

# EL DORADO HILLS COUNTY WATER DISTRICT

## SEVEN HUNDRED TWENTY SIXTH MEETING OF THE BOARD OF DIRECTORS

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Thursday, July 16, 2015

6:00 p.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

### I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Winn called the meeting to order at 6:00 p.m. and Chief Roberts led the Pledge of Allegiance. Directors in attendance: Durante, Hartley, Hidahl, Hus, and Winn. Staff in attendance: Chief Roberts and Chief Financial Officer Bair. Counsel Cook was also in attendance.

### II. CONSENT CALENDAR

- A. Approve minutes of the 725th meeting held June 18, 2015
- B. Approve Financial Statements for June 2015
- C. Ratify tenth payment to SW Allen Construction Inc. for Station 84 in the amount of \$545,512

*Director Hus made a motion to approve the consent calendar deferring the approval of the Financial Statements to the following meeting, seconded by Director Hidahl and unanimously carried.*

### III. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters** – No report
- B. **EDH Firefighters Association** – No report
- C. **EDH Volunteer Firefighters** – Lt. Roppolo reported that the dashboard report now reflected three months' worth of data as requested by the Board. He stated that the participation in June was down due to vacations and the demand for service is significantly higher than this time last year requiring a lot of time from those participating. He also noted that the Department was unable to staff the boot drive and the extra engine on July 4<sup>th</sup> for the first time. He commended Battalion Chief Moreno for his excellent service to the volunteer program and announced that 14 new volunteers would officially be added to the team almost doubling the volunteer staff.
- D. **Latrobe Advisory Committee** – Blain Stumpf, former director of Latrobe Fire Protection District, acknowledged the high quality of training and service that has been added to the Latrobe community since the annexation. He stated that his concern is for the after-hours response with the loss of volunteers in the area and asked that the Board consider the need for 24 hour coverage.
- E. **Public Comment** – Mary Andrews, citizen, discussed in detail the actions that lead to the arrest of Director Hus and demanded his resignation. Sue Odle, citizen, asked Director Hus to step down as Director. Ray Meyers, citizen, commented that Director Hus has done a good job speaking to the fiscal responsibility of the Board and expressed his concern about the Latrobe and Rescue annexations and the fiscal impact they will have on the citizens of El Dorado Hills. He asked that those who choose to support further annexations resign from the Board if those annexations end up taking El Dorado Hills funds

out of the District to support surrounding communities. Amber Hus, citizen, stated that most of the accusations against her father, Doug Hus, are false and pointed out that maybe the District Attorney has not charged him because there is nothing to charge him with.

Craig Petersen, citizen, presented an article to the Board called "Six Minutes to Live or Die." He stated that the article reported that the amount of time it takes to reach the patient is a significant factor in the possibility of survival, and asked that the Department make it a priority to improve response times and add the issue to future Board meeting agendas.

**IV. CORRESPONDENCE – No comments**

- A. Email from Sheila Callan dated June 30, 2015**
- B. Email from Deb Steiner dated July 7, 2015**
- C. Email from Anne Leedom dated June 29, 2015**
- D. Email from Janet Moncado dated June 29, 2015**
- E. Email from Daniel Moncado dated June 29, 2015**
- F. Email from Mr. and Mrs. Jones dated June 29, 2015**

**V. ATTORNEY ITEMS – None**

**VI. COMMITTEE REPORTS**

**A. Administrative Committee (Directors Hidahl and Winn)**

- 1. Review and update construction progress of Station 84** – Director Hidahl reported that the committee is expecting a delay of about 3 weeks on the construction of Station 84. Battalion Chief Johnston stated that substantial completion will be reached by the original deadline and furniture can be moved in on time. Completion of the apparatus bay should be the only delay but should not impact the move in schedule significantly. Director Hidahl added that the Department has done an excellent job managing the project and is on track to finish close to \$90,000 under the original budget. The next committee meeting is scheduled for August 4.

**B. Fire Committee (Directors Hus and Winn)**

- 1. Receive and file memo from Economic and Planning Systems regarding Development Fee Review** – A memo was presented to the Board to verify the accuracy and practices of the development fee program. Director Hus expressed concern about the accuracy of the analysis. He clarified that his comments are not an audit of the numbers, but stated that very few of his questions were answered. Counsel Cook responded that the EPS Consultant would be happy to meet with him and answer any questions and stated that he felt very confident in the numbers that were provided.
- 2. Review and approve Request for Qualifications for Fire Facilities Master Plan consultant** – Counsel Cook reported that the committee decided that it would be best to have two separate RFPs; one for the Fire Facilities Master Plan and one for the Nexus Study. He stated that the Fire

Facilities Master Plan would include Latrobe facilities and the potential training facility. Chief Roberts added that the Department has been working on the Standards of Cover and Community Risk Assessment and feels that these documents and assessments need to be done prior to completing the Fire Facilities Master Plan. Counsel Cook added that the Community Risk Assessment and the Standards of Cover have been included in the RFP. He also stated that the training facility is an area that the consultant will look at and make a recommendation.

*Director Hidahl moved to approve the Request for Proposal for the Fire Facilities Master Plan Consultant contingent on final approval from the committee, seconded by Director Hus and unanimously carried.*

3. **Review and approve Request for Proposals for Development Impact Fee Nexus Study Consultant** – Counsel Cook stated most other Districts would solely be doing a Nexus study where the El Dorado Hills Fire Department is planning to go beyond that by hiring a Facilities Master Plan consultant. Counsel Cook stated that since the RFP was not included in the packet, the item will be discussed at the August Board meeting.

**C. Ad Hoc Committee Reports**

1. **Regional Operations Committee (Director Hartley and Hidahl)**
  - a) **Rescue Fire Protection District** – Director Hartley reported that at the community meeting in Rescue Chief Roberts presented the history and issues in the County that led to the weak financial position that many of the small departments are in. He stated that the presentation was well received by the committee and the public. Director Hidahl added that the presentation is available on the website, and asked that the Department also post the financial documentation. He added that the Regional Operations committee will be scheduling a public workshop with the El Dorado Hills community.

Wally Fullerton, citizen, voiced his support for the annexation of Rescue stating that we can be a part of the growth or a victim of it. Director Hus commented that the growth is not happening in Latrobe or Rescue. Director Hidahl asked that Director Hus review the financials and the presentation, then present his comments on further annexation. Darwin Throne, citizen, asked for more detail and justification for annexation. He also asked if the funds could be separated for each area, and Counsel Cook responded that legally the financials cannot be separated. Ray Meyers, citizen, asked for an explanation of what happened in Latrobe to put the Department in the position that we are in. Richard Ross, citizen, expressed his concerns about increased staffing costs to fully staff the Rescue station and asked what the current firefighter's staffing concerns might be. He also asked that the Department provide reports on the number of incidents each Station is responding to and where they are responding. Sherrie

Petersen, citizen, requested that the Board review the worksheet handed out at the last meeting regarding the Rescue Fire Protection District and explain why the numbers are so different from the numbers at the first meeting. Director Hus asked that the worst case scenario numbers be presented so that there are no surprises.

- b) **Diamond Springs/El Dorado Fire Protection District** – Chief Roberts stated that Diamond Springs has been notified that the Board is not interested in proceeding with a contract for services at this time.

Director Hidahl asked that the Latrobe status be discussed before moving on to the next item. Chief Roberts reported that the Department and the Board knew that there would be a cost for Latrobe until further development happens in that community. He stated that the Department did not anticipate the volunteers in Latrobe resigning as quickly as they did. The volunteers and paid staff in Latrobe were given time to bring their qualifications up to the minimum standard for El Dorado Hills employees, but many decided the time involved was more than they wanted to invest. Chief Roberts stated that these standards are necessary to minimize the liability to the Department and added that these personnel changes were anticipated, but happened much faster than expected.

Ray Meyers, citizen, asked that the Department look at the worst case scenario for further annexations.

2. **Solar Committee (Directors Hus and Hidahl)** – Director Hidahl reported that Counsel Cook is working with the contractor on the funding and the committee needs to meet to discuss the contracts.
3. **Communications Committee (Directors Durante and Winn)** – Director Durante reported that Chief Keating is making progress with CalFire and the committee has asked Staff to prepare a RFP for equipment improvement. Chief Roberts stated that a Rip and Run Printer has been included in the budget which will bring the Department up to the minimum standard to be certified. Director Hus asked why the JPA is not taking care of the equipment improvement RFP and Chief Roberts responded that El Dorado Hills is the only department willing to prioritize communications at this time.
4. **Volunteer Stakeholders Committee (Directors Durante and Hidahl)** – No report
5. **Training Facility Committee (Directors Hartley and Durante)** – No Report. The next meeting is scheduled for July 27.
6. **Human Resources Committee (Directors Winn and Durante)** – Chief Roberts reported that the Staff is still working on a recommendation for

staffing changes and succession planning to be presented to the Board when completed.

## VII. OPERATIONS REPORT

- A. **Operations Report (Received and filed)** – Director Hidahl asked when the response time statistics will be available to review. Chief Roberts explained that the Department terminated the contract with Vinelight and is moving forward with Crystal Reports, but he does not anticipate it being ready until the September Board meeting. Director Hidahl asked if the JPA is interested in working on improving their response times. Chief Roberts stated that the Department is looking at a fixed-rate contract with the JPA and the potential of putting a half-time unit in service to help improve our response times because the JPA is not moving forward with providing those resources at this time. Director Hidahl requested that Staff look at the cost involved in adding another medic unit.
- B. **Review and update regarding Joint Powers Authority** – Director Hartley asked about the progress made on the distribution of the GEMT money. Chief Roberts responded that no decision has been made, however the Department is looking into obtaining a fixed rate contract, which would eliminate any further discussions on the GEMT money.
- C. **Review and approve Resolution 2015-09 confirming the report of the Fire Marshal related to cost of weed abatement and imposing such costs upon properties upon which abatement has occurred** – Chief Lilienthal reported that the Department inspected more lots this year than last year, however the amount of lots not in compliance was the same. Richard Ross, citizen, asked if the administrative time was being covered. Chief Lilienthal responded that there is a \$75 administrative charge when a lien is filed. Chief Roberts added that the Department does not expect to cover all of the administrative cost with added fees because it is a prevention project that benefits the community as a whole.

*Director Hus made a motion to approve Resolution 2015-09 confirming the report of the Fire Marshal related to cost of weed abatement and imposing such costs upon properties upon which abatement has occurred, seconded by Director Durante and unanimously carried. (Roll Call: Ayes: All; Noes: None.)*

- D. **Review and authorize retention of Lexipol as a vendor to provide the District Policy Manual** – Chief Roberts stated that with the rapid change of California laws, the Department would like to use Lexipol to manage the policy manual and keep the staff aware of policy changes. Lexipol states that they will keep the policies up to date and minimize the Department's liability. Director Hidahl asked if there would be any cost savings after the initial set-up and if the Board Policy Manual would need to be looked at as well. Chief Roberts responded that there will likely not be a fiscal advantage, but that there would be increased efficiency and that Lexipol would not be ideal for updating the Board Policy Manual. Director Hus asked if the Department has the bandwidth to tailor the policy manual to the El Dorado Hills Fire Department and how the personnel will

be educated on the new policy manual. HR Representative Englemann responded that she will be working with the HR committee to finalize all new policies and that the employees will be assigned a review of any changes. Richard Ross, citizen, asked if Lexipol carries the liability in the policies not being up to date and HR Representative Englemann responded that she is unsure.

*Director Hidahl made a motion to authorize retention of Lexipol to provide the District policy manual, seconded by Director Durante and unanimously carried.*

**VIII. FISCAL ITEMS** – CFO Bair stated that the June bills are still coming in so the July financial summary will be held until the August meeting, but the check register is available for review.

**IX. NEW BUSINESS** – None

**X. OLD BUSINESS** – Director Hidahl reported that there are continual CCFD meetings to discuss how to provide fire service with the smaller underfunded departments, and presented a draft of a revised Board Policy Manual. Director Hus asked about the progress of the hiring for the Director of Finance and Chief Roberts reported that Jessica Braddock will be starting July 21.

**XI. ORAL COMMUNICATIONS**

- A. Directors** – Director Hartley asked to adjourn the meeting in honor of the death of the Marines in Tennessee. Director Hidahl announced the finalized dates for the Santa Run being December 15-19. Director Winn commended the Department for a great job on the Marion fire.
- B. Staff** – Chief Roberts reported that there were three significant structure fires in the last month and the crews did an excellent job containing the fires and minimizing the damage.

**XII. ADJOURNMENT**

*Director Durante made a motion to adjourn the meeting, seconded by Director Hartley, and unanimously carried.*

The meeting adjourned at 8:39 p.m. in memory of the Marines that lost their lives in Tennessee.

Approved:

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Connie Bair, Board Secretary

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Barbara Winn, President