

Aptos/La Selva Fire Protection District

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FINAL Minutes

Aptos/La Selva Fire Protection District

BOARD MEETING

Minutes of November 10, 2016

MEETING CALLED TO ORDER AT 7:04 PM BY PRESIDENT HURLEY

1.0 ROLL CALL PRESENT: FOSTER, HURLEY, SPISAK, WEATHERFORD

ABSENT: ABENDSCHAN (*Arrived 7:15 pm*)

1.1 INTRODUCTIONS

FIRE CHIEF JON JONES
BOARD SECRETARY TRACY NEW
DIVISION CHIEF MIKE CONRAD
LOCAL 3535 PRESIDENT RYAN PETERS
MR. GEORGE LUCCHESI

2.0 PLEDGE OF ALLEGIANCE

2.1 BOARD PRESIDENT HURLEY WILL PRESENT DIRECTOR WEATHERFORD WITH A PLAQUE FOR 17 YEARS OF DISTINGUISHED SERVICE TO RESIDENTS OF THE DISTRICT.

2.2 THE OATH OF OFFICE WILL BE ADMINISTERED TO APPOINTED DIRECTORS FOSTER, LUCCHESI AND SPISAK

Items 2.1 and 2.2 were moved to a later time on the agenda, pending the arrival of Director Abendschan.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 ORAL COMMUNICATIONS: None.

3.2 WRITTEN COMMUNICATIONS: Written communications included a letter from the County Elections office and Santa Cruz County Board of Supervisors Resolution 192-2016, outlining the process and timeline for appointing new Board Directors (and confirming current appointments), a Sentinel article regarding a LAFCO study of 12 fire protection districts at the 11/2/16 LAFCO

meeting, a LAFCO letter and agenda for said meeting on 11/2/16. Fire Chief Jones gave a brief summary of the LAFCO meeting referred to in the written communications.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 13, 2016
- 4.2 MOTION TO APPROVE CLAIMS (ONE SOLUTION) DISBURSEMENTS OF OCTOBER 1, 2016 THROUGH OCTOBER 31, 2016
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END
- 4.4 PUBLIC COMMENT ON CONSENT AGENDA ITEMS: None

On motion by Director Foster, seconded by Director Spisak, that Consent Agenda Items 4.1 through 4.4 be approved as submitted, was approved by the following vote:

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

5.0 ITEMS REMOVED FROM CONSENT AGENDA: None

6.0 UNFINISHED BUSINESS

- 6.1 DISCUSSION AND REVIEW OF DISTRICT EVALUATION/MASTER PLAN PROPOSALS AND MOTION TO AWARD CONTRACT (MASTER PLAN PROPOSALS CAN BE FOUND ON THE DISTRICTS WEBSITE)

Fire Chief Jones briefly reviewed the research and reference checks he conducted, as well as the submitted information on the Master Plan Proposals, as viewable on the District website at www.aptosfire.com. After review, the Fire Chief recommended Citygate Associates, LLC as the company to conduct the Master Plan for the District. Projected cost to the District would be approximately \$65,008.00. This cost could increase by \$3,775.00 if a traffic study were added to the plan, or an additional \$4,450.00 if additional GIS data files were needed during the process. After speaking with SCR911, Fire Chief Jones believes that sufficient GIS data is already available.

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Director Weatherford stated that a significant amount of prep work and data gathering would be needed from staff in a timely manner during this process, in order to keep the project timelines and budget on track. Fire Chief Jones has already spoken to Director of Business Services New and Division Chiefs regarding this anticipated need. Director Foster asked if Citygate could attend future board meetings during the process, to update the Board on the Master Plan progress. Fire Chief Jones stated that this could be arranged, and that he would also be including updates on progress during his monthly Chief's Reports at each regular board meeting.

Director Abendschan arrived at 7:15 PM, during discussion of Item 6.1.

Public Comments: Fire Captain Will Wingert and Division Chief Mike Conrad both voiced support of a Master Plan, and made comments regarding the planning process. Captain Wingert asked if the Master Plan would cover Administrative operations as well as the staffing and standards of coverage. He also asked if it would show how well the District interfaces with neighboring agencies. Director Spisak stated that the plan should be comprehensive, including all levels of command and operations. Mr. George Lucchesi commented on the timeline for the Master Plan, and wondered if it would be more fiscally feasible to wait 6 months, to see if consolidation or the Aptos Village project (which may affect traffic) would affect the results of this plan. Director Foster said that the projected impact of the Aptos Village project and other future developments will already be a consideration in the Master Plan, and such information should be available to Citygate during the planning process, and factored in accordingly. Fire Chief Jones also included that a future forecast was included in the initial plan proposal that included anticipated changes in the District. After further discussion, and the arrival of Director Abendschan during the discussion, Director Abendschan moved to approve awarding the contract to Citygate Associates, LLC.

On motion by Director Abendschan, seconded by Director Foster, that Agenda Item 6.1, "Motion to Award Master Plan Contract to Citygate Associates, LLC", be approved as submitted, was approved by the following vote:

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

2.1 BOARD PRESIDENT HURLEY WILL PRESENT DIRECTOR WEATHERFORD WITH A PLAQUE FOR 17 YEARS OF DISTINGUISHED SERVICE TO RESIDENTS OF THE DISTRICT.

President Hurley thanked Director Weatherford for his 17 years of service to the District, highlighting his financial expertise and outlining many of his accomplishments through the years. Director Weatherford made a short statement himself, expressing that he is very proud to have been a part of this District. President Hurley then presented the plaque of thanks to Director Weatherford, for his 17 years of distinguished service. Director Abendschan and Local 3535 President Ryan Peters also expressed their thanks.

2.2 THE OATH OF OFFICE WILL BE ADMINISTERED TO APPOINTED DIRECTORS FOSTER, LUCCHESI AND SPISAK

President Hurley officiated the Oath of Office, which was given by appointed directors Joe Foster, George Lucchesi and Robert Spisak.

7.0 NEW BUSINESS

7.1 MOTION TO AUTHORIZE THE FIRE CHIEF TO FILL ANTICIPATED VACANCY DUE TO EMPLOYEE RETIREMENT

Fire Chief Jones announced that Captain Bob Snyder is retiring, effective December 4, 2016. A new firefighter, Thomas Gigliotti, has completed the hiring process. Chief Jones would like to extend an offer of temporary employment until the retirement of Captain Snyder is effective. If approved, Gigliotti will begin his temporary assignment November 28th to alleviate staffing issues, so that his essential skills training can be completed shortly after Captain Snyder retires.

On motion by Director Spisak, seconded by Director Abendschan, that Agenda Item 7.1, "Motion to Authorize the Fire Chief to Fill Anticipated Vacancy Due to Employee Retirement", be approved as submitted, was approved by the following vote:

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

7.2 MOTION TO APPROVE AN FY2016-17 BUDGET MODIFICATION TO APPROPRIATE ADDITIONAL FUNDS FOR LEGAL SERVICES

Fire Chief Jones asked that the FY2016-17 budget be modified to appropriate \$100k from the "Appropriation for Contingencies" fund to "Legal Services". Funds for this modification are already provided in the approved FY2016-17 budget. As of Sept. 20, 2016, \$16k had been used out of the \$20k currently budgeted for the FY2016/17. Directors discussed the motion briefly before motion was made to approve.

On motion by Director Foster, seconded by Director Abendschan, that Agenda Item 7.2, "Motion to Approve an FY2016-17 Budget Modification to Appropriate Additional Funds for Legal Services", be approved as submitted, was approved by the following vote:

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

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- 7.3 MOTION TO APPROVE LATE CLOSED SESSION AGENDA ITEM REGARDING REPOSE TO LEGAL COUNSEL WHICH CAME TO THE ATTENTION OF THE DISTRICT ON TUESDAY, NOVEMBER 8, 2016 AT 12:31 PM BY EMAIL AFTER AGENDA WAS POSTED. MOTION REQUIRES 2/3 VOTE

On motion by Director Abendschan, seconded by Director Spisak, that Agenda Item 7.3, "Motion to Approve Late Closed Session Agenda Item Regarding Response to Legal Counsel Which Came to the Attention of the District on Tuesday, November 8, 2016 at 12:31 PM by Email After Agenda was Posted", be approved as submitted, was approved by the following vote:

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

8.0 STANDING REPORTS

- 8.1 BOARD OVERSIGHT INQUIRY: None

- 8.2 FIRE CHIEF'S REPORT:

Fire Chief Jones reported two major structure fire responses (both residential) in October: One fire was October 16, 2016, on Beach Road, and one fire was on October 23, 2016, on Cedar Street. DC Conrad responded on both calls, along with engines E3511, E3512, E3513.

A new Accounting Specialist/Admin Assistant, Jason Hermann on temporary assignment from Santa Cruz Staffing, started October 25, 2016, and is getting up to speed on accounting/administrative procedures.

The District reviewed a number of recent bids on our upcoming financial audit. Vargas & Company was initially selected as the chosen company to perform the audit. However, Patel & Patel has recently acquired Vargas & Co, which may change the fees and experience level of the service. This issue is currently being reviewed, staff will provide an update at next month's meeting..

Chief Dirksen has been working with Clear Source Financial to conduct a comprehensive fee study to include such costs for services as permits, incident reports, public record requests and building plan checks. A presentation was recently given to Admin/Prevention staff, which outlined possible changes to the current fee schedule (costs would likely increase, as the fees have not changed since the last fee study, completed in 1993). More information will be presented to the Board, including the completed fee study, in the coming months.

- 8.3 REPORT FROM FIREFIGHTERS' LOCAL 3535 PRESIDENT: None.

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8.4 REPORT FROM CHIEF OFFICERS' ASSOCIATION PRESIDENT:

DC Conrad stated that, given his pending December retirement, this would be his last meeting as the Chief Officers Association lead, and that DC Skrabak would be continuing in that capacity in the following months.

9.0 CLOSED SESSION: 7:46 PM

9.1 CONFERENCE WITH LABOR NEGOTIATORS

9.2 CONFERENCE WITH LABOR NEGOTIATORS

9.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

9.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

10.0 RETURN TO OPEN SESSION: 8:49 PM

10.1 REPORT FROM CLOSED SESSION:

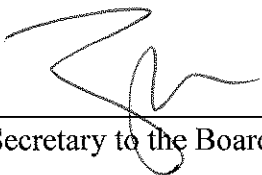
Item 9.1, the Board met with the District labor negotiator, and gave direction.

Item 9.2, no discussion.

Item 9.3, the Board discussed the Fire Chief's evaluation, which was due, and took no further action.

Item 9.4, the Board discussed the agenda item with defense counsel, and took no further action.

11.0 ADJOURN MEETING: 8:50 PM



Secretary to the Board



Board President