



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

March 04, 2024

Location: *Felton Fire Station Meeting Room*, 131 Kirby St, Felton California

1.0 Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairperson Jim Anderson at 6:01 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors J. Anderson, N. Crandell, M. Shults

Staff: Chief Walters, L. Dennis

Absent: R. Gelini, D. Ladd

Guests: Don Jarvis, Capt. Samantha Moeller, Capt. Ian Jones, Renee Fenker, Nathan Fenker, Adam Hensleigh

1.4 Approve meeting minutes of the Regular Meeting held on February 12, 2024.

Director Crandell requested one correction on page 5 regarding specifying "medical insurance costs". Regular meeting minutes approved as written with noted amendment on motion by Director Crandell and second by Director Shults and passed.

Ayes: Directors Anderson, Crandell, and Shults

Noes: none

Abstain: none

Absent: Ladd, Gelini

1.5 Considerations of Additions to the Agenda: None.

2.0 Public Comment: Adam Hensleigh inquired about community outreach done for recruiting.

Suggested ads or other resources. Provided a flyer to the Chief with some ideas and resources for recruiting. He stated that he felt we should be going for a tax measure or property assessment to generate funding, and that as a resident he was very concerned.

Director Crandell commented that we missed the window for a bond this time, it's a lengthy process, but we will look into doing it next term. Some discussion regarding tax measures and revenue followed.

3.0 Public Hearing: None

4.0 Correspondence:

4.1 Letter to Directors (Isaac Blum included in packet).

Director Crandell read a letter of intent received from Isaac Blum regarding the interim Chief position. He added this is a 4-day pr week, potential immediate solution. Some discussion followed. Directors Anderson and Crandell agreed to arrange to meet with him to discuss. Renee Fenker stressed having discussions with the squad regarding past interactions.

4.2 Executive Services Letter to County Fire Chiefs (sent- included in packet)

Chief Walters reported he completed the letter and sent it out to the Chiefs. He received response communications from Scotts Valley, Central and one is coming from County Fire.

5.0 Directors Reports:

5.1 Executive Services Committee (Anderson/ Crandell).

Director Crandell reported they have a meeting scheduled with Scotts Valley on March 11 to include their board representatives and Chief.

5.2 Fire Chief Committee (Ladd/ Shults)

He's been unable to meet with Director Ladd. Director Shults reported he has had no luck. He sees the affordability of a Chief as a big issue, they need to do more work.

6.0 Staff Report: Fire Chief report (included in board packet)

Chief Walters provided a written report in the board package. He provided some additional updates:

Staffing -staffing continues about the same as last month.

Apparatus -all apparatus is in service. The LP15 is 40 weeks out. The LUCAS device should be here soon. The Type 6 is under construction and Captain Jones made a trip up there to deliver the electronics to them.

Training -continuing to work on developing more driver/operators.

Responses-reflex times are down. Today he made some operational changes to see if it improves. Director Crandell asked if the 3 newly hired people aren't helping this? Chief replied that the 2 positions are still in the process of being filled.

7.0 Unfinished Business:

7.1 Felton Fire Hats – Director Ladd

No report, Director Ladd was absent.

7.2 Day Shift Staffing – Staff Report on Staffing Schedule options – Capt. Jones

Chief Walters explained they've been working out scheduling options. Ian, Jason and Aidan worked out details and math and came up with several versions. Captain Jones provided and reviewed 3 options, explaining the benefits and drawbacks of each. He stated the staff group recommended the "4 on/ 4 off" schedule and gave the reasons. Discussion and questions followed. Don Jarvis provided a fourth

scheduling version and explained it involved a 24-hour shift within a 28-day cycle, and would result in no overlapping. Don added this should comply with the FLSA exemption for firefighters, but recommends verifying with a labor attorney to be sure. Some additional discussion and clarifications. This won't fix the nighttime coverage situation though. Chief asked the board members what their preferences were and to proceed.

Director Crandell asked Captains Jones and Moeller how they felt about this type of shift scheduling. Captain Moeller responded she is used to years shift-work in emergency medicine and that is what most in this field would look for. Captain Jones agreed and added they want to know what their schedule will be, enabling them to plan. Director Crandell proposed that the Chief vet the legal aspects of Ian's proposed 4 on/ 4 off schedule and then go from there. Once the Chief has it reviewed, we may need a special meeting to approve it. Chief will report back to the board.

Director Anderson commented that we need to watch expenses closely to be able to do this scheduling. Director Crandell added that we then have less to spend on hiring a Chief.

Chief Walters stated that the main concern right now is response to calls. He added that whoever the board brings in needs to be very strong in finances.

Director Anderson stated we will have to hire someone to put together a bond measure for us, which could cost about \$40,000.

7.3 Form 700 filing due by April 1, 2024

Laurie reported that only Directors Crandell and Shults have filed.

8.0 New Business:

8.1 Job Descriptions: Fire Captain, Firefighter, Fire Inspector (Review & approve)

Chief Walters stated the job descriptions need to be finalized, then provided to PERS. The Fire Inspector job description is new, as there was nothing in place before. Director Anderson noted a math discrepancy between what's stated in the MOUs and the job description regarding sick time accrual. The Chief will research.

8.2 Approve new Salary Schedule dated March 04, 2024

The Chief reviewed the new salary schedule which now reflects each of the corrected position titles and the rates for full-time and part-time and will be effective this date. Director Crandell made a motion to accept the new salary schedule effective March 04, 2024. The motion was seconded by Director Shults and passed.

Ayes: Directors Anderson, Crandell, and Shults

Noes: none

Abstain: none

Absent: Ladd, Gelini

8.3 MOU's – Draft updates FC, FF, FI (Review & approve)

Chief Walters explained the MOUs are our contracts with the employees, they will be on file with PERS for consistency. The board members were agreeable with the drafts.

9.0 Approve paid vendor claims for the month of January and February 2024: Board members reviewed the vendor claims in the amount of \$54,056.24 for the months of January and February combined. Director Crandell questioned the vendor payment for pest control. He suggested we contact another vendor to be more economical and will provide contact information to the Chief. Laurie noted the PG&E “true up” payment of over \$6,000 is included in the month of January. Some discussion followed regarding the age and performance of our solar panels. Adam Hensleigh added that PG&E can move the “true up” timing if requested.

Claims were approved as presented on motion by Director Crandell and seconded by Director Shults.

Ayes: Directors Anderson, Crandell, and Shults

Noes: none

Abstain: none

Absent: Ladd, Gelini

Motion carried.

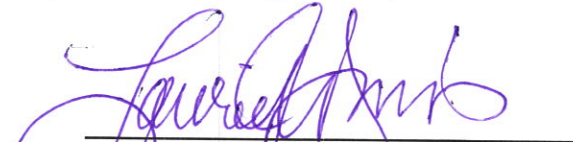
10.0 Closed Session: None

11.0 Set date for the next meeting: Some discussion regarding moving the meeting date a week due to spring break/ Easter week. The next Regular Meeting will be held on **Monday, April 8, 2024 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:20 p.m.



Jim Anderson, Chairperson



Attest: Laurie Dennis, Secretary