

PENINSULA FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

January 18, 2023 Minutes

1) Fire Board President Nancy Foote called the meeting to order at 11:00 A.M.

2) Fire Board Members present: President Nancy Foote, Vice President Bill Barry, Secretary Kim Kimball & Directors Mark Burnham and Tracey Smith. Staff present: Fire Chief Andy Courtright, Administrative Assistant Holly Coons & Office Assistant Jessika Price. Public present 4.

3) Pledge of Allegiance: President Foote led the Pledge of Allegiance.

4) Approval of Minutes for Regular Fire Board Meeting of November 16, 2022.

(December Meeting was cancelled due to lack of quorum).

President Foote called for a motion to approve the Regular Fire Board Meeting Minutes. Upon a motion by Director Burnham, seconded by Director Smith, and with a unanimous vote, the Fire Board Meeting Minutes were approved as written.

5) Approval of Agenda:

President Foote called for a motion to approve the Agenda for *January 18, 2023*.

Upon a motion by Director Burnham, seconded by Director Smith, the motion was approved unanimously.

6) Public Comment:

President Foote asked if there were any comments from the public.

The MacArthur's said they were happy to see Chief Courtright attending the Fire Hazard Severity Zone Map Meeting that Cal Fire hosted.

Chief said he would talk about that topic in his report.

7) Old Business: None.

8) New Business:

A. Election of Officers FY 2023:

Chief Courtright reminded the Fire Board that every year it is required to discuss the positions on the Board of Directors. He said they could keep the same positions or switch titles.

After a brief discussion, President Foote called for a motion. Upon a motion by Director Tracy Smith, seconded by Director Mark Burnham and with a unanimous vote to keep the Fire Board positions as is for another year.

President Nancy Foote

Vice President Bill Barry

Secretary Kim Kimball

Director Mark Burnham

Director Tracey Smith

B. Monthly Financial Statement – Period 6 FY 2022-2023:

Chief Courtright explained that some appliances had some repairs.

Chief reported the District's budget is running on track.

Chief informed the Fire Board we have made the last lease payment for the fire engines.

Chief reported the handheld radios have been replaced with new ones. Which came from grant funds.

Chief confirmed that we are midway through our fiscal year 2022-2023 budget.

Chief informed the Fire Board that we have not received any of our property taxes. We should receive the funds soon.

C. Budget – AS WE STAND: (Six Month Review)

Chief reviewed the spread sheet "AS WE STAND" with the Board of Directors.

Chief explained we have some increases in expenditures. Chief explained each line item.

Chief explained he had to purchase some expensive medical supplies.

Chief reminded the Board that Seneca Hospital is no longer restocking the ambulance after transports so we are now purchasing medical supplies to restock the ambulance.

Chief explained service and supplies and fixed assets and where we stand in the budget.

Chief informed the Fire Board that we are in mid-year with our 2022-2023 budget.

D. Invoice from Universal Electric – New Generator:

Chief Courtright explained that Station 2 generator blew up. He had to make a quick decision to get a quote to determine if it could be fixed or to purchase a new one.

Chief explained that the Fire Station cannot be without power in the winter. After learning the generator could not be repaired so he arranged for Universal Electric to replace the generator with a new one and included a warranty.

Chief said he is aware that this purchase is over his spending limit. He has included a resolution to increase his spending limit to \$5,000.00. In the event of an emergency purchase the limit will be \$25,000.00 and would require a Board approval.

President Foote called for a motion to approve Universal Electric invoice.

Upon a motion by Secretary Kimball, seconded by Director Smith and with a unanimous vote the motion was approved.

5-AYES 0-NOES

E. Move February Fire Board Meeting:

Chief explained that he will be on vacation February 13th through February 22nd.

He would like to change the regular Fire Board meeting to a sooner or a later date.

After a brief discussion, the Fire Board agreed to change the meeting from February 15th to February 8th.

President Foote called for a motion. Upon a motion by Secretary Kimball, seconded by Director Burnham, and with a unanimous vote the meeting will be changed.

5 – AYES 0 - NOES

F. Resolution Number 1-18-2023-01 Fire Chief Spending Limit:

President Foote called for a motion to approve Resolution No. 1-18-2023-01.

Upon a motion by Secretary Kimball, seconded by Director Burnham and with a unanimous vote the resolution was approved unanimously.

5 – AYES 0 - NOES

G. Plumas County Fire Chief's Association Local Fire Service & Rescue Mutual Aid Plan:

Chief Courtright explained the purpose of the plan. He said basically this plan states that if Peninsula Fire is available for mutual aid we will respond with our equipment and staff, as will the other agencies in the basin.

There was a question regarding Chester Fire District. Chief confirmed that this plan has nothing to do with short staffing or financial crises.

President Foote called for a motion to approve the local fire service & rescue mutual aid plan. Upon a motion by Secretary Kimball, seconded by Director Burnham, the mutual aid plan was approved unanimously. 5-AYES 0-NOES

9) Reports:

A. Fire Chief's Report:

November-2022 – Total of 17 calls. 8 Medical Aids and 9 Fire Responses. The average response time was 6 minutes & 20 Seconds.

Chief reported Engine 7122 had the head gasket repaired.

Chief reported the apparatus bay door has been repaired.

Chief reported we are in the process of hiring more per-diems and it is still slow going. Especially during the holiday season.

Chief reported he attended the National Healthcare Coalition Recovery and Response Conference in Anaheim. We actively participated in the TRI-HCC of Plumas, Lassen and Sierra counties as an EMT/Transport provider. He said it was interesting and brought back some thoughts we will be looking at.

Chief reported we have received two utility poles for our next two emergency warning sirens. He expects this project will move forward by spring.

Chief reported we have received all the equipment for the Emergency Broadcast System. Due to the weather and snow we will be progressing slowly with temporary antenna installation. We should begin installation of the other equipment very soon. We are currently reviewing the directions to assess for last minute needs.

Chief reported we did not receive the SAFER grant to fund staffing.

Chief informed the Fire Board that the office will be closed on December 23rd and December 26th for the Christmas holiday and on January 2nd, 2023 for New Year's Day.

Chief Courtright informed the Board we are still doing well on the budget and next month he will present the mid fiscal year review "AS WE STAND" report.

December Chief's Report:

Total calls for December were 29. 14 EMS calls and 15 fire responses.

The average response time in the District was 11 minutes.

The total calls for year 2022 was 290. 176 Medical Aids and 114 Fire Responses.

The average time for the year was 6 minutes and 14 seconds.

Chief informed the Board the District received our first ever NORCAL inspection on the ambulance. We passed with no problems.

The emergency Broadcast System is up and ready for use. We are waiting to put the antenna in place as well as some programming. Chief said he is applying for a Micro grant through Plumas County to pay some of the legacy cost for five years.

Chief informed the Board that the poles for our new emergency warning sirens are here, and we are still waiting on other parts but will not see movement on this project until spring.

Chief reported on the Fire District's business line phone system. He said he is making a turn on the phone system. People cannot stop using the old number, and I found the one company that Frontier will also port. It will cost a bit more but we will still see a cost savings once the initial outlay is done. He is thinking about 18 months.

Chief reported that at a recent Plumas County Emergency Care committee meeting it was decided to form a subcommittee regarding EMS transport in the Almanor basin due to the troubles from the provider. This process as a worst-case scenario can affect us negatively. But it is very early in the process to figure out how it will end.

Chief reported that next Monday at 5:15p.m. at Mount Lassen Theater there will be a community meeting with questions and answers from a Plumas County Board member as well as Chester Fire and the Sheriff's office. This meeting is regarding short staffing within the Sheriff's Department.

Chief reminded the Board that on Saturday, January 21, 2023 is Peninsula Firemen's Association Annual Crab Feed. It is again being held at Lake Almanor Country Club Restaurant.

Chief informed the Fire Board that last night he attended the Cal Fire public comment Hazard Severity Zones Map meeting. He said this meeting was very poorly advertised.

Chief informed the Board that the fire hazard severity zone map is very outdated. The insurance companies are still looking at this map and are cancelling homeowners insurance. He said the map needs to be updated.

Chief encouraged the Board to sign his letter to the California Office of the State Fire Marshall which will include the State of California Insurance Commissioner Lara, Office of Congressman Kiley, US House 3rd District, Office of Brian Dahle California District 1 Senator, and Office of Meghan Dahle California Representative, House District 1.

The Fire Board agreed to send the letter with their signatures.

Chief said he would compose the letter and include the Fire Board for signatures.

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B. Fire Board of Directors' Reports / Comments:

None.

10) Correspondence:

None.

11) Closed Session:

A. Fire Chief Evaluation:

President Foote explained the Fire Board will go into closed session and will return to regular session.

12) Regular Session – Open

President Foote explained the Fire Board discussed the Fire Chief's evaluation.

13) Future Agenda Items:

To be determined.

14) Next Scheduled Regular Fire Board Meeting:

February 8, 2023 @ 11:00 AM

There was a discussion regarding changing the February Board meeting to the 8th instead of the 15th of February because the Chief will be on vacation. All agreed to change the meeting date to February 8th.

15) Regular Meeting Adjourned:

There being no further business, President Foote adjourned the Fire Board meeting at 11:40 A.M.

Respectfully submitted by *Holly C. Coons, District Secretary.*

The meeting minutes for *January 18, 2023* were approved on *February 8, 2023.*

X 

Nancy Foote, Fire Board President