



Aptos/La Selva Fire Protection District

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FINAL Minutes

Aptos/La Selva Fire Protection District

BOARD MEETING

Minutes of November 12, 2015

MEETING CALLED TO ORDER AT 7:04 PM BY PRESIDENT WEATHERFORD

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 MIKE CONRAD
CAPTAIN BOB SNYDER
A/C GREG GRABOST
FF/PM BRANDON HOUSTON
FF/PM DANA RAYFIELD
TREVOR DIRKSEN
SCOTT CULLEN
MATT GARCIA

2.0 PLEDGE OF ALLEGIANCE

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 ORAL COMMUNICATIONS: None.

3.2 WRITTEN COMMUNICATIONS: Written communications included a letter from Central FPD FF Union Local 3605 regarding the District's work on the Cooperative Prevention Program with Central Fire Protection District and a thank-you letter from The Stash knitters group for the use of the meeting rooms.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 8, 2015
- 4.2 MOTION TO APPROVE ONE SOLUTION DISBURSEMENTS OF OCTOBER 1, 2015 THROUGH OCTOBER 31, 2015
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

On motion by Director Abendschan, seconded by Vice President Hurley, that Consent Agenda items 4.1, 4.2 and 4.3 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: None

7.0 NEW BUSINESS

- 7.1 DISCUSSION AND MOTION TO RECLASSIFY BUSINESS MANAGER TO DIRECTOR OF BUSINESS SERVICES AND REVISIONS TO JOB DESCRIPTION

Fire Chief Jones reviewed the current job responsibilities and increasing scope of management for Business Manager Tracy New. President Weatherford agreed that the job responsibilities have evolved from the time of hiring.

On motion by Director Hurley, seconded by Director Foster, that Agenda item 7.1, to Reclassify Business Manager to Director of Business Services and Approve Revisions to Job Description, be approved as submitted, was approved by the following vote:

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

7.2 MOTION TO APPROVE PORTABLE RADIO AND ACCESSORIES SPECIFICATION AND MOVE FORWARD WITH RFP

Fire Chief Jones reviewed the proposed RFP for the purchase of 45 portable radios and accessories, budgeted for FY 2015-2016. DC Mike Conrad was present to answer questions regarding the RFP. Director Hurley asked if vetting the interested agencies to see how well their performance/product was with other agencies was part of the bidding process. Fire Chief Jones replied confirmed that performance of the proposed products would be under consideration. Fire Chief Jones and Division Chief Conrad also answered questions regarding brands under consideration and distribution. Fire Chief Jones stated the District's plan to research the sale of old radios to offset some of the cost of replacements.

On motion by Director Foster, seconded by Director Spisak, that Agenda item 7.2, to Approve Portable Radio and Accessories Specification and Move Forward with RFP be approved, was approved by the following vote:

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

7.3 DISCUSSION OF PROPOSAL TO REVIEW AND UPDATE DISTRICT PERSONNEL RULES

Fire Chief Jones reviewed his staff report regarding the Personnel Policy, gave a brief summary of the issues that have and may arise with an outdated policy, and the process in writing the draft policy including legal review of the version provided to the Board, Local 3535 and the Chief Officers' Association.

Director Hurley asked if the term of "harassment" could be more clearly defined. Business Manager Tracy New replied that a clear definition was present in the District's Harassment, Discrimination, and Anti-Bullying Policy that was adopted by the District in the form of a resolution in May 2015. Director Hurley asked that the Board consider whether the current Harassment policy should be incorporated into the general Personnel Policy, or be kept as a separate policy.

Director Abendschan asked if any changes in current legal requirements should affect the timing of when the updated policy needed to be approved.

President Weatherford asked if it was better to review the policy one section at a time as a group, or form a subcommittee. Director Abendschan stated he likes the idea of sections reviewed at each meeting.

President Weatherford suggested that the labor groups could review the first 10 sections of the draft policy, so that they can give input on the sections to be reviewed during each Board meeting. The rest of the Board agreed with this suggestion.

Discussion only – no action taken.

8.0 STANDING REPORTS

8.1 BOARD OVERSIGHT INQUIRY:

Director Abendschan inquired as to the motivation of the letter submitted by Central FPD Union Local 3605, as seen in Written Communications. President Weatherford gave an overview of the events leading up to the letter. He attended the September Central Board Meeting, where the Cooperative Prevention Program (CPP) was on the agenda. Questions were asked, and a motion was made, but no second was given for the vote. He had planned to speak at the October board meeting regarding the CPP, but arrived late and missed the Oral Communications portion of the meeting. Central Board Chair Charlie Howard asked President Weatherford to write a letter to the Central Fire Board requesting they reconsider and bring the motion forward. President Weatherford decided to refrain from writing a letter, but expressed willingness to work with Central FPD should they choose to move forward.

Director Hurley recently went to a presentation that brought up a California Supreme Court case that involved the use of personal email and cell phones for business use. The case may decide whether publicly elected official's personal emails and cell phones can be used as evidence in legal proceedings, and possibly be made public record. The ruling is not yet complete, but the suggestion thus far is to clearly separate work and personal communications in case of any such complications. Director Hurley set up a separate email account exclusively for board business available to the public – VHurley.alsfpd@gmail.com.

President Weatherford said that the Board could decide if there is a need for Board members to have separate cell phones for District business.

Chief Jones will look into the possibility providing the Board of Directors a secure email account on the District's server.

8.2 FIRE CHIEF'S REPORT

Fire Chief Jones reviewed his report to Directors.

DC Conrad, DC Dirksen and FF/PM Grabost have done a great deal of work on Public Outreach, working with Red Cross and other agencies to improve community disaster preparedness. Given the history of the Loma Prieta earthquake in our county, a big focus on the outreach is earthquake preparedness.

Fire Chief Jones has started testing new Customer Service Satisfaction Surveys to distribute to those who have recently received services from the District, to get a better idea of how well we are serving the community. The survey is linked on the department website, but members of the public can also submit answers by phone, by calling the Admin. Office. So far response has been positive on this survey.

8.3 REPORT FROM FIREFIGHTERS' LOCAL 3535 PRESIDENT NATE CALCAGNO

Local 3535 President Nate Calcagno introduced himself to the Board, and stated that he looked forward to getting to know the Board members over the next few months.

8.4 REPORT FROM CHIEF OFFICERS' ASSOCIATION PRESIDENT MIKE CONRAD

DC Mike Conrad stated that he had nothing to report that month.

Open Session then ended at 7:55 PM, with a short break before moving to Closed Session.

9.0 CLOSED SESSION: Convened at 8:02 PM

9.1 PUBLIC EMPLOYEE APPOINTMENT

In accordance with Section 54957.6
Title: Director of Business Services

9.2 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6
Agency designated representatives: President Weatherford and Fire Chief Jones
Unrepresented employee: Director of Business Services

9.3 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6
Agency designated representatives: Director Hurley and Director Spisak
Employee Organization: Firefighters Union Local 3535

9.4 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6
Agency designated representatives: Director Abendschan and Director Hurley
Employee Organization: Firefighters Union Local 3535

9.5 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

In accordance with Section 54957.6
Title: Fire Chief

10.0 RETURN TO OPEN SESSION: 10:00 PM

10.1 REPORT FROM CLOSED SESSION

President Weatherford reported the following motions including labor negotiations were discussed in closed session.

The board reviewed the performance evaluation for the Fire Chief and will be taking action at the next meeting agendizing the item including agreed upon pay adjustments.

10.2 MOTION TO APPROVE PUBLIC EMPLOYEE APPOINTMENT

On motion by Director Abendschan, seconded by Director Hurley, to Approve Tracy New for the Public Employee Appointment of Director of Business Services, was approved by the following vote:

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

10.3 MOTION TO APPROVE THE MEMORANDA OF UNDERSTANDING WITH THE DIRECTOR OF BUSINESS SERVICES

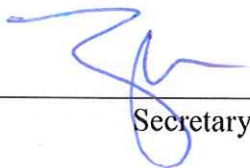
On motion by Director Abendschan, seconded by Director Foster, to Approve the Memoranda Of Understanding with the Director of Business Services, be approved as submitted, was approved by the following vote:

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

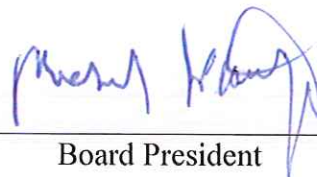
10.4 MOTION TO APPROVE SIDE LETTER TO LOCAL 3535 MOU

President Weatherford reported that the First Amendment to the Local 3535 MOU, Dated January 1, 2015, adding Aquatics Rescue Response Team Compensation signed by the Acting Board President on August 8, 2015, shall remain the position of the Board. No motion made on this item.

11.0 ADJOURN 10:02 PM



Secretary to the Board



Board President