

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting
November 12, 2019

Call to Order

The Board meeting was called to order at 6:53 p.m., following the work session, by Board President Willie Bronson.

Flag Salute

Attending

Pleasant Hill Board Members – Vice President Terry McDiarmid, Secretary/Treasurer Mark Allen and Board Member Alan Mathews. Absent: President Ryan Martin and Board Member Darrell Shoemaker.

Goshen Board Members – President Willie Bronson, Vice President Tom McClellan, Secretary/Treasurer Dan Menk and Board Member Rose Reinertson. Absent: Board Member Steve Lovely.

Pleasant Hill Goshen Fire & Rescue Board Members – Vice President Willie Bronson, Secretary/Treasurer Terry McDiarmid, and Board Member Rose Reinertson. Absent: President Ryan Martin.

Staff – Fire Chief Andrew Smith, Lt. Chris Garcia, Administrative Assistants Bonnie Graham and Sarah Hallenbeck.

Welcome to Visitors: Jaci Standley.

Correspondence

SDAO Booklets available.

Approval of Previous Meeting Minutes

- a. **PLEASANT HILL Minutes of October 8, 2019 Regular Joint Board Meeting and Minutes of October 8, 2019 Joint Work Session Meeting** - The minutes of the October 8, 2019 Regular Joint Board Meeting and minutes of the October 8, 2019 Work Session were reviewed. **Alan Mathews made a motion to approve the minutes of the October 8, 2019 Regular Board Meeting and minutes of the October 8, 2019 Work Session as presented. Terry McDiarmid seconded. Motion passed unanimously.**

- b. **GOSHEN Minutes of October 8, 2019 Regular Joint Board Meeting and Minutes of October 8, 2019 Joint Work Session Meeting** - The minutes of the October 8, 2019 Regular Joint Board Meeting and minutes of the October 8, 2019 Work Session were reviewed. **Rose Reinertson made a motion to approve the minutes of the October 8, 2019 Regular Joint Board Meeting and minutes of the October 8, 2019 Work Session as presented. Tom McClellan seconded. Motion passed unanimously.**
- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of September 10, 2019 Regular Joint Board Meeting** - The minutes of the September 10, 2019 Regular Joint Board Meeting were reviewed. **Rose Reinertson made a motion to approve the minutes of the September 10, 2019 Regular Joint Board Meeting as presented. Terry McDiarmid seconded. Motion passed unanimously.**

Minutes of September 10, 2019 Joint Work Session Meeting - The minutes of the September 10, 2019 Joint Work Session Meeting were reviewed. **Rose Reinertson made a motion to approve the minutes of the September 10, 2019 Work Session as presented. Terry McDiarmid seconded. Motion passed unanimously.**

PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of October 8, 2019 Regular Joint Board Meeting - The minutes of the October 8, 2019 Regular Joint Board Meeting and minutes of the October 8, 2019 Work Session were reviewed. **Rose Reinertson made a motion to approve the minutes of the October 8, 2019 Regular Joint Board Meeting and minutes of the October 8, 2019 Work Session as presented. Terry McDiarmid seconded. Motion passed unanimously.**

Review of Monthly Financial Reports

Chief Smith let the boards know that the audits are coming in and should be available in the coming week. Discussion regarding the audits will likely be on next month's agenda. He updated the boards on PERS explaining that corrections are being made to our records with PERS due to the discovery that at some of our reporting to PERS was done incorrectly or not reported at all. This project was discovered during PERS training, as well as the PERS audit of a recent retiree account. This project includes dates going back to the earliest payroll records we have retained. Although there is not a current projected amount, both districts will end up owing PERS additional money due estimated in the thousands. Willie Bronson asked for a status on the new Tahoe and surplus of current Tahoe. Chief Smith stated he is just waiting for the call anytime that the new Tahoe is ready, and that Dexter Fire is interested in purchasing our current command vehicle. Chief explained possibly \$15,000 was the amount discussed due to researching comparable vehicles.

Pleasant Hill RFPD

****Transaction List.** The Board reviewed the transaction list. **Terry McDiarmid made a motion to pay the districts bills. Alan Mathews seconded. Motion passed unanimously.**

Goshen RFPD

****Transaction List.** The Board reviewed the transaction list. **Rose Reinertson made a motion to pay the districts bills. Tom McClellan seconded. Motion passed unanimously.**

Fire Authority

****Transaction List.** The Board reviewed the transaction list. **Rose Reinertson made a motion to pay the fire authority bills. Terry McDiarmid seconded. Motion passed unanimously.**

Staff and Volunteer Reports

a. **Fire Chief Report: November 2019**

1. **Recap of Some Significant Incidents for September** – Here is a quick look at a few of our more serious incidents handled by or responded to by Pleasant Hill Goshen Fire & Rescue.
 - a. **10/5/2019** – 4.5-acre brush/slash fire in Marcola, provided a crew to assist. This was also an FDB Base 1 incident managed by myself on site.
 - b. **10/10/2019** – Just an example of our increasingly busy days as we had 5 calls this day, all staffed well.
 - c. **10/15/2019** – Excavator fire in a storage yard for a business, the response from PHG was two engines and two chiefs with a total of 9 on scene in under the 14-minute threshold.
 - d. **10/19/2019** – Mobile Home fire in Dexter, provided two tenders and kept an engine available for coverage. Chief officer to the scene. Home a total loss.
 - e. **10/28/2019** – Fire in a mobile home in PH – responded with engine and chief, fire extinguished by Chief on arrival 5 minutes after dispatch. Electrical fire in the residence.
 - f. **10/29/19** – Brush fire, 7 acres in Blue River, Base 1 activation managed by myself with a brush rig assisting above our normal staffing from PH. This was in addition to the engine that was in California and we still had a Chief and 4-person crew in quarters during this incident.
2. **Grant Status AFG** – We did receive notice that we were not funded on our grant request to AFG. Time is already here to reapply for the next year of AFG which I will be completing very soon. I have submitted again for the Fire House Subs grant for extrication equipment which is a 100% funded grant usually up to about \$25,000.
3. **Billing/Cost Recovery** – I was asked for a status check on our billing for the fiscal year for cost recovery on incidents such as MVA's. At the time of writing this, we have billed out \$2,869.50 for cost recovery per our policy and we have received \$494.00 so far. Some of these take time for insurance to pay out etc. We have a practice of sending reminder notices before evaluating any of them that may be referred to our collection agency. We have had a couple be collected on from that agency as a result.
4. **Fire Station Fire Alarm System** – Alarm and sprinkler system testing, and servicing was conducted this month at the Goshen station. We had unknowingly become behind on some of this service which has now been caught up and is on a regular schedule.
5. **Dates to keep in mind:**
 - a. **Holiday Party** – December 19th, 6:30 PM open to all staff and volunteers including Board members – family event
 - b. **Holiday Fire Truck Parade** – December 21st, 3:30 p.m. cookies with Santa then parade at 4:30 p.m.
 - c. **Awards Banquet** – January 25th, Emerald Valley, save the date sent out.

CHIEF UPDATES: Chief Smith updated the boards on conflagration explaining the crew was back and did well, along with our apparatus. They were on conflagration for 8 days. Chief Smith explained there is no Division Chief Report this month due to his being back east for training followed by his deployment to California.

b. Division Chief's Report

No Report. Stats presented to the board in the materials.

c. Volunteer Association Report

No Report.

Unfinished Business

a. Fire Authority

- i. Consolidation/Reformation Discussion Continuation (placeholder)
Mark Allen would like Chief Smith to gather information on special elections from other similar districts. Chief will present the information he finds regarding relevant passed and failed measures to the next meeting. Discussion regarding newsletter and marketing, and how best to get information to the community. Consensus is to for Chief Smith to present newsletter to the board for approval and includes education on survey questions previously sent to community members.
- ii. Approval for Execution of RFP Process following Work Session
No action.

b. Pleasant Hill Action Items

- i. None.

c. Goshen Action Items:

- i. None.

New Business

a. Fire Authority Action Items:

None.

b. Pleasant Hill Action Items:

- i. None.

c. Goshen Action Items:

- i. Resolution to Approve Annexation into the Goshen Fire District (E40th)
Board reviewed and discussed resolution 5-19. Willie Bronson read aloud. **Rose Reinertson made a motion to approve Resolution 5-19 Authorizing Annexation of a Series of Properties into the Fire District. Tom McClellan seconded.** Dan Menk asked if we have a say regarding road construction for access. Chief Smith answered yes.
Motion passed unanimously.

- ii. Goshen – Other (President Request)
No discussion.

Policy Updates

- a. Harassment/Sexual Harassment/Hazing
1st Reading for Review (handed out)
- b. Discipline
1st Reading for Review (handed out)

Willie Bronson adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Sarah Hallenbeck
Recording Secretary

Approved