

**FOOTHILL FIRE PROTECTION DISTRICT**  
**Planning Committee Meeting Minutes – DRAFT**  
**3255 Helisma Road, Burson, CA 95225**  
**Saturday, August 6, 2011 - 10:00 a.m.**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL:**

Committee Members Present: Ken Glissman, Ken Hedrick, Jeff Palm, David Sant and Ron Spradlin

Committee Members Absent: None

Staff Present: Fire Chief Michael Siligo (arrived at 10:18 a.m.) and District Fire Clerk Pamela Rogers.

**3. PUBLIC COMMENT** – None received.

**4. APPROVAL OF MINUTES:** March 6, 2010 – Planning Committee Meeting  
April 24, 2010 – Planning Committee Meeting

***Motion: Spradlin/Glissman to approve the Planning Committee Meeting Minutes for March 6, 2010 as presented.***

***Ayes: Glissman/Palm/Sant/Spradlin***

***Abstain: Hedrick***

***Motion: Spradlin/Glissman to approve the Planning Committee Meeting Minutes for April 24, 2010 as presented.***

***Ayes: Glissman/Palm/Sant/Spradlin***

***Abstain: Hedrick***

**5. DISCUSSION OF THE FOOTHILL FIRE PROTECTION DISTRICT'S FUTURE AND VISION.**

Committee Member Sant provided brief background information and a status report for the following items addressed at the March 6, 2010 and April 24, 2010 Planning Committee Meeting:

- Site Plan Review Ordinance (For the Record: Proposed Ordinance 2009-01 To Establish Fees for Services and to Adopt Relevant Fire & Safety Codes.)  
Status – Item closed and reopened as a new ordinance to be completed in 2011.

- First Responder Fee Program  
Status – It was determined not economically feasible to pursue; item closed.
- EBMUD (East Bay Municipal Utility District)  
Status - FFPD staff currently working to secure an agreement for compensation/reimbursement for fire services provided by Foothill Fire Protection District (FFPD)

(For the Record: Fire Chief Siligo arrived at 10:18 a.m. after having responded to an incident call.)

- Property Tax Apportionment  
Status – Researched and determined that insufficient documentation available to support an apportionment increase. Comment was received from Gary West, a resident of Burson, and background information was provided by Committee Members Spradlin and Sant. Item closed.

**(Audio: 24:45)**

Chairman Sant provided background information pertaining to the secured property tax audit for 2010-2011 and the anticipated disbursement of approximately \$10,823.76 to FFPD which is currently pending a State Controllers Final Audit.

Fire Chief Siligo noted that in his recent work efforts toward securing an agreement with EBMUD for FFPD fire services he had learned from the County of Calaveras that EBMUD has never been properly assessed relative to the Lake Camanche mobile home park. Open conversation ensued between the Planning Committee, staff and the general public.

- FFPD Staffing **(Audio: 29:59)**  
Status – This is an ongoing staff development item. Chairman Sant provided update information (noting the retirement of Apparatus Mechanic Don Clark and the resignation of Assistant Fire Chief Scott Byous) and noted actions taken regarding various staffing and training matters.
- Exaction Fees  
Status – Conversation was heard between the FFPD Board of Directors and the public regarding the amount of this fee. No action taken.

**(Audio: 31:25)**

- Wallace Community Service District; FFPD Fire Hydrant Program.  
Status – Currently being pursued and discussed by Fire Chief Siligo with CCWD (Calaveras County Water District).

- Station 1 Water Tank; completion.  
Status – Addressed later in the meeting; see minutes below.
- Station 2 Facility; building maintenance and ownership.  
Status – Addressed later in the meeting; see minutes below.
- Budget shortfalls and outlook through 2013.  
Status – Addressed later in the meeting; see minutes below.
- Operational and/or financial consolidation with one or more other fire district.  
Status – Addressed later in the meeting; see minutes below.

**(Audio: 32:09)**

General Update Information:

Chairman Sant reported that E. 145, E. 146 and the Station 1 building loan debt had been paid in full (For the Record: West America Bank, Note 526-00478.), that the FFPD had incurred higher cost specific to the maintenance of equipment as a result of Apparatus Mechanic Don Clark stepping down and that Assistant Fire Chief Scott Byous had resigned and this position has not been filled.

Subsequent to the March 6, 2010 and April 24, 2010 Planning Committee Meeting Chairman Sant listed the following items as “remaining”:

**(Audio: 33:17)**

- Station 2: The VSPUD (Valley Springs Public Utility District) has not been willing to help with any maintenance cost; consequently the FFPD has taken the financial responsibility to replace both apparatus doors.
- Water Tank Completion/Water Enhancement Fund: Funding for this project was to come from any residual monies from the Water Enhancement Fund following repairs to the five (5) water tenders currently under the responsibility of the County of Calaveras. Fire Chief Siligo stated that all water tender repairs have been completed and the matter has been turned back to the County of Calaveras for action specific to the transfer of title for the respective water tenders and subsequent action pertaining to any remaining monies in the Water Enhancement Fund.

**(Audio: 35:28)**

- Fire District Consolidation/Joint Powers Agreement: Chairman Sant noted that in an effort to better serve the community the FFPD had entered into a Cooperative Working Agreement with the Jenny Lind Fire Protection District (JLFPD) (For the Record: Resolution No. 2011-01) and that the two districts currently hold joint training.

**(Audio: 37:23)**

- Budget: Chairman Sant presented background information relative to budget shortfalls in Fiscal Year 2009-2010 and 2010-2011, noting expected revenue currently outstanding with regard to SB 90 (in the amount of \$9,200) and the Secured Property Tax Audit 2010-2011 (in the amount of \$10,823.76).

**(Audio: 43:13)**

Issues Moving Forward:

Chairman Sant stated that the two issues most impacting the FFPD in the next 12-18 month period included budgetary matters and the Joint Powers Agreement.

- Joint Powers Agreement (JPA): In general Planning Committee discussion, Committee Member Spradlin and Palm voiced support and represented the consensus of the Planning Committee to first consider and research the matter of entering into a JPA. while affording both the FFPD and JLFPD the time and opportunity to consider and address various factors involved in the potential process of future consolidation

**(Audio: 54:02)**

Fire Chief Kim Olson of the JLFPD stated that the objective of the Cooperative Working Agreement between the FFPD and the JLFPD was to move forward toward fostering positive interaction between the two districts in an effort to provide more efficient and better service to the community. He recommended that the FFPD in conjunction with the JLFPD consider pursuing educational channels pertaining to the process of a JPA and/or consolidation and offered to coordinate such a process with Consultant Larry Crabtree.

In general discussion by the FFPD Planning Committee and staff from both the FFPD and JLFPD some of the items to be addressed included cost effectiveness, benefits, morale and public. The general consensus was to support the benefit and efficiency of sharing resources and work efforts of both fire districts, and to move forward in attaining the necessary education pertaining to the process and obtaining an outline/timeline regarding the consideration of a JPA and/or consolidation.

Chairman Sant requested that Fire Chief Olson obtain the cost for respective consultant services.

**(Audio: 1:16:29)**

- Budget: Chairman Sant opened this item by stating that the FFPD has no control over property tax revenue. He noted that the proposed Fire Code Ordinance will generate some revenue from site plan review and building inspection efforts, but

not enough to correct an approximate \$30,000 structural deficit beginning Fiscal Year 2011-2012 and so the FFPD will need to be prudent and vigilant in all expenditures.

The Planning Committee, staff and persons from the general public discussed various equipment maintenance cost saving measures, potential grants, increasing fire hydrant maintenance fees, etc.

Gary West, a resident of Burson, noted that he is an authorized dealer of AMS Oil and stated that although the AMS Oil product is more costly it provides a longer guarantee/service time. He volunteered to perform oil changes at no labor cost if the FFPD would purchase the AMS Oil product. Fire Chief Siligo invited Mr. West to stop by the office to further discuss this matter.

**(Audio: 1:46:47)**

Committee Member Glissman suggested that the FFPD and JLFPD research the matter of a split fuel delivery with the same vendor in an effort to obtain lower fuel cost.

In closing, Chairman Sant stated that generally apparatus and personnel represent the largest expense or potential cost saving items, but that it becomes almost critical to not move backward with regard to the loss of volunteer shifts and diminishing service, or pulling the Fire Chief and/or Battalion Chief back to the status of a “volunteer” responding to calls.

Fire Chief Siligo responded to inquiry from Tim Runion (new FFPD Board member pending appointment in December, 2011) regarding training and expertise pertaining to the performance of building inspections and site plan reviews.

Chairman Sant responded to inquiry from Mr. West pertaining to the assurance that the proposed Fire Code Ordinance affords the ability to recover all incurred FFPD expense.

**6. PLANNING COMMITTEE COMMENTS – None received.**

**7. ADJOURNMENT**

***Motion: Glissman/Palm to adjourn at approximately 12:20 a.m.***

***Vote: Approved 5-0***

Approved By:

Submitted By:

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David Sant, Committee Member

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Pamela R. Rogers, District Fire Clerk

Attachments – None.

DRAFT