4 ayes.**
- **John Felde moved give the Fire Captain a 3% increase of \$1170, for a total of \$40186 annual salary. The health insurance premium would be increased upward by 3%. Carl Van Son seconded. Passed with 4 ayes.**
- **John Felde moved to raise the District Secretary salary to \$18.00 per hour. Carl Van Son seconded. Passed with 4 ayes.**

In addition, the Board would like to see 13% of salary for health benefits, included in the Salary Survey form for next year. They also conveyed their support of the training, but were concerned with the cost of it. The Board directed staff to include detail on next month's budget as to how and where the dollars for training would be coming from.

12. Agenda Items for Next Meeting: Continued discussion of highway sign; Update on Residential Vegetation Clearance Inspection; continued website discussion; Audit firm contract.
13. Adjournment of Meeting: 9:29 p.m.

Deborah A. Bierwagen
District Secretary

Approved By: