

Aptos/La Selva Fire Protection District

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FINAL Minutes

Aptos/La Selva Fire Protection District

BOARD MEETING

Minutes of June 8, 2017

MEETING CALLED TO ORDER AT 7:00 PM BY PRESIDENT SPISAK

1.0 ROLL CALL

PRESENT: ABENDSCHAN, FOSTER, HURLEY, LUCCHESI,
SPISAK

ABSENT: NONE

1.1 INTRODUCTIONS:

FIRE CHIEF JON JONES
BOARD SECRETARY TRACY NEW
MR. AHMED BADAWI, BADAWI & ASSOCIATES

2.0 PLEDGE OF ALLEGIANCE

President Spisak read a statement to the public prior to Oral Communications, outlining guidelines and time limits for oral communications, as well as Brown Act requirements for Director response.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 ORAL COMMUNICATIONS (for items not on the current agenda): In total, eight members of the public gave input and raised concerns regarding the current state of the District, recent Board Director correspondence and information released to the public and press over the past two months.

3.2 WRITTEN COMMUNICATIONS: Written communications included a thank-you letter from Rio del Mar Parent Alliance for District participation at a recent fundraiser for Rio Del Mar Elementary School and a letter from LAFCO recommending the solicitation of proposals for a consolidation feasibility study between Aptos/La Selva FPD and Central FPD.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF MAY 11, 2017
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS FOR MAY 1, 2017 THROUGH MAY 31, 2017
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 MOTION TO APPROVE BUDGET MODIFICATION AND APPROPRIATION OF ADDITIONAL FUNDS FOR PREPAYMENT OF TWO FIRE ENGINES
- 4.5 MOTION TO APPROVE A DISBURSEMENT TO ROSENBAUER MINNESOTA; LLC, IN THE AMOUNT OF \$1,060,045.00 FOR THE PREPAYMENT OF TWO FIRE ENGINES
- 4.6 MOTION TO APPROVE DISBURSEMENT FOR THE FY 2017-18 DISTRICT INSURANCE COVERAGES TO KBK INSURANCE AGENCY IN THE AMOUNT OF \$33,730.00 FOR THE ANNUAL PREMIUM COST
- 4.7 MOTION TO APPROVE THE AGREEMENT WITH CENTRAL COAST CRITICAL INCIDENT TEAM FOR CRITICAL INCIDENT SERVICES
- 4.8 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: Member of the public Drew Johnston asked for a correction of a date listed on the May Board Minutes on Item 4.1. As the correct date was not readily available, Item 4.1 was removed from the Consent Agenda.

On motion by Director Abendschan, seconded by Director Foster, that Consent Agenda Items 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7 be approved as submitted, was approved by the following vote:

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

5.0 ITEMS REMOVED FROM CONSENT AGENDA:

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF MAY 11, 2017

6.0 UNFINISHED BUSINESS

6.1 DISCUSSION OF DISTRICT OPERATIONS AND RECENT PUBLIC AND LABOR COMMENTS

President Spisak reminded the public that comments for this item will be limited to 3 minutes per person, and 30 minutes total. Directors Foster, Hurley and Abendschan also addressed the public individually, each stressing that a request for contract renewal had not been received, therefore the contract extension is not on the agenda, and that the Brown Act prohibits directors from speaking at the meeting on such personnel issues. President Spisak added that if the answers could not be provided tonight, the Board will do their best to supply those answers after the Board meeting.

Eighteen members of the public gave input and asked a number of questions regarding the timeline and procedure for contract renewal, Brown Act limitations, recent labor and press communications, and public opinion regarding the comments made.

6.2 MOTION TO APPROVE THE FY2017-18 PRELIMINARY BUDGET

Fire Chief Jones briefly reviewed that FY2017-18 Preliminary Budget, mentioning the addition of the recently approved purchase of two fire engines (Consent Agenda Item 4.4), and \$10,000 added for the purchase of narcotics lock-boxes on the engines. Director Hurley asked that the Board consider the level of the fund balance before approving the final budget.

A member of the public asked if the details of the proposed Preliminary Budget were available for review, and stated concerns regarding potential cuts to programs. Director Hurley, Fire Chief Jones and President Spisak provided clarification to the public stating programs had not been eliminated and/or their budgets reduced, and informed the public that the preliminary budget is available on the District website at www.aptosfire.com.

Another member of the public asked if staff would be added to Prevention and Public Education. President Spisak stated that the District plans to increase the Prevention staff, and was waiting until the Citygate Master Plan and Evaluation was complete. Retired FM Paul Vitali expressed disappointment that prior Prevention employees were not consulted prior to hiring a private entity to evaluate Prevention needs. Director of Business Services New provided further detail on the budget, including training expense details, professional services and personnel before motion was made to approve.

On motion by Director Hurley, seconded by Director Abendschan, that Agenda Item 6.2, to “Approve the FY2017-18 Preliminary Budget”, be approved as submitted, was approved by the following vote:

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

7.0 NEW BUSINESS

7.1 MOTION TO ACCEPT AND FILE THE FY2015-16 AUDITED FINANCIAL STATEMENTS

Mr. Ahmed Badawi of Badawi & Associates presented the FY2015-16 Audited Financial Statements to the Board, and reviewed details of the audit. The presentation will also be added to the District website at www.aptosfire.com, for public viewing. Mr. Badawi answered questions regarding the audit, posed by Directors. A member of the public asked for clarification on details, and if Badawi & Associates did the audit during the prior year. Director of Business Services New clarified that Robert Smiley of Armanino LLP performed the audit for the prior year, but that last year's audited statements were reviewed by Badawi & Associates as well during this process, and a correction to the GASB 68 disclosure was addressed.

On motion by Director Foster, seconded by Director Lucchesi, that Agenda Item 7.1, to "Accept and File the FY2017-18 Audited Financial Statements", be approved as submitted, was approved by the following vote:

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

7.2 MOTION TO AUTHORIZE THE FIRE CHIEF TO FILL VACANCY

Fire Chief Jones stated that a current vacancy existed at either the firefighter of firefighter/paramedic rank. Fire Chief Jones recommended hiring the most qualified candidate, a firefighter, and stated that the District would continue to be within the ratio of 12-14 paramedics agreed upon ratio of firefighter/paramedics.

A member of the public asked if the needs of the Surf Rescue program and the aging population of the District was considered when choosing a candidate for hiring. Fire Chief Jones replied that those and other factors were considered, and the candidate he proposed had already been tested, interviewed and put on a candidate list prior to this motion. Another member of the public asked if current staff had been consulted prior to choosing the candidate. Fire Chief Jones replied that staff had been consulted.

On motion by Director Lucchesi, seconded by Director Hurley, that Agenda Item 7.2, to "Authorize the Fire Chief to Fill Vacancy", be approved as submitted, was approved by the following vote:

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

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7.3 MOTION TO AUTHORIZE DISTRICT PARTICIPATION IN JOINT FIREFIGHTER-PARAMEDIC RECRUITMENT WITH THE CITY OF SANTA CRUZ

Fire Chief Jones outlined the past hiring process for Firefighter/Paramedics (FF/PM). The last recruitment period was in June of 2016, resulting in only 12 qualified paramedic recruits. There are now 4 FF/PM's left on the list, and a new recruitment is recommended. Currently Central FPD, Watsonville FD and City of Santa Cruz FD are also preparing to recruit new FF/PM's, and are interested in a joint recruitment process to benefit all participating agencies. In addition, Fire Chief Jones suggested modifying the FF/PM job description, to change the requirement of 1 year of paramedic experience and the completion of the Firefighter Academy to a "desirable" quality instead of "required", so that a larger and more diverse pool of applicants could be received.

A member of the public asked if the current labor issues between the Union, Board and Chief could be influencing the amount of qualified candidates applying. President Spisak replied that he did not think that was a factor. The public member also asked if the cost of housing could be an issue, which President Spisak did believe was an issue, and looked to the present Union members to give input on the issue. Local 3535 Vice President Will Wingert stated that the past 5 years have shown a large turnover, and while there had been approximately 90% of the District members living in-District at one point, there are now many that live outside of Aptos, and two who live out of the County of Santa Cruz. VP Wingert believed that the increased cost of housing was definitely a factor in this change. Director Hurley stressed a need for more diversification in the work force. Director of Business Services New gave details to a member of the public regarding the several outlets used for notifying the public of the recruitment process.

On motion by Director Hurley, seconded by Director Abendschan, that Agenda Item 7.3, to "Authorize District Participation in Joint Firefighter-Paramedic Recruitment with the City of Santa Cruz", be approved as submitted, was approved by the following vote:

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

7.4 DISCUSSION OF DISTRICT-WIDE EXTERNAL COMMUNICATIONS TO THE COMMUNITY

Director Foster opened the discussion, asking for suggestions from the Board, Local 3535 and the public on best practices for communicating general information to the public. He also suggested that the President of the Board add this topic as an agenda item on next month's regular Board Agenda. President Spisak noted the request, and agreed to add the item to the July 13, 2017 agenda. Local 3535 VP Wingert voiced support of this discussion, and felt it would be very well supported by the public as well. Director Hurley recommended contacting other agencies regarding their practices for public information as well, including various social media sites. Jim Kerr, a member of the public, asked why his and other members of the public's letters were not included in the agenda packet, and if there was a specific process for ensuring that these letters be added to the packet. Director of Business Services New clarified that correspondence intended for adding into the Written Communications of the board packets

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should be addressed as written communication to the Board of Directors and sent to the Administration Building (6934 Soquel Drive, Aptos CA 95003). Letters addressed to individual board members with no such request attached would not be automatically entered into written communications. Mr. Kerr asked that this information be added to the website, so that the public could be better informed on the process. He also expressed the need for more agendas to be distributed at the meetings, an adequate P.A. system be utilized so that attendees can better hear the comments, and the possibility of publishing audio recordings of meetings to the website. Per Director of Business Services New, recordings of Board Meetings are available to any member of the public, on request. Another member of the public also had concerns regarding the amount of written communication included, and suggested the District also post the instructions for submitting written communications with the agendas, at the libraries as well as the website. After further discussion, Directors agreed to add clear instruction regarding written communications to the website and the agendas, which are posted regularly at the libraries. Discussion only – no further action taken.

7.5 DISCUSSION OF INTERNAL REVIEW AND MOTION FOR THE CREATION OF AN AD HOC COMMITTEE

President Spisak requested the formation of an ad-hoc committee, potentially comprised of two representatives from the Board of Directors, one from the Chiefs Association, one from Firefighters Local 3535, the Fire Chief, Director of Business Services and up to two members of the public (one representing Aptos and one representing the La Selva Beach area) to help increase communication between the parties. Director Foster stated that an application process for members of the public wanting to get involved would be needed. After further discussion, President Spisak and Director Foster agreed to work together on the details of forming the proposed committee, and report back at the next regular Board Meeting. Local 3535 VP Wingert stated that while he has not had a chance to talk to Local 3535 as a whole on this issue, he felt it would be beneficial, and that this level of communication is important to prevent misunderstandings in the future. A member of the public suggested an outside facilitator at the onset of forming the committee. Discussion only – no further action taken.

8.0 STANDING REPORTS

8.1 BOARD OVERSIGHT INQUIRY: None.

8.2 FIRE CHIEF’S REPORT: Fire Chief Jones reported that the Master Plan consultant has met with team members to present a rough-draft preliminary report of his findings. L3535 VP Wingert has given input into the segment regarding alarm and response times. The consultant plans to have a final draft of the full report by the end of June, to be presented as early as July 2017.

Chief Jones reported that he met with Brenda Brenner of Santa Cruz County EMS and AMR, to discuss how M3566 could be best utilized. The discussion resulted in a 60 to 90 day trial where M3566 will now only activate at Level “0” for “Echo”, “Delta” and possibly “Charlie” patients that require immediate transportation. These responses will be evaluated by the District, EMS and AMR for appropriateness of activation.

A/LSFPD BOARD MEETING MINUTES

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On June 6, 2017, the Santa Cruz County Board of Supervisors voted to extend the AMR contract until October 2018. Santa Cruz County Fire Chiefs are currently conducting a Feasibility Study for a fire-based ambulance response system, to provide for more ambulance unit hours.

Cabrillo College is considering development of an enhanced Public Safety Training Facility. This could potentially increase firefighter training services, including the possibility of a localized firefighter academy. This development is only in discussion mode thus far.

A unified tabletop exercise for violent incident response from multiple agencies is in the planning process. The focus will be to utilize the Incident Command System (ICS) effectively with a Unified Command. A member of the public asked if dealing with mentally ill patients was a part of the incident training process. Local 3535 VP Wingert said that some training on that issue had been received by crews. Another member of the public stated that this training was available through CalFire as well.

County Fire Chiefs have set a workshop in late June 2017, to provide better clarification as to the details of auto-aid agreements and mutual-aid agreements.

- 8.3 DIVISION CHIEF OF TRAINING REPORT: DC Todd Skrabak was absent from the meeting. Fire Chief Jones briefly summarized he report he submitted to the Board.
- 8.4 DIVISION CHIEF OF OPERATIONS REPORT: Division Chief Cullen summarized his staff report. A new engine is scheduled to be ready near the end of June 2017, considerably earlier than expected. The apparatus committee is currently planning the trip for a final inspection of this engine. DC Cullen also gave further input on M3566 service parameters, stating that there's already been a decrease of activations since the trial period began. The EMS Section is currently researching lock boxes for securing narcotics on engines.
- 8.5 DIVISION CHIEF OF PREVENTION REPORT: Fire Marshal Dirksen was not present at the meeting. A written staff report was enclosed with the agenda packet.
- 8.6 DIRECTOR OF BUSINESS SERVICES REPORT: Director of Business Services New reported that she attended the GFOA (Government Finance Officers Association) Conference in Colorado in May, which included many sessions regarding government finance best practices for fund balance and current fiscal policies. Recruitment is open for a new Administrative Assistant, and the office has received several applications thus far. Clara Turner, an Administrative Assistant for Central FPD, is assisting with accounting at the District two days a week. Once Ms. Turner's training is complete, she will be introduced to the payroll system as well.
- 8.7 REPORT FROM FIREFIGHTERS' LOCAL 3535: Aptos Local 3535 VP Will Wingert stated that the latest probationary employee is doing well. He also added a suggestion for the M3566 engine, to compile a list from EMSIA of available medics and/or EMT's from multiple Districts that would be willing to staff the vehicle, outside of A/LSFD.
- 8.8 REPORT FROM CHIEF OFFICERS' ASSOCIATION: No report.

9.0 CLOSED SESSION: 10:15 PM

- 9.1 Public comments on Closed Session Agenda Items: Member of the public Drew Johnston commented on Item 9.3, asking if it was for coming year or for previous year. He suggested that the Board re-evaluate the list of criteria for reviews, to include team-building, mentoring, cooperation, working well with others, and other leadership-oriented qualities.
- 9.2 CONFERENCE WITH LABOR NEGOTIATORS
In accordance with Section 54957.6
Agency designated representatives: Charles Sakai, Director Hurley, President Spisak
Employee Organization: Chief Officers' Association
- 9.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
In accordance with Section 54957
Title: Fire Chief

10.0 RETURN TO OPEN SESSION: 12:02 AM

10.1 REPORT FROM CLOSED SESSION

Item 9.2: Discussion only, no action
Note: Charles Sakai was not present for Closed Session.

Item 9.3: Board gave direction to President Spisak, no action.

10.2 MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH CHIEF OFFICERS' ASSOCIATION

On motion by Director Lucchesi, seconded by Director Abendschan, that Agenda Item 10.2, to "Approve the Memorandum of Understanding with Chief Officers' Association", be approved as submitted, was approved by the following vote:

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

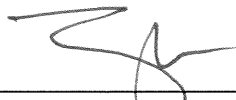
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10.3 MOTION TO APPROVE RESOLUTION 6-17 AMENDING THE VANTAGECARE RETIREMENT HEALTH SAVINGS (RHS) PROGRAM FOR PLAN 800914

On motion by Director Hurley, seconded by Director Abendschan, that Agenda Item 10.3, to “Approve Resolution 6-17 Amending the Vantagecare Retirement Health Savings (RHS) Program for Plan 800914”, be approved as submitted, was approved by the following vote:

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

11.0 ADJOURN MEETING: 12:06 AM



Secretary to the Board



Board President