



# Aptos/La Selva Fire Protection District

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**FINAL Minutes**

## **Aptos/La Selva Fire Protection District**

### **BOARD MEETING**

#### **Minutes of October 12, 2017**

**MEETING CALLED TO ORDER AT 7:05 PM BY PRESIDENT SPISAK**

#### **1.0 ROLL CALL**

PRESENT: ABENDSCHAN, HURLEY, LUCCHESI, SPISAK

ABSENT: FOSTER

#### 1.1 INTRODUCTIONS:

INTERIM FIRE CHIEF RON PRINCE  
BOARD SECRETARY TRACY NEW  
LAFCO EXECUTIVE OFFICER PAT MCCORMICK  
CENTRAL FPD FIRE CHIEF STEVE HALL  
FIRE MARSHAL TREVOR DIRKSEN  
DIVISION CHIEF TODD SKRABAK

#### **2.0 PLEDGE OF ALLEGIANCE & OATH OF OFFICE**

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

3.1 ORAL COMMUNICATIONS: Public member Becky Steinbruner voiced disapproval regarding the hiring of a private investigator by the District for a personnel issue with a District employee.

3.2 WRITTEN COMMUNICATIONS: Written communications included two letters of thanks – one for a recent medical response, and one for strike team response in the Mariposa area.

#### **4.0 CONSENT AGENDA**

4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF AUGUST 23, 2017 - *Removed*

4.2 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 14, 2017

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- 4.3 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 26, 2017
- 4.4 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF SEPTEMBER 1, 2017 THROUGH SEPTEMBER 30, 2017
- 4.5 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.6 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

President Spisak requested that Item 4.1 be removed from the Consent Agenda.

Director Hurley requested that he abstain from voting on Item 4.2, as he was not present for the September 14, 2017 meeting.

**On motion by Director Abendschan, seconded by Director Lucchesi, that Consent Agenda Item 4.2 be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Abendschan, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>Hurley</b>
<b>Absent:</b>	<b>Foster</b>

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

<b>Ayes:</b>	<b>Abendschan, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Foster</b>

**5.0 ITEMS REMOVED FROM CONSENT AGENDA**

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE SPECIAL MEETING OF AUGUST 23, 2017

President Spisak requested that the minutes of the Special Meeting of August 23, 2017 be removed, due to a name correction needed on one of the items.

**6.0 UNFINISHED BUSINESS**

- 6.1 DISCUSSION AND MOTION TO APPROVE AGREEMENT WITH LAFCO FOR FUNDING OF CONSOLIDATION FEASIBILITY STUDY AND SERVICE REVIEW

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LAFCO Executive Officer Pat McCormick gave a brief overview of the planning and consultant search for the proposed feasibility study. After reviewing several applicants, Emergency Services Consulting International (ESCI) was chosen as the best agency to conduct the study. Central Fire Protection District approved their District's participation in the study at their last board meeting. Each participating agency would pay one third (1/3) of the total cost of the study. The consultant with ESCI anticipates that the report would be finalized by end of April 2018, after which both Districts and LAFCO could present the report to the community and discuss findings.

President Spisak asked the public if they had any questions regarding this item. Public member Becky Steinbruner asked if other agencies, such as CSA48 (Santa Cruz County Fire District), could be considered for such a study and added into the discussion in the future.

President Spisak clarified that Aptos/La Selva FPD's contribution would be \$14,261.33, the total cost of the study is \$42,784.00.

**On motion by Director Lucchesi, seconded by Director Abendschan, that Agenda Item 6.1, "To Approve Agreement with LAFCO for Funding of Consolidation Feasibility Study and Service Review" be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Abendschan, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Foster</b>

## **7.0 STANDING REPORTS**

7.1 BOARD OVERSIGHT INQUIRY: None.

7.2 DISCUSSION OF DISTRICT-WIDE EXTERNAL COMMUNICATIONS TO THE COMMUNITY:

Director Foster was absent. Discussion postponed to the next regular Board Meeting.

7.3 FIRE CHIEF'S REPORT:

Fire Chief Recruitment: Interim Fire Chief Ron Prince reported that the Fire Chief recruitment process with The Mercer Group has officially begun. Mr. Clark Wurzberger conducted thirteen interviews, including staff and board members, for input into developing the ideal candidate. The timeline for the process was included in Chief Prince's staff report. A group of finalists for the position should be presented to the Board in January 2018.

District Master Plan: Hard copies of the draft Master Plan are expected to be received shortly, after which it will be posted online, for public viewing. The District will make this available as soon as possible. A Special Meeting/Study Session has been scheduled at the Best Western/Seacliff Inn to present and review the draft Master Plan with the public.

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Ad Hoc Committee: Thirteen members of the public have expressed interest in serving on the Ad Hoc committee. Each of these potential volunteers will be contacted and given detail on the committee, regarding time commitments, focus of the Ad Hoc Committee, member roles and other key details to confirm that they are able to meet those commitments and confirm their interest. The addresses of the volunteers will also be taken into consideration, to ensure that both North and South regions of the District are represented. At the November 9, 2017 meeting, the remaining interested parties will be drawn via lottery to choose the representatives for the committee.

Open House: The Annual Open House event is scheduled for Sunday, October 15<sup>th</sup>, from 11 AM – 3 PM. Many public agencies are attending including Highway Patrol, Lifeguards, Santa Cruz County Animal Evacuation Unit, and more. Interim Chief Prince invited all to attend this informative event.

Public member Becky Steinbruner asked if highlights of the Master Plan could be made available at the upcoming Open House. She also suggested that the selection of Ad-Hoc committee members be less random, and instead of a lottery of all interested parties, have the Local 3535 and other District parties recommend a top three list of candidates that “stood out” as a good choice for the committee. Ms. Steinbruner also stated that, in light of recent fire activity, a big issue that may be addressed at future meetings is the current ‘reverse 911’ program, and ensuring that members get notifications when a fast-moving fire is near.

### 7.4 DIVISION CHIEF OF TRAINING REPORT: Division Chief Skrabak reviewed his report.

Training Opportunities: The current remodel project at Rancho Del Mar Shopping Center presents a unique opportunity to conduct specialized training for crews, using the now vacant older structures. DC Skrabak is working with the contractor on the project, and hopes that there will be time to fit in ventilation training and other structure-related drills before the final demolition of the buildings begin.

Apparatus Training: The new apparatus will arrive within the next few days. Driver training for this apparatus is scheduled for October 19, 2017; however, the instructor for this training was just detailed to the fires in Sonoma. An alternative training instructor or new date for the training may be required, to accommodate instructor availability.

Wildland Fire Training: CALFIRE was scheduled to do a 100-acre training burn, but the training was cancelled due to the high amount of wildfires and increased strike team response. The District may have missed the window of opportunity for this type of drill for this season, though a possible November reschedule is being considered.

Probationary Training: The training for the probationary firefighters is going well. Three of the employees have started driving/pumping, and are working towards the end of their probationary training. Crews are putting in good effort in training new recruits.

Director Abendschan asked where the new engine is coming from. DC Skrabak stated the engine would be coming from Burtons Fire Equipment, in Modesto, CA.

### 7.5 DIVISION CHIEF OF OPERATIONS REPORT: Division Chief Scott Cullen was unable to attend, so his report was reviewed by DC Skrabak.

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New Apparatus: Burtons Fire Equipment is currently doing the final checks on the new engine, prior to delivery.

CAD Update: Santa Cruz Regional 911 is scheduled to complete CAD system enhancements by February or March 2018. The upgrade should show significant improvements in response time accuracy and communications during heavy traffic periods.

Ballistic Protection for 1<sup>st</sup> Responders: Due to an increase in shooter violence, the new MCI (Multiple Casualty Incident) plan includes training w/local law enforcement on active shooter scenarios. As a result of those trainings, it was also decided that tactical helmets and bullet-proof vests were needed for our crews. These helmets and vests should arrive somewhere between November and December 2018. Proposition 72 funds will be used to pay for the equipment. President Spisak mentioned that similar equipment was used by first responders after the Rodney King incident in the early 1990's.

Director Hurley asked how much time would be needed to outfit the new apparatus with equipment, as prior engines took up to a month. DC Skrabak said the outfitting was done at Burtons this time, so 90% of the outfitting will be done when it arrives at the station. It should be ready to go into service much faster than prior engines.

7.6 DIVISION CHIEF OF PREVENTION REPORT: Fire Marshal Dirksen reviewed his report.

Aquatic Rescue Response Team: The ARRT has just completed training for three new team members, who finished a 40-hour course.

Two retired annuitants, retired Deputy Fire Marshal Carol Wallace and retired Captain Jeremy Gilbert, have been hired and are assisting with commercial inspections, sprinkler inspections, hood systems and Public Education. Both members are very knowledgeable in their fields, and will be a great help to the Prevention Bureau.

CPP/Shared Services: Fire Marshal Dirksen attended the Central FPD board meeting last week, and saw unanimous support of the shared services between Central and Aptos FPD's. Central FPD Fire Chief Hall was present at the meeting, and addressed President Spisak and the Board to reiterate the Central Fire Protection District's commitment to moving forward. He believes the new way of looking at the shared services will be beneficial to both Districts. Chief Prince stated he's been working with Central FPD to work out the individual needs of both Districts, the best ways to meet those needs, and plans to come to the Board with an Inspector job specification for review. Interim Chief Prince stated that the Districts are utilizing a different approach on meeting the mission of improved services, which will be easier to implement than prior plans. He will continue developing more resources for this effort.

Public member Ms. Steinbruner stated that she is glad to hear that the ARRT is robust again, and wanted to know if the Aquatic Rescue training was paid for by the District. FM Dirksen informed her that the District pays up to 24 hours of ARRT training per person. He hopes to look for more Aquatic Rescue training opportunities in the coming year.

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Ms. Steinbruner also inquired as to whether the suspension of CalFIRE's \$115 parcel tax has affected the Aptos/La Selva FPD budget. Fire Marshal Dirksen explained that the fee is managed by CalFIRE, therefore the A/LSFPD does not see those funds directly. However, the District has received assistance from CalFIRE inspectors during the annual Weed Abatement program as a result of that funding, and it is currently uncertain if that aid will continue in future years.

Public member Ms. Steinbruner asked what the District's stance is regarding local cannabis production and the potential hazards it may cause. FM Dirksen stated that the Santa Cruz County Fire Prevention Officers group is working on an ordinance that deals specifically with the manufacturing and production of cannabis. The group has hired a specialist to research and give more information on this subject, during the development of the ordinance.

- 7.7 DIRECTOR OF BUSINESS SERVICES REPORT: Director of Business Services Tracy New reviewed her report.

Annual Audit: The auditor was onsite in August and has completed the field work for the annual District audit. The auditor will present the report at the regular Board meeting in either November or December 2018. The Other Post Employment Benefit (OPEB) valuation is also underway, and should be presented around the same time as the annual audit.

New Administrative Assistant: The Administration Office should have a new member starting within the next week. Clara Turner from Central FPD has been an excellent help in the office as well. The District website has recently been updated by Administrative Assistant Sarah Melton, with audio recordings of recent board meetings and other additional changes, as requested by the public at prior board meetings.

Director Vince Hurley stated that OPEB requirements are more complex than in past years.

- 7.8 REPORT FROM FIREFIGHTERS' LOCAL 3535: Local 3535 Vice President Will Wingert stated that he is looking forward to meetings with the Labor Relations committee, and asked for a timeline of when those meetings might happen. Interim Fire Chief Prince said that they hope to begin meeting with the Ad Hoc Committee before the end of the calendar year, and he is working on defining a succinct scope of the committee, subject matter, time commitment needed, etc. He will meet with VP Wingert about labor relations expectations, as there may be some confusion as to the scope of the Ad Hoc committee, and two separate committees (for labor relations and for community/District communications) may be needed. VP Wingert stated that the Local 3535 remains committed to a labor relations committee, and he made himself available for discussions on these issues. He also voiced support of shared services, especially with Central FPD. VP Wingert found the talent on their Aquatic Rescue team to be a potential benefit to the District, in particular.

Public member Tanya Pannebecker asked who is representing Local 3535 on the Ad-Hoc committee. VP Wingert replied that he thinks it is him for the time being, but that possibly there's two different committees, one for labor relations and one for the community/District relations.

Public Member Becky Steinbruner asked about the Ambulance Services RFP, as she had read a news article about local fire departments wanting wording of the Request for Proposals changed to allow for fire departments to bid on the RFP. She wanted to know what the Union's stance is on it. VP Wingert said (speaking for himself and not the Local 3535) that he doesn't care who does it as

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long as it gets done effectively, and gave some detail as to call volumes and current response efficiency.

- 7.9 REPORT FROM CHIEF OFFICERS' ASSOCIATION: Division Chief Todd Skrabak stated that the Chief Officers Association is committed to assisting in any way with cooperative work projects, labor relations, and any other beneficial projects.

*Open Session adjourned at 8:16 PM, followed by a brief break before convening to Closed Session.*

**8.0 CLOSED SESSION:** 8:20 PM

- 8.1 Public Comment on Closed Session Agenda Items: Public member Becky Steinbruner re-stated her request to drop all action regarding the personnel issue she discussed in the 3.1 Oral Communications. President Spisak stated that the closed session agenda did not include any discussion of that issue.

8.2 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section § 54956.6

Agency designated representatives: President Spisak, Director Lucchesi

Unrepresented Employee: EMS Chief

**9.0 REPORT FROM CLOSED SESSION:** 8:41 PM

- 9.1 The Board gave direction regarding Emergency Medical Services Chief valuation, and motion was made to approve the Memorandum of Understanding with EMS Chief Scott Vahradian.

MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH EMS CHIEF

**On motion by Director Hurley, seconded by Director Abendschan, that Agenda Item 9.1, to "Approve the Memorandum of Understanding with EMS Chief", be approved as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Abendschan, Hurley, Lucchesi, Spisak</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>Foster</b>

**10.0 ADJOURN MEETING:** 8:44 PM



Secretary to the Board



Board President