

Aptos/La Selva Fire Protection District

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MINUTES

Aptos/La Selva Fire Protection District

Regular Board Meeting

Thursday, June 14, 2018 – 7:00 PM

Administration Office
6934 Soquel Drive
Aptos, California 95003

Welcome to the Aptos/ La Selva Fire Protection District Board meeting. The President of the Board of Directors will invite your comments regarding any item listed on our open session agenda. The President requests that comments be limited to three (3) minutes for any item NOT listed on the agenda.

The Brown Act prohibits the Fire Board from taking any action not listed on the agenda. Agenda material including late additions to the agenda is available on the District's website www.aptosfire.com and at the District's Administrative Office during business hours.

1.0 ROLL CALL ABENDSCHAN, HURLEY, FOSTER, LUCCHESI, SPISAK

1.1 INTRODUCTIONS: FIRE CHIEF AARON LOWE
BOARD SECRETARY TRACY NEW

2.0 PLEDGE OF ALLEGIANCE AND PRESENTATIONS

President Foster called the meeting to order at 7:05 p.m., and asked everyone in attendance to join him in saluting the flag. In attendance were Directors Spisak, Abendschan, Hurley and Lucchesi, as well as Chief Lowe and Tracy New.

- 2.1 Commendation of lifesaving award to Acting Captain Brandon Houston, Firefighter Paramedic Rick Andrews, and Firefighter Luke Carson.
- 2.2 Commendation for patient care Acting Captain Zachary Wilson, Firefighter Paramedic Tom Gigliotti, and Firefighter Daniel Biagiotti
- 2.3 Commendation of lifesaving award to Captain John Buchner, Firefighter Paramedic Greg Grabost, and Firefighter Rick Molinar.

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Chief Lowe gave an overview of the two field saves by Acting Captain Brandon Houston, Firefighter/Paramedic Rick Andrews, Firefighter Luke Carson, Acting Captain Zachary Wilson, Firefighter/Paramedic Tom Gigliotti, Firefighter Daniel Biagiotti, Captain John Buchner, Firefighter/Paramedic Greg Grabost, and Firefighter Rick Molinar; commended all of them and made mention of the District's Mission Statement.

Norma Baker addressed the staff, thanking them for their response and excellent care on April 19, 2018.

3.0 COMMUNICATIONS FROM/TO BOARD MEMBERS & PUBLIC

3.1 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. 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 none.

3.2 WRITTEN COMMUNICATIONS:

President Foster made mention of the communications in the Board Packet.

4.0 CONSENT AGENDA

- 4.1 MOTION TO ACCEPT AND FILE THE MINUTES OF THE REGULAR MEETING OF MAY 10, 2018 (Recommended by Board Secretary New).
- 4.2 MOTION TO APPROVE CLAIMS DISBURSEMENTS OF MAY 1, 2018 THROUGH MAY 31, 2018 (Recommended by Director of Business Services New).
- 4.3 MOTION TO ACCEPT AND FILE THE EZ ONE GENERAL LEDGER REPORTS FOR THE PRIOR MONTH-END (Recommended by Director of Business Services New).
- 4.4 MOTION TO APPROVE DISBURSEMENT FOR THE FY 2018-19 DISTRICT INSURANCE COVERAGES TO KBK INSURANCE AGENCY IN THE AMOUNT OF \$36,249.00 FOR THE ANNUAL PREMIUM COST (Recommended by Director of Business Services New).
- 4.5 MOTION TO APPROVE EXTENSION OF TEMPORARY ASSIGNMENT OF CAPTAIN STEINMETZ (Recommended by Fire Chief Lowe).
- 4.6 PUBLIC COMMENT ON CONSENT AGENDA ITEMS?

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There was none.

Director Hurley asked that Item 4.4 be separated from the Consent Agenda.

Director Abendschan made a motion to approve Consent Agenda Items 4.1, 4.2, 4.3, and 4.5. The motion was seconded by Director Hurley.

The motion passed with 5-Ayes.

Director Hurley advised that he wondered if there wouldn't be a savings on the insurance costs if the deductibles were raised from \$1,000 to \$10,000; and, he inquired whether the District really needed to carry flood coverage.

Discussion ensued, and staff was directed to inquire regarding the deductibles and the flood coverage.

Director Hurley made a motion to approve disbursement for the Fiscal Year 2018/2019 District Insurance coverages to KBK Insurance Agency (currently totaling \$36,249), if there was at least a \$2,000 savings by raising the deductibles, and the insurance agent's explanation for carrying flood coverage was acceptable to staff. The motion was seconded by Director Lucchesi.

The motion passed with 5-Ayes.

5.0 ITEMS REMOVED FROM CONSENT AGENDA

There were none.

6.0 UNFINISHED BUSINESS

6.1 MOTION TO APPROVE THE FY2018-19 PRELIMINARY BUDGET (Recommended by Fire Chief Lowe).

Chief Lowe gave an overview of the Preliminary Budget, advising that revenue assumptions remain at 4% based on the Santa Cruz County Tax Collector-Auditor's recommendation and estimated tax revenue projections for Fiscal Year 2018-2019; advised that pending the upcoming facilities condition assessment with Terracon and Mr. Kawasaki, the District is postponing the finalization of capital projects and fixed asset acquisition to be completed in Fiscal Year 2018/2019; advised that the District will move forward with the purchase of the Rosenbauer water tender and Self Contained Breathing Apparatus approved at the May 10, 2018 meeting; and advised that the scheduled projects/purchases included in the Preliminary 2018/2019 Budget are \$20,000 for hydrant infill projects; \$42,000 for a grant funded purchase for three gurneys, \$14,000 for Local Agency Formation Commission (LAFCO) fees, \$8,000 for LAFCO Mid-County Fire Agency Consolidation Feasibility Study, \$60,000 for the Bi-Annual Election Cost, \$28,000 for additional equipment for the new Type 1 engine that is currently in production, \$350,000 for the Water Tender approved in the Fiscal Year 2017/2018 Budget, and \$325,000 for Self-Contained Breathing Apparatus; and, advised that the District must adopt a Preliminary Budget by June 30, 2018, and a Final Budget by October 1, 2018.

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Director Spisak made a motion to approve the Fiscal Year 2018/2019 Preliminary Budget. The motion was seconded by Director Abendschan.

The motion passed with 5-Ayes.

6.2 DISCUSSION AND APPROPRIATE MOTION REGARDING AGREEMENT FOR SERVICES WITH CENTRAL FIRE PROTECTION DISTRICT OF SANTA CRUZ COUNTY FOR FIRE INSPECTOR SERVICES (Recommended by Fire Chief Lowe).

Chief Lowe advised that the proposal is to share an additional Fire Inspector with Central Fire, to assist in reducing the risks to the community, reduce exposures to firefighters, and to utilize an individual who possesses a diverse skill set “to meet the ebb and flow” of the workload related to the construction industry; advised that the Fire Inspector would be supervised by Chief Dirksen when at Aptos, and Fire Marshal DeMars when at Central; advised that Aptos did not need a full-time Fire Inspector at this time; advised that beside inspections, the individual would also do plan checks and if there was time, provide community education; advised that the topic had been thoroughly discussed at the last meeting, and advised that staff recommended the approval of the Agreement.

Director Hurley made a motion to approve the Agreement for Services with Central Fire Protection District for Fire Inspector Services. The motion was seconded by Director Lucchesi.

The motion passed with 5-Ayes.

7.0 NEW BUSINESS

7.1 MOTION TO APPROVE EXTENSION TO AGREEMENT FOR SERVICES WITH CENTRAL FIRE PROTECTION DISTRICT OF SANTA CRUZ COUNTY FOR ACCOUNTING SPECIALIST SERVICES (Recommended by Fire Chief Lowe).

Chief Lowe gave a brief overview, advising that it is the same agreement; advised that the Accounting Specialist works eight hours a week; and, advised that she is an asset to the District and it would be prudent to keep and utilize the services.

Director Abendschan made a motion to approve the Extension to Agreement for Services with Central Fire Protection District for Accounting Specialist Services. The motion was seconded by Director Spisak.

The motion passed with 5-Ayes.

[PLEASE NOTE THAT THERE WAS NO 7.2]

7.3 REVIEW OF EXISTING RESOLUTION 7-16 “CONFLICT OF INTEREST CODE”, DISCUSSION OF ANY NEED FOR REVISIONS, AND MOTION TO REVISE, IF REQUIRED (Recommended by Director of Business Services New).

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Ms. New advised that this is something the District is required to do, that there were no changes since it was last reviewed in 2016.

7.4 DISCUSSION AND MOTION TO CHANGE AUGUST REGULAR BOARD MEETING DATE
(Recommended by Fire Chief Lowe).

Discussion ensued.

Director Abendschan made a motion to move the August 9, 2018 meeting to August 16, 2018. The motion was seconded by Director Hurley.

The motion passed with 5-Ayes.

8.0 STANDING REPORTS

8.1 BOARD OVERSIGHT INQUIRY: Any Board Member may request that staff report on the status of operational or administrative activities or programs.

Director Lucchesi inquired about the outcome of the building(s) assessment(s). Ms. New gave an overview, advising that as soon as the report was available it would be provided to the Board Members so that the report could be discussed at the August meeting; and, advised that she believed a lot of good suggestions regarding accessibility and safety/wellness of the firefighters is going to come out in the report. Discussion ensued.

8.2 DISCUSSION OF DISTRICT-WIDE EXTERNAL COMMUNICATIONS TO THE COMMUNITY (Recommended by Board President Foster).

President Foster advised that a meeting needed to be scheduled.

8.3 FIRE CHIEF'S REPORT – By Fire Chief Lowe regarding various operational and administrative matters.

Chief Lowe advised that he was working with Labor/Management to establish new job descriptions; advised that Ms. New is working with Admin to establish new job descriptions; advised that Division Chief Skrabak was working on a new Task Book; advised that the Administrative, Operation and Training edits and updates will meet the Nation and State best practices and standards, as amended for Aptos/La Selva Fire Protection District needs; advised that the CAD upgrade to the Santa Cruz 911 Center went live April 17, 2018, and that they are still working through the issues that arose with the implementation, to include proper unit status, unit deployment, the accuracy of dispatch/response times, and the inability of the system to work with the District's records management system (ERS-Emergency Reporting System); advised that Captain Buchner and Division Chief Skrabak provided District personnel classroom instruction on wildland fire theories, entrapment avoidance with case history, and tabletop exercises, and added that the training ended with comprehensive driver training to provide realistic scenarios at the Hollister Hills State Vehicular Recreation Park; advised that the communications between the Battalion Chiefs and Division Chiefs during the first 30-days of the shared services was going very well, advising that they have been treating the two Districts as one, they are asking for help, and that they are working to operationally and

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administratively to iron out any issues that arise; advised that he supports scheduling a Budget workshop to discuss the 2018/2019 Budget; and, advised that the LAFCO Study had been received, that it will be submitted back to the company that did the study for any edits, and then when the study is returned with the edits/corrections, it will be made public.

8.4 REPORT FROM FIREFIGHTERS' LOCAL 3535

Firefighter/Paramedic Houston congratulated Rick Andrews and Tom Gigliotti, advising they will be receiving their permanent badges at the next meeting; thanked the senior staff for assisting Firefighter Andrews and Firefighter/Paramedic Gigliotti with their training; advised that the District had been deployed to San Benito County for a wildland fire recently; made mention of the training with Central and Watsonville; advised that Ryan Peters will remain as President of Local 3535, that Luke Carson will be the Treasurer, Jake Finley will be the Secretary, and that he would be Vice President; and, advised that the Local was looking forward to working with the new Chief.

8.5 REPORT FROM CHIEF OFFICERS' ASSOCIATION

Division Chief Dirksen advised that the collaboration/coordination over the last 30-days with Central was a good experience and a lot of work; and, thanked Carol Wallace for taking on the workload that she began last October, and for assisting with the training of the new Fire Inspector.

8.6 ACCEPT AND FILE DIVISION CHIEF OF TRAINING REPORT

8.7 ACCEPT AND FILE DIVISION CHIEF OF PREVENTION REPORT

8.8 ACCEPT AND FILE DIVISION CHIEF OF OPERATIONS REPORT

8.9 ACCEPT AND FILE DIRECTOR OF BUSINESS SERVICES REPORT

President Foster advised that Items 8.6 and 8.9 were accepted and would be filed.

9.0 CLOSED SESSION

9.1 This is the time for members of the public to speak to the Board on items on the closed session agenda. Public comments will only be heard on matters itemized on the Closed Session agenda at this time. The Board will not address any comments but will instead recess into Closed Session

Paul Vitali addressed the Board, advising that for transparency reasons, he believed the Closed Session items should provide more detail.

President Foster moved the meeting to Closed Session at 7:50 p.m.

9.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

In accordance with Section 54957

Title: Fire Chief

10.0 RETURN TO OPEN SESSION

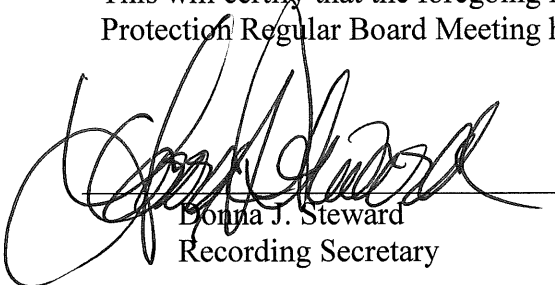
10.1 REPORT FROM CLOSED SESSION

President Foster reconvened the meeting to Open Session at 9:14 p.m., at which time there was no public present and there was no public comment. President Foster advised that the Board gave direction to the Chief in Closed Session.

11.0 ADJOURN MEETING

The meeting was adjourned at 9:15 p.m.

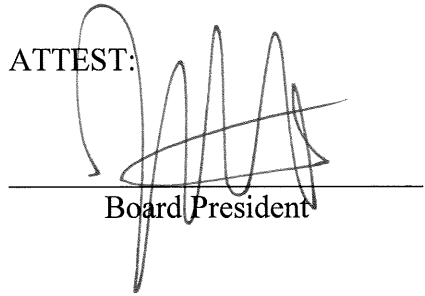
This will certify that the foregoing is a true copy of discussions during the Aptos/La Selva Fire Protection Regular Board Meeting held on June 14, 2018, as prepared by me.



Donna J. Steward
Recording Secretary

Dated: July 12, 2018

ATTEST:



Board President

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.