

PENN VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS  
David Farrell, Chairman  
Kurt Grundel, Vice-Chairman  
Joey Jordan, Director  
Terry McMahan, Director  
Bruce Stephenson, Director



P.O. Box 180  
Penn Valley, CA 95946  
(530) 432-2630

AGENDA

For Regular Meeting of the Board of Directors  
Tuesday October 2, 2018 @ 6:30 P. M. at Station No. 43  
10513 Spenceville Road  
Penn Valley, California

The Board of Directors welcomes you to its meetings which are scheduled the first Tuesday of each month, and your interest is encouraged and appreciated. All meetings are recorded.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: After receiving recognition from the Chairperson, please give your name, address and your comments or questions. In order that all interested parties have an opportunity to speak, please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Board. The Chairperson or Vice-Chairperson may limit any individual to not less than 3 minutes.

Copies of agenda materials may be obtained in the District Business Office, 10513 Spenceville Rd. Penn Valley, California at a cost of 10 cents per page.

All items on the agenda may be acted upon by the Board of Directors.

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I. STANDING ORDERS: Call the Meeting to Order.

1. Pledge of Allegiance
2. Roll Call

II. \*PUBLIC COMMENTS (See page 3)

III. \*CONSENT CALENDAR Approximate time: 3 Minutes

These items are expected to be routine and non-controversial. They will be acted upon by the Board of Directors at one time without discussion. Any board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.

1. Penn Valley Fire Department Auxiliary
2. Review/Approval of Minutes of Regular Meeting from September 4, 2018
3. Review/Approval of Payment of Bills and Payroll for August 2018
4. Review/Approval of Financial Reports through August 2018

IV. \*PERIODICAL WRITTEN REPORTS/MINUTES

1. Nevada County Fire Chiefs' Association - (Chief Wagner)
2. Nevada County Fire Agency - (Kurt Grundel)
3. LAFCo - (Kurt Grundel)
4. Penn Valley Firefighters Association Report (PVFFA Officer)

V. \*FIRE CHIEF'S REPORT

VI. \*DISCUSSION/ACTION ITEM

1. Change November Board Meeting Date due to Election Day

VII. \*DIRECTOR'S REPORTS

1. Chairperson Farrell
2. Vice-Chairman Grundel
3. Director Jordan
4. Director McMahan
5. Director Stephenson

VIII. \*INFORMATIONAL CORRESPONDENCE/INFORMATIONAL ITEMS

(See red correspondence book)

IX. \*GOOD OF THE ORDER

X. ADJOURNMENT

\*(The Board Can Discuss These Items at Any Time during the Meeting.)

This agenda was posted on designated bulletin boards 72 hours in advance of the meeting at the following location: 10513 Spenceville Rd., Penn Valley CA

PERSONS DESIRING TO ADDRESS THE BOARD PUBLIC COMMENT:

Members of the public shall be allowed to address the Board of Directors on items not appearing on the agenda which are of interest to the public and are within the subject matter jurisdiction of the Board, provided that no action shall be taken unless otherwise authorized by Government Code Section 54954.2 (b) (2). The following procedures shall be in effect with regard to the public's exercise of this right:

- 1) The total amount of time allotted for receiving such public comment may be limited to not less than 15 minutes during any regular or special Board meeting.
- 2) The Chairperson or Vice-Chairperson may limit any individual to not less than 3 minutes. Time to address the Board will be allocated on a basis of the order of requests received. Not all members may be allowed to speak if the total time allocated expires.

AGENDA ITEMS: The opportunity of the public to be heard on an item shall be provided during the consideration of that item. (Government Code Section 54954.3). In the interest of time, the Board may limit the length of any such comment or input.

Posted: \_\_\_\_\_

PENN VALLEY FIRE  
PROTECTION DISTRICT

CONSENT CALENDAR

PENN VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
SEPTEMBER 4, 2018

A regular meeting of the Board of Directors of the Penn Valley Fire Protection District was called to order by Chairman Farrell at 6:30 P.M. at Station 43. PVFPD Intern Hunter Clement led the Pledge of Allegiance. Roll call was taken.

**PRESENT**

Directors: David Farrell, Kurt Grundel, Joey Jordan, Terry McMahan and Bruce Stephenson

Absent: None

Board Clerk: Excused Absence

Others: Chief Wagner, Finance Administrator Thelen, representatives from the PVFPD Auxiliary, Representatives from the Seventh Day Adventist Church

**PUBLIC COMMENTS**

1. The Seventh day Adventist Church presented plaques of recognition for the fire department and auxiliary. Refreshments were served.

**CONSENT CALENDER**

Director Grundel motioned to approve the consent calendar as presented. Director McMahan seconded. Motion unanimously carried.

**NEVADA COUNTY FIRE CHIEFS ASSOCIATION**

Chief Wagner was on fire assignment and missed the August meeting and the September meetings date was changed to September the 11<sup>th</sup>.

**NEVADA COUNTY FIRE AGENCY (NCFA)**

No report

**LAFCO**

No report

**PENN VALLEY FIREFIGHTERS ASSOCIATION**

Lt. Bryan Mathena reported that the attendance at the August breakfast was approximately 110 people.

**FIRE CHIEFS REPORT**

Chief Wagner reported:

September 4, 2018

- Updated number of calls for August were 147. This past month we had 18 instances of two calls in one hour, and five instances of three calls in one hour.
- The first Paramedic Scholarship has been awarded to Firefighter Colin Gault who is preparing to attend paramedic school this fall.
- Our firefighting personnel have logged approximately 2,400 hours for out of county strike teams this summer.
- Franza Paving has been hired to repair the area between the meeting room and engine bay where the concrete is crumbling, and a private damaged driveway where our engine damaged some asphalt while turning around. Total cost is \$3,500.
- The breathing trailer manufacturer should be out here around 10/15/18 to reengineer the rear door assembly and it can then be put in service as a mobile air unit. The district is currently filling air bottles from it.
- Firefighter/Lt. Bryan Mathena reported on ambulance strike teams and the experience the district personnel have had this summer.
- We are going to be an apparatus assignee for an OES Water Tender. We will house it at Station 44. There's no cost to the District and we can use it for strike teams.
- He had some graphs to try to show our busiest times of the week and day. There was no fluctuation between the weeks. Our busiest time of day seems to be 9 am – 10 pm. The data doesn't show enough reasoning to add extra staff for 12-hour shift work. We do however need extra personnel for all the calls occurring in the same hour that are going to Sierra Nevada Ambulance. With extra people we could staff both ambulances at the same time and be able to meet our times with S-SVEMS.

### DISCUSSION/ ACTION ITEMS

#### VI-1 Discussion and Approval of 2018/2019 Final Budget

The Board packet included final budget proposals for the Operating budget, listing the final line item amounts for 2017/2018, the 2017/2018 budgeted amounts, the 2018/2019 preliminary budget amounts approved previously, and the proposed final 2018/2019 figures, with any changes from the preliminary budget highlighted in yellow. Chief Wagner and Finance Administrator Thelen provided explanations for some of the more significant changes and responded to questions from Board members. There were no changes from the preliminary figures for the Building and Impact budgets.

After further discussion Director McMahan motioned to approve the 2018-2019 final budget as proposed. Director Jordan seconded the motion. A roll call vote was conducted, with all directors voting to approve the motion.

#### V1-2 Discussion and Approval of the 10 Year Capital Outlay Plan

Chief Wagner presented the proposed annual update to the 10-year plan. Changes from last year include the removal of the 1996 utility vehicle and the 1993 fire engine. The solar project cost has been moved under facilities. Director Grundel motioned to approve the 10-year

September 4, 2018

capital outlay plan as presented. Director Stephenson seconded the motion. The motion was approved by a unanimous vote.

#### VI-3 Discussion and Possible Approval of Painting Bid for Station 43 and Station 44

Three bids were submitted to paint Station 43 barracks/office, Station 43 engine bay, Station 43 meeting room and station 44: Mollitor Painting \$63,900; North State Painting \$76,750; and Northern California Painting \$37,000. Both Mollitor and North State would be using prevailing wages. Northern California did not respond to the question in their bid. Mollitor is a local Penn Valley company and has painted Station 45 in the past. The amount of the bids exceeds the amount budgeted for the project. After further discussion it was agreed to eliminate the 43 engine bay and the 43 meeting room from the project. It was also agreed to go with the local vendor, Mollitor. The reduction of the scope of the project lowers the cost to \$32,175. Director Stephenson motion to accept the bid of Mollitor Painting, excluding 43 Engine Bay and meeting room, in the amount of \$32,175. Director Grundel seconded the motion. The motion was approved unanimously.

#### DIRECTOR'S REPORTS

1. Chairman Farrell – reported that Bruce and he have successfully finalized the 2018/2019 contract for Chief Wagner. They did agree to complete the transition regarding the PERS contribution from three years to two years. They also completed the Chief's annual evaluation, based on the discussion with board members during executive session at the last meeting. He has drafted an article regarding the Paramedic Scholarship for submittal to the TWI publication, and forwarded it to Chief Wagner for review and submittal.
2. Vice Chairman Grundel – no report
3. Director Jordan – no report
4. Director McMahan – Wanted to recognize and commend the employees for their efforts in supporting the fires statewide and for keeping the District fully staffed.
5. Director Stephenson – he will be going on the annual motorcycle ride to attend the Firefighters Memorial in Colorado Springs, Colorado.

#### INFORMATIONAL CORRESPONDENCE/INFORMATIONAL ITEMS

(refer to red correspondence book)

#### GOOD OF THE ORDER

There will be a BBQ sendoff party at WGP for retiring Supervisor IV Hank Weston on October 20<sup>th</sup>.

ADJOURNMENT - The Board adjourned at 7:54 P.M.

Submitted by Chairman Farrell and Chief Wagner

## BALANCE ON ACCOUNTS

August 31, 2018

	<u>Operating</u>	<u>B&amp;E</u>	<u>Impact</u>	<u>Totals</u>
Unassigned	703,287			
Designated	386,367			
<b>8/31/2018</b>	<b>\$ 1,089,654</b>	<b>\$ 253,867</b>	<b>\$ 72,295</b>	<b>\$ 1,415,816</b>
8/31/2017	\$ 889,396	\$ 235,826	\$ 63,277	\$ 1,188,499
Difference	\$ 200,258	\$ 18,041	\$ 9,018	\$ 227,317

**PENN VALLEY FIRE PROTECTION DISTRICT  
INCOME RECEIVED**

August 2018

	3RESC (1OP)	1OP - Other (1OP)	Total 1OP	3IM	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4527 · DEVELOPMENT FEES	0.00	0.00	0.00	6,757.88	6,757.88
4580 · AMBULANCE REVENUE	32,903.97	0.00	32,903.97	0.00	32,903.97
4590 · Cost Recovery Program	0.00	1,351.19	1,351.19	0.00	1,351.19
<b>4620 · OTHER REVENUE</b>					
4620C · Oth Rev-Miscellaneous	0.00	240.64	240.64	0.00	240.64
4620E · Oth Rev-RENTS					
4620E-3 · Oth Rev Rent Mtg Rm	0.00	80.00	80.00	0.00	80.00
<b>Total 4620E · Oth Rev-RENTS</b>	<b>0.00</b>	<b>80.00</b>	<b>80.00</b>	<b>0.00</b>	<b>80.00</b>
4620G · Oth Rev-Signs	0.00	200.00	200.00	0.00	200.00
4620K · CPR and First Aid Classes	0.00	270.00	270.00	0.00	270.00
<b>Total 4620 · OTHER REVENUE</b>	<b>0.00</b>	<b>790.64</b>	<b>790.64</b>	<b>0.00</b>	<b>790.64</b>
<b>4640 · DONATIONS</b>					
4640B · Designated					
4640B-1 · Smoke Detector Program	0.00	115.00	115.00	0.00	115.00
<b>Total 4640B · Designated</b>	<b>0.00</b>	<b>115.00</b>	<b>115.00</b>	<b>0.00</b>	<b>115.00</b>
4640E · Misc Donations	0.00	0.00	0.00	1.00	1.00
4640 · DONATIONS - Other	0.00	2.00	2.00	0.00	2.00
<b>Total 4640 · DONATIONS</b>	<b>0.00</b>	<b>117.00</b>	<b>117.00</b>	<b>1.00</b>	<b>118.00</b>
<b>Total Income</b>	<b>32,903.97</b>	<b>2,258.83</b>	<b>35,162.80</b>	<b>6,758.88</b>	<b>41,921.68</b>
<b>Gross Profit</b>	<b>32,903.97</b>	<b>2,258.83</b>	<b>35,162.80</b>	<b>6,758.88</b>	<b>41,921.68</b>
<b>Net Ordinary Income</b>	<b>32,903.97</b>	<b>2,258.83</b>	<b>35,162.80</b>	<b>6,758.88</b>	<b>41,921.68</b>
<b>Net Income</b>	<b>32,903.97</b>	<b>2,258.83</b>	<b>35,162.80</b>	<b>6,758.88</b>	<b>41,921.68</b>



**PENN VALLEY FIRE PROTECTION DISTRICT  
PAYROLL SUMMARY**

August 2018

	<u>ADM (2GENL)</u>	<u>FT (2GENL)</u>	<u>PCF (2GENL)</u>	<u>Total 2GENL (1OP)</u>	<u>Total 1OP</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>						
<b>Expense</b>						
<b>5100 · WAGES</b>						
<b>5101 · Wages</b>						
5102 · FTFF	0.00	98,704.28	0.00	98,704.28	98,704.28	98,704.28
5103 · Part Time	0.00	0.00	697.92	697.92	697.92	697.92
5104 · ADMIN	8,709.85	0.00	0.00	8,709.85	8,709.85	8,709.85
5101 · Wages - Other	0.00	20,338.56	0.00	20,338.56	20,338.56	20,338.56
<b>Total 5101 · Wages</b>	<b>8,709.85</b>	<b>119,042.84</b>	<b>697.92</b>	<b>128,450.61</b>	<b>128,450.61</b>	<b>128,450.61</b>
<b>5105 · PAYROLL TAX EXPENSE</b>	127.29	1,726.41	53.39	1,907.09	1,907.09	1,907.09
<b>5150 · PERS</b>						
5151 · DIST NORML - SAFE...	0.00	5,514.59	0.00	5,514.59	5,514.59	5,514.59
5153 · DIST NORML - ADMIN	640.80	87.43	0.00	728.23	728.23	728.23
5161 · DIST PAID MOU	0.00	2,506.50	0.00	2,506.50	2,506.50	2,506.50
5150 · PERS - Other	0.00	3,790.74	0.00	3,790.74	3,790.74	3,790.74
<b>Total 5150 · PERS</b>	<b>640.80</b>	<b>11,899.26</b>	<b>0.00</b>	<b>12,540.06</b>	<b>12,540.06</b>	<b>12,540.06</b>
<b>Total 5100 · WAGES</b>	<b>9,477.94</b>	<b>132,668.51</b>	<b>751.31</b>	<b>142,897.76</b>	<b>142,897.76</b>	<b>142,897.76</b>
<b>Total Expense</b>	<b>9,477.94</b>	<b>132,668.51</b>	<b>751.31</b>	<b>142,897.76</b>	<b>142,897.76</b>	<b>142,897.76</b>
<b>Net Ordinary Income</b>	<b>(9,477.94)</b>	<b>(132,668.51)</b>	<b>(751.31)</b>	<b>(142,897.76)</b>	<b>(142,897.76)</b>	<b>(142,897.76)</b>
<b>Net Income</b>	<b>(9,477.94)</b>	<b>(132,668.51)</b>	<b>(751.31)</b>	<b>(142,897.76)</b>	<b>(142,897.76)</b>	<b>(142,897.76)</b>

**PENN VALLEY FIRE PROTECTION DISTRICT**  
**Check Register**  
As of August 31, 2018

Type	Date	Num	Name	Memo	Amount
<b>Impact</b>					
<b>Total Impact</b>					
<b>Building &amp; Equipment</b>					
Check	08/06/18	346556	L. N. CURTIS & SONS	Air compressor trailer, Inv 202720	(120,303.63)
<b>Total Building &amp; Equipment</b>					
<b>Operating</b>					
Check	08/06/18	346565	U. S. BANK	Statement ending 7/23/18	(4,945.21)
Check	08/06/18	V986813	HILLS FLAT LUMBER CO	St 44 structure maint, acct 2681	(17.35)
Check	08/06/18	346560	PENN VALLEY FIREFIGHTERS ASSN	Gault, Miller & Mathena uniform allowance	(140.00)
Check	08/06/18	346558	DIAMONDBACK FIRE & RESCUE INC	Draeger Calibration Gas, Inv 14068	(221.72)
Check	08/06/18	346561	INLAND BUSINESS SYSTEMS	St 43 & 44 copier maint, inv IN199968 & IN199967	(123.19)
Check	08/06/18	346555	CHEVRON	Fuel, statement ending 7/22/18	(69.11)
Check	08/06/18	V986652	ECONOMY PEST CONTROL	July pest control, all stations	(196.00)
Check	08/06/18	346557	WASTE MANAGEMENT	August garbage, all stations	(258.87)
Check	08/06/18	346559	COMCAST	Internet, both stations, 7/21 - 8/20/18	(296.94)
Check	08/06/18	346559	COMCAST	HD fee, both stations, 7/15 - 8/14/18	(67.77)
Liability Check	08/06/18	346563	Myers-Stevens & Toohey & Co., Inc.	July LT Disability, Inv 1281983	(257.00)
Check	08/06/18	346554	SIERRA SACRAMENTO VALLEY EM...	EOA Fee for fiscal year 17/18, inv 1	(1,025.00)
Check	08/06/18	346566	David Duncan MD	August Medical Director	(500.00)
Check	08/06/18	346562	LIFE ASSIST, INC	Medical supplies, Inv 868574	(197.60)
Check	08/06/18	346564	HD Supply Facilities Maintenance	Household supplies, inv 9164924942	(141.99)
Check	08/13/18	346870	HOME DEPOT	Structure maintenance, statement ending 7/27/18	(370.74)
Check	08/13/18	346875	LIFE ASSIST, INC	Medical supplies, inv 869674 & 870347	(2,238.35)
Check	08/13/18	346871	Nevada County Sheriff's Office	Livescan - Wagner & Thomas	(50.00)
Check	08/13/18	346880	Benefit Resource, Inc.	July monthly fee, inv BR-317530	(25.00)
Check	08/13/18	346878	Colantuono, Highsmith & Whatley, PC	Legal services, inv 36418	(550.00)
Check	08/13/18	346873	Engineered Fire Systems, Inc.	July Plan Review, inv 14081	(200.00)
Check	08/13/18	V987175	RIVERVIEW INTERNATIONAL TRUC...	Vehicle maint, inv 263361 & credit memo 963945	(380.23)
Check	08/13/18	346872	HEAUSERS PLAZA TIRE & AUTO SE...	97 Ford vehicle maint, Inv 2195075	(331.76)
Check	08/13/18	346876	RIEBES AUTO PARTS	Vehicle maint, acct 2455	(41.02)
Check	08/13/18	V987189	BANNER COMMUNICATIONS & ELE...	Programming cradle, Inv 7546	(42.12)
Check	08/13/18	346877	AT&T	Telephone, all stations, 7/2 - 8/1/18	(228.06)
Check	08/13/18	346879	NCTI - American Medical Response W...	Gault Paramedic tuition deposit	(11,350.00)
Check	08/13/18	346874	YUBADOCS URGENT CARE	Miller, Thomas & Robinson DMV Exam, inv 571 &...	(1,077.00)
Check	08/16/18	906766	CALIFORNIA PERS - RETIRE	August Unfunded Liability	(3,700.18)
Check	08/16/18	347010	CLEMENT, HUNTER J	Intern reimbursement, 9 shifts x \$30	(270.00)
Check	08/16/18	V987325	FROST, CORY M	Intern reimbursement, 4 shifts x \$30	(120.00)
Check	08/16/18	V987323	GOODWIN, COREY K	Intern reimbursement, 11 shifts x \$30	(330.00)
Check	08/16/18	V987327	HYSKE, NATHAN K	Intern reimbursement, 10 shifts x \$30	(300.00)
Check	08/16/18	V987324	MARTIN, CHAD J	Intern reimbursement, 9 shifts x \$30	(270.00)
Check	08/16/18	V987326	STEELE, MADELYN J	Intern reimbursement, 3 shifts x \$30	(90.00)
Check	08/16/18	V987318	OREGEL TORRES, OSCAR	Intern reimbursement, 6 shifts x \$30	(180.00)
Liability Check	08/16/18	347009	NEV CO PROFESSIONAL FIREFIGHT...	PR 18-9 Union Dues	(840.06)
Liability Check	08/16/18	V987255	Jon Pitts	Station 43 House Dues	(160.00)
Liability Check	08/16/18	V987309	Colin Gault	Station 44 House Dues	(125.00)
Liability Check	08/16/18	906760	WELLS FARGO BANK	PR 18-9 EFTPS	(22,172.18)
Liability Check	08/16/18	906761	EMPLOYMENT DEVELOPMENT DEPT.	PR 18-9 CA PIT	(7,926.51)
Liability Check	08/16/18	906762	EMPLOYMENT DEVELOPMENT DEPT.	PR 18-9 CA SDI	(85.55)
Liability Check	08/16/18	906767	CALIFORNIA PERS - DEF COMP	PR 18-9 457	(4,418.05)
Liability Check	08/16/18	906770	CALIFORNIA PERS - RETIRE	PR 18-9 PERS	(14,305.34)
Check	08/27/18	V987490	ADVANTAGE GEAR, INC	Uniforms Wagner, inv 125669	(587.67)
Check	08/27/18	V987483	AIRGAS NCN	Oxygen, inv 9955366023 & 9955366024	(226.20)
Check	08/27/18	V987497	BANNER COMMUNICATIONS & ELE...	Vehicle rapid charger, Inv 7688	(21.60)
Check	08/27/18	347416	COMCAST	Internet, both stations, 8/21 - 9/20/18	(296.94)
Check	08/27/18	347420	CIT	St 43 copier lease, inv 32265101	(268.94)
Check	08/27/18	347426	Empire Energy, Inc.	Generator maintenance, Inv E80113	(1,926.26)
Check	08/27/18	347423	FDAC Keenan	September health insurance	(1,283.79)
Check	08/27/18	347414	Hi-Tech EVS, Inc.	Water temperature gauge E43, inv 161567	(71.46)
Check	08/27/18	347418	J.H. PETROLEUM	Fuel, inv 790517	(3,375.78)
Check	08/27/18	V987496	Municipal Emergency Services, Inc.	Fit testing, inv IN1251404	(161.25)
Check	08/27/18	347421	NID	Water, all stations, 6/5 - 8/14	(1,812.03)
Check	08/27/18	347417	HEAUSERS PLAZA TIRE & AUTO SE...	E44 A/C maint, Inv 2195771	(190.82)
Check	08/27/18	347422	PG&E	Electricity, all stations, 7/16 - 8/14/18	(2,512.49)
Check	08/27/18	347419	PENN VALLEY FIREFIGHTERS ASSN	Oregon uniform allowance	(39.00)
Check	08/27/18	347415	VERIZON WIRELESS	Cell phones, 7/2 - 8/1	(373.00)
Check	08/27/18	347424	Witman Enterprises, LLC	July ambulance billing, inv 18070776	(1,640.89)
Check	08/27/18	347425	Xerox Financial Services	St 44 copier lease, inv 1253517	(28.90)
Check	08/27/18	906804	CALIFORNIA PERS - HEALTH	September Health Insurance	(15,486.83)
Check	08/27/18	906803	CALIFORNIA PERS - RETIRE	GASB 68 Reports	(1,400.00)
<b>Total Operating</b>					
<b>TOTAL</b>					

PENN VALLEY FIRE  
PROTECTION DISTRICT

PERIODICAL WRITTEN REPORTS

**Local Agency Formation Commission (LAFCo)  
Agenda for a Regular Meeting**

**Thursday, September 20, 2018 ... 9:30 a.m.**

Board of Supervisors Chamber — Nevada County Administrative Center  
950 Maidu Avenue, Nevada City, CA

*The Commission may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will normally be heard at the time noted, but the Commission may interrupt or defer discussion in order to deal with other matters.*

*Agenda materials submitted for the Commission's attention at least 72 hours before the meeting are available for review at the LAFCo office and are posted online, accessible via link from the LAFCo website: <https://www.mynevadacounty.com/907/Local-Agency-Formation-Commission-LAFCo>*

*Members of the Commission may participate in the meeting by video teleconference from the following remote site: District 5 Supervisors Conference Room, east (left) of the Nevada County Sheriff's Substation, 10879 A Donner Pass Road, Truckee, California. Pursuant to Section 54953 of the Government Code, Commissioners participating at the remote site shall have the same rights to participate as if they were present at the primary meeting site. Members of public may also attend the meeting at the site specified above and participate in the meeting as if they were at the primary meeting site.*

**1. Call to Order/Flag Salute/Roll Call**

Commissioners

Richard Anderson (County)  
Patrick Flora (Cities)  
Kurt Grundel (Districts), Vice-Chair  
Erin Minett\* (Cities)  
Josh Susman (Public)  
Hank Weston (County), Chair  
Nick Wilcox (Districts)

\* Pending appointment by City  
Selection Committee

Alternates

Dan Miller (County)  
Ed Beckenbach (Districts)  
Gloria Glenn (Public)  
Ben Aguilar (Cities)

Staff

SR Jones, Executive Officer  
P.Scott Browne, Legal Counsel  
Deborah Gilcrest, Clerk to the Commission

**2. Public Comment**

At this time, members of the public may address the Commission on any matter not on the agenda. Testimony related to an item on the agenda should be presented at the time that item is considered.

**3. Consent Calendar**

These items are expected to be routine and noncontroversial. The Commission will act upon them at one time without discussion. Any Commission member, staff member or interested party may request that an item be removed from the consent calendar for discussion.

**3.1. FYE 2018 Fourth Quarter Budget Status Report**

**4. Public Hearings 9:30 a.m. or as soon thereafter as possible**

**4.1. East County Wastewater MSR – Final Adoption**

The Commission will hold a public hearing to consider the Final Draft of the Eastern County Wastewater Municipal Service Review, which examines the manner in which



### Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to three minutes. A person may provide a written statement in lieu of or to supplement any oral statement made during a public hearing.

### Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair accessible.

### Disclosure and Disqualification Requirements

A LAFCo Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if the Commissioner has received, within the last twelve months, \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes an application, or an agent (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCo proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding. This can be done in advance (in writing) or at the beginning of the hearing either orally or in writing.

The law also prohibits an applicant or other participant from making a contribution of \$250 or more to a LAFCo Commissioner while a proceeding is pending or for three months afterward.

Any person or group that contributes or expends \$1,000 or more in support of or in opposition to a proposal before Nevada LAFCo, during either the application and hearing stage or the protest hearing stage, must disclose such contributions and expenditures through the County Elections Office, 950 Maidu Avenue, Nevada City, CA 95959.

PENN VALLEY FIRE  
PROTECTION DISTRICT

**FIRE CHIEF'S REPORT**

# Chief's Report

October 2<sup>nd</sup>, 2018

By: Don Wagner

For the month of September, we were dispatched to 100 calls for service as of the writing of this report on the 27<sup>th</sup>. That compares to 127 calls in 2017 and 118 calls in 2016. Of the calls for service in September 10 times we received 2 calls in the same hour, twice we received three calls in an hour and once we received 4 calls in the same hour.

All full-time positions are filled, and we have two part time FF/EMT on the list, one which has recently completed her paramedic internship. We recently tested one applicant for part time firefighter/paramedic. We will be finishing up the testing process with her on October 2<sup>nd</sup> and hoping to have her online in the next couple of months.

On September 7<sup>th</sup> we had a call for a vegetation fire in the morning on the side of Highway 20 near Poker Flats, there were two separate fires in the area, Penn Valley resources took action on one fire while CAL FIRE took action on the second, the fires were held to less than an acre. Later that same afternoon we were dispatched to another fire in the South Yuba River Canyon north of Bridgeport, fortunately crews were able to hold this fire at 1 acre. On these fires Penn Valley apparatus were first at scene and initiated fire attack.

Project updates: The solar project is progressing; the appraisal has been completed and sent to mPower for financing approval. The contractor has install scheduled for mid-October and they have started the paperwork with PG&E to get ahead of that paperwork process and hopefully get us online sooner. The painting contracts have been signed and the contractor is working on a schedule. The breathing air trailer will have the rear doors repaired on October 15<sup>th</sup>. I also repainted the front door to the thrift shop.

I attended a fire safety street meeting on Jayhawk drive on the 19th with about 25 people attending. Discussed defensible space, code red and evacuations and setting up a buddy system like what has been done on Forest Park circle.

We are still waiting to hear back from OES if we will be approved to receive the Water Tender.



## Emergency Medical Services

### Patient Care and Transport August 2018:

- 98- dispatches
- 61- patients transported
- 62%- patient transport rate
- 91.2%- response time compliance urban area (August)
- 100%- response time compliance rural area (August)
- Updated response time statistics as below:

PVFPD	Urban Code 3 (10 Min. 90% of the time)				Rural Code 3 (20 Min. 90% of the time)				Urban - Code 2		Rural - Code 2		ASAP/NI Calls	Mutual Aid		Total # of Calls
	Month	# of Calls	# Late	Late %	On time %	# of Calls	# Late	Late %	On time %	# of Calls	Avg Response Time	# of Calls	Avg Response Time	# of Calls	#	#
Jan-18	37	1	3%	97.3%	9	0	0%	100.0%	7	0:09:25	3	0:28:25	3	9	8	68
Feb-18	36	3	8%	91.7%	4	0	0%	100.0%	12	0:03:00	0	NA	5	6	6	63
Mar-18	39	3	8%	92.1%	15	0	0%	100.0%	15	0:10:30	1	0:08:52	3	7	7	78
Apr-18	21	2	10%	90.5%	7	0	0%	100.0%	13	0:09:39	2	0:16:34	4	8	8	55
May-18	36	4	11%	88.9%	12	1	8%	91.7%	14	0:08:22	4	0:15:07	5	14	14	85
Jun-18	40	5	13%	87.5%	7	0	0%	100.0%	12	0:12:54	2	0:13:19	5	11	11	77
Jul-18	44	4	9%	89.9%	8	0	0%	100.0%	12	0:07:43	2	0:28:15	5	7	7	78
Aug-18	57	5	9%	91.2%	8	0	0%	100.0%	19	0:12:48	2	0:12:09	1	10	10	97
Sep-18			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!								0
Oct-18			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!								0
Nov-18			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!								0
Dec-18			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!								0
<b>Total #</b>	<b>329</b>	<b>27</b>			<b>70</b>	<b>1</b>			<b>104</b>		<b>18</b>		<b>31</b>			<b>602</b>

#DIV/0! = Exemption given

Response time compliance for the year continues to be tight. The times for August were an improvement over the previous months. This was, in part, due to increased volume that makes individual cases of exceeding the 10-minute urban requirement less damaging. In almost all cases the reason we exceeded the response time in a given area were related to our units having multiple calls in a short amount of time.

A number of changes to EMS equipment and protocols are happening this fall. Due to changes in the scope of practice for paramedics, nasotracheal intubation will no longer be performed after December 31, 2018. This is in addition to the earlier removal of pediatric intubation that occurred in June. A number of new medications and devices will be added to the optional local scope of practice including IV Tylenol, Toradol, Ketamine and Transexemic Acid (TXA) and the I-gel advanced airway. The appropriate treatment protocols are currently being updated and staff will be trained in these over the coming months.

Staff completed numerous Fireline EMT and paramedic assignments this summer as well as Lt. Robinson obtained qualification as a Medical Unit Leader. That position is responsible for the overall healthcare for all incident assigned personnel through the length of the incident.

### Meetings and Training:

Captain Thomas attended the S-SV Medical Control meeting and chaired the Regional CQI Committee meeting on September 18th.

Captain Thomas chaired the Nevada County Emergency Medical Care Committee meeting at Public Health on September 21<sup>st</sup>.

### **Fire Prevention**

#### Engine Company Inspections:

- Engine companies are currently concentrating on assembly occupancies.

#### Projects:

- Bitney Springs Center- The owner, Nevada County Charter Schools Authority, has obtained final Conditional Use Permit approval from Nevada County. This will allow Curious Forge and any new tenants to obtain the proper building permits for any future tenant improvements going forward.
- Plan review has been partially completed on the Dollar General store to be built on Penn Valley Drive. Some plans required revision and resubmittal by the applicant
- Hazardous vegetation complaints- The process continues to be complaint driven with some success in getting neighbors to voluntarily reach agreement on clearance. A handful of fresh complaints have been received in the last couple of months but have not been evaluated to do fire activity and assignments.
- Cattle Dr. event center use permit in process. Our staff have performed fire watch duty during large occupancy events in the interim. The District is reimbursed the cost of this service by the event center owner.

PENN VALLEY FIRE  
PROTECTION DISTRICT

**DISCUSSION/ACTION ITEMS**

**DATE:** 10/2/2018

**AGENDA ITEM #:** VI-I

**AGENDA ITEM DESCRIPTION:** Change November Board Meeting Date

**STAFF:** Debbie Hughes

**RECOMMENDATION:** Change Meeting Date to November 13<sup>th</sup> due to 11/6/18 is elections day and our facility is used by the Nevada County Elections Department.

**FISCAL IMPACT:** None

**BACKGROUND AND INFORMATION:**

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PENN VALLEY FIRE  
PROTECTION DISTRICT

**DIRECTOR'S REPORTS**

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