

Placerville Fire Protection Dist. Inc.
Regular Commissioners' Meeting Minutes
July 12, 2025, 10:00 am Fire Department

10:00 am - Call the meeting to order. Establish Quorum.
Commissioners present: (Rick Barber, William Longden, Tom Andreason)
Staff Present: (Treasurer Linda Jones, Secretary Kim Barker)
Pledge of Allegiance

Approval of June Meeting Minutes

Motion: Commissioner Andreason moved to approve the June meeting minutes as presented.
Second: Commissioner Barber seconded the motion.
Vote: All in favor.
Outcome: The motion carried.

Correspondence

Wilkes Bros. reached out to Chief Bourret through a real estate rep to learn how to make a donation to the Friends of Placerville 501(c)(3). No correspondence from IDL about the grant proposal for radios. Chief Bourret also corresponded with Cheryl Pleak for grant writing.

Chief's Report

Water/Apparatus: Rod and Tyler installed the Lovejoy coupler that connects the hydraulic pump to the water pump on tender; the tender is functioning in this regard; foot valve is in possession and needs to be installed to keep water from going down the pipe; next on the tender is to replace cam stop fittings with standard connections to stop the vacuum leaks to permit drafting. All apparatus are functioning thanks to Rod and Tim and other volunteers in the community.

Personnel: Received one volunteer firefighter application from Jason Sells (Placerville).

Events: We are in red flag season. We had a nearby red flag event this week, the border was Hwy 55, so not directly in our area. The Kerr County, Texas, floods emphasize the need for evacuation training; we need to inform people of a potential evacuation quickly. Boise County is discussing portable Big Voice systems to alert residents; we can investigate whether these might work within the District to alert people in Trail Creek, Star Ranch, and Placerville. Commissioner Barber shared the county also uses Reverse 911, which helps if people proactively sign up, have Internet services, and mobile devices. Commissioner Barber also mentioned some trucks have a PA, which could be a way to alert residents in the interim. The 445 truck's speakers don't work, there are some siren boxes in need of repair but 3 of 4 audio systems are believed to be functional.

Treasurer's Report

Reviewed checking account balance and expenditures. Account balances are reconciled. Vehicle maintenance funds need to be transferred from a reserve account into the Maintenance budget per past approval. Commissioner Andreason will work with Linda to identify from which account to pull the funds.

June 2025

Rick Barber	\$500.84	for 2 batteries for truck #442
Hot Rod's Repair	\$400.00	for repairs to several pieces of equipment
Purchasing Account	\$400.00	for emergency purchase account
Gold Mine Gas	\$ 74.00	for gas
Wilderness Wireless	\$ 85.00	for Internet services
Interstate Business	\$124.85	for 1 battery for the Gator and 1 battery for the trash pump
Idaho Power	\$171.30	for fire station electricity

July 2025

Tim Horting	\$ 26.47	for maintenance supplies
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Craig neville	\$434.62	for fuel
Mountain Mechanical & Repair	\$215.00	for truck maintenance
William Longden	\$280.04	for truck parts
Linda Jones	\$ 93.24	for truck headlights
Jens Jenson	\$ 59.00	for title fees
Bureau of Land Management	\$ 74.84	for training material
Hose Warehouse	\$158.19	for hose fittings
Century Link	\$ 74.51	for telephone
Idaho Power	\$ 78.87	for electricity
Hot Rod's Repair	\$680.00	for truck repairs
Lawn Equipment Company	\$ 68.41	for hose fittings
Hot Rod's Repair	\$420.00	for headlights/coupler installation; fabricating and welding

Discussion about the negative balance in the vehicle maintenance line item due to the approved \$7K from reserves for repairing the tender not getting transferred. Commissioner Andreason will work with Linda to identify the appropriate account from which the funds will be transferred.

Motion: Commissioner Longden moved to approve the June and July bills as presented.

Second: Commissioner Andreason seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Old Business

- Discuss phone and Internet services; 911 phone. *Discussion to leave things as-is; Chief Bourret pointed out we are paying almost \$900 a year for Century Link and someone must come to the fire house to get the messages; a VOIP system would promote people being able to access messages remotely. Discussion to negotiate to keep 911 services (special category of rate for emergency services), or split costs with the city; the focus is keeping a 911 service available. Tyller Longden shared that in Centerville there is an intercom box "push for 911," he will contact Centerville for more information.*
- Discuss and assign Staff/Commissioner duties regarding Subscription Policy planning. *Commissioners will plan to discuss in October a plan for approaching people outside the district. Chief Bourret is gathering information on how fees are calculated and billed; per Idaho Administrative Procedure Act (IDAPA) we need to stick to the state fire marshal rate schedule. Commissioner Barber pointed out ambulances are flat fee per tone-out then mileage rates, he will contact Mari with East Boise County Ambulance District (EBCAD) to learn more about how their fee system is structured then we get our proposal reviewed by an attorney; Commissioner Longden requested they also discuss parking a vehicle in the "old ambulance shed" and/or outside it. Chief Bourret pointed out we need to use power for block heaters and this drives up energy use so we need to get something back to Mari; could pay the power for the building.*

New Business

- Discuss Idaho Fire Chief Association grant. *Commissioner Andreason reports the SAM system has accepted the paperwork for him to be the SAM admin for the "bad SAM" account, which prevented the systems from recognizing PFPD. Commissioner Andreason will now be able to get in and remove the "bad" account.*

Chief Bourret submitted an IDL grant for a TV/sound system for training at the firehouse (YouTube how-to's, etc.) but hasn't heard anything back. Commissioner Longden asked if we can purchase in advance, then pay ourselves back out of the grant—some grants have constraints (must use it toward a purchase as requested versus a pay back). Commissioner Barber brought up connecting an Internet device to the TV to watch training on the big TV.

- Budget review. *We have one month to change the budget proposal as presented. Need to post the budget for two-weeks in Idaho World in August, prior to the September meeting; this will also be provided over local social media.*

Action Items

- Proposal for debit card policy. *Commissioner Longden provided the policy to the Board last month; he will update it and bring it to the next meeting where there will be a roll call vote.*
- Resolution for additional fees for fire incidents. *This is still in research mode; Chief Bourret recommends Commissioner Barber to also get Mari's input. The chief will write it up for review/approval next month.*
- Budgeting for scoping and implementing District impact fees. *This is a multilayer process requiring an attorney; the Placerville city attorney recommended we contact the Garden Valley attorney who implemented impact fees in that community to assist us with the process. This might take a year or two. We need to understand the cost of the attorney then review the benefits to the District. Chief Bourret will contact the attorney and get some additional context. This would be a winter project given the fire season; prioritizing grants over impact fees.*
- Select a grant writer. *We have one application for a grant writer. Cheryl Pleak, present in the meeting, has Federal grant experience, non-profit foundation, finance, operations and compliance experience.; has worked working for the city of Horseshoe Bend obtaining grants used for emergency services. The District needs to figure out how to make things work; the recommendation is for the grant position to be in the Friends of Placerville 501(c)(3) versus the District; discussion about the source for matching funds and soliciting funds through fund raisers, marketing, etc., then holding them in dedicated accounts in the 501(c)(3).*
- Selling district personal property. *Chief Bourret identified a suitable truck for trading in the Gator (2018 ITMD UTV); the total cost of the truck is \$22K; the skid has been removed from the Gator and is expected to be worth \$12K. The Commissioners will identify independent evaluators to assess the Gator's market value; this information will be included in the resolution formally approving the trade per state statute. The Commissioners discussed approving the sale of the Gator's trailer to be sold separately; serial numbers and trailer description will be provided to the secretary for inclusion in the meeting minutes following the meeting; the trailer is in disrepair; Cargo trailers similar to this run about \$3500-4K in current condition; there is a potential buyer who did repairs to get it to current state; this money would come off the purchase.*

Motion: Commissioner Andreason moved to purchase the truck Chief Bourret picked out from Peterson Motors by, in part trading in the Gator (VIN A7BL3X1BXJB004404), and using a Friends of Placerville \$5K donation, and using \$5K of the District's funds.

Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Motion: Commissioner Andreason moved to sell the Cargo trailer (White, 8x16', Mirage cargo trailer, Vin#: 5M3BE162XL 1011076) associated with the Gator to reduce the cost of its trade-in to the District.

Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Public Input

Friends of Placerville will provide the matching funds for the new truck in a later meeting.

Administration Calendar Pending Requirements

- Budget review meeting in August.
- SAM administration due mid-August, but can't be done until the login/account issue is resolved.
- ICRMP renewal due Oct 1.

Request for Future Agenda Items

- Discuss phone and Internet services; 911 phone.
- Discuss and assign Staff/Commissioner duties regarding Subscription Policy planning.
- Use of "ambulance shed" and power costs.
- Resolution for additional fees for fire incidents.
- Budgeting for scoping and implementing District impact fees.
- Resolution for selling/trading the Gator.

Executive Session

Commissioner Longden called for an executive session to discuss personnel roles and responsibilities per Idaho Code §74-206(1)(a). [Time 11:25 - 11:41] No actions taken.

Adjournment

The regular meeting was called back to session at 11:41 and adjourned at 11:42.