



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

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**FINAL Minutes**

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

### **BOARD MEETING**

**Minutes of October 13, 2011**

**MEETING CALLED TO ORDER AT 7:03 PM BY PRESIDENT JOHNSTON**

**1.0 ROLL CALL** PRESENT: ABENDSCHAN, HURLEY, JOHNSTON, SPISAK,  
WEATHERFORD

ABSENT: None

1.1 INTRODUCTIONS: FIRE CHIEF JEFF TERPSTRA  
BOARD SECRETARY FRED MALMLUND  
DC DIAS  
DC CONRAD  
MR. TREVOR DIRKSEN

### **2.0 PLEDGE OF ALLEGIANCE**

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

3.1 ORAL COMMUNICATIONS None

3.2 WRITTEN COMMUNICATIONS The board packet contained copies of thank you letters, correspondence from Caltrans regarding safety railings for highway 1, and various newspaper articles mentioning the district.

### **4.0 CONSENT AGENDA**

4.0 MOTION TO ACCEPT & FILE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 8, 2011

4.1 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF SEPTEMBER 3, 2011 THROUGH OCTOBER 7, 2011

4.2 MOTION TO ACCEPT & FILE THE FAMIS GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END

4.3 PUBLIC COMMENT ON CONSENT AGENDA ITEMS None

**On motion by Director Weatherford, seconded by Director Hurley, that items 4.1 through 4.3 in the consent agenda be approved, as submitted, was approved by the following vote:**

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

**5.0 ITEMS REMOVED FROM CONSENT AGENDA** None

**6.0 UNFINISHED BUSINESS**

6.1 MOTION TO APPROVE RESOLUTION 6-11 “DISTRICT PURCHASING RULES”

Business Manager Malmlund reported that the subject resolution contained a correction, from \$2,000 to \$500, in the amount of proposed spending not included in the approved budget that required advance board approval before making a purchase commitment. This correction brings the purchasing resolution back in line with the purchasing ordinance. In addition, email communication is established as an approved mechanism for requesting and granting purchasing approvals. And, a few grammatical corrections were included in the new resolution.

**On motion by Director Weatherford, seconded by Director Spisak, that Resolution 6-11 be approved, as submitted, was approved by the following vote:**

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

**7.0 NEW BUSINESS**

7.1 DISCUSSION ON REGIONAL OPPORTUNITIES

Fire Chief Terpstra reviewed his written staff report.

7.2 MOTION TO APPROVE THE NEW FIRE ENGINE SPECIFICATIONS AND PROPOSED BID AND PURCHASE PROCESS

Division Chief Conrad and Fire Chief Terpstra reported that the Apparatus Committee had concluded its nine month analysis of the operational requirements of the new fire engine. A detailed specification has been developed and was reviewed. Given the operational necessities

combined with the operational benefits gained from standardization, the committee and the fire chief has recommended that a Pierce PUC engine be purchased on a sole source basis from Pierce. The purchase price of the fire engine will be a “piggyback” upon the price another government agency has paid for the same engine under competitive procurement conditions.

**On motion by Director Hurley, seconded by Director Abendschan, that the new fire engine specification and the proposed purchase process be approved, as submitted, was approved by the following vote:**

<b>Ayes:</b>	<b>Abendschan, Hurley, Johnston, Spisak, Weatherford</b>
<b>Noes:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>

7.3 REVIEW OF FIRST QUARTER FINANCIAL RESULTS

Business Manager Malmlund reported that the first quarter financial results were on budget and the only significant variances were due to the timing of expenditures.

7.4 REVIEW OF INTERNAL CONTROLS – CLAIMS PROCESSING

Business Manager Malmlund reviewed the accounts payable procedures and the internal controls in place for the process.

**8.0 STANDING REPORTS**

8.1 BOARD OVERSIGHT INQUIRY: None

8.2 FIRE CHIEF’S REPORT

Chief Terpstra reviewed his written staff report.

8.3 REPORT FROM FIREFIGHTERS’ LOCAL 3535 PRESIDENT TREVOR DIRKSEN

President Dirksen thanked the board and fire chief for establishing guidelines for the evaluation of regional service programs and the analysis of possible consolidation opportunities. He reported the pancake breakfast generated \$2,600 and the proceeds would likely be donated to up to 14 charities. Meet and Confer meetings would resume soon with a focus on possible modification of the residency requirement.

**9.0 ADJOURN MEETING**

A/LSFPD BOARD MEETING AGENDA  
October 13, 2011

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Secretary to the Board

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Board President