

# Aptos/La Selva Fire Protection District

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**FINAL Minutes**

## Aptos/La Selva Fire Protection District

### BOARD MEETING

**Minutes of June 9, 2016**

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

*Note: Director Foster arrived at 7:08 PM*

**1.0 ROLL CALL**    PRESENT:    ABENDSCHAN, FOSTER, HURLEY, SPISAK,  
WEATHERFORD

ABSENT:    NONE

1.1    INTRODUCTIONS                      FIRE CHIEF JON JONES  
BOARD SECRETARY TRACY NEW  
DIVISION CHIEF TODD SKRABAK  
CAPTAIN RYAN PETERS

#### **2.0 PLEDGE OF ALLEGIANCE**

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

3.1    WRITTEN COMMUNICATIONS: Written communications included a thank-you letter for a recent emergency response, an article in the LSBIA Beachcomber about the Local 3535 Pancake Breakfast on May 1, 2016, and a letter from the Santa Cruz County Hazardous Materials Interagency Team regarding continued funding for FY2016-2017.

3.2    ORAL COMMUNICATIONS: None.

#### **4.0 CONSENT AGENDA**

4.1    MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF MAY 12, 2016

4.2    MOTION TO APPROVE CLAIMS DISBURSEMENTS OF MAY 1, 2016 THROUGH MAY 31, 2016

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- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 MOTION TO APPROVE DISBURSEMENT TO SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP IN THE AMOUNT OF \$435,811.00 FOR THE FY2016-17 WORKERS' COMPENSATION INSURANCE PREMIUM
- 4.5 MOTION TO APPROVE DISBURSEMENT FOR THE FY2016-17 DISTRICT INSURANCE COVERAGES TO KBK INSURANCE AGENCY IN THE AMOUNT OF \$32,746.00 FOR THE ANNUAL PREMIUM COST
- 4.6 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

**On motion by Director Abendschan, seconded by Director Spisak, that Consent Agenda items 4.1, 4.2, 4.3, 4.4 and 4.5 be approved as submitted was approved by the following vote:**

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

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

**6.0 UNFINISHED BUSINESS**

- 6.1 MOTION TO APPROVE THE FY2016-17 PRELIMINARY BUDGET

Fire Chief Jones and Director of Business Services Tracy New gave an overview of the FY2016-17 Preliminary Budget. Directors discussed the details of the budget and completed the review, with no alterations requested.

**On motion by Director Foster, seconded by Director Weatherford, that Agenda item 6.1, "To Approve the FY2016-17 Preliminary Budget", be approved as submitted was approved by the following vote:**

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

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6.2 ANNUAL REVIEW OF BOARD OF DIRECTORS' POLICY AND PROCEDURES MANUAL

President Hurley stated that, as of the last regular Board Meeting, no further suggestions for revision or additions were made. Review was completed, with no alterations made.

6.3 MOTION TO AWARD CONTRACT TO L. N. CURTIS AND AUTHORIZE THE FIRE CHIEF TO SIGN AGREEMENT TO PURCHASE OF EXTRICATION TOOLS AND ACCESSORIES IN THE AMOUNT OF \$73,445.46

Chief Jones reviewed the results of the bid process for the purchase of new extrication tools and accessories. A single bid for \$73,445.46 was received. The bid was slightly over the previously budgeted amount of \$73,000. Upon evaluation of the proposal, the bidder was found to be fully qualified as a "responsible bidder" per District purchasing policy. Director Abendschan inquired as to the frequency of use for the tools in question. Fire Chief Jones stated that the District responds to a large amount of vehicle accidents, so the tools could be used up to 12 or more times a month. Captain Ryan Peters confirmed this was the case, adding that the last 4 days he worked, 4 accidents were responded to from their station.

**On motion by Director Weatherford, seconded by Director Spisak, that Agenda item 6.3, "To Award Contract to L. N. Curtis and Authorize Fire Chief to Sign Agreement to Purchase of Extrication Tools and Accessories in the Amount of \$73,445.46", be approved as submitted was approved by the following vote:**

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

**7.0 NEW BUSINESS**

7.1 MOTION TO AUTHORIZE THE FIRE CHIEF TO FILL ANTICIPATED VACANCY DUE TO EMPLOYEE RETIREMENT

Fire Chief Jones spoke regarding the need to fill anticipated vacancies due to retirements. Directors, along with representatives from Local 3535 and the Chief Officers discussed whether firefighters or firefighter/paramedics would be preferred to fill vacancies. After input from Directors, Local 3535 President Captain Peters and Division Chief Skrabak on this issue, President Hurley suggested adding a further discussion of future paramedic & firefighter positions and voting on the motion as presented this month.

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**On motion by Director Abendschan, seconded by Director Spisak, that Agenda item 7.1, “To Authorize The Fire Chief to Fill Anticipated Vacancy due to Employee Retirement”, be approved as submitted was approved by the following vote:**

**Ayes: Abendschan, Foster, Hurley, Spisak, Weatherford**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

**7.2 MOTION TO AUTHORIZE FIRE CHIEF TO EXTEND DIVISION CHIEF ELIGIBILITY LIST FOR ONE ADDITIONAL YEAR**

Fire Chief Jones recommended extending the Division Chief Eligibility List, compiled in July 2014, due to two of the three potential candidates needing time to complete the training and qualifications needed to apply prior to testing. Director Abendschan asked what staffing options would be in the event of an unanticipated injury or retirement. Fire Chief Jones stated that, in that event, the currently eligible candidate would be offered the Division Chief position.

**On motion by Director Foster, seconded by Director Weatherford, that Agenda item 7.2, “To Authorize The Fire Chief to Extend Division Chief Eligibility List for One Additional Year”, be approved as submitted was approved by the following vote:**

**Ayes: Abendschan, Foster, Hurley, Spisak, Weatherford**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

**7.3 MOTION TO APPROVE REQUEST FOR PROPOSAL FOR LABOR NEGOTIATOR AND MOVE FORWARD WITH RFP**

Fire Chief Jones presented the draft Request for Proposal for a qualified Labor Negotiator for the District. After questions from the Board were answered, with no comments received from the public, motion was made to approve.

**On motion by Director Weatherford, seconded by Director Abendschan, that Agenda item 7.3, “To Approve Request for Proposal for Labor Negotiator and Move Forward with RFP”, be approved as submitted was approved by the following vote:**

**Ayes: Abendschan, Foster, Hurley, Spisak, Weatherford**  
**Noes: None**  
**Abstain: None**  
**Absent: None**

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7.4 MOTION TO ACCEPT AND FILE THE FY2014-15 AUDITED FINANCIAL STATEMENTS

Director of Business Services New reviewed the draft FY2014-15 Audited Financial Statements. President Hurley requested Director of Business Services New email the letter from the auditor regarding GASB 68 to the Board of Directors, and post it as an attachment to the financial statements published on the District website.

**On motion by Director Foster, seconded by Director Abendschan, that Agenda item 7.4, “To Accept and File the FY2014-15 Audited Financial Statements”, be approved as submitted was approved by the following vote:**

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

**8.0 STANDING REPORTS**

8.1 BOARD OVERSIGHT INQUIRY: None.

8.2 FIRE CHIEF’S REPORT:

Fire Chief Jones reviewed the Standards of Response Coverage Analysis, as further detailed in graphs/data from the new Emergency Reporting system.

Community Risk Reduction: From 6/13/16 to 6/24/16, Chief Jones will be attending the National Fire Academy course, “Executive Analysis of Community Risk Reduction”, in Emmitsburg, Maryland. The course is designed to enhance skills needed by executive fire officers to implement and lead community risk-reduction initiatives.

Firefighter & Firefighter/Paramedic Recruitment: The application deadline has passed for the current round of hiring for Firefighters and Firefighter/Paramedics. Out of all applications received, 95 candidates were accepted (48 rejected), to move forward to the written test portion of the recruitment. After testing, the top applicants will proceed to the interview process.

8.3 REPORT FROM FIREFIGHTERS’ LOCAL 3535: New Local 3535 President, Captain Ryan Peters, introduced himself to the Board and outlined his past and current service to the District and hopes for future collaboration and discussion with the Board. He also stated that the Local 3535 wished to recognize Erin Collins, for her 16+ years of service to the District.

8.4 REPORT FROM CHIEF OFFICERS’ ASSOCIATION: Division Chief Todd Skrabak, filling in for Division Chief Conrad, wished to acknowledge Erin Collins for her 16 years of service to the District, and congratulate Captain Peters for his new position as Local 3535 President.

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**9.0 CLOSED SESSION: 8:00 PM**

9.1 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE/COMPAINTS/CHARGES

9.2 EVALUATION OF PERFORMANCE – FIRE CHIEF

**10.0 RETURN TO OPEN SESSION: 8:57 PM**

10.1 REPORT OUT OF CLOSED SESSION: 8:57 PM

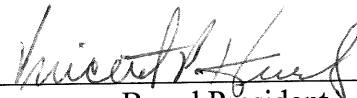
Item 9.1 – The Board gave direction to the Board President.

Item 9.2 – No action taken.

**11.0 ADJOURN MEETING: 8:58 PM**



Secretary to the Board



Board President