

Placerville Fire Protection Dist. Inc.
Regular Commissioner's Meeting Minutes
May 10, 2025, 10:00 am Firehouse

Commissioner Longden Called the meeting to order at 10:01 am. The Secretary Established a Quorum with the following Commissioners answering present: (Will Longden, Rick Barber, Tom Andreason)

Staff Present: (Fire Chief Andrew Barrett, Treasurer Linda Jones)

Commissioner Langden led the Pledge of Allegiance.

- **Motion:** Commissioner Barber made a motion to approve the April Minutes. Commissioner Longden seconded, and the motion carried, with all 3 commissioners voting yes.

Correspondence: Commissioner Andreason reported there was no significant Correspondence, but the Debit Card from the Bank was not received. The Bank mailed it to 100 E, Granite. Alice is going down Monday to receive a new Debit Card and the Bank is expecting her. She will then be able to purchase items for PFPD. Commissioners noted that Policy and Procedure for debit card usage needs to be approved, and authorized Alice to expend funds for parts needed immediately.

- **Motion:** Commissioner Andreason moved for Alice to be able to purchase up to Chief Bouret's budget limit for parts. Commissioner Longden seconded, and the motion carried with all 3 commissioners voting yes.

There was only one application for the Secretary Position.

Chief's Report:

The topics discussed included progress on Placerville water source (hydrant flows, placement, positive impact on fire ratings/insurance cost, and another dry hydrant independent from the city). (Trail Creek dry hydrant deed; purchase of land behind the station; purchase of land for fireworks, pump replacement); (wildland refresher and firefighter level one training); (need for Ethanol-free fuel) ; (costs for wireless Internet and telephone service and the need for a 911 phone during power outages), (alternative power outage backup and phone options for public emergencies).

Evacuation zones have been established for the Fire District. #1 Quartzburg #2 Placerville #3 Star Ranch

Snow removal costs were donated back to the District by Matt Houle.

Treasurer's Report:

Treasurer Linda Jones reported a Balance of \$51,619.09 in our Checking Account as of May 1.

Discussed paperless billing. Discussed the need to purchase Office 365 for the new laptop.

- **Motion:** Commissioner Andreason made a motion to pay the following Bills as presented. Commissioner Barber seconded, and the motion carried with all 3 commissioners voting yes.

Placerville Irrigation District - \$125 Idaho World Publishing - \$17.28

Boise County Firefighters Association - \$50 Pie in the Sky - \$35

I heard three checks to sign" but later on approval only two were disclosed ... 1. Mileage for Josh, \$xx.xx 2. Rod, \$xx.xx
Commissioners reviewed checking account balance and expenditures. Discussed paperless billing, and the need to purchase Office 365 for the new laptop. Discussed hiring a vehicle maintenance person to maintain district vehicles and equipment. There would need to be a detailed checklist that gets initial to ensure accountability.

- **Motion:** Commissioner Andreason moved to purchase Office 365. Commissioner Barber seconded and the motion carried with all 3 commissioners voting yes.

Secretary's Report: Grants: We are coordinating with the two individuals in Washington D.C. responsible for the SAFER Grant Program and the AFG Grant Program to hopefully close out those 2 old grants.

A copy of the Grant Request for the IDL \$5,000 matching Grant opportunity that is due by the end of this month was handed out. Commissioner Andreason, Karen and Chief Barrett will fill out the Application Form and it will be hand delivered to the office in Boise ASAP.

The WEB sites for other Grant possibilities we should go after will be distributed to all members of the leadership team.

An outline for the PFPD 2025 Wildfire Protection Plan, which is required for the IDL Grant was distributed. This plan when completed would be beneficial as it forces us to really plan our needs for the current and future Fire Seasons every January. A yearly Fire Plan also is beneficial for all grant requests.

Commissioners noted that a policy and procedure for debit card usage needed to be approved, as well as authorizing Alice to expend funds for parts needed immediately.

- **Motion:** Commissioner Andreason moved for Alice to be able to purchase up to Chief Bouret's budget limit for parts. Commissioner Longden seconded, and the motion carried with all 3 commissioners voting yes.

Old Business:

Discuss and assign Staff/Commissioner duties regarding Subscription Policy planning. (tabled)

The new Radio program was discussed in the April Meeting.

Discussed Fuel access. Ethanol-free fuel will be purchased. Discussed Wet Fuel's 250-gallon, double-walled, gravity feed or 12-volt motor tanks for fuel storage, and scheduling to have fuel dropped as-needed. Discussed storing gas in smaller tanks or using existing gas cans.

New Business:

Discussed the shortage of SCBA masks. PFPD will form a grant writing team to pursue funding for equipment like SCBA (Self-Contained Breathing Apparatus) that meets monthly; this would also help meet monthly or quarterly IDL or federal grant deadlines.

There were no applicants for the posted Grant Writer position. Chief Bouret will contact a potential resource.

Proposed SOP Response to Mutual Aid Requests. Discussed potential for Boise County to tone out a neighboring department for structure fires (e.g., Placerville will be toned out for a Centerville structure fire). Incident commanders to decide whether to radio in a neighboring department. Policy under review.

Discussed Unattended Fire Policy. Chief Bouret located a state statute advising unattended fires are illegal, so no additional policies are required, but education is. Discussion about charging services to put out unattended fires and the need to review fees. Burn permits are required in the county effective May 10, 2025. Burn permits are online at the Idaho Department of Lands for free.

Unintended Fire Press Release (Tabled)

Unattended Fire Press Social Media Release (Tabled)

Unattended Fire Press Flyer (Tabled)

Discussed New Home Impact Fee to PFPD. Discussed the Garden Valley model for impact fees on new residential, commercial, and industrial building permits. Processes require a couple of years and legal assistance to be implemented. Discussed legal resources, shared costs, and budgeting to pursue impact fees in the Fire District.

Discuss Water Projects. Chief Bouret said he owes the Commissioners a two-year plan. Discussed making water projects part of the Fire District's wildfire protection plan for the purpose of grant requests. The plan would include:

Electrify Trail Creek Subdivision Dry Hydrant Design pump system. Bring Electricity to site.

Budget to acquire land inside District for additional dry/wet hydrants cistern.

Immediate purchase-new motor for Green Machine Pump.

Grant Priority–New Brush Truck. To be tasked to the grant team leader.

Water Shortfall. Placerville City checked BLM pond and hydrant. The Irrigation system is functioning.

BLM pond / City Irrigation System is on

Open houses. Discussed engaging the public in open houses on Memorial Day, July 4th, and Labor Day weekends. The Commissioners and Friends of Placerville to coordinate. Volunteer firefighters will be on site for July 4th. Chief Bouret to ask for volunteers for the other holidays.

Distribute evacuation plans to owners. Discussed potential to include this and unattended fires education as open house topics, newsletter or pamphlet.

Cleaning Fire Station. Tabled.

Apparatus

Discuss replacing the Green Machine Engine. *Engine replacement is in the current budget.*

Discussed selling Old 401, Rescue 1, Gator, Trailer, 445. Request to sell 401 as permitted by state statute; Rescue 1 to be retained; discussion to research trading-in the Gator with a 4-wheel, gas-motored, Toyota pickup capable of transporting ladders and pumps; 445 tank leaks and can be replaced, discussion to replace/trade-in the 445 truck. Commissioner Andreasen to consult with Peterson Toyota. Assistant Chief Longden shared the district needs to have a Type 6 truck on hand (handle 50-gallons of water, back-hoe mount, standard-utility bed, one ton pickup), and potential to acquire surplus engines no longer in service with federal agencies.

- **Motion:** Commissioner Andreasen moved to sell the 401. Commissioner Longden seconded, and the motion carried with all 3 commissioners voting yes.

Discussed Acquiring QRV – Toyota Tacoma – 4 door, Water Tank, Medical Gear.

Build Pump Trailer – Draft Pump, Water Pump. These are in Chief Bouret's budget to repair or replace. Assistant Chief Longden confirmed a trailer on-site that would carry a pump.

Action Items: Any Action Items were handled above.

Public Input: There was a request for assistance unloading a donation to the District after the meeting.

Administration Calendar Pending Requirements:

IDL Grant is a priority with Submission date prior to May 30.

Budget to be drafted for review and public input in the July Commissioners' Meeting.

Required budget review meeting to occur in August.

Request for future Agenda items:

Debit card policy.

Phone and Internet services; 911 phone.

Discuss and assign Staff/Commissioner duties regarding Subscription Policy planning.

Action Item: Budgeting for scoping and implementing District impact fees.

Cleaning Fire Station.

Executive Session: Budget review and planning.

The Executive Session was called to order at 11:34 to discuss Application for Secretary position.

The regular meeting was resumed, and Kim Barker was named PFPD Secretary.

Adjournment: The Regular Meeting was Adjourned at 11:40