

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

10:01 am – Commissioner Longden called the meeting to order, and a Quorum was established.

Commissioners present: (Will Longden, Rick Barber, Tom Andreasen)

Staff Present: (Treasurer Linda Jones)

Pledge of Allegiance

Approval of April Minutes

Motion: Commissioner Barber moved to approve the April meeting minutes as presented.

Second: Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Correspondence

No correspondence to review; only one applicant for the secretary position. Discussed an issue with a missing debit card for Alice, and the plan for her to receive a new one. Commissioners noted that a policy and procedure for debit card usage need to be approved, and authorizing Alice to expend funds for parts needed immediately.

Motion: Commissioner Andreasen moved for Alice to be able to purchase up to Chief Bourret's budget limit for parts.

Second: Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Chief's Report

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; snow removals costs were donated back to the District; need for Ethanol-free fuel; costs for wireless Internet and telephone service and the need for a 911 phone during power outages. Discussion included alternate power outage backup and phone options for public emergencies.

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

Treasurer's Report

Reviewed checking account balance and expenditures. Discussed paperless billing, and approved bills. Discussed 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. Bills were presented to the Board for

review.

1. Josh Nopens \$338.00 mileage to pick up pump
2. Hot Rods Repair \$150.00 truck maintenance and repair
3. Rick Barber \$500.84 truck batteries

Motion: Commissioner Andreasen moved to pay bills as presented.

Second: Commissioner Barber seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Motion: Commissioner Andreasen moved to purchase Office 365.

Second: Commissioner Barber seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Motion: Commissioner Andreasen moved to post for a vehicle maintenance person.

Second: Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Secretary's Report

Coordinating with Washington D.C. contacts on Safer Grant and AIG Grant programs. Discussed time sensitive grant request for the Fire Capacity grant from Idaho Department of Lands and the need for a list of incident responses to complete the grant request. Outside of the federal system, there is another grant to consider that would be due in July.

Old Business

- Discuss and assign Staff/Commissioner duties regarding Subscription Policy planning. *Tabled.*
- New Radio program. *Discussed in April Meeting.*
- Discuss 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

- Discuss and act on shortage of SCBA masks. *Discussion about forming 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. No applicants for the posted Grant Writer position. Chief Bourret 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.*

- Discuss Unattended Fire Policy. *Chief Bourret located a state statute advising unattended fires are illegal so no additional policies are required, but education is. Discussion about charging for 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
 - Unattended Fire Press Social Media Release
 - Unattended Fire Press Flyer
- Discuss New Home Impact Fee to PFPD. *Discussed Garden Valley model for impact fees on new residential, commercial, and industrial building permits. Process requires a couple of years and legal assistance to implement. Discussed legal resources, shared costs, and budgeting to pursue impact fees in the District.*
- Discuss Water Projects. *Chief Bourret said he owes the Commissioners a two-year plan. Discussed making water projects part of the District's wildfire protection plan for purposes of grant requests.*
 - 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. 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 Bourret to ask for volunteers for the other holidays.*
- Distribute evacuation plan 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. Discuss selling Old 401, Rescue 1, Gator, Trailer, 445. Request to sell 401 as permitted by state statute; Chief Bourret thinks it may be worth \$2K, the district has the title, it runs; Rescue 1 to be retained; the district owns the Gator and the trailer, the Gator is slow but the only machine capable of getting into remote territory, 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, plugs need replaced, battery has issues, hard to start, it's too top heavy to get anywhere, 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.

Second: Commissioner Longden seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

- Discuss Acquiring QRV – Toyota Tacoma – 4 door, Water Tank, Medical Gear.
- Build Pump Trailer – Draft Pump, Water Pump. *These are in Chief Bourret's budget to repair or replace. Assistant Chief Longden confirmed a trailer on-site that would carry a pump.*

Action Items

None.

Public Input

A request for assistance unloading a donation to the District after the meeting.

Administration Calendar Pending Requirements

Idaho Department of Lands (IDL) grant is priority.

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.

Action Item: Vehicle Sales (401, Gator & trailer, 445).

Cleaning Fire Station.

Executive Session: Budget review and planning.

Executive Session

Commissioner Longden called for an executive session to interview the applicant for the secretary position per Idaho Code §74-206(1)(a). Kim Barker was approved for the Secretary position.

[Time 11:34 - 11:40]

Adjournment

Commissioner Longden adjourned the regular meeting at 11:40.