

**Aptos/La Selva Fire Protection District
Board of Directors
MINUTES**

Wednesday, February 13, 2019 – 7:00 P.M.

Administration Office – 6934 Soquel Drive, Aptos CA 95003

Complete Board Meeting packets are available on request for review at the
Administration Office and on the A/LSFPD website.

Call (831) 685-6690 or visit: www.aptosfire.com.

1.0 Call to Order

1.1 Pledge of Allegiance

1.2 Call Meeting to Order – Roll Call of Directors

President Lucchesi called the meeting to order at 7:08 p.m., and asked everyone in attendance to join him in saluting the flag. In attendance were Directors Darbro, Foster, Spisak, Scanlon and Chief Lowe.

2.0 Communications From/To Board Members and Public

2.1 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. The Public may have 3 minutes to speak unless granted a longer period by the Board President. 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 was no comment from the Board or the public.

President Lucchesi advised that there was a Shared Services Ad Hoc Committee Meeting on February 12, 2019, which included he, Director Scanlon, Chief Lowe, Chief Hall, a Union representative, two Directors from Central, a labor group representative and William Ross, an attorney who specializes in mergers, JPA, etcetera; advised that they discussed how the Districts could work together to be more effective operationally, financially and effectively; advised that there were a lot of different aspects; advised that Mr. Ross laid out a plan for a JPA for the two Districts; and, advised that no formal action was taken and that it was a fact finding meeting. Chief Lowe thanked the labor group for attending the meeting and contributing; and, advised that the next meeting will be the second Tuesday of March, at 9 a.m., at Central; reiterated that the meetings are to gather information and not to take formal action. Director Foster inquired if the Board

could get a report from the Shared Services Ad Hoc meetings as an agenda item at the regular Board Meeting.

2.2 Written Communications

President Lucchesi made mention of the communication items in the Packet.

3.0 Consent Agenda

3.1 Approve Minutes of the Regular Meeting of January 10, 2018 - Fire Chief/Board Secretary Aaron Lowe

3.2 Approve Claims Disbursements of January 1, 2018 through January 31, 2018 - Director of Finance Nancy Dannhauser

3.3 Approve EZ One General Ledger Reports for the Prior Month-End - Director of Finance Nancy Dannhauser

3.4 Public Comment on Consent Agenda Items

There was no comment from the public. Director Darbro pointed out that there was a partial sentence in the middle of page 7 and it should be corrected/finished by the Recording Secretary (“Chief Lowe advised that Division Chief Skrabak...”)

Director Scanlon made a motion to approve Item 3.1, with a correction to page 7 of the Minutes for the January 10, 2019 meeting. [The correction to be: Chief Lowe advised that Division Chief Skrabak was dealing the best way to handle the two Pierce engines, and advised that Division Chief Cullen could probably elaborate on what the District has done with surplus equipment in the past.] The motion was seconded by Director Darbro.

The motion passed with 5-Ayes.

Director Foster made a motion to approve Items 3.2 and 3.3. The motion was seconded by Director Scanlon.

The motion passed with 5-Ayes.

4.0 Old Business

4.1 Board Member Oversight Responsibilities for 2019—Fire Chief Lowe Discussion/Action

President Lucchesi advised that there were a lot of standing and Ad Hoc Committees last year – there was a discussion last month and staff was directed to provide direction regarding committees going forward – advised that he met with the Chief and

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they came up with the recommendation that there should be a standing Personnel (Director Lucchesi and Director Scanlon) and a standing Finance (Director Foster) Committee; advised that there should be a Community Outreach Committee – External Communications with the Public (Paul Vitali and Jean Anderson), and advised that Director Darbro will be the new contact for that Committee; and, advised that there should be an Ad Hoc Committee for Shared Services (Director Scanlon and Director Lucchesi). Director Darbro inquired about a rotation for the Board members serving on the Committees. President Lucchesi advised that the Committees members were selected for an annual term, and suggested that switching people in and out of a Committee such as the Shared Services Committee was not such a good idea, especially since it is anticipated that there will be a lot going on with regard to the Shared Services. Director Darbro inquired about the Ad Hocs reporting to the Board regularly so that there could be involvement by the Board. Discussion ensued regarding other Board members attending the meetings as an observer; a concern about the Board being kept up to speed; a suggestion to tape the meetings so that no information was forgotten or missed; what the ByLaws for the Board of Directors states regarding Committees – allowing for two formal members on a Committee; and, the possibility of having an alternate for a Committee. Chief Hall advised that an Ad Hoc meeting can be taped, but that the transcription of the tape will be different in that the conversations are freer and the notes are going to be much longer; suggested using a scribe – someone taking the key points of the meeting; and, he advised that there had been discussion about rotating members of the Ad Hoc for the Shared Services but not the Committee Chair. Director Lucchesi from Central, advised that the Committee Chair will remain constant – for one year; advised that when the Ad Hocs would report out – it was glossed over because it can be extremely time consuming – whether finance or personnel or Ad Hoc negotiations – trying to report out of a two and a half hour meeting would be extremely time consuming – more so than that, it's difficult for the Ad Hoc representatives to go solicit from the rest of the Board what their vision or values or constituent concerns – advised that he saw a lack of participation from the rest of the Board – advised that Chief Hall and Chief Lowe are the quality control officers – they keep it flowing and keep consistency – advised that he believed that at the end of two years, that every member of Central Fire's Board got to have direct input – a fingerprint on the process – gets to share the success – personally being involved – it was more difficult to come out and say what had been done in a two and a half hour meeting – but advised that he knew the other Board member's desires for the organization and what their position(s) was – in the term of two years, all five of the Board will have had the opportunity in the landmark event. Discussion ensued regarding consistency, the consistency of passing information, a potential rotation, or appointing an alternate for each Committee. Director Foster recommended Director Darbro for the alternate for the Personnel Committee and the Shared Services Committee, and recommended Director Spisak for the alternate for the Finance Committee, and requested that he be the alternate for the Community Outreach Committee. Discussion continued about the information being relayed from the Ad Hoc Committee for Shared Services to the Board and the relay of information from the Board back to the Ad Hoc for Shared Services, and the Board President being allowed to make assignments to Committees. Chief Lowe clarified that the

alternate for the Personnel Committee will be Director Darbro; for the Finance Committee, the alternate will be Director Spisak; for the Community Outreach Committee, the alternate will be Director Foster; and, for the Shared Services Committee, the alternate will be Director Darbro. President Lucchesi reiterated that the alternates can attend the meetings but they cannot participate in the meeting. Director Foster asked that Chief Lowe check with legal counsel regarding the alternate(s).

5.0 New Business

5.1 FY 2018-2019 Mid-Year Budget Adjustment and Approval of Resolution 03-19— Finance Director Nancy Dannhauser Discussion/Action

Finance Director Dannhauser advised that the Mid-Year Budget Adjustment is typically recommended due to unforeseen changes that may have occurred after adoption of the Budget, or due to changes related to the actual performance of the District during the first half of the fiscal year; advised that the Fiscal Year 2018-2019 Budget was adjusted on October 11, 2018, at a deficit of \$(203,396), and advised that the proposed adjustments to the Budget was an increase by \$308,475 (an Inter-Gov Revenues increase of \$280,000 for strike team reimbursements, and \$28,475 due to the shared services agreement with Central Fire), and an increase of \$87,248 in expenditures (\$16,124 of which is the net cost due to the removal of the Director of Business Services position (\$123,876) and an offset by the increase of overtime of \$140,000 due to strike team deployments), an increase in services and supplies in the amount of \$181,124 (\$50,00 increase in legal services and an increase in Personnel Service cost of \$131,124 based on the shared services agreement with Central), a Fixed Asset Decrease in the amount of \$(110,000), which is due to a decrease in mobile equipment (the water tender budgeted for \$325,000 will not be delivered until July, which falls into the next fiscal year, so the balance for the water tender will be re-budgeted for Fiscal Year 2019-2020), and advised that since a partial payment has been made for the water tender chassis, a total of \$230,000 is remaining in the budget for mobile equipment and staff is recommending the re-appropriation of a portion of these funds to purchase two Community Risk Reduction Vehicles and a replacement vehicle (pickup truck) for the Division Chief of Operations, totaling \$120,000; advised that the vehicles will be purchased at a discounted rate as part of a package deal with Central, who is also purchasing vehicles from the same Dealer(s); and, advised that the recommendation is to approve Resolution 03-19 as presented in the staff report.

There was no public comment.

Director Darbro made a motion to approve Resolution 03-19, and waived a reading of the Resolution. The motion was seconded by Director Scanlon.

The motion passed with 5-Ayes.

5.2 Functional Consolidation-Community Risk Reduction-Fire Chief Lowe
Discussion/Action

Chief Lowe advised that there were two functional consolidations that he was hoping to achieve – the first was Administrative Services and the second was the Community Risk Reduction Division; advised that the proposal is to implement a functional consolidation for shared services between Central and Aptos for Community Risk Reduction services, including, but not limited to Community Risk Engineering, Fire Code Enforcement and Community Risk Education; advised that the study from ESCI thought this was a good idea; advised that it will eliminate a duplication of services provided by both agencies; advised that it provides depth to staff – advising that there will be a Fire Marshal/Deputy Fire Marshal, three Inspectors and a Fire Prevention Coordinator to cooperate with each District's risk reduction model and provide a higher level of services to both communities; advised that the net shared cost will be \$87,119, and was asking for the name to be rebranded from Fire Prevention Bureau to Community Risk Reduction Division - advising that the change reflects national fire service standards and the industry best-practice approach to reducing the risks of all hazards in the community.

Erin Collins, Deputy Fire Marshal with Aptos, addressed the Board advising that she has had the opportunity to work with both agencies in Fire Prevention – advised that both Divisions are pretty much doing the same thing, so combing the two makes the most sense – it will streamline and make things more efficient, and in changing the name to Community Risk Reduction opens up a lot of things that the Divisions haven't been able to do previously – to incorporate all hazards; advised that they have a very strong team and it would only be stronger if the two Divisions worked together. Fire Marshal Mike DeMars with Central addressed the Board, advising that he echoed what Deputy Fire Marshal Collins stated; advised that for over the past year they had been working on the project and in the past the attempts to do this have failed, but feels that this attempt is moving in a positive direction and it is going to work and will be good for everyone involved; advised that it is still going to take some time to fine tune everything, but that there is currently a good team; and, advised that he believed that the failures in the past were due to finances. A gentleman addressed the Board, advising that conceptually he didn't have an issue, but as a resident – at least once a year someone from the agency comes and wants to discuss weeds – advised that he appreciates that the staff comes out and tells the residents that they have problems – the bigger the area that you serve and the more you share, the higher the risk that funds are short and you don't get around to everybody every year – the question is when the funds are short and you can't find the budget to serve all the people, who do you leave out? – before when Central and Aptos were separate, each group had to make their decision and you can go to the public and ask for "x" more money to hire a person to make this happen – you now have a larger group of people to respond to and it becomes more challenging – where is the extra money gonna' come from? – it can delay the process so of getting people on board – the delay could cause problems for the community if there is a situation – the wider you spread the budget, the higher the risk is that somebody's gonna' get served as well. Fire Marshal DeMars advised that when he stated from his perspective the issue was money – it wasn't the budget – it was disagreement as to what agency was going to pay what

percentage of what – the money was there – the budget was not an issue – it was who was gonna' pay for what. Chief Lowe advised that the hourly employees that do the inspections will not change – the finances will not duplicate the same things – we're not paying for the same things twice – those monies we have will improve the services – the hourly inspectors we have are very important to that model and they are not going to be reduced – it will only improve their funding. A gentleman advised that budgets get tight from time to time – sharing to services is less of a risk as opposed to when you talk about things that critical to preventing fires. Chief Hall advised that when you look at resources and the availability of resources with both Districts – right now we have an Inspector in Aptos, we had an Inspector in Central and she became the Deputy Fire Marshal at Aptos – and then we have a shared Inspector – those resources alone have increased the productively of both Districts – the workload will never be done – if the workload is being caught up on at Central and a body can be moved over to Aptos to help with the workload in Aptos, that's a win-win; with regard to weed abatement or LE100 Inspections –each of us either have retired annuitants or Cal Fire Assistance with the LE100's –Central also has a pool of highly motivated PCF's – due to Fire Marshal DeMars, Central has a handful of PCF's that have been trained in LE100 Inspections – those are available during the LE100 Season – which is now becoming a 365 day season – the sharing of these resources is the paramount case – the problems that issued in the past were from both District's prior Boards and both District's fire administrations – it didn't work because of nickel and diming the system – advised that he didn't see that with either of the current Boards – advised that both he and Chief Lowe are looking at the budgets and are insuring that the monies are there to continue the services within their respective Districts, but also how they could help each other out – community risk is not just about preventing fires – advised that he believed it is an extremely beneficial program by working together and the ability to have more resources available to both Districts. Director Darbro advised that he had seen this model before and that he is certain that the two Fire Chiefs will make sure that the shared services go back and forth between the Districts – both are stakeholders in the shared services – the expectation is that both Districts are cared for – some time there may be more work to do on one side or the other, but the intention is shared services.

Director Foster made a motion to approve the Functional Consolidation - Community Risk Reduction. The motion was seconded by Director Darbro.

The motion passed with 5-Ayes.

5.3 Functional Consolidation Administration and Command Staff—Fire Chief Lowe
Discussion/Action

Chief Lowe gave an in-depth overview of the background regarding the functional consolidation administration and Command Staff, and advised that staff is asking for and recommends Board approval to implement a functional consolidation between Aptos and Central, formalizing the Division/Battalion Chief (mid-management) organizational structure and management authority, and formally recognizing all administrative personnel from both Districts; advised that the existing MOU (contract for administrative

services) shall remain in effect as agreed upon through June 30, 2019, and the contract will be re-evaluated during the 2019/2020 fiscal year budgetary process; and, advised that for continuity, staff requests the functional consolidation models currently in effect be extended through December 31, 2019.

There was no public comment. Discussion ensued by the Board.

Director Scanlon made a motion to approve Functional Consolidation Administration and Command Staff. The motion was seconded by Director Darbro.

The motion passed with 5-Ayes.

5.4 Authorization to Fill Captain Vacancy—Fire Chief Lowe
Discussion/Action

Chief Lowe advised that staff is recommending the promotion of Firefighter/Paramedic Carl Steinmetz to the permanent vacant Captain position that is available; advised that he has been serving as a temporary Captain and advised that he has done an amazing job – acting with professionalism and accountability – and, advised that in March there will be a more formal badge pinning. Discussion ensued.

There was no public comment.

Director Scanlon made a motion to authorize the filling of the Captain Vacancy. The motion was seconded by Director Darbro.

The motion passed with 5-Ayes.

6.0 Standing Reports

6.1 Fire Chief Report – By Fire Chief Aaron Lowe, regarding various operational and administrative matters.

Chief Lowe advised that January 28, 2019 was the official start date for two new employees for the District – Erin Collins officially started as the Deputy Fire Marshal and Scott Lewis started as a Firefighter/Paramedic; advised that the Seascope Uplands Homeowners Association invited the District to discuss Public Resource Code Division 4, Part 2, Chapter 3, Section 4291 and the introductions of LE100 Inspectors Dan Frost and Jeremy Gilbert; advised that he and members of Local 3535 attended the 14th Annual Fallen Officers Foundation Ball; advised that the Ball provides awareness and donation opportunities to contribute to Public Safety personnel and families who are in need of assistance; advised that Civic Plus has begun working on the District website and will bring the District up to government transparency compliance – it is anticipated that the website will be up and running by the end of the Fiscal Year; advised that he and Chief Hall have had meetings with shift personnel from both organizations to improve communications between floor personnel and management, and advised that these

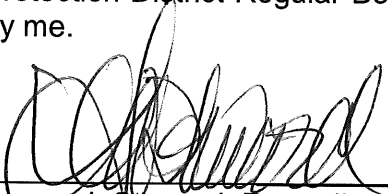
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meetings will continue on a bi-monthly schedule; advised that Division Chief of Operations Scott Cullen attended and completed the O-305 Type 3 All-Hazard Incident Management Team training course on February 8, 2019, and advised that the skill set that Division Chief Cullen and other members of the District poses will assist in the overall command and coordination of complex incidents and events within the community. Discussion ensued regarding the isolation of the community and what resources are currently available should a catastrophic incident occur.

7.0 Adjourn Meeting

The meeting was adjourned at 8:30 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 February 13, 2019, as prepared by me.



Donna J. Steward, Recording Secretary


Dated: 3/18/19

ATTEST:



Board President

Dated: 3/18/19



Secretary to the Board

Accommodating People with Disabilities: The Aptos/La Selva Fire Protection District does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The District meetings are held in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact the Administration Office at 831-685-6690 at least 72 hours in advance of the meeting to make arrangements. For TDD service the California State Relay Service 1-800-735-2929 will provide a link between the caller and the administrative staff.