



## **FELTON FIRE PROTECTION DISTRICT**

131 Kirby Street, Felton CA 95018 831 335-4422

### Regular Meeting Minutes

### Of The Board of Directors

September 12, 2022

Location: ZOOM meeting link:

<https://us06web.zoom.us/j/83781466901?pwd=djR6MHQzUDFVWW44Vk4yL3ZEdTdwUT09>

#### **1.0 Convene Meeting:**

**1.1** Call to Order: Meeting was called to order by Chairperson Cyndi Foreman at 6:09 p.m.

**1.2** Pledge of Allegiance

**1.3** Roll Call: Directors C. Foreman, R. Gelini, J. Anderson, N. Crandell, D. Ladd

Staff: Chief Gray, L. Dennis

Absent: none

Guests: none

**1.4** Approve meeting minutes of the Regular Meeting held on August 01, 2022. Regular meeting minutes approved as written on motion by Director Crandell and second by Director Anderson and passed.

Ayes: Directors Anderson, Gelini, Ladd and Crandell

Noes: none

Abstain: none

Absent: none

**1.5** Considerations of Additions to the Agenda: None

**2.0 Public Comment:** none

#### **3.0 Public Hearing: Approval of FY 2022/2023 Final Budget**

Director Foreman opened the Public Hearing at 6:12 p.m. There were no public present and no written public comments or questions. Director Crandell asked about the carry-over amount indicated in the budget. Chief Gray explained the budget reflects the accounting for all of our funds, including the carry-over funds from the prior year. Director Anderson commented that he was glad to see the budget reflecting income greater than the expenses by roughly \$170,000.

Director Crandell asked if there is enough allocated to pay down PERS, to which Chief replied that \$100,000 is included in the retirement line to pay toward the unfunded liability. Some discussion followed. Director Foreman closed the Public Hearing at 6:20 and reopened the Regular Meeting.

Director Foreman asked for a motion. Director Anderson made a motion to approve the 2022/2023 Final Budget as presented, and the motion was seconded by Director Crandell.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried

**4.0 Directors Reports:** Director Anderson stated that there has been some conversation and mis-communication regarding a consolidation of Felton and Zayante. He clarified that this is actually shared services that has occurred only, anything else has been rumor. Director Foreman asked where this has come from, to which Chief replied there was some mention in posted public meeting minutes for Ben Lomond Fire on their website. Additional discussion followed. Director Foreman suggested a possible draft of a brief response might be considered for the public if necessary.

**5.0 Staff Report:** Chief Gray referred to the article in LookOut Santa Cruz that is an interview he did regarding PTSD.

- Spending lots of time on training, building a new drill manual. He has been teaching the last few drills himself and it's going well.

- Opened up New Hire applications, for both firefighter and EMT, which will be open until October 1<sup>st</sup>. Held an interest day last weekend at the station for potential applicants.

- Recently did training on new airway, IGEL, which required the additional expanded training. The County will provide the initial equipment, so no costs to us.

- QTAC contacted him to arrange pre-construction meeting at their site late in the month. He will have more information details and a drawing at the next board meeting. Director asked who's spec we are following for this, to which Chief replied Butte County Type 6.

Director Foreman suggested having a public event "push in" when it arrives to enable community involvement. Director Anderson stated Scotts Valley is in the process of plans for a Type 6 to use in the future for the Branciforte transition. Director Crandell asked about the issues with chassis and what our plans are to fund the purchase. Chief will put this item on the agenda for next meeting and put together some options/ rates to discuss.

- Response times have slipped due to staffing. Working on more drivers, hopefully will be finishing them soon, but not there yet.

- Roaring Camp has requested EMS stand-by during Thomas the Train events, have draft of contract, similar to what AMR uses, that will be discussed later under the agenda item.

- Working on entering data into First Due records management. Lots of prevention/ occupancy data, it will be very useful and has great features.

- Fire Prevention- has attended some community meetings. Met with Bud Stucky regarding his ideas for a homeowner checklist/ inspection sheet. He is well versed in landscaping and very knowledgeable. Will work further on this project.
- Working on Fire Code adoption, plan still it for County to adopt the Code, then each District board will do a resolution to adopt the same code for consistency.
- EMT- many remain out sick. Developing an “EMT Boot Camp” program for new ones brought on in current hiring push. Sam Moeller is working on the program, to also include all existing EMTs.

## **6.0 Unfinished Business:**

### **6.1 LAFCO sphere of influence annexation- Gray / Anderson- update on progress**

Chief Gray attended LAFCOs recent zoom meeting, during which Joe Serrano reported that more requests for sphere reviews had been received. The County has hired a consultant, AP Triton, to further analyze fire services. Chief stated he submitted a request for waiver of the fees and hopes to have them at least reduced. Director Anderson added that LAFCO received fee waiver requests from 6 or 7 districts and will need to further review their fee structure. Director Anderson added that LAFCO has engaged Don Jarvis to assist their process. Chief added that Joe thinks our application for sphere review and changes is a simpler one.

### **6.2 PERS CEPPT pension prefunding trust and current unfunded accrued liability**

Director Anderson shared again that he got a buyout amount of \$400,000+, and shared some payment options available. Discussion followed. Director Crandell added that the idea is to narrow the gap. More discussion.

Chief suggested developing a system to review our position annually and decide on payment amounts.

Director Crandell suggested paying down sooner than later, and feels reviewing more often such as quarterly would be prudent. Agreed annually would work. He also suggested funding at 85-90%, with a goal to pay down in 3 years. Director Foreman agreed with the idea of reviewing more often than annually. Director Crandell thought bi-annually would be good. Discussion regarding having Laurie make the necessary arrangements now to send the budgeted \$100,000 to PERS to apply to the UAL balance. Discussion regarding pulling additional \$100,000 from contingencies and applying to the UAL also.

Director Crandell made a motion to send the budgeted \$100,000 to PERS to pay on the UAL, and for staff to create a resolution for the next board meeting to move \$100,000 from Contingency funds to be applied to retirement. Director Anderson seconded the motion.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

### **6.3 Strategic planning process update- Gray/ Crandell- currently reviewing**

Chief Gray reported that he and Director Crandell met, did some review and made revisions to some sections. Director Crandell added that they plan to continue to meet monthly and review the plan a few sections at a time to make it more manageable. Director Anderson offered they could reach out to Joe Serrano for advice/ assistance on this also.

## **7.0 New Business:**

### **7.1 Resolution 11-2022 to continue supporting AB 361- *Conducting virtual board meetings during a declared state of emergency*- Gray- discussion regarding commencing in-person meetings, and possible action**

Chief Gray shared that in the LAFCO meeting he attended, Joe suggested their commission meet remotely for the remainder of the year, and then explore a hybrid version at the first of the year. Chief suggested we consider this plan also. Short discussion followed.

Director Anderson made a motion to adopt the resolution to continue virtual meetings and Director Crandell seconded.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

### **7.2 Resolution 12-2022 to accept grant funding from the Cal Fire Rural Fire Capacity Grant 22/23 for wildland PPE**

Chief explained this is a 50/50 grant for \$14,000. We spend the total sum and then are reimbursed for \$7,000. The funds are for purchase replacements for our aging wildland equipment. Some discussion followed.

Director Anderson made a motion to adopt the resolution to continue virtual meetings and Director Gelini seconded.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

### **7.3 Discuss contract for service with Roaring Camp for EMS standby**

Director Crandell commented that he had participated in the past as a squad member. As long as we can get it staffed, he suggested we do it this year. Director

Anderson asked Chief if we really can support it, to which he replied yes. There has been interest and the squad members will be paid from the fees generated as listed in the document. Director Foreman stated that we really need to create a fee schedule and include this type of service and be able to expand on this for revenue generation. She added we may need to do a study of some sort. Director Crandell asked about a timeframe on a rough outline, to which Director Foreman replied she is working with Chief using a much larger version to pare down for us. Chief added that his goal is to have a proposal to the board by year end.

Director Foreman suggested, especially in light of no stated fee structure documented, that we call this a donation from Roaring Camp. Director Anderson agreed this was a better approach than the contract.

Chief will try that and propose this to Roaring Camp.

**8.0 Approve paid vendor claims for the month of July and August 2022:** Board members reviewed the vendor claims in the amount of \$14,057.81 and \$39,944.92. Claims were approved as presented on motion by Director Crandell and seconded by Director Anderson.

Ayes: Directors Anderson, Gelini, Ladd and Crandell

Noes: none

Abstain: none

Absent: none

Motion carried.

The regular meeting was adjourned by Director Foreman at 7:44 and the board went into closed session.

**9.0 Closed Session: Status update on negotiations with former fire chief**

The closed session ended and Director Foreman reopened the regular meeting at 7:57 p.m. There was no reportable action.

**10.0 Set date for the next meeting:** The next Regular Meeting will be held on **Monday, October 03, 2022 at 6:00 P.M.** The meeting will be remotely via Zoom.

**11.0 Adjourn:** Director Foreman moved to adjourn the meeting at 7:58 p.m.

Cyndi Foreman

Cyndi Foreman, Chairman

Laurie Dennis

Attest: Laurie Dennis, Secretary