

Aptos/La Selva Fire Protection District

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MINUTES

Aptos/La Selva Fire Protection District

Regular Board Meeting

Thursday, December 13, 2018 – 7:00 PM

Administration Office
6934 Soquel Drive
Aptos, California 95003

Welcome to the Aptos/ La Selva Fire Protection District Board meeting. The President of the Board of Directors will invite your comments regarding any item listed on our open session agenda. The President may request that comments be limited to three (3) minutes for any item NOT listed on the agenda.

The Brown Act prohibits the Fire Board from taking any action not listed on the agenda. Agenda material including late additions to the agenda is available on the District's website www.aptosfire.com and at the District's Administrative Office during business hours.

1.0 ROLL CALL LUCCHESI, SPISAK

- 1.1 INTRODUCTIONS: FIRE CHIEF/BOARD SECRETARY AARON LOWE
DIRECTOR ELECT ORBRAD DARBRO
DIRECTOR ELECT JOHN SCANLON

2.0 PLEDGE OF ALLEGIANCE/OATH FOR NEWLY ELECTED MEMBERS

- 2.1 OATH OF OFFICE TO BE ADMINISTERED TO NEWLY ELECTED DIRECTORS ORBRAD DARBRO AND JOHN SCANLON (Recommended by Fire Chief Lowe)

Vice President Lucchesi called the meeting to order at 7:01 p.m., and asked everyone in attendance to join him in saluting the flag. Also in attendance were Directors Darbro, Scanlon, Spisak, Lucchesi, and Chief Lowe. President Foster was absent.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

- 3.1 ORAL COMMUNICATIONS:

This time is set-aside for members of the public to address the board on any item **NOT** on the agenda, which is within the subject matter jurisdiction of the board. No action or discussion shall be taken on any item presented except that any board member may respond to statements made or

questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to the board will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any board member may place matters brought up under oral communications on a future agenda.

There was none.

3.2 WRITTEN COMMUNICATIONS

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2018 (Recommended by Fire Chief/Board Secretary Aaron Lowe)
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF NOVEMBER 1, 2018 THROUGH NOVEMBER 30, 2018 (Recommended by Director of Finance Nancy Dannhauser)
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END (Recommended by Director of Finance Nancy Dannhauser)
- 4.4 PUBLIC COMMENT ON CONSENT AGENDA ITEMS?

Director Scanlon made a motion to approve the Consent Agenda. The motion was seconded by Director Darbro.

The motion passed with 4-Ayes; President Foster was absent.

5.0 UNFINISHED BUSINESS

There was none.

6.0 NEW BUSINESS

- 6.1 MOTION TO APPROVE THE REGULAR MEETING SCHEDULE FOR 2019 (Recommended by Fire Chief/Board Secretary Aaron Lowe)

Chief Lowe pointed out that February 14, 2019 is Valentines Day, and that July 11, 2019 he will not be available to attend the meeting on that date. Discussion ensued regarding changing the February and July Board Meeting dates. It was the consensus of the Board to hold the February meeting on the 13th instead of the 14th, and the Chief will have a Chief Officer appear at the July 11, 2019 meeting on his behalf, and he will make sure the Recording Secretary is also present.

Director Darbro made a motion to approve the regular meeting schedule for 2019, with the February meeting being moved to February 13, 2019. The motion was seconded by Director Scanlon.

The motion passed with 4 Ayes; President Foster was absent.

- 6.2 MOTION TO ELECT BOARD PRESIDENT FOR 2019 (Recommended by Fire Chief/Board Secretary Aaron Lowe)

Director Spisak nominated George Lucchesi for Board President. The nomination was seconded by Director Scanlon.

The nomination passed with 3-Ayes; President Foster was absent and Vice President Lucchesi abstained.

- 6.3 MOTION TO ELECT BOARD VICE PRESIDENT FOR 2019 (Recommended by Fire Chief /Board Secretary Aaron Lowe)

Director Darbro nominated John Scanlon for Vice President. Director Lucchesi seconded the nomination.

The nomination passed with 3-Ayes; President Foster was absent and Director Scanlon abstained.

- 6.4 MOTION TO APPROVE RESOLUTION 11-18, OF THE BOARD OF DIRECTORS OF THE APTOS/LA SELVA FIRE PROTECTION DISTRICT, AUTHORIZING CHANGE IN TITLE AND AUTHORIZED SIGNATURE FOR APTOS/LA SELVA FIRE DISTRICT'S 457 DEFERRED COMPENSATION PLAN AND RHS PLANS (Recommended by HR Director Gena Finch)

Chief Lowe gave an overview of Resolution 11-18; advising that the request is to change the signatures to he and Human Resource Director Gena Finch in order to administer the 457 Deferred Compensation Plan and RHS Plans.

Director Scanlon made a motion to approve Resolution 11-18, Authorizing Change in Title and Authorized Signature for Aptos/La Selva Fire District's 457 Deferred Compensation Plan and RHS Plans, and waived a reading of the Resolution. Director Darbro seconded the motion.

The motion passed with 4-Ayes; President Foster was absent.

- 6.5 MOTION TO APPROVE AND AUTHORIZE THE FIRE CHIEF TO SIGN AN AGREEMENT WITH CIVICPLUS FOR WEBSITE RE-DESIGN (Recommended by Fire Chief Lowe).

Chief Lowe gave an overview of the proposed agreement with CivicPlus for the District's website re-design; advising that they will provide the best value for the fee they are charging; advised that it is the same company that Central used; and, advised that he recommended using

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CivicPlus at a cost of \$10,542. Discussion ensued, which included Becky Steinbruner asking for an explanation regarding how the District's current website is out of compliance.

Director Scanlon made a motion to approve and authorize the Fire Chief to sign an Agreement with CivicPlus for website redesign. The motion was seconded by Director Darbro.

The motion passed with 4-Ayes; President Foster was absent.

- 6.6 MOTION TO APPROVE AND AUTHORIZE THE FIRE CHIEF TO SIGN A LICENSING AGREEMENT WITH GOVINVEST FOR PENSION ACTUARIAL SOFTWARE (Recommended by Fire Chief Lowe).

Chief Lowe gave an overview of the GovInvest software. Discussion ensued, to include Becky Steinbruner and Paul Vitali inquiring about the cost and benefit(s) of the software.

Director Darbro made a motion to approve and authorize the Fire Chief to sign a licensing agreement with GovInvest for pension actuarial software. The motion was seconded by Director Scanlon.

The motion passed with 4-Ayes; President Foster was absent.

- 6.7 MOTION TO APPROVE RESOLUTION 12-18, OF THE BOARD OF DIRECTORS OF THE APTOS/LA SELVA FIRE PROTECTION DISTRICT, REGARDING EMPLOYMENT BENEFITS AND SALARY RATES FOR UNREPRESENTED EMPLOYEES (Recommended by Fire Chief Lowe).

Chief Lowe gave an overview of the salary and benefits package that has ben prepared for the unrepresented employees; and, made mention that this had been discussed in closed session at the last meeting. Discussion ensued, to include Becky Steinbruner inquiring who the unrepresented employees are and how this proposal aligns with Central and shared services.

Director Scanlon made a motion to Approve Resolution 12-18 Regarding Employment Benefits and Salary Rates for Unrepresented Employees, and waived a reading of the Resolution. Director Darbro seconded the motion.

The motion passed with 4-Ayes; President Foster was absent.

7.0 STANDING REPORTS

- 7.1 BOARD OVERSIGHT INQUIRY: Any Board Member may request that staff report on the status of operational or administrative activities or programs.

Vice President Lucchesi advised that there had not been a meeting.

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7.2 DISCUSSION OF DISTRICT-WIDE EXTERNAL COMMUNICATIONS TO THE COMMUNITY (Recommended by President Foster)

Chief Lowe advised that he sent an email out regarding the new website; and, advised that he continues to attend functions throughout the community.

7.3 FIRE CHIEF'S REPORT – By Fire Chief Aaron Lowe, regarding various operational and administrative matters.

Chief Lowe advised that the Town of Paradise requested assistance to staff their Emergency Operating Center at the City of Chico; advised that his assignment was to support the Town of Paradise staff, to assist with the transition from the response phase of the Camp Fire to the recovery phase, which included collaboration with the Operational Area Emergency Operations Center, Cal OES and FEMA; advised that the Fire Chiefs locally have begun discussions about how to handle such a catastrophic emergency in this area; advised that Chief Cullen led a strike team up to the Camp Fire and they were assigned to help prevent the fire from getting into the town of Chico; advised that Engine 3512 is having radios installed, as well as SCBA's, tools and other equipment; advised that the Division Chief/Battalion Chief shared services continue to move forward; advised that there are some communications gaps and on-going realistic training that will improve the operational consistency and improve shift oversight; advised that the position of Acting Duty Chief is being initiated to assist with the potential organizational restructure to add the rank of Battalion Chief to the Aptos La Selva Fire Protection District organizational chart, which is a major component of the succession planning that has become available with the Division Chief/Battalion Chief model; advised that Captain Nigel Miller has been working as part of a training cadre to develop drills for the Aptos/Central Division Chief/Battalion Chief model; advised that the drills simulate multiple unit responses to larger incidents that include a command control component; advised that the exploration of a functional consolidation of the Fire Prevention personnel from Aptos and Central will continue through the end of this calendar year; advised that there was a positive response to the Fire Marshal/Deputy Fire Marshal recruitment; advised that the goal is to reduce the duplication of efforts between Aptos and Central with regard to the Fire Prevention Bureaus; and, advised that a detailed staff report will be presented in January for the Board's consideration regarding the rebranding of the Fire Prevention Bureau(s) to the Community Risk Reduction Division, which will include recommending a functional consolidation of the Aptos and Central personnel. Chief Cullen gave an overview of what he and the strike team worked on at the Camp Fire; advised that it was a very devastating fire; and, advised that the Water Tender is due for delivery in June, 2019. Becky Steinbruner thanked the Chief for serving at the Camp Fire, and inquired about what the Chief believes needs to be done here to prepare for a catastrophic emergency in this area; advised that she applauded the training being done between Aptos and Central, and advised that she would like to see Cal Fire being included in those training sessions; and, made mention about the importance of holding evacuation drills and offered her assistance in holding such drills.

7.4 DIRECTOR OF FINANCE REPORT – By Director of Finance Nancy Dannhauser

Chief Lowe advised that there is going to be a mid-year budget adjustment; advised that he is working with Ms. Dannhauser to make some adjustments in the budget - some vehicles need to be purchased and some new software – advised that they are trying to clean things up and that they

are shooting for a fiscal reserve policy by February, 2019; and, mentioned that the audits for 2017-2018 should be done in the next few months.

7.5 REPORT FROM FIREFIGHTERS' LOCAL 3535

Ryan Peters addressed the Board, advising that he is President of Local 3535, and thanked the public for showing up at the meeting; he welcomed Directors Darbro and Scanlon; he thanked Mr. Lucchesi for his service and for taking on the role of Board President; he thanked Director Spisak; thanked Directors Hurley and Abendschan for their long tenure with the District; thanked Chief Lowe for all of his efforts in the labor/management relations – advised that he hears from others in the District about how much they appreciate the Chief's efforts; advised that Steve Vratny has been very involved in public efforts to coordinate fundraising and bridge the gap between the staff and the community – advised that November 24, 2018, Steve spearheaded a fundraising for the victims in Butte County; advised that this was his last meeting as President of Local 3535 – Carl Steinmetz will be the new President - Dana Rayfield will be Vice President – Luke Carson will be Treasurer – Dan Biagiotti will be Secretary; and, advised that a safety column is still be written for the *Aptos Times* once a month – advised that he would like to get some ideas/suggestions about lessons learned from the members of the public to include in the articles to get that/share that information out to the rest of the public.

7.6 REPORT FROM CHIEF OFFICERS' ASSOCIATION

Scott Cullen advised that he wanted to welcome the new Board members; and, thanked Directors Hurley and Abendschan for their service.

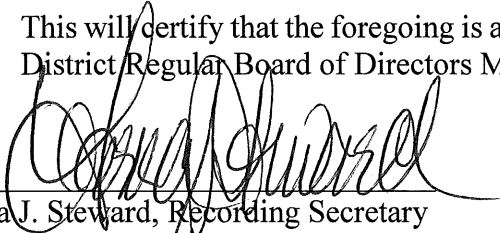
8.0 ADJOURN MEETING

Director Darbro made a motion to adjourn the meeting. The motion was seconded by Director Scanlon.

The motion passed with 4-Ayes; President Foster was absent.

The meeting was adjourned at 7:59 p.m.

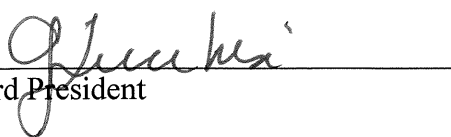
This will certify that the foregoing is a true copy of the discussions during the Aptos Fire Protection District/Regular Board of Directors Meeting held on December 13, 2018, as prepared by me.



Donna J. Steward, Recording Secretary

Dated: 1/14/19


ATTEST:



Board President

Dated: 1/10/19

A/LSFPD REGULAR BOARD MEETING MINUTES
December 13, 2018



Secretary to the Board

Accommodating People with Disabilities: The Aptos/La Selva Fire Protection District does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The District meetings are held in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact the Administration Office at 831-685-6690 at least 72 hours in advance of the meeting to make arrangements. For TDD service the California State Relay Service 1-800-735-2929 will provide a link between the caller and the administrative staff.