



Aptos/La Selva Fire Protection District

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MINUTES

Aptos/La Selva Fire Protection District

Regular Board Meeting

Thursday, January 11, 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 and at the District's Administrative Office during business hours.

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

1.1 INTRODUCTIONS: INTERIM FIRE CHIEF RON PRINCE
BOARD SECRETARY TRACY NEW

2.0 PLEDGE OF ALLEGIANCE

President Foster 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 Abendschan, Hurley, Lucchesi, and Spisak. Interim Chief Prince and Board Secretary Tracy 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 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 each piece of correspondence.

There were no comments.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2017 (Recommended by Board Secretary New).
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF DECEMBER 1, 2017 THROUGH DECEMBER 31, 2017 (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 1-18 "WEED ABATEMENT" (Recommended by Division Chief Dirksen).
- 4.5 MOTION TO APPROVE RESOLUTION 2-18 "2017-18 APPROPRIATION LIMIT" (Recommended by Director of Business Services New).
- 4.6 MOTION TO APPROVE RESOLUTION 3-18 "RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION" (Recommended by Director of Business Services New).
- 4.7 MOTION TO APPROVE DISBURSEMENT TO SANTA CRUZ REGIONAL 9-1-1 IN THE AMOUNT OF \$41,888.50 FOR THE SECOND HALF FY2017-18 SERVICE FEE (Recommended by Interim Fire Chief Prince).
- 4.8 PUBLIC COMMENT ON CONSENT AGENDA ITEMS?

There were no comments.

Director Hurley made a motion to approve the Consent Agenda. 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 RECENT STRIKE TEAM RESPONSES PRESENTED BY DIVISION CHIEF CULLEN AND CAPTAIN BUCHNER (Recommended by Interim Fire Chief Prince).

Division Chief Scott Cullen addressed the Board, giving a very in-depth report on what transpired when he was a Strike Team Leader Trainee upon his arrival at the Thomas Fire on December 5, 2017.

Captain John Buchner gave a very in-depth report on the Sonoma Complex Fire, as well as the frustrations regarding the difficulties with communications due to power outages and downed cell towers, as well as a lack of fire resources due to Cal Fire being overtaxed due to the number and severity of the fires all around the state.

7.0 NEW BUSINESS

- 7.1 DISCUSSION OF BOARD MEMBER OVERSIGHT RESPONSIBILITIES FOR 2018 (Recommended by Board President Foster).

Discussion ensued and it was agreed that the 2018 Board Oversight Responsibilities will be revised to include the Internal Ad Hoc Committee, the External Ad Hoc Committee, and the Master Plan, and the revised list will be brought back to the February Board Meeting.

Interim Chief Prince advised that the External Ad Hoc Committee has a meeting scheduled for January 31, 2018, and the Labor/Management Ad Hoc Committee has a meeting scheduled for January 19, 2018. Additionally, Interim Chief Prince advised that the Master Plan is being broken down into manageable pieces, with the fiscal portion being addressed first; advised that the fiscal portion was being addressed first since the budget for next year is being prepared; advised that proposed new fiscal policies and information would be presented to the Board at the next Regular Board Meeting; and, advised that response times and station locations will be the second phase of the Master Plan, and that work has already begun on that phase as well.

- 7.2 MOTION TO APPROVE RESOLUTION 4-18 "DISTRICT PURCHASING RULES" (Recommended by Director of Business Services New).

Ms. New addressed the Board, advising that the District had evaluated the purchasing policy and procedures, and that for efficiency purposes, Staff was recommending that Captains be allowed to approve items budgeted that cost \$500 or less (an increase from \$250), that Program Managers be allowed to approve items budgeted that cost \$500 or less (they previously did not have authorization), that Division Chiefs and the Director of Business Services be allowed to approve items budgeted that cost \$1,000 or less (an increase from \$500), and that the Fire Chief be allowed to approve times not budgeted that cost \$10,000 or less (an increase from \$1,000); advised that existing financial controls would remain in place to insure

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that there were no abuses or other issues; and, advised that the increase will bring about more effectiveness, efficiency, and will reduce paperwork related to the creation of requests for small purchases.

Director Abendschan made a motion to approve Resolution 4-18 Purchasing Policies and Procedures, and waived a reading of the Resolution. 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.

Director Spisak thanked the crews for all their hard work and efforts at the fires throughout the state, and advised that he was grateful everyone returned safely.

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

President Foster advised that this was a standing Agenda Item and encouraged feedback and comments from the public.

Mr. Kerr addressed the Board and suggested that the January 31, 2018 meeting of the External Ad Hoc Committee be open to the public.

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

Interim Chief Prince advised that the District had received 31 applications for the Fire Chief position; advised that Clark Wurzberger of the Mercer Group conducted in-depth interviews with the top 19 candidates; advised that he consulted with Mr. Wurzbeger, and they further screened the list of semi-finalists and brought the number down to the top eight most qualified candidates; advised that during closed session at this meeting, the Board would be reviewing the profiles and backgrounds of those candidates in order to develop a list of finalists that the Board may choose to interview as part of the final candidate selection process; advised that over the last month, Staff had been working on fulfillment of data requests received from ESCI for the LAFCO Mid-County Fire Services Consolidation Feasibility Study; advised that Staff has been working with the District's IT service provider and SCR911 staff to complete the incident reporting portion of the data requests from ESCI; advised that due to the incredibly large amount of data and the complexity of the financial data requested by ESCI, the projected date of April, 2018 for the final report, has now been moved to the end of May, 2018; advised that beginning this month, Chief Officers from Aptos and Central had met to discuss the possible benefits of sharing resources for a more comprehensive incident management coverage plan; advised that the initiation of a 90-day trial period of the plan would need to be postponed since the parties are still gathering information, and advised that an update would be provided to the Board at the next Board Meeting; advised that the initial kick-off meeting for the Labor/Management Ad Hoc Committee, made up of the Board President, Vice President, COA representative, Local 3535 representation, the Director of Business Services, and the Fire Chief, is

scheduled for January 19, 2018; advised that the External Communications Ad Hoc committee, consisting of District residents Jean Anderson and Paul Vitali, the Board President, Vice President, COA representative, Director of Business Services, and the Fire Chief, is scheduled to meet on January 31, 2018; and, advised that reports from the Ad Hoc Committee meetings will be presented to the Board.

President Foster advised that for efficiency, Items 8.6 through 8.9 would now be accepted and filed, as opposed to the Board receiving oral reports for each.

8.4 REPORT FROM FIREFIGHTERS' LOCAL 3535

There was no one in attendance to report for Local 3535.

8.5 REPORT FROM CHIEF OFFICERS' ASSOCIATION

Fire Marshal Dirksen advised that he had nothing to report.

8.6 ACCEPT AND FILE DIVISION CHIEF OF TRAINING REPORT

8.7 ACCEPT AND FILE DIVISION CHIEF OF PREVENTION REPORT

8.8 ACCEPT AND FILE DIVISION CHIEF OF OPERATIONS REPORT

8.9 ACCEPT AND FILE DIRECTOR OF BUSINESS SERVICES REPORT

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.

Paul Vitali and Mr. Kerr inquired about being able to ask questions or get clarification on items to be accepted and filed, as well as Consent Agenda items. Mr. Vitali also requested that description(s) of Closed Session items be made clearer (i.e. 9.2 "Fire Chief").

President Foster moved the meeting to Closed Session at 7:55 p.m.

9.2 PUBLIC EMPLOYMENT

In accordance with California Government Code Section 54957.b.1

Title: Fire Chief

9.3 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957

Agency designated representative: Interim Fire Chief Prince

Unrepresented Employee: Administrative Assistant

10.0 RETURN FROM CLOSED SESSION

President Foster moved the meeting back to open session at 9:42 p.m., and advised that in closed session, the Board met with the recruitment consultant, discussed the candidate process for Fire Chief and took no action.

10.1 MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH ADMINISTRATIVE ASSISTANT (Recommended by President Foster).

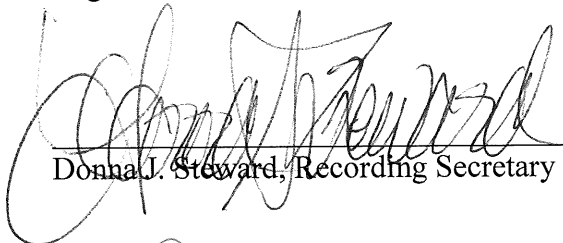
Director Hurley made a motion to approve the Memorandum of Understanding with Administrative Assistant. The motion was seconded by Director Abendschan.

The motion passed with 5-Ayes.

11.0 ADJOURN MEETING

The meeting was adjourned at 9:50 p.m.

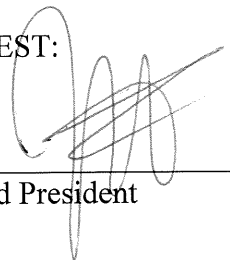
This will certify that the foregoing is a true copy of the discussions during the Aptos Fire Protection District Regular Board of Directors Meeting held on January 11, 2018, as prepared by me.



Donna J. Steward, Recording Secretary

Dated: 2/22/18

ATTEST:



Board President

Dated: 2/8/18