



# Aptos/La Selva Fire Protection District

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Minutes

## Aptos/La Selva Fire Protection District

### SPECIAL BOARD MEETING

Minutes of March 21, 2015

**MEETING CALLED TO ORDER AT 9:15 AM BY PRESIDENT WEATHERFORD**

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

ABSENT: NONE

**2.0 PLEDGE OF ALLEGIANCE**

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

3.1 ORAL COMMUNICATIONS: None.

**4.0 UNFINISHED BUSINESS**

4.1 REPORT OF THE BOARD OVERSIGHT SUBCOMMITTEE

This committee was developed to look into the number of Paramedics vs. Firefighters, Backfill/overtime and Job Descriptions (with focus on role of the proposed Fire Prevention Division Chief replacement or Fire Prevention Division Chief vs. Admin Division Chief).

- **Number of Paramedics:** After some good discussion, the Board agreed that our current 14 paramedics/7 firefighters, while on the high end, was appropriate. The discussion of how we got to 14/7 and our hiring practices led to a better understanding of recruiting in the fire service today and the Board agreed that we should develop a hiring guideline that first seeks to hire most qualified (FF1, Education, Paramedic cert, etc) instead of having a separate FF list and PM list. Chief Jones explained that we currently have several Firefighters with Paramedic certifications who would love to be activated into any

upcoming vacancy in the Paramedic rank. The Board of Directors is supportive of hiring Firefighters with the Paramedic skill set.

- **Action item:** Develop a “hiring” guiding document that will evaluate succession planning in Paramedic rank, assess Firefighters with Paramedic cert’s who desire promotion and develop a hiring candidate pool of the most qualified applicants (most qualified to be defined).
- **Overtime:** The Board and Fire Chief discussed in depth the current cost of Backfill and overtime, which equated to \$707, 000 dollars in Fiscal Year 2013/2014. While there are many reasons why Backfill and OT have risen, the question on the table was; why spend \$700k without an increase in service when we could hire 3 personnel for that cost and provide increased service to our constituents?
  - **Action item:** Continue to evaluate Backfill and program overtime and provide analysis of hiring to increase service, reduce overtime, and provide opportunity for Acting Division Chief.
- **Job Descriptions:** The Board of Directors believes that the current Job Descriptions for Division Chiefs are vague and do not specifically spell out what each individual Division Chief is responsible for, indicating that a generic job description is in place for all.
  - **Action item:** Evaluate role of Division Chief as a Manager – Develop job descriptions for each division, Operations, Training, Fire Prevention. Evaluate a Division Chief rotation between divisions for succession planning.
- **Prop 172:** Director Johnston asked whether he should proceed with his discussions and actions regarding Prop 172 funding as a Board Member or a civilian. After discussion, it was decided that Director Johnston would write a letter to the County Fire Department Advisory Commission, stating that the District would not proceed further on the issue unless specifically asked to by other agencies.

#### 4.2 MOTION TO APPROVE “APTOS/LA SELVA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS’ POLICY AND PROCEDURES MANUAL”

Review of draft policy manual with motion to adopt. For clarity, a few small changes were made to the draft policy, and the Fire Chief was asked to review whether the interim code of conduct is fully included within the adopted policy manual. This defines the Directors role and set boundaries, such as Directors will not visit a Fire Station or interact with staff without the approval of the Board President or Fire Chief.

**On motion by Director Abendschan seconded by Director Hurley, that the “Board of Directors Policy and Procedures Manual” be approved pending review, was approved by the following vote:**

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

PUBLIC COMMENT ON AGENDA ITEMS: Mary Lee commented that no governing body has authority over a member of the public.

## **5.0 NEW BUSINESS**

### **5.1 DEVELOP GOALS FOR THE FIRE DISTRICT**

Discussion on individual Directors goals for District:

- Re-open examination of growth/annexation regionalization of SE portion of the District with focus on roads that enter/leave District
  - Possible annexation of Corralitos Area (Hames Road)
- Increase opportunities for community outreach; CERT, libraries, etc
- Increase development of younger employees/succession plan/internal promotion focus
- Re-evaluate/improve; department org chart, job descriptions, development of officers, provide opportunities via tasks/projects
- Focus on update of Standards Of Cover/Strategic Plan, Job Descriptions, identify new services

The Board used this discussion to focus a couple of goals for the Fire Chief specifically, those goals being; continued organizational clarity through review and updating policies and procedure and personnel development which focuses on; consistent personnel reviews which discuss expectations, updated job descriptions, a personnel skills inventory and succession plan.

### **5.2 DISCUSSION ON DISTRICT GROWTH, ANNEXATION, REGIONALIZATION**

The discussion on Item 5.2 was incorporated into the overall discussion of item 5.1 (see above).

### **5.3 DISCUSSION OF ROLES AND RESPONSIBILITIES OF DISTRICT STAFF**

Due to time constraints, this agenda Item was tabled until further notice. No action taken.

**6.0 CLOSED SESSION**

6.1 PUBLIC EMPLOYEE PERFORMANCE REVIEW

Title: FIRE CHIEF

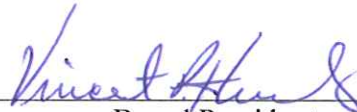
Exit Closed Session 2:40 PM

Report from Closed Session: President Weatherford reported that the Board had a discussion on the metrics for performance criteria of the Fire Chief, and instructed the Fire Chief to provide feedback regarding written goals and performance metrics for those goals, to incorporate into his employment agreement.

**7.0 ADJOURN MEETING: 2:41 PM**



Secretary to the Board



Board President