



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

June 07, 2021

Location: ZOOM meeting link:

<https://us06web.zoom.us/j/89945999936?pwd=d2dxNHMxNmJzQ3dtUEpkT3BBdjQ2QT09>

+1 669 900 6833 US (San Jose) Passcode: 196238

1.0 Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Dan Walters at 6:02 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors C. Foreman, R. Gelini, J. Anderson, D. Walters

Staff: Chief Gray, L. Dennis

Absent: Director D. Ladd

Guests: None

1.4 Approve meeting minutes of the Regular Meeting held on May 03, 2021. Regular meeting minutes approved as written on motion by Director Gelini and second by Director Anderson and passed.

Ayes: Director Anderson, Director Gelini and Director Foreman

Noes: none

Abstain: none

Absent: Director Ladd

1.5 Considerations of Additions to the Agenda: None

2.0 Public Comment: None

3.0 Public Hearing: None

4.0 Directors Reports: None

Director Walters announced that he has been chosen as the next Chief for Zayante Fire Protection District. He is resigning his board position with Felton Fire District. His position as "Assistant Chief" becomes effective tomorrow, and he will work with Chief Stipes until he leaves in July. Discussion followed. Laurie will post the vacancy to begin the appointment process, and will also contact County Elections. Director Foreman as the vice-chairman was agreeable to assuming the chair position.

5.0 Staff Report: Chief Gray reviewed highlights of the Chief's Report-

-Recap of thank you letter from Patricia Jameson.

-We are working with PERS to onboard our employee.

-He has begun red-lining the Strategic Plan and hopes to have it complete by the next board meeting.

Working on the Review Policy for each of our paid positions.

Mass-casualty drills run all this month for training. At the end of the month there will be an "active shooter" drill. Firefighter Ackemann has worked extensively in planning and as Training Coordinator. He will be leaving this position soon to focus on schooling.

Chief has been in contact with the Eagle Scouts who are interested in helping with the station firescaping project. Our squad members are anxious to work on the project to get a common area finished for their use also.

Still in the process of data entry for all of the completed mandated inspections. Captain Dawson remains very active with defensible space work in the communities. Lost Acres and Forest Lakes are in the process of becoming FireWise Communities. Chief Gray hopes to have a total of 3 qualified communities soon. He will participate in 2 community meetings toward the end of the month regarding safe evacuation planning and discussion.

The EMR title is being changed to EMT to clear up much confusion in the program and amongst staffing. 5 people are in process of on-boarding.

Our attorney Victoria Thompson will be on maternity leave from mid-June through October 1, 2021. Others on their staff are current on our account and will be available. She did report to us that there has been no response to the letter sent last month to Mr. Ross.

6.0 Unfinished Business:

6.1 Station Maintenance worker job description

Chief Gray reviewed the job description he's developed for this position. Discussion followed regarding the description and potential to reclassify it. Director Foreman suggested stating it as an appointed position by the Chief. Director Anderson questioned the Station Manager title. Chief explained the reasoning and described the responsibilities including overseeing shift and sleeper scheduling. Director Walters suggested adding a #14 for "other related duties as assigned". Director Walters also suggested looking at what other departments cover in benefits for comparison, additional discussion followed. Need to be sure if this will necessitate another modification to our PERs agreement and MOU. Director Anderson added concerns regarding future costs for the district.

Director Anderson made a motion to pay \$700 toward healthcare benefits, pay rate of \$25 per hour and the district to cover dental and vision costs. Motion seconded by Director Gelini.

Ayes: Director Anderson, Director Gelini and Director Foreman

Noes: none

Abstain: none

Absent: Director Ladd

Motion carried.

Board member directed Chief Gray to draft a MOU for the position to include the standard 8 holidays and 10 (PTO) personal days.

6.2 Station upgrades – Firescaping project / Energy efficiency HVAC bids.

Director Walters stated that our attorney prepared the letter to former Chief. Laurie noted

7.0 New Business:

7.1 Approve preliminary 2021/2022 fiscal year budget.

Director Anderson commented on the format of the budget being confusing. He also stated it reflects more funds being spent than coming in as revenue. Chief Gray and Laurie explained the reasoning for the entries as relating to grant funds and CalOES/ FEMA reimbursements must be included in the revenues section, but also shown as expenditures to balance. If there were any public questions it can be explained sufficiently.

Director Anderson made a motion to approve the preliminary 2021/2022 budget and Director Gelini seconded.

Ayes: Director Anderson, Director Gelini and Director Foreman

Noes: none

Abstain: none

Absent: Director Ladd

Motion carried.

7.2 AT&T wireless lease update.

Chief Gray requested the board members review the proposed AT&T lease update carefully. Their goal is mor stability/ longer terms and less cost. In his conversations back and forth with them he made clear less rent would not be an option. They originally wanted a 15-year term with increases at 5 year intervals. There is language regarding potential negotiations regarding their footprint / space. Director Foreman suggested that maintenance and access are our best negotiable items to

push back for. Discussion followed. Chief requested they review and provide him feedback before he responds. Tabled until the next board meeting.

7.3 Cal-OES forms – Designation of Applicant’s Agent Resolution for Non-state Agencies.

Laurie explained the completion and intent of the four documents. The resolution is the boards’ authorization of the named district agent, in this case the Fire Chief, to accept funding from them. Laurie will enter all of their names on the resolution prior to signing and submitting the forms. Director Anderson made a motion to approve the Designation of Applicant’s Agent Resolution and Director Foreman seconded.

Ayes: Director Anderson, Director Gelini and Director Foreman

Noes: none

Abstain: none

Absent: Director Ladd

Motion carried.

8.0 Approve paid vendor claims for the month of May 2021: Board members reviewed the vendor claims in the amount of \$56,602.90. Director Anderson asked about the bill to Golden State in the amount of \$2,652.28 for 5 Minitor pagers. Chief Gray explained these are for the 5 new squad members, as we have no spare pagers. Director Anderson asked about the bill for \$39,610.10 to Motorola. Chief Gray stated these are the radios purchased that will be reimbursed through a state grant for half of the cost. Claims were approved as presented on motion by Director Anderson and seconded by Director Gelini.

Ayes: Director Anderson, Director Gelini and Director Foreman

Noes: none

Abstain: none

Absent: Director Ladd

Motion carried.

Director Walters closed the regular meeting at 7:47 p.m. and the board went into closed session.

9.0 Closed Session:

9.1 Fire Chief annual review.

9.2 Station Maintenance worker compensation package.

The closed session opened at 7:47 The closed session ended at 8:02 p.m.

10.0 Reconvene Meeting:

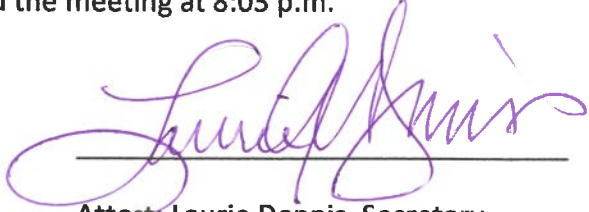
The regular meeting was re-opened at 8:02 p.m. Director Walters reported the board members directed the Chief to draft an MOU for the Station Manager position with the details discussed earlier in the meeting.

Chief Gray's review was completed and he received the merit step increase according to his MOU.

10.1 Set date for the next meeting: The next Regular Meeting will be held on **Wednesday, July 14, 2021 at 6:00 P.M.** The meeting will be conducted remotely via Zoom.

11.0 Adjourn: Chairman Walters adjourned the meeting at 8:03 p.m.

Cyndi Foreman, Chairman



Attest: Laurie Dennis, Secretary