

Aptos/La Selva Fire Protection District

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FINAL Minutes

Aptos/La Selva Fire Protection District

BOARD MEETING

Minutes of July 14, 2016

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

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
DIVISION CHIEF MIKE CONRAD
LOCAL 3535 PRESIDENT RYAN PETERS
FIREFIGHTER MATT GARCIA & FAMILY
ON-DUTY CREWS & OFF-DUTY PERSONNEL

2.0 PLEDGE OF ALLEGIANCE

2.1 Fire Chief Jones presented a Commendation & Lifesaving Award to Firefighter Matt Garcia, commending him on his recent actions to help save a drowning citizen. In addition to a large number of co-workers and family, the patient he saved attended the presentation as well to personally thank him for his actions.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 ORAL COMMUNICATIONS: None.

3.2 WRITTEN COMMUNICATIONS: Written communications included a thank-you letter from the City of Salinas for District personnel participation in the Dick Bruhn fire. Also included was a survey and letter from LAFCO. Directors briefly discussed the correspondence from LAFCO and gave input on future correspondence. President Hurley offered to work with Fire Chief Jones to draft a letter to LAFCO regarding their survey. Fire Chief Jones also offered to call LAFCO to

A/LSFPD BOARD MEETING MINUTES

July 14, 2016

discuss the timeline for input on the survey. A letter will be presented in time for the August 3, 2016 LAFCO meeting.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF JUNE 9, 2016
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF JUNE 1, 2016 THROUGH JUNE 30, 2016
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 MOTION TO APPROVE RESOLUTION 8-16 "RESOLUTION FOR ASSESSED COSTS FOR ABATEMENT OF WEEDS AND NUISANCES TO BE COLLECTED ON THE TAX ROLL"
- 4.5 MOTION TO ADOPT VANTAGE TRUST II AND TRANSFER ASSETS FOR RETIREE HEALTH SAVINGS (RHS) ACCOUNTS
- 4.6 MOTION TO APPROVE DISBURSEMENT TO SANTA CRUZ REGIONAL 9-1-1 IN THE AMOUNT OF \$41,651.50 FOR THE FIRST HALF FY2016-17 SERVICE FEE
- 4.7 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

On motion by Director Weatherford, seconded by Director Abendschan, that Consent Agenda Items 4.1, 4.2, 4.3, 4.4, 4.5 & 4.6 be approved as submitted, was approved by the following vote:

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

5.0 ITEMS REMOVED FROM CONSENT AGENDA: None

6.0 UNFINISHED BUSINESS

- 6.1 DISCUSSION AND REVIEW OF LABOR NEGOTIATOR PROPOSALS

President Hurley offered to work on a committee to review the submitted proposals for a Labor Negotiator. Directors Foster & Weatherford joined the proposed committee as well. Ad hoc committee is President Hurley and Director Foster.

July 14, 2016

Local 3535 President Ryan Peters expressed concern over the Districts use of a Labor Negotiator.

President Hurley will report back at the next regular Board Meeting. Discussion only - no action taken.

7.0 NEW BUSINESS

7.1 BIENNIAL REVIEW OF AND MOTION TO APPROVE THE DISTRICT'S CONFLICT OF INTEREST CODE

Director of Business Services Tracy New presented the proposed edit of the District's Conflict of Interest Code to be filed with Santa Cruz County, which included a change in position title from Business Manager to Director of Business Services for one designated member.

On motion by Director Weatherford, seconded by Director Abendschan, that Item 7.1, to Approve the Districts Conflict of Interest Code as Amended, be approved as submitted, was approved by the following vote:

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

7.2 DISCUSSION AND MOTION TO APPROVE JOB DESCRIPTIONS FOR CAPTAIN, FIREFIGHTER, FIREFIGHTER/PARAMEDIC, AND ADMINISTRATIVE ASSISTANT

Fire Chief Jones presented updated Job Descriptions for the positions of Captain, Firefighter, Firefighter/Paramedic and Administrative Assistant, after researching, reviewing with staff and receiving feedback on changes. A number of Union members gave input into the proposal to change the desired job qualifications when promoting and recruiting for the position of Captain.. After further discussion, the motion was made to table the approval of the Captain Job Description until the next regular Board Meeting in order to gain more input on the issue and voted to approve only the Job Descriptions for Firefighter, Firefighter/Paramedic and Administrative Assistant.

On motion by Director Weatherford, seconded by Director Abendschan, that Amended Item 7.2, to Approve the Job Descriptions for Firefighter, Firefighter/Paramedic and Administrative Assistant, be approved as submitted, was approved by the following vote:

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

7.3 REVIEW AND DISCUSSION OF 2016 FIRE CODE ADOPTION SCHEDULE

A/LSFPD BOARD MEETING MINUTES

July 14, 2016

Fire Chief Jones reviewed the timeline and process of approval for the 2016 Fire Code Adoption. Former Fire Marshal Jim Dias, through CSG Consulting, is assisting in the process. Discussion only – no action taken.

7.4 MOTION TO AUTHORIZE THE FIRE CHIEF TO HIRE A PART TIME ACCOUNTING SPECIALIST DUE TO EMPLOYEE RESIGNATION

Fire Chief Jones recommended hiring a temporary part time Accounting Specialist, to process Accounts Payable and Payroll for the District. Reallocating the Accounts Payable and Payroll processing to this position would allow the current Administrative Assistant to further assist Prevention, Training and Operations in a larger capacity, until a Master Plan is developed. The Master Plan will help the District decide the most effective permanent Administrative staffing needs.. Director Spisak asked if the option to hire different positions could be brought forward at a future Board Meeting. Fire Chief Jones stated that future staffing suggestions could be brought forward at future meetings.

On motion by Director Foster, seconded by Director Weatherford, that Item 7.4, to Authorize the Fire Chief to Hire a Part-Time Accounting Specialist Due to Employee Resignation, be approved as submitted, was approved by the following vote:

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

7.5 MOTION TO APPROVE \$1,329,017.00 ANNUAL LUMP SUM PAYMENT FOR THE CALPERS CLASSIC SAFETY PLAN EMPLOYER UNFUNDED ACCRUED LIABILITY CONTRIBUTION AMOUNT FOR THE 2016/17 FISCAL YEAR

Director of Business Services Tracy New reviewed the options for payment on the District’s CALPERS Classic Safety Plan Employer Unfunded Accrued Liability Contribution. An annual lump sum payment of \$1,329,017.00 could be made, rather than paying 12 monthly installments of \$114,829.47. Paying in one lump sum would save the District \$48,936.64.

On motion by Director Abendschan, seconded by Director Weatherford, that Item 7.5, to Approve \$1,329,017 Annual Lump Sum Payment for the CALPERS Classic Safety Plan Employer Unfunded Accrued Liability Contribution, be approved as submitted, was approved by the following vote:

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

8.0 STANDING REPORTS

A/LSFPD BOARD MEETING MINUTES
July 14, 2016

8.1 BOARD OVERSIGHT INQUIRY: None.

8.2 FIRE CHIEF'S REPORT:

Fire Chief Jones reviewed his monthly report.

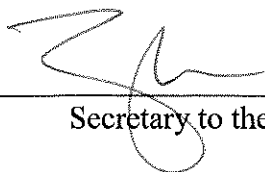
This fire season has been one of the most dangerous fire seasons on record. Recent feedback from CalFIRE shows that both a large amount of dead trees due to multiple years of drought and tall grasses due to the very recent rains are contributing to this danger. On May 22, 2016, District personnel responded to the Metz Fire in Soledad. On June 4, 2016, District personnel responded to the Coleman Fire in Monterey County. Reimbursement is being sought to cover Strike Team assignments, which to date includes \$183,859.04 in staffing and overtime fees. Director Spisak asked that the names of personnel activated to Strike Teams be listed in his future Strike Team activity reports.

FF/PM Recruitment: On July 19-20, 2016 the top 20 candidates from the application/testing process will come in for interviews. Once a background investigation is completed on the top candidate, the position open due to a recent retiree will be filled. The remaining top candidates will stay on the hiring list for two years, to fill future anticipated positions.

8.3 REPORT FROM FIREFIGHTERS' LOCAL 3535: Local 3535 President & Captain Ryan Peters congratulated Firefighter Ray Welch on his retirement, after 45 years of service. A celebration of his service is currently being planned. President Peters has met individually with Board Directors, and found it to be a good experience. He read a prepared statement, stressing the importance of communication between the leadership of the District and personnel.

8.4 REPORT FROM CHIEF OFFICERS' ASSOCIATION: Division Chief Mike Conrad reported that A-shift has responded to a number of wildland fires that came very close to homes. He thanked the Board for allowing the purchase of the new hydraulic rescue tools, some of which are now ready for use. Training on the use of these new tools is being planned for the near future. Directors Spisak & Abendschan expressed interest in watching the training planned for the use of these new tools. He also shared a 1993 news article regarding legal issues that arose in the past with Labor Negotiations, and ask that the current Board Members consider past experience when considering the hiring of a Labor Negotiator.

9.0 ADJOURN MEETING: 8:51 p.m.



Secretary to the Board



Board President