



## **FELTON FIRE PROTECTION DISTRICT**

**131 Kirby Street, Felton CA 95018 831 335-4422**

### Regular Meeting Minutes

### Of The Board of Directors

October 03, 2022

Location: ZOOM meeting link:

<https://us06web.zoom.us/j/81455530549>

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

**1.1 Call to Order:** Meeting was called to order by Chairperson Cyndi Foreman at 6:01 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 September 12, 2022.**

Regular meeting minutes approved as written on motion by Director Gelini 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:** None

**4.0 Directors Reports:** None

**5.0 Staff Report:** Chief Gray reported that he and Laurie continue the weekly training meetings on First Due, mainly focusing on the occupancy and fire prevention portions.

-We received an IRS audit notification for the year 2020 for our payroll and vendor claims. We have our first meeting on October 20<sup>th</sup> at the County with the Auditor/ Controller and IRS.

-Met with Qtac at their facility last week to discuss the Type 6 build. Discussed the chassis issues. They will begin the build of the box for the vehicle, so once the chassis arrives in March hopefully, they can be ahead. The rest of the build is estimated at two months.

-Have done some research on financing options. Looked at some of the recent leases at Ben Lomond and Zayante for reference. Hope to have more information at the next meeting.

-Have canceled the Ford Explorer order due to the price increasing significantly. Director Crandell asked what the Explorer was intended for, to which the Chief replied it was to be for the duty coverage person. Some discussion followed.

-School Fire Prevention resumes this year. SLE is planned for the week of October 24<sup>th</sup>. BCE still is not confirmed which week it will occur.

-New hire interviews are this coming Saturday. We had 13 applicants. 6 have responded so far for interviews, 2 of those are EMTs. The academy will be in-house and will start January 15. We also have some former firefighters that have expressed interest to rejoin.

-Code Adoption process is still slated for our December board meeting approval. We plan to adopt the Code by resolution at that time, and it will have been through the County Board of Supervisors approval process.

-Have been working on a policy for our unfunded liability strategy, but still have more research to do. Hope to have a draft for the November meeting.

-Met with other Chiefs, LAFCO and their consultant AP Triton regarding county-wide survey. Working on compiling a huge amount of data required.

-Have officially released all of the Fire Prevention duties back to Zayante. Shared training has not been working out as planned and we all have many other things to focus on.

-Continue to lead the Tuesday training drills. Have been providing documentation prior to drill, that can then be utilized for make-up type training times.

-EMT- have been working with Sam on developing a re-tooled hiring SOP, very exciting.

Director Ladd asked about drill attendance, to which Chief replied it averages 15-20, which is about two thirds of the roster.

## **6.0 Unfinished Business:**

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

Chief Gray and Director Anderson had nothing new to add. Director Anderson stated no LAFCO meeting this month.

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

Director Crandell suggested the discussion portion be done during agenda item 7.2.

Director Ladd made a motion to take \$75,000 of the transferred funds and pay down the PERS unfunded liability balance, and put \$25,000 in the CEPPT. Director Crandell 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**

Director Crandell stated that he and the Chief continue to work on sections of the strategic plan.

**7.0 New Business:**

**7.1 Resolution 13-2022 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 reviewed that it was determined last month to continue virtual meetings through the end of the year, but the resolution must be done each month.

Director Crandell 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.

**7.2 Resolution 14-2022 to move \$100,000 from Contingency to Retirement GL for paying down CalPERS unfunded liability balance. Review and discussion with possible action.**

Chief Gray summarized the intent of the resolution to enable further contribution of funds to the PERS unfunded liability balance and/ or the CEPPT fund. Director Crandell suggested consideration of 50% of the funds into the UAL and the other 50% to the CEPPT. He explained the investment strategy and described interest rate reasons for this approach. Discussion followed. Director Ladd questioned the percentages and additional discussion followed regarding different amounts.

Director Crandell made a motion to adopt the resolution to move \$100,000 from the Contingency funds into the Retirement line item, and Director Anderson seconded.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

**7.3 Resolution 15-2022 to approve FY 22/23 Appropriation Limitation**

Chief explained the appropriation limit calculations included with the resolution documents. Some discussion followed regarding budgeting and available funds.

Director Crandell made a motion to approve the resolution for the 22/23 Appropriation Limit, and Director Anderson seconded.

Ayes: Directors Anderson, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

**8.0 Approve paid vendor claims for the month of September 2022:** Board members reviewed the vendor claims in the amount of \$10,378.05. Director Ladd asked about motion lighting as a way to decrease the PG&E bill, to which Chief replied that most areas have it aside from the gym. Director Ladd asked about the legal fees billing, Chief explained the \$688.50 was related to research and emails related to PERS health benefits contract. Director Ladd asked about meals claimed as lunch meetings, which Chief explained were working lunches with other Chiefs. Director Ladd questioned the Scarborough billing; Chief explained the plumbing supplies purchased were for the installation of the new water heater. Director Anderson asked about use of the washer, dryer and extractor and the impact on septic. Chief Gray stated they are all high efficiency and have not had a negative impact. Director Anderson stated he wanted to make sure these machines weren't being used for member's personal use; some discussion followed. Chief added that while it hasn't officially been discussed, that it should be considered in the future to attract volunteers to the station. Claims were approved as presented on motion by Director Ladd and seconded by Director Gelini.

Ayes: Directors Anderson, Gelini, Ladd and Crandell

Noes: none

Abstain: none

Absent: none

Motion carried.

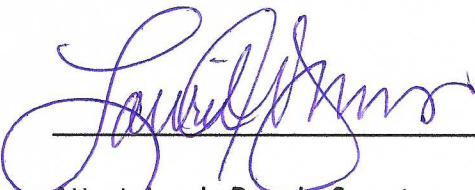
**9.0 Closed Session:** Sing was able to negotiate work for her former chief the board went into closed session. The closed session ended and Director Foreman reopened the regular meeting at 7:16 p.m. There was no reportable action.

**10.0 Set date for the next meeting:** The next Regular Meeting will be held on **Monday, November 7, 2022 at 6:00 P.M.** The meeting will be remotely via Zoom.

**11.0 Adjourn:** Director Foreman moved to adjourn the meeting at 7:17 p.m.

*Cyndi Foreman*

Cyndi Foreman, Chairman

  
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Attest: Laurie Dennis, Secretary