

# Aptos/La Selva Fire Protection District

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## MINUTES

### Aptos/La Selva Fire Protection District

#### Regular Board Meeting

Thursday, May 10, 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](http://www.aptosfire.com) and at the District's Administrative Office during business hours.

#### 1.0 ROLL CALL ABENDSCHAN, FOSTER, HURLEY, LUCCHESI, SPISAK

1.1 INTRODUCTIONS: FIRE CHIEF AARON LOWE  
BOARD SECRETARY TRACY NEW

#### 2.0 PLEDGE OF ALLEGIANCE

President Foster called the meeting to order at 7:01 p.m., and asked everyone in attendance to join him in saluting the flag. In attendance were Directors Abendschan, Hurley, Lucchesi, and Spisak. Fire Chief Lowe and Board Secretary New were also present.

#### 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

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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 were none.

### 3.2 WRITTEN COMMUNICATIONS

President Foster made mention of a nice letter from Ventura Fire, news articles regarding the District's new Fire Chief, and information from CalPERS.

### 4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF APRIL 12, 2018 (Recommended by Board Secretary New).
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF APRIL 1, 2018 THROUGH APRIL 30, 2018 (Recommended by Director of Business Services New).
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END (Recommended by Director of Business Services New).
- 4.4 MOTION TO APPROVE RESOLUTION 5-18 "RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION" (Recommended by Director of Business Services New).
- 4.5 MOTION TO APPROVE RESOLUTION 6-18 "TEMPORARY TRANSFER OF FUNDS" (Recommended by Director of Business Services New).
- 4.6 MOTION TO DECLARE 2001 PIERCE PUMPER AS SURPLUS PROPERTY
- 4.7 PUBLIC COMMENT ON CONSENT AGENDA ITEMS?

Director Abendschan advised that he wished to have a discussion regarding Item 4.6.

Director Abendschan made a motion to approve Consent Agenda Items 4.1, 4.2, 4.3, 4.4, 4.5 and 4.7. The motion was seconded by Director Hurley.

**The motion passed with 5-Ayes.**

Director Abendschan inquired about the history and life of the 2001 Pierce Pumper. Chief Cullen advised that E7 was bought in 2001 along with E6; that although it is the newer of the two, it has the most miles and the most issues; advised that the hope is that the apparatus will have a life span of 10 years in service

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and 10 years in reserve service; advised that it is an all-steering Pumper; advised that the tank only holds 500 gallons and most departments desire a larger tank; advised that Captain Korver had done research regarding possible brokers, a possible sale price, and whether to sell the Pumper versus donating it. Chief Lowe advised that depreciation of apparatus goes fast these days, and that a lot of the apparatus isn't making it to 20 years any more.

Director Abendschan made a motion to approve declaring the 2001 Pierce Pumper as surplus. The motion was seconded by Director Spisak.

**The motion passed with 5-Ayes.**

### **5.0 ITEMS REMOVED FROM CONSENT AGENDA**

There were none.

### **6.0 UNFINISHED BUSINESS**

6.1 CONVENE PUBLIC HEARING REGARDING WEED ABATEMENT (Recommended by Division Chief Dirksen).

Chief Dirksen advised that there are approximately 170 vacant parcels in the District; advised that they have received about a dozen requests for the District to do the weed abatement on their property – the cost of which will be reflected on the owner's tax assessment bill.

6.2 MOTION TO APPROVE RESOLUTION 7-18 "ABATEMENT AND REMOVAL OF WEEDS" (Recommended by Division Chief Dirksen).

Director Spisak made a motion to approve Resolution 7-18, Abatement and Removal of Weeds, and waived a reading of the Resolution. The motion was seconded by Director Lucchesi.

**The motion passed with 5-Ayes.**

### **7.0 NEW BUSINESS**

7.1 REVIEW OF FY2018-19 PRELIMINARY BUDGET (Recommended by Fire Chief Lowe).

Ms. New gave an overview of the Preliminary Budget; advised that she will have better numbers in a couple of months; advised that the Capital Improvement Plan is a large component in the Preliminary Budget, and she recommended a possible study session to discuss the Capital Improvement Plan; and, advised that an assessment of the District's properties would be a good idea so that the District could develop a plan regarding repairs, etcetera. Director Hurley advised that if there was going to be a study session, he believed that Ms. New should give a presentation regarding the PERS liability, as she has been monitoring all of the changes very closely. Discussion ensued. Ms. Pannebecker addressed the Board and inquired about when the new apparatus was going to be purchased, why it took so long to move towards getting new radios, and whether the needs of the District are decided by priority or finances.

It was decided that discussion of a study group date would be revisited at the next Board meeting, in hopes that the report from ESCI will have been received, since it will contain some strategic suggestions.

**7.2 DISCUSSION AND APPROPRIATE MOTION REGARDING ADDITIONAL FIRE INSPECTOR POSITION (Recommended by Fire Chief Lowe).**

Chief Dirksen gave an overview of the efforts to provide additional services, as well as the cost savings with regard to plan checks (currently being done by an independent contractor); gave an overview of the recruitment process that had occurred with Central Fire Protection, and mentioned that Central would be hosting this new position and the individual's time would be split 50/50 between Aptos and Central; and, mentioned that one of the candidates, if still available, would be an asset to Aptos and Central, as she had a lot of plan check experience and was currently working for the City of Milpitas. Discussion ensued, and included Director Hurley's concern that other agencies weren't sharing in the use of an additional Fire Inspector; suggested a broader look at the prevention program since the need for plan checks and public education is an issue countywide; and, mentioned that Central is a larger district, so he had concerns about the 50/50 split. Chief Lowe advised that the details of the additional shared inspector needed to be fine-tuned; that having an additional inspector would reduce risks in the community through inspections and plan checks; advised that he believed the shared services to be an excellent opportunity, especially since Central and Aptos work well together and share the same fire codes.

Director Lucchesi made a motion to give direction to staff to proceed with putting together a contract for an additional Fire Inspector position to be shared with Central Fire Protection District and for the Board to consider at the next Regular Board Meeting. The motion was seconded by Director Abendschan.

**The motion passed with 5-Ayes.**

**7.3 DISCUSSION AND APPROPRIATE MOTION TO: (1) APPROVE THE PURCHASE OF ONE NEW WATER TENDER; (2) APPROVE THE NEW WATER TENDER DESIGN SPECIFICATION; (3) AUTHORIZE THE PURCHASE CONTRACT; AND (4) AUTHORIZE THE DISBURSEMENT OF SUCH FUNDS ON A PREPAYMENT BASIS (Recommended by Fire Chief Lowe).**

Division Chief Cullen advised that three different options were explored, and that staff was recommending Option 3, as it provided for step payments as opposed to a full prepayment, would allow changes to be made while the apparatus is being built; and, advised that the apparatus was being built in South Dakota. Director Hurley inquired about it being a 2-door. Chief Cullen then confirmed that it is for two people, as it is a support piece of equipment and gave an explanation of staffing for a Water Tender.

Director Hurley made a motion to approve the purchase of a new Water Tender following Option 3, approve the new Water Tender design specification, authorize the Purchase Contract, and authorize the Disbursement of such funds as delineated in Option 3. The motion was seconded by Director Spisak.

**The motion passed with 5-Ayes.**

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7.4 MOTION TO AWARD CONTRACT FOR PURCHASE OF MOBILE RADIOS AND ACCESSORIES (Recommended by Division Chief Cullen).

Chief Cullen advised that an RFP went out and the District received three bids; advised that staff was recommending the bid from Metro Mobile Communications in the amount of \$44,549.54; advised that the company's references had been confirmed and that Santa Cruz City had used them before; and, advised that the new radios have more channels. Chief Lowe advised that the radios were an upgrade to meet the state and federal requirements, as well as remain interoperable during mutual aid responses. Discussion ensued regarding prices, the discount from Metro Mobile Communications, warranties, and the capabilities of the radios.

Ms. Steinbruner addressed the Board, advising that she is concerned about the radios working properly in remote areas.

Director Abendschan made a motion to award the contract for purchase of mobile radios and accessories to Metro Mobile Communications in the amount of \$44, 549.54. The motion was seconded by Director Spisak.

**The motion passed with 5-Ayes.**

7.5 MOTION TO APPROVE THE SELF CONTAINED BREATHING APPARATUS (SCBA) SPECIFICATIONS AND PROPOSED BID AND PURCHASE PROCESS (Recommended by Division Chief Cullen).

Chief Cullen advised that the grant process was unsuccessful; advised that to upgrade the SCBAs was going to be \$301,542.68; and, advised that there is usually a surplus market for SCBAs.

Director Spisak made a motion to approve the Self Contained Breathing Apparatus Specifications and Proposed Bid and Purchase Process. The motion was seconded by Director Hurley.

**The motion passed with 5-Ayes.**

7.6 DISCUSSION AND APPROPRIATE MOTION REGARDING A FACILITIES CONDITION ASSESSMENT (Recommended by Director Abendschan).

Director Abendschan advised that he, Ms. New and Division Chief Dirksen toured all the District's buildings with an architect. Ms. New advised that since a large piece of the District's budget is the Capital Improvement Plan, that staff was recommending that the District engage the services of Terracon and Shah Kawasaki Architects at a cost of \$16 to \$17,000 if a seismic report is not included, and \$27,000 with a seismic report; advised that the assessment would be to identify routine and/or deferred maintenance, systemic deficiencies, remaining useful life of all major building systems, capital replacement needs, provide a prioritized list of repairs, and a total building replacement cost. Chief Lowe advised that the assessment will assist the District by providing a list of priorities and how to spend District funds wisely. Discussion ensued, to include Ms. Pannebecker inquiring if there had ever been a report done before, and Ms. Steinbruner pointing out misspellings in one of the proposals, and mentioning her support for keeping

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the crews safe. The Board decided to wait on any further upgrades (referring to the one currently in progress at Station 1) until the assessment report is received.

Director Hurley made a motion to approve the Facilities Condition Assessment. The motion was seconded by Director Lucchesi.

**The motion passed with 5-Ayes.**

### **8.0 STANDING REPORTS**

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

There was no comment.

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

Ms. Steinbruner thanked the Board for the improvements to the District's website and encouraged the Board to reach out and get more input from citizens so that there wasn't a communication breakdown in the future; and, Ms. Pannebecker thanked the Board for the pancake breakfast, and inquired if the meetings were turning out as anticipated.

Discussion ensued to included discussions about Mr. Vitali and Ms. Anderson not being tasked to go out and solicit input from the community; community members should reach out to the Board, the Chief, and staff; and, that the Committee is still working on ways to reach out to more of the community.

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

Chief Lowe advised that this date was his 14<sup>th</sup> day as Chief; advised that the community has been very welcoming and he thanked everyone; advised that the Duty Chief Coverage-Shared Services 90-day Trial with Central Fire Protection District began May 1, 2018, and advised that the start date had been delayed due to a provisioning issue with the CAD system; advised that on April 24, 2018, he and Tracy New had a tele conference with Kurt Latipow and Randall Parr from ESCI, during which the financial assumptions for the feasibility study were presented, and advised that the ESCI draft report should be available in late May or early June; advised that he has participated in the meetings with Administration Staff, Officer Meetings, met with the Fire Chiefs from the Santa Cruz County Fire Chief's Association, and witnessed the Aptos Aquatic Rescue Response Team qualifying and requalifying swim – noting that he was very impressed with their very important skills; advised that on May 3, 2018, five Aptos La Selva Fire Protection District firefighters were honored for their service (Mike Kretsch for 20 years, Zach Wilson for 10 years, Nigel Miller for 10 years, Carl Steinmetz for 5 years, and Dan Hamilton for 5 years); advised that Miguel Rodriguez' badge pinning to Firefighter was placed by Boulder Creek Fire Protection District Fire Chief Kevin McClish; and, advised that he attended the May 6, 2018 Pancake Breakfast, followed by the Aptos

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Chamber of Commerce Board of Directors Meeting on May 7, 2018, as well as the Aptos Chamber of Commerce Breakfast.

### 8.4 REPORT FROM FIREFIGHTERS' LOCAL 3535

Ryan Peters, President of Local 3535 address the Board, thanking them for the improvements at Station 1; thanked the public for their attendance at Board meetings; advised that the Local looked forward to working with Chief Lowe; thanked the Board for the May 3, 2018 Award Ceremony, and apologized for missing it due to a CPF Convention he was attending; advised that Dan Hamilton spearheaded the pancake breakfast and that over 500 people attended; cautioned that wildland fire season has already started; advised that May 27 and 28 and June 5, staff will be conducting the annual fitness test; and, advised that the District is concentrating on wellness for firefighters as well as their families. Ms. Steinbruner advised that she encouraged a focus on wellness.

### 8.5 REPORT FROM CHIEF OFFICERS' ASSOCIATION

There were no comments.

### 8.6 ACCEPT AND FILE DIVISION CHIEF OF TRAINING REPORT

Chief Skrabak advised that there was nothing to report.

### 8.7 ACCEPT AND FILE DIVISION CHIEF OF PREVENTION REPORT

Chief Dirksen advised that Stephanie Barnes had begun working in Fire Prevention, that she is working and training with Central staff, that she is working with Jeremy Gilbert and Carol Wallace to get up to speed on District items, advised that she is a great asset to the agency; advised that the District is working an aggressive defensible space campaign, to include an ad going out to approximately 12,379 households; and, advised that the Station 1 project is on schedule.

Ms. Steinbruner advised that the Santa Cruz County Fire Safe Council is looking for projects, and advised that there is a webinar May 17, 2018 regarding Water, Fire and Wellness. Ms. Pannebecker recommended participation in the Leadership Santa Cruz County to the new Chief.

### 8.8 ACCEPT AND FILE DIVISION CHIEF OF OPERATIONS REPORT

Chief Cullen thanked the Board for approving the new radios, the SCBA equipment, and the Pumper; advised that staff is working through the issues that have arisen with regard to the new CAD system; and, advised that Tim Hornstein is working to get Engine 3511 back into service.

### 8.9 ACCEPT AND FILE DIRECTOR OF BUSINESS SERVICES REPORT

There was no comment.

**9.0 CLOSED SESSION**

9.1 This is the time for members of the public to speak to the Board on items on the closed session agenda. Public comments will only be heard on matters itemized on the Closed Session agenda at this time. The Board will not address any comments but will instead recess into Closed Session

President Foster moved the meeting to Closed Session at 9:01 p.m., having received no comments from the public regarding the Closed Session item.

9.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
In accordance with Section 54957  
Title: Fire Chief

**10.0 RETURN TO OPEN SESSION**

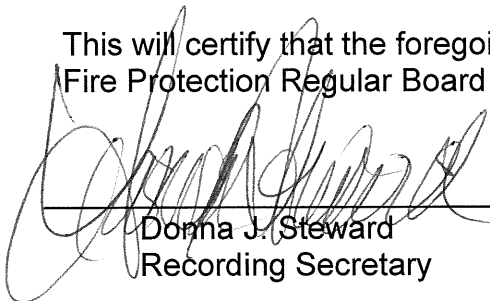
10.1 REPORT FROM CLOSED SESSION

President Foster moved the meeting back to Open Session at 9:58 p.m., and advised that in Closed Session the Board provided evaluation and direction to the Fire Chief.

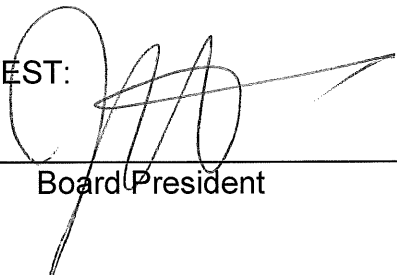
**11.0 ADJOURN MEETING**

The meeting was adjourned at 9:59p.m.

This will certify that the foregoing is a true copy of discussions during the Aptos/La Selva Fire Protection Regular Board Meeting held on May 10, 2018, as prepared by me.

  
\_\_\_\_\_  
Donna J. Steward  
Recording Secretary

Dated: <sup>JUNE 14</sup> May \_\_\_\_\_, 2018

ATTEST:   
\_\_\_\_\_  
Board President

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.