

# Aptos/La Selva Fire Protection District

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**FINAL Minutes**

## **Aptos/La Selva Fire Protection District**

### **BOARD MEETING**

**Minutes of March 9, 2017**

**MEETING CALLED TO ORDER AT 7:00 PM BY PRESIDENT SPISAK**

**1.0 ROLL CALL**   PRESENT:       FOSTER, HURLEY, LUCCHESI, SPISAK

                          ABSENT:        ABENDSCHAN

**1.1 INTRODUCTIONS**

FIRE CHIEF JON JONES  
BOARD SECRETARY TRACY NEW  
DIVISION CHIEF TODD SKRABAK  
DIVISION CHIEF SCOTT CULLEN  
FIRE MARSHAL TREVOR DIRKSEN  
ON/OFF DUTY CREWS  
CLEARSOURCE CONSULTANT TERRY MADSEN

### **2.0 PLEDGE OF ALLEGIANCE**

**2.1 FIRE CHIEF JONES WILL PRESENT PERMANENT BADGE #73 TO  
FIREFIGHTER/PARAMEDIC JAMES COLLENDER FOR SUCCESSFUL COMPLETION OF  
PROBATION**

Chief Jones presented the permanent badge to FF/PM James Collender. His wife, Jen Collender, performed the badge pinning. FF/PM Collender thanked his co-workers and his wife for supporting him through the promotional process.

**2.2 FIRE CHIEF JONES WILL PRESENT THE DIVISION CHIEF BADGE TO RECENTLY  
PROMOTED DIVISION CHIEF SCOTT CULLEN**

Chief Jones presented the Division Chief badge to DC Scott Cullen.

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*A brief recess from 7:10 PM to 7:20 PM commenced post-ceremony, for visiting attendees to congratulate awardees and exit meeting, if desired.*

**3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC**

3.1 ORAL COMMUNICATIONS: None.

3.2 WRITTEN COMMUNICATIONS: Written communications included a LAFCO Agenda and supplemental budget planning information from the March 1, 2017 meeting, a letter from the Mayor of Capitola to Central and Aptos/La Selva Board of Directors in support of a study into future partnership and/or merger possibilities, and a Community Enhancement Award from the Chamber of Commerce, thanking the District for their service during the 2017 winter storm activity.

**4.0 CONSENT AGENDA**

4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2017

4.2 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 23, 2017

4.3 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF FEBRUARY 1, 2017 THROUGH FEBRUARY 28, 2017

4.4 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END

4.5 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

**On motion by Director Lucchesi, seconded by Director Hurley, that Consent Agenda Items 4.1 through 4.4 be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Foster, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Abendschan</b>

**5.0 ITEMS REMOVED FROM CONSENT AGENDA:** None

**6.0 UNFINISHED BUSINESS**

6.1 MOTION TO APPROVE FIRE CHIEF'S SALARY INCREASE IN ACCORDANCE WITH EMPLOYMENT CONTRACT

President Spisak asked for a motion to approve the raise discussed at the last regular Board Meeting, per Fire Chief's employment contract, to become effective as of October 21, 2016.

**On motion by Director Foster, seconded by Director Hurley, that Agenda Item 6.1, "To Approve Fire Chief's Salary Increase in Accordance with Employment Contract", be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Foster, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Abendschan</b>

**7.0 NEW BUSINESS**

7.1 PRESENTATION AND DISCUSSION OF USER AND REGULATORY FEE STUDY

Fire Marshal Dirksen presented the results of the User and Regulatory Fee Study, and invited questions from the Board. ClearSource Financial Consulting consultant Terry Madsen attended, and gave a detailed PowerPoint presentation on the initial findings. The last fee study was done in 1993, with a 0% increase in fees since the study, resulting in under-recovery of services rendered. Comparisons with other local agencies were included in the study, and changes to re-inspection, false alarm and plan check service fees were recommended. Mr. Madsen invited commentary from the Board, and stated that once a proposed Fee Schedule was compiled based on this input, a Public Hearing would be scheduled during the next regular board meeting on April 6, 2017, to notify and obtain feedback from the public on the proposed changes. If adopted, the new fee schedule would be effective July 1, 2017.

Director Hurley inquired as to the citation authority already in place. FM Dirksen stated that, while the District does have a resolution in place allowing the issuance of citations, he considers the schedule of actual costs a better tool for enforcement. Ideally, citations would not be needed.

Director Hurley asked an increased cost for burn permits would discourage residents from getting rid of growth. FM Dirksen stated that a large issue during backyard burn season is the amount of false calls the District responds to for those burning illegally or not within the guidelines specified on the permits. He voiced support of potentially replacing burn permits in the future with a Green Waste recycling program that does not involve burning. Per Fire Marshal Dirksen, no new fees would be added or removed with the approval of this fee schedule.

Discussion only – no action taken.

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7.2 MOTION TO APPROVE DISTRICT VOTE ON ELECTION FOR ONE SPECIAL DISTRICT REGULAR LAFCO BOARD POSITION AND ONE SPECIAL DISTRICT ALTERNATE LAFCO BOARD POSITION

Fire Chief Jones presented the candidates for the LAFCO Board positions available, and directors discussed their qualifications. After discussion, a motion was made to select Jim Anderson for the regular LAFCO Board position, and Rachél Lather as the alternate LAFCO Board position.

**On motion by Director Foster, seconded by Director Hurley, that Agenda Item 7.2, “Motion to Approve District Vote on Election for One Special District Regular LAFCO Board Position, Jim Anderson, and One Special District Alternate LAFCO Board Position, Rachél Lather,” be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Foster, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Abendschan</b>

**8.0 STANDING REPORTS**

8.1 BOARD OVERSIGHT INQUIRY: Director Hurley asked if Fire Chief Jones could include an update at the next regular Board Meeting on the situation with the Valencia Road closure. Fire Chief Jones planned to update the board as part of his Fire Chief’s report, and will answer any further questions at the next regular Board Meeting as well.

8.2 FIRE CHIEF’S REPORT: Chief Jones reviewed his staff report, detailing the large amount of storm calls and severe storm-related damage to roadways (including Valencia, Valencia School Road, Trout Gulch and other crucial roadways). The Fire Chief and Supervisor Friend have attended a number of public meetings to discuss recovery and access issues to the affected areas.

DC Skrabak has been working with Liebert Cassidy Whitmore to identify the need for Fire Management Training. All Chief Officers, Director of Business Services New and Fire Chief Jones will be attending a Fire Management Training Academy in San Ramon, CA.

8.3 DIVISION CHIEF OF TRAINING REPORT: Division Chief Skrabak gave his report, including a 5-year analysis of injuries reported from employees. On average, the District gets about 7 injuries reported per year. The report showed that while the number of injuries remained consistent with past years, the amount of time lost in work hours was significantly less. Preventative safety measures have had a positive effect on the severity of injuries. Director Lucchesi asked questions regarding Workers Comp and OSHA reporting procedures, which were answered by Division Chief Skrabak and Director of Business Services New.

8.4 DIVISION CHIEF OF OPERATIONS REPORT: Division Chief Cullen gave his report, including upcoming computer upgrades to improve Emergency Medical Services, SC911 upgrades, a new

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CAD system, and upgrades to improve communication via networked mobile devices/iPads. The changes should save time when completing Patient Care Reports and incident reports for calls.

- 8.5 DIRECTOR OF BUSINESS SERVICES REPORT: Director of Business Services New gave her report, including the GASB68 evaluation report (currently in process), annual audit progress for Fiscal Year 2015/16, Fiscal Year 2017/18 Preliminary Budget progress, Capital Improvement Plan, Insurance risk assessment/audit by carrier, possible changes to insurance/health benefits, and temporary staffing options available for the Administration Office.
- 8.6 REPORT FROM FIREFIGHTERS' LOCAL 3535: None.
- 8.7 REPORT FROM CHIEF OFFICERS ASSOCIATION: Association President Skrabak met with Board Directors individually prior to the regular meeting, and thanked the Directors for taking the time to meet with him.

**9.0 CLOSED SESSION 8:20 PM**

- 9.1 PUBLIC COMMENTS ON CLOSED SESSION AGENDA
- 9.2 CONFERENCE WITH LABOR NEGOTIATORS  
Employee Organization: Firefighters Union Local 3535
- 9.3 CONFERENCE WITH LABOR NEGOTIATORS  
Employee Organization: Chief Officers' Association
- 9.4 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Tracy New v. Aptos/La Selva Fire Protection District, Aptos/La Selva Local 3535 IAFF, Division Chief Mike Conrad, and Division Chief Trevor Dirksen; DFEH Case Number 724824-199474, filed September 16, 2016.

**10.0 RETURN TO OPEN SESSION 9:54 PM**

- 10.1 REPORT FROM CLOSED SESSION

Item 9.1, no public comments made.


Item 9.2, the Board met with the District labor negotiator, and gave direction to continue negotiations.

Item 9.3, the Board met with the District labor negotiator, and gave direction to continue negotiations.

Item 9.4, the Board gave direction to attorney regarding existing litigation.

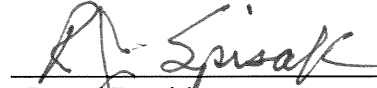
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**11.0 ADJOURN MEETING:** 10:00 PM



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Secretary to the Board



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Board President