

# Aptos/La Selva Fire Protection District

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FINAL Minutes

## Aptos/La Selva Fire Protection District

### BOARD MEETING

Minutes of April 13, 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  
GENERAL LEGAL COUNSEL ALAN SMITH  
LAFCO EXECUTIVE OFFICER PAT MCCORMICK

#### 2.0 PLEDGE OF ALLEGIANCE

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

- 3.1 ORAL COMMUNICATIONS: Local 3535 President Ryan Peters presented a speech to the Board and members of the public present, regarding the flyer recently sent out to members of the public. Local 3535 Vice President Will Wingert also spoke regarding the flyer, and responded to the District press release regarding the flyer, as well. In total, 38 speakers from both Local 3535 and the general community gave input and raised concerns regarding the current state of the District, information distributed by Local 3535 and information released to the press over the past few weeks. Once all public commentary had completed, President Spisak asked that a brief break commence so that members not wishing to remain for the rest of the Agenda could exit.
- 3.2 WRITTEN COMMUNICATIONS: Written communications included the agenda for the April 5, 2017 LAFCO meeting, as well as information on their current budget process and Sphere of

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Influence review, and a letter from Aptos Firefighters Local 3535 to Board President Spisak, regarding their vote of no confidence for Fire Chief Jon Jones.

*Per President Spisak, Unfinished Business Items 6.3, 6.4 and 6.5 were moved ahead of the Consent Agenda for discussion, so that present members of the public could observe the most current business.*

6.3 SANTA CRUZ COUNTY AMBULANCE CONTRACT AND APTOS/LA SELVA AMBULANCE M3566 DISCUSSION AND MOTION TO AUTHORIZE FIRE CHIEF TO ENGAGE IN DISCUSSIONS WITH AMERICAN MEDICAL RESPONSE ON FUTURE UTILIZATION OF M3566.

Fire Chief Jones gave a brief review of prior discussion on the current contract for ambulance services, as written in 2003. The District call volume has been slowly increasing since 2003, causing Engine 1 to be out of service for a number of out-of-District calls requiring Ambulance M3566 services, including false alarm calls. Fire Chief Jones recommended engaging in discussions with American Medical Response and County EMS to find a more beneficial solution. Director Foster asked if the discussion would involve concerns recently raised about calls well out of District boundaries, as well as false alarms. Fire Chief Jones, Board Directors, Local 3535 VP Will Wingert, and three members of the public all participated in discussion of the ambulance service history, current District response needs, expenses associated with response, and other aspects of the proposed contract discussion. Director Hurley voiced concern regarding the 201 rights detailed in the current contract, as the possibility of taking M3566 out of service could potentially prevent the District from utilizing/purchasing any future ambulances. Director Abendschan strongly recommended an agency from North County, such as Scotts Valley FPD, be encouraged to provide ambulance services for areas significantly out of District. Becky Steinbruner, member of the public, asked when the current contract was up for renewal. Fire Chief Jones stated that, per communication from EMS Director Brenda Brenner and EMS Medical Director David Ghilarducci, the updated RFP cannot be done in time for the contract's December 2017 deadline. It has been asked that the current contract be extended until an updated RFP can be completed, by mid-2018. Director Hurley asked that the current proposed motion be amended to add clear and concise language of District coverage responsibilities in the proposed discussion.

**On motion by Director Hurley, seconded by Director Abendschan, that Agenda Item 6.3, to Authorize Fire Chief to Engage in Discussions With American Medical Response on Future Utilization of M3566, With the Goal Being M3566 Responding to Priority Level 0 to Level 1 Within the District, and Priority D & E at Level O Outside the District, be approved as amended, was approved by the following vote:**

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

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6.4 LAFCO FIRE SERVICE REVIEW/CONSOLIDATION STUDY DISCUSSION AND MOTION

Fire Chief Jones and President Spisak presented an update on the proposed scope and details requested for the LAFCO fire service review/consolidation study. Another meeting is scheduled for May 9, 2017, with LAFCO representatives. Director Hurley stated that in prior discussions with Central Fire Protection District (Central FPD), their Board wanted dissolution of the two Districts and creation of one District. He voiced concerns that consolidating in this manner would increase retirement liabilities by a large margin. Member of the public Drew Johnston agreed that the liability is an issue, due in part to their benefits package, would become one of the biggest concerns upon consolidating with Central FPD. President Spisak stated this difference in liabilities became apparent during the recent PERS/OPEB training he attended. Director Abendschan asked why the study was necessary, given this issue.

LAFCO Executive Officer Pat McCormick stated that the study would include finances, including any potential liability issues. He also noted that Central FPD had this discussion earlier this week, with the LAFCO Board discussing it at their meeting last week, and both the LAFCO and Central FPD Boards were in favor of continuing the study.

Directors Abendschan, Foster Hurley, Lucchesi and Mr. McCormick all engaged in further discussion regarding the viability and potential benefits of the study.

**On motion by Director Foster, seconded by Director Hurley, that Agenda Item 6.4, to Approve Moving Forward with LAFCO Fire Study, Under the Guide of the Principles Outlined in Staff Report 6.4, including anything from Shared Services to Consolidation, be approved as amended, was approved by the following vote:**

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

6.5 MASTER PLAN STATUS REPORT

Fire Chief Jones gave a brief report on the status of the Master Plan, as detailed in the Citygate report included in the Board Agenda packet. The project is approximately two months behind due to earlier meeting schedule conflicts and initial preparations, but is moving forward with future meetings scheduled.

**4.0 CONSENT AGENDA**

4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF MARCH 9, 2017

4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS FOR MARCH 1, 2017 THROUGH MARCH 31, 2017

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- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 MOTION TO APPROVE A DISBURSEMENT TO SANTA CRUZ COUNTY AUDITOR-CONTROLLER'S OFFICE IN THE AMOUNT OF \$109,263.00 FOR 2016-17 PROPERTY TAX ADMINISTRATION SERVICES
- 4.5 PUBLIC COMMENT ON CONSENT AGENDA ITEMS:

Leticia Miller asked why the minutes of the April 7, 2017 Special Board Meeting were not included in the Consent Agenda. Per Board Secretary New, the Special Board Meeting minutes were to be finalized and approved at the next regular Board Meeting, on May 11, 2017.

**On motion by Director Foster, seconded by Director Abendschan, that Consent Agenda Items 4.1, 4.2, 4.3 and 4.4 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: None**

**6.0 UNFINISHED BUSINESS**

- 6.1 CONVENE PUBLIC HEARING ON ADOPTION OF RESOLUTION 3-17 "ESTABLISHING FEES FOR PERMITS AND SERVICES"

Division Chief/Fire Marshal Trevor Dirksen briefly reviewed the proposed Resolution 3-17, reiterating that no current fees would be increased upon approval of the resolution. No other public comments were added.

- 6.2 MOTION TO APPROVE RESOLUTION 3-17 "ESTABLISHING FEES FOR PERMITS AND SERVICES"

**On motion by Director Abendschan, seconded by Director Hurley, that Agenda Item 6.2, to Adopt Resolution 3-17 "Establishing Fees for Permits and Services", 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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**7.0 NEW BUSINESS**

- 7.1 MOTION TO APPROVE INCREASE IN HOURLY WAGE FOR LE100 INSPECTOR POSITION
- 7.2 MOTION TO APPROVE UPDATED JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT AND AUTHORIZE FIRE CHIEF TO HIRE ONE FULL TIME PERMANENT ADMINISTRATIVE ASSISTANT AND SIGN CONTRACT WITH CENTRAL FIRE PROTECTION DISTRICT FOR ADMINISTRATIVE SERVICES
- 7.3 MOTION TO UTILIZE OVERTIME AND CONTRACT FOR SHARED SERVICES TO ASSIST WITH FIRE AND LIFE SAFETY INSPECTIONS
- 7.5 DISCUSSION OF DISTRICT PARTICIPATION IN LOMA PRIETA ROAD ASSOCIATION AND MOTION TO AUTHORIZE FIRE CHIEF TO EXECUTE AGREEMENT

Due to time constraints, a motion was made to move New Business Items 7.1, 7.2, 7.3 and 7.5 to the next regular Board Meeting on May 11, 2017.

**On motion by Director Foster, seconded by Director Lucchesi, that Agenda Items 7.1, 7.2, 7.3 and 7.5 be postponed until the next Regular Board Meeting on May 11, 2107, was approved by the following vote:**

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

- 7.4 MOTION TO AUTHORIZE FIRE CHIEF TO SIGN COOPERATIVE PURCHASING AGREEMENT WITH NATIONAL JOINT POWERS ALLIANCE

Fire Chief Jones outlined the current conditions of the District Purchasing Policy, and the potential savings available by utilizing a cooperative purchasing agency, National Joint Powers Alliance(NJPA). An additional potential benefit would be less staff time utilized in constructing Requests For Proposal's for various equipment purchases. Details were given to Directors by Fire Chief Jones regarding the NJPA purchasing process, bidding options, program versatility and overall benefit to the District.

Public Comment on Agenda Item 7.4: Leticia Miller stated that the JPA agreement seemed like a good idea. Becky Steinbruner asked if the District had any plans to include a ladder truck in future purchases. President Spisak stated that while that had not been recently discussed, such options would likely be considered in the future, as additional construction/developments continued in the District.

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**On motion by Director Abendschan, seconded by Director Hurley, that Agenda Item 7.4, to Authorize Fire Chief to Sign Cooperative Purchasing Agreement with National Joint Powers Alliance, be approved as submitted, was approved by the following vote:**

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

## **8.0 STANDING REPORTS**

8.1 BOARD OVERSIGHT INQUIRY: None.

8.2 FIRE CHIEF'S REPORT: Fire Chief Jones reported that the first quarter of CY 2017 showed a 19% increase in call volume compared to the same time period in 2016, mainly due to the increased weather-related calls during the unusually heavy rainfall in January 2017.

The Captains Test process is now complete. Firefighter/Paramedic Jared von Schell, Firefighter/Paramedic Brandon Houston and Firefighter/Paramedic Carl Steinmetz have successfully passed the Fire Captain promotional exam, and are now Acting Captains.

Fire Chief Jones attended several community meetings this month, including the Emergency Medical Care Commission meeting on May 22, 2017. The addition of Kaiser to Santa Cruz County was a topic of the meeting. Kaiser is currently using Watsonville Community Hospital as their designated facility.

The District has received an application to apply for OES/FEMA disaster assistance, to help reimburse expenses related to the January 2017 atmospheric river storm period. Costs incurred will be evaluated to see if our District qualifies for financial assistance.

The Resource Conservation District successfully led an effort to develop a Countywide Fire Safe Council. Division Chief Dirksen has participated in this development and the District supports further development of the Council. Next steps are to approve draft by-laws, appoint a Board, elect officers and then seek grant funding for planning, assessment and hazardous fuel reduction.

District Chief Officers and the Director of Business Services attended the Liebert Cassidy Whitmore Fire Management Academy on Wednesday, March 15, 2017. The class was beneficial to employees, covering several legal and management issues.

8.3 DIVISION CHIEF OF TRAINING REPORT

DC Skrabak highlighted recent District trainings, as outlined in Staff report 8.3. Probationary training, annual Safety Training, Utility Emergencies and County Performance Standards (CPS) Drills were among the trainings completed.

8.4 DIVISION CHIEF OF OPERATIONS REPORT

Division Chief Cullen reported that the Apparatus Committee is finalizing specs for a new engine purchase. Contracting with NJPA would offer more flexibility on this purchase. Rosenbauer brought a demo engine by for review, which was found to be the most desirable option of the three major companies considered. Recommendation for a purchase should be finalized within the next month.

Admin. Assistant Sarah Melton, while on the Monterey Bay Air Pollution Control District website, came across a grant available for replacing older diesel motors. After further research into the grant, with the help of Firefighter/Paramedic Jake Finley, a grant application was submitted to potentially replace the 1986 Water Tender. If the grant is approved, up to 80% of the cost of a new Water Tender could be awarded, with a potential savings of \$196,000.

Captain John Buchner, Firefighter /Paramedic Rick Andrews and Firefighter Dan Biagiotti will receive special recognition at the May 23, 2017 Santa Cruz County Board of Supervisors Meeting, in conjunction with EMS Week. Captain Buchner and crew responded to a rescue at Seacliff State Beach in November 2106, and successfully resuscitated a non-breathing/pulseless patient, who has since then made a full recovery.

#### 8.5 DIVISION CHIEF OF PREVENTION REPORT

Division Chief/Fire Marshal Dirksen reported that the LE100 program is starting on April 24, 2017. The focus this year will be on State Responsibility Area #4, from Haas Drive South to Aptos Village, East of Soquel Drive, and will run through mid-summer. Inspector Dan Frost will be assisting with inspections, as well as 3 Cal Fire inspectors.

Weed Abatement notices are being issued to owners of vacant lots, for the 2017 Weed Abatement season. While the RFP for a Weed Abatement Contractor was widely distributed, there were ultimately no bidders for the service. Following Central FPD's model, the annual notices were changed to reflect responsibility to land owners to mitigate the risks on their own properties. If weeds are not mitigated on the estimated 166 vacant lots within the District within the deadline requested, additional notices, followed by citations, will be issued to the property owners.

#### 8.6 DIRECTOR OF BUSINESS SERVICES REPORT

Director of Business Services New reported that the annual audit presentation has been delayed for a month, while the GASB 68 disclosure is being prepared and reviewed. The presentation will be made by the auditor at the May 11, 2017, regular Board Meeting.

Fire Chief Jones met with Division Chiefs to review their budgeting for the next fiscal year, with the next step being capital expenditure review. The FY 2017/2018 preliminary budget will be presented for review, discussion, and input. A preliminary budget will be submitted to the Board for approval at the June 8, 2017, Regular Board Meeting.

The 2016 calendar year report of compensation (including Board Member compensation) has been submitted to the State Controller's Office, and is also available for viewing in the Finance section of the District website.

A/LSFPD BOARD MEETING MINUTES

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A thorough review of District buildings, equipment and other depreciable assets has been completed and incorporated into a replacement schedule. This schedule can be formatted into a Capital Improvement Plan (CIP), which will assist in evaluating the District's ability to fund future capital projects. A presentation will follow at a future Board Meeting to seek input/direction on future improvements.

The District has sold two surplus property items, via sealed bids. The 2009 Cargo Carry-on Trailer sold for \$2,360, while the 2001 Dodge Dakota truck sold for \$3,101.

The District has been offered a trial membership to California Special Districts Association (CSDA) effective April 1 through June 30, 2017. All staff and elected officials may utilize the online training and webinars, or register for upcoming conferences through this trial membership. Directors may be interested in an upcoming conference for elected and appointed directors held in San Luis Obispo on April 23-26, 2017 or in Napa on July 9-12, 2017. More information can be found on the CSDA website, [www.csda.net](http://www.csda.net).

8.7 REPORT FROM FIREFIGHTERS' LOCAL 3535: None

8.8 REPORT FROM CHIEF OFFICERS' ASSOCIATION: None

**9.0 CLOSED SESSION: 11:02 PM**

9.1 Public comments on Closed Session Agenda Items: None

9.2 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6

Agency designated representatives: Allyson Hauck, Director Hurley, President Spisak

Employee Organization: Firefighters Union Local 3535

9.3 CONFERENCE WITH LABOR NEGOTIATORS

In accordance with Section 54957.6

Agency designated representatives: Allyson Hauck, Director Hurley, President Spisak

Employee Organization: Chief Officers' Association

9.4 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to California Government Code §54956.9 (1 case)

Tracy New v. Aptos/La Selva Fire Protection District, Aptos/La Selva Local 3535 IAFF,

Division Chief Mike Conrad, and Division Chief Trevor Dirksen;

DFEH Case Number 724824-199474, filed September 16, 2016.



**10.0 RETURN TO OPEN SESSION: 11:57 PM**

10.1 REPORT FROM CLOSED SESSION

Board met with negotiator on items 9.1 and 9.2 and gave direction to continue negotiations.

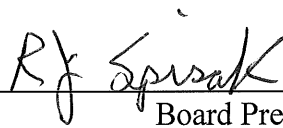
The Board entered discussion with District's legal counsel, Al Smith, on Item 9.4, and took no action.

**11.0 ADJOURN MEETING**



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Secretary to the Board



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Board President