

**Aptos/La Selva Fire Protection District
Board of Directors
Minutes**

Thursday, January 10, 2019 – 7:00 PM

Administration Office - 6934 Soquel Drive, Aptos, California 95003
Complete Board Meeting packets & Minutes are available on request for review at the
Administration Office, and on the A/LSFPD website.
Call 831-685-6690 or visit: www.aptosfire.com.

1.0 ROLL CALL

1.1 INTRODUCTIONS: FIRE CHIEF/BOARD SECRETARY AARON LOWE

2.0 PLEDGE OF ALLEGIANCE

President Lucchesi called the meeting to order at 7:00 p.m., and asked everyone in attendance to join him in saluting the flag. In attendance were Directors Darbro, Foster, Scanlon and Spisak, along with Chief Aaron Lowe.

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. The Public may have 3 minutes to speak unless granted a longer period by the Board President. No action or discussion shall be taken on any item presented except that any board member may respond to statements made or 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.

A gentleman in the audience wished everyone a Happy New Year.

3.2 WRITTEN COMMUNICATIONS

Director Scanlon advised that LAFCO already has a representative for the Fire Districts, and so they are looking for a candidate from another special district.

There was no discussion.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2018 (Recommended by Fire Chief/Board Secretary Aaron Lowe)
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF DECEMBER 1, 2018 THROUGH DECEMBER 31, 2018 (Recommended by Director of Finance Nancy Dannhauser)
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END (Recommended by Director of Finance Nancy Dannhauser)
- 4.4 MOTION TO APPROVE RESOLUTION 01-19 "WEED ABATEMENT" (Recommended by Interim Deputy Fire Marshal Carol Wallace)
- 4.5 MOTION TO APPROVE DISBURSEMENT TO SANTA CRUZ REGIONAL 9-1-1 IN THE AMOUNT OF \$40,908.00 FOR THE SECOND HALF FY 2018-19 SERVICE FEE (Recommended by Director of Finance Nancy Dannhauser)
- 4.6 PUBLIC COMMENT ON CONSENT AGENDA ITEMS

There was no public comment.

Director Foster made a motion to approve the Consent Agenda. The motion was seconded by Director Scanlon.

The motion passed with 5-Ayes.

5.0 UNFINISHED BUSINESS

There was none.

6.0 NEW BUSINESS

- 6.1 DISCUSSION OF BOARD COMMITTEES MEMBER MAKEUP FOR 2019 (Recommended by Board President Lucchesi)

President Lucchesi advised that Directors have been assigned to Committees and Ad Hocs, and opened the floor for discussion regarding the continuance of the Committees and Ad Hocs, and whether any changes were desired, and gave an overview of the current Committees and Ad Hocs and who the members were:

January 10, 2019

- Community and Government Relations (Foster)
- Operations and Facilities (Lucchesi)
- Labor Relations (Foster and Lucchesi)
- Strategic Plan and Annual Plan (Abendschan)
- Finance, Employee and Health Insurance (Hurley)
- Ad Hoc Committees – Personnel (Abendschan and Foster)
- Labor Management (Foster Lucchesi)
- External Communication(s) with Public (Foster, Lucchesi)

Director Foster suggested that for the most part, the oversight assignments really didn't have any time obligation to them – it was more if there is something that comes up within the realm of those items, that the Director or Directors would advise on or engage on; suggested that it might be beneficial for the Chief to discuss with his administration whether Directors should be assigned, should that be combined with another area - advised that it has been carried over, and advised that he believed that it should be refined a little and have the Chief make some recommendations regarding how advise or consultation should be distributed/set up; suggested that the Ad Hocs aren't permanent and will or can disband; suggested that the Communications Committee met four times last year – the best process moving forward should be discussed if Committees such as that are to continue – consistency, etcetera should be looked at; suggested that staff should come back with suggestions regarding what the Board should adopt or consider – and do that next month. Chief Lowe inquired about Ad Hoc Committees as well, and Director Foster advised yes. Chief Lowe suggested that Board policies also be reviewed and revised. President Lucchesi advised that he agreed with Director Foster. Director Scanlon suggested that as long as the Committees increase the efficiency of the Board, that they should remain. Chief Lowe advised that he and staff will identify what Committees are necessary, including Ad Hoc Committees, to utilize assignment expertise input to increase the efficiencies of the Board.

6.2 DISCUSSION OF SIDE LETTER REGARDING ACTING BATTALION CHIEFS/DUTY CHIEFS IN PROVIDING DUTY COVERAGE FOR THE APTOS/LA SELVA AND CENTRAL FIRE PROTECTION DISTRICTS
(Recommended by Fire Chief Lowe)

Chief Lowe advised that on April 12, 2018 there was discussion and direction to create a side letter to have Aptos/La Selva Division Chiefs provide primary duty coverage when an Acting Battalion Chief was utilized by Central; advised that the model progressed to the creation of an Acting Duty Chief – so that the personnel at Aptos could start gaining that skill set as a Duty Chief, with the end goal of Aptos having an Acting Battalion Chief model – advised that it doesn't seem right that Central would allow our Acting Duty Chiefs to work in their District when Aptos is not allowing Central's Battalion Chiefs to work in Aptos; advised that the Fire Service has a history of getting people certified and qualified – but, there is no vacancy to put a person in that position; and, advised that removing the side

January 10, 2019

letter will enhance the succession planning, the knowledge, skill and ability of the Acting Battalion Chief or Duty Chief or Captains to meet those needs to move forward. A gentleman inquired if there was a process to qualify individuals? Chief Lowe advised that there is a process and that Acting Duty Chief Ryan Peters is to look at the model of a Battalion Chief/Acting Battalion Chief because currently Aptos/La Selva currently does not have the rank of Battalion Chief and Acting Battalion Chief; advised that Aptos is working towards that model – all that Aptos has currently is a model for an Acting Duty Chief; advised that the end goal is to have the Acting Battalion Chief Task Book – have a Battalion Chief rank, but not filled, and fill as needed, depending on what occurs with Mid-Management Functional Consolidation/Shared Services – the end goal is yes, there will be a process. Director Scanlon inquired whether any thought had been given to rotating people through the Acting Battalion Chief position. Chief Lowe advised that once the Administrative responsibilities are set forth by Acting Duty Chief Peters – the needs will be identified – if it is accepted that Aptos should have a Battalion Chief rank within Aptos and the position is put in place with a job description, benefits package, salary, and a position opens up – advised that he wanted to fill the position if it is feasible; advised that if the Acting Battalion Chief Task Book should be initiated, that people can be rotated through – there are numerous ways to fill the position – advised that this can be worked through with the COA and Local 3535 on how that position will be filled – advised that Acting Duty Chief Peters is exploring the option of using the list of individuals that have applied for the position – those that have the seniority and skillset to become Acting Battalion Chiefs – so they too can parallel with what Acting Duty Chief Peters is trying to do and get a broader base insight of what is needed for the Battalion Chief position; advised that there is collaboration with the Battalion Chiefs at Central to get their insight so that there is a well-rounded Task Book that will be completed and there will be four or five people that are working on that as well on a parallel track – once it's completed, there will be depth into the Acting Battalion Chief rank. Director Darbro inquired about the timeline for the process, and Chief Lowe advised “no”; advised that he gave Acting Duty Chief Peters the direction that it is the quality of the assignment verses the length – that it is to be done right. Acting Duty Chief Peters addressed the Board, and advised that he had spent a lot of time recently working with the staff at Central, and the experience and insight he has gotten from the Battalion Chiefs and line staff at Central, is that there are some things that can get done in a couple of months in terms of structure, job descriptions – advised that he has the Acting Chief Officers books from Aptos and the Task Books for the Battalion Chiefs at Central to use as a template and that he will work to blend those together so that if someone is acting they can address both Central's and Aptos' needs appropriately; advised that the personnel at Central are well qualified, highly skilled, intelligent, have a lot of good insight, and Aptos has gained a lot of good direction from them; advised that he feels comfortable confident about working with the parties from Central; advised that one of his goals is to get the staff from Central over to Aptos in some sort of a capacity – that he would work with Chief Lowe regarding the capacity – to get Central staff more involved with Local 3535 as the framework is being built

January 10, 2019

at Aptos. Director Scanlon inquired if there were task books for all the positions – is that the way the fire service is going in Aptos. Chief Lowe advised “yes” – and, advised that in his opinion if you are working with people that are certified and know the position – that is the direction that Aptos is going – not only are the task books being created, but the District is also updating and making sure that best practice is in the task books, including but not limited to, State Fire Marshal requirements and FK10-21.

Director Darbro made a motion to rescind the letter regarding the Acting Battalion Chiefs/Duty Chiefs in providing duty coverage for the Aptos/La Selva and Central Fire Protection Districts. The motion was seconded by Director Scanlon.

The motion passed with 5-Ayes.

- 6.3 MOTION TO RESCIND RESOLUTION NO. 12-18 AND REPLACE IT WITH AN UPDATED RESOLUTION OF THE BOARD OF DIRECTORS OF THE APTOS/LA SELVA FIRE PROTECTION DISTRICT REGARDING EMPLOYMENT BENEFITS AND SALARY RATES FOR UNREPRESENTED EMPLOYEES IN ORDER TO ADD THE CLASSIFICATION OF DEPUTY FIRE MARSHAL AND TO PROVIDE FOR CLARIFICATION AS TO THE BENEFITS AVAILABLE TO PART-TIME AND TEMPORARY EMPLOYEES
(Recommended by Fire Chief Lowe)

There was no public comment.

Chief Lowe advised that the Board had already approved the Resolution that had the unrepresented employees – which was the Director of Business Services and the Administrative Assistants; advised that when the Deputy Fire Marshal was moved to civilian, they should have been added to the unrepresented employees because they are no longer represented by the COA or Local 3535, so the salary schedule that was adopted with the job descriptions was embedded it into the agreement regarding employment and salary benefits for unrepresented employees – and, advised that the benefits package was the same as the other parties got – the goal was to not have a bunch of individual contracts.

Director Scanlon made a motion to Rescind Resolution No. 12-18 and replace it with an updated Resolution of the Board of Directors of the Aptos/La Selva Fire Protection District regarding employment benefits and salary rates for unrepresented employees in order to add the classification of Deputy Fire Marshal and to provide for clarification as to the benefits available to part-time and temporary employees, and waived a reading of the Resolution. The motion was seconded by Director Spisak.

The motion passed with 5-Ayes.

January 10, 2019

**6.4 REVIEW OF GASB 75 VALUATION REPORT AS OF JUNE 30, 2018
(Recommended by Director of Finance Nancy Dannhauser)**

Chief Lowe advised that this is a valuation report from last year's numbers; advised that Ms. Dannhauser is wanting the Board to look at the information and review it; advised that it states what the District's OPEB liability is – how much is owed, how much the District has and what the balance is; advised that it is for review purposes only; and, advised that the District should start prefunding the trust again to 100% of the Actuarially Determined Contribution each year to reduce the unfunded liability that will be reported on the balance sheet and reduce future cash flow requirements and budget dependency; advised that staff could be directed to work with Board members should they have any questions due to the complexity of the matter. Director Darbro inquired about having a workshop on the matter. Discussion ensued. Becky Steinbruner inquired about software that had been discussed in the past that would assist in calculations, and inquired if this report was a result of using the software. Chief Lowe advised that the software had not yet been put in place, and advised that the report in the Board Packet is from June, 2018, and that the software will assist with the numbers.

7.0 STANDING REPORTS

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

President Lucchesi advised that he had nothing to add – the Committee has not met – that it had been a few months since the last meeting. Director Foster suggested that based on the direction given to the Chief under Item 6.1, will provide the Board with insight into what the plans will be going forward for the Committee for 2019.

There was no public comment.

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

Chief Lowe advised that on December 17, 2018, Captain Ryan Peters was assigned to be the Acting Duty Chief, and that he will be identifying the feasibility, both financial and logistical, of a proposed Battalion Chief position on a permanent basis within a shared model between Aptos/La Selva and Central Fire; advised that it has been determined that it was correct to conclude that Aptos La Selva and Central may benefit greatly by sharing middle management positions in an effort to streamline and enhance efficiencies, service and safety; advised that the four areas currently being focused on are (1) identifying the best roles and responsibilities of a Battalion Chief position which will provide enhanced service to the community and line personnel within the Aptos/La Selva Fire Protection District, (2) creating appropriate job descriptions, establishing and validating

January 10, 2019

pertinent task books and job requirements for both permanent and acting Battalion Chief positions, (3) evaluating finances and costs of implementation including salary schedule proposals, and (4) identifying comparable organizational models and networking with outside agencies to identify a best path forward; advised that during scheduled shifts, Acting Duty Chief Peters is working closely with Aptos/La Selva and Central personnel, both safety and non-safety, to work collectively to identify ways to divide and assign labor, close gaps between line personnel and Chief Officers, and to create potential opportunities for job succession and organizational enhancement; advised that staff is currently participating in Outlook 365 training; advised that the updated software should improve collaboration and communication of projects that have multiple individuals providing input; advised that Engine 3512 is in service at Station 2; advised that the two Pierce All-Steer Engines will be taken out of the Aptos La Selva fleet; advised that Engine 3511 will be returning to the shop to get all on-going repairs completed – advised that he has delegated to the Captains and Firefighters at Station 1 that the repairs be completed to their satisfaction; and, advised that Division Chief Cullen has completed the purchasing process for the Homeland Security ambulance gurney and the estimated delivery date will be in 30-45 days. Director Darbro inquired about the plans for the two Pierce Engines. Chief Lowe advised that Division Chief Skrabak. Division Chief Cullen advised that the District now has two surplus engines; advised that one engine in the District had been involved in an accident, was repaired and is back in service; advised that once 3511 is back in service, the District will have three “spare” engines; advised that the District is in the process of surplus the oldest one and the market for that is very slim – there is even difficulty in donating it to some places – but a process is under way to get that handled – such as surplus for parts; advised that there is even discussion regarding shared services regarding reserve engine(s) with Central. Discussion ensued regarding the number of reserve engines due to the unanticipated increase in the number of emergencies and strike team(s) requests; the cost of the maintenance of the reserve fleet and having a deep reserve fleet; and, the difficulty in getting parts for the 17 and 18 year old Pierce engines and why the District has moved toward using Rosenbauer equipment. Chief Lowe advised that he is working with Finance Director Dannhauser on a Fleet Replacement Plan, which will address and identify the issues just discussed; advised that Pierce is very proprietary and it is cumbersome to get parts and to repair and replace items in a timely manner; advised that the Fleet Replacement Plan will help identify what the reserve model will be – the District needs to identify what the reserve fleet should look like, and it has to be cost effective. Director Scanlon did a shout out to both Districts regarding the shared services not only at the administrative level, but with the Chief Officers and sharing some of the workload; and, advised that it allows the Chiefs to concentrate on good work and good reports and spread the workload out.

President Lucchesi inquired about setting up an Ad Hoc Committee regarding Shared Services. Discussion ensued about setting up an Ad Hoc Committee

tonight or at the next meeting. The Board directed the Chief to agendize discussion regarding the formation of an Ad Hoc for Shared Services for the next regular Board Meeting.

7.3 REPORT FROM FIREFIGHTERS' LOCAL 3535

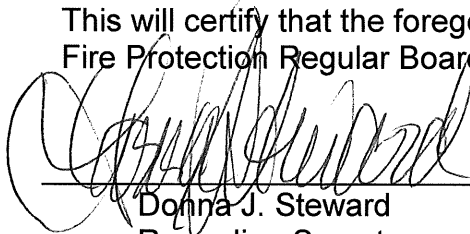
Carl Steinmetz, President of Local 3535; commented on all the recent positive changes in the District, and advised that he was looking forward to more positive changes in the District; advised that Dana Rayfield is the new Local Vice President, Dan Biagiotti is the new Local Secretary and Luke Carson is the new Local Treasurer.

8.0 **ADJOURN MEETING**

Director Foster made a motion to adjourn the meeting.

The meeting was adjourned at 7:54 p.m.

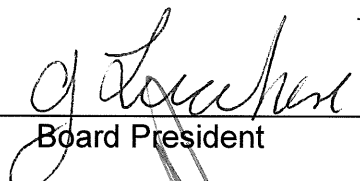
This will certify that the foregoing is a true copy of discussions during the Aptos La Selva Fire Protection Regular Board Meeting held on January 10, 2019, as prepared by me.




Donna J. Steward
Recording Secretary

Dated: February 14, 2019

ATTEST:



Board President



Secretary to the Board

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.