

# APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307  
(760) 247-7618 ☐ FAX (760) 247-3895

## MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

January 17, 2017

1.0 CALL TO ORDER: President Leary 6:01 PM

2.0 PLEDGE OF ALLEGIANCE: Director Karen

3.0 ROLL CALL:

Present: Director Karen, President Leary, Director Savage,  
Director Tinsley

Absent: Vice President Jeffs

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Introduction of Interim Battalion Chief James "Buddy" Peratt. Fire Chief Hultquist announced that following an interview process and resume review Captain Peratt was selected to fill the position of Interim Battalion Chief. The Fire Chief noted that this was Buddy's first Board Meeting in his new position. President Leary followed the Fire Chief's presentation offering his congratulations to Buddy.

.02 Retirement Presentations for Division Chief Mike Parsons: Fire Chief Hultquist remarked that it was his pleasure to recognize an outstanding employee with a long history in the Fire Service. Chief Hultquist reminded the Board that he had announced Division Chief Parsons' retirement at the last Board Meeting and now wanted to acknowledge him, his contribution to the community and thank him for his service. The Fire Chief invited Division Chief Parsons up to the front for a formal presentation of his retirement badge, duty helmet and a proclamation. As he presented the proclamation, Fire Chief Hultquist noted that Chief Parsons was hired by Apple Valley Fire Protection District in 1985 as a Paid Call Firefighter and worked his way up to the rank of Division Chief. The Fire Chief emphasized that the proclamation recognizes Mike's hard work, dedication, career accomplishments and unwavering commitment to the Fire District and the community of Apple Valley.

5.0 PUBLIC COMMENT:

.01 Dawn Harrison gave a public comment on behalf of herself and her husband Joel congratulating the Fire District on the passing of Measure A. She reflected on all the teamwork from Buddy Peratt, Jason Nailon, Rob Qualls, the Board and staff noting that teamwork is what made all the difference. She added that as community members she and Joel are excited to have two more Fire Stations open in Apple Valley. She concluded with an offer to present a Power Point Presentation to the Board if they would like showcasing the training and hours completed by both CERT and ECS in 2016.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT:

.01 Director Tinsley asserted that everyone did a great job in getting Measure A passed and the citizens responded positively to the effort. President Leary noted that the Board would like to see the CERT/ECS presentation. Chief Hultquist agreed that Dawn will request her presentation to be added to the next Board agenda.

7.0 CONSENT AGENDA:

- .01 Personnel Report for December 2016
- .02 Operations Report for December 2016
- .03 Community Risk Reduction Report for December 2016
- .04 Fleet Services Program Report December 2016
- .05 Fiscal Report for December 2016: None

President Leary asked if there were any questions or any items of the Consent Agenda they wanted to pull. Chief Hultquist noted that Chief Peratt would like to present 7.02 to the Board. President Leary called for a motion to approve Items 7.01, 7.03 and 7.04 noting there was no Fiscal Report this Month to approve. M/S Tinsley/Karen to approve Consent Agenda items 7.01, 7.03 and 7.04 as presented. Motion carried by unanimous voice vote of Board members present.

Chief Peratt noted that the Month of December was a very busy month for the Duty Crews with the holiday outreach programs such as Santa visits the schools attended with CRRD staff, TOAV parade and tree lighting ceremony. He observed that these are great opportunities for the Fire District to give back to the community. He added that the District ran over 1,032 calls in December which equated to 12 calls per 24 hour shift and 11,220 total calls in 2016 which is a 4% increase from 2015. He observed that the District is excited to re-open stations to help with the call load, reduce response times and give crews more time for training and maintenance. He concluded by saying he is looking forward to 2017 and noted that if the Board would like to see anything specific in the future in the Operations report that he will be happy to accommodate any requests. President Leary remarked that the Board does like to see the yearly comparisons as presented this meeting and they would like to see anything out of the ordinary highlighted in the monthly reports. Chief Peratt noted that he will report next meeting on unique calls the District has responded to in regards to the rain and weather we have had in the Month of January. M/S Karen/Tinsley to approve Consent Agenda item 7.02 as presented. Motion carried by unanimous voice vote of Board members present.

8.0 APPROVAL OF MINUTES:

.01 Minutes of Regular Meeting, December 20, 2017. M/S Tinsley/Karen to approve minutes of the December 20, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: President Leary pointed out there was one letter thanking the Fire District for a donation and asked for clarification on the donation. Fire Marshal Nailon explained that the donation was made by the Employee's Association.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

a) Arson Fire at District Headquarters. Director Karen asked if the Fire District had any records backed up on microfiche. Secretary II Kim Lopez noted that the District did not have microfiche records but there are some more recent records that were electronically stored on computers and servers. President Leary noted that recent years of Board items/reports are also electronic and only the signed copies of these records were lost in the fire.

.02 Discussion Items:

a) Re-Open Fire Station 337. Chief Hultquist announced that he was excited to offer the opportunity per Board direction to open Fire Station 337 to better serve the community. The Fire Chief reviewed several handouts with the Board which reflected incidents and time of day analysis for the area surrounding FS 337. He noted that there were 1,400 calls last year in that area alone which is a significant impact on District resources. He added that on a daily basis Engines from all three open stations are running calls in FS 337 response area. He also reviewed the peak call time with the Board briefing that between the hours of 0800 to 1800 is the busiest call time not only for residential calls but businesses, medical offices and retirement centers in the area and also noted the budget requirement and availability for FS 337 opening. He summarized that the opening of Fire Station 337 would take place Monday, January 23, 2017 with a 40 hour 9/80 schedule of nine hours per day, utilizing the paramedic brush patrol with Captain Unferdorfer overseeing the crew however, with Board approval Captain Unferdorfer could begin staffing the station as early as tomorrow with a Paid Call Firefighter. He added that he has received several requests from the area surrounding FS 337 for updates on when the station will open so this is a timely opportunity and will be accompanied by a press release and letters from him and President Leary to Jess Ranch, Wyndham Rose and Solara regarding the station opening. He noted that Fire Marshal Nailon is working on signs for the Station that say "Thank you for your support, Fire Station Now Open".

Discussion followed between the Fire Chief, Staff and Board covering topics regarding the "open" signs, work/hours scheduling and vehicle maintenance costs for the Brush Patrol. President Leary noted that the opening of FS 337 has been looked at financially and there is money left from the 15/16 budget for this early opening without getting behind in funding prior to Measure A money income. Chief Hultquist agreed and added that this had been discussed with the Finance Committee

and the finances are available. There was also brief discussion pertaining to services that will again be available at FS 337 such as blood pressure checks. It was decided that these services would be advertised via District Social Media and will be included in the letters sent to Jess Ranch, Wyndham Rose and Solara.

Board Consensus was reached and direction given to the Fire Chief to open Fire Station 337 beginning the next day with Paid Call Firefighter staffing and open with previously discussed staffing on Monday, January 23, 2017.

- 11.0 BOARD COMMITTEE REPORTS: President Leary briefed that the Finance Committee is on hold due to the absence of a Finance Officer. He announced that he and Chief Hultquist had met with Linda Milson who has recently retired and has agreed to step in on an interim basis and assist in the finance office. She will work on a contract basis to watch over the budget and allow the Fire District to take the time needed to fill the Finance position. Director Savage asked about how the Finance Officer position search was going. Chief Hultquist responded that the position has been flown and advertised in multiple outlets such as Cal State Finance Officers, County Chiefs and Social Media outlets to name a few. President Leary added that it is important to have someone watching the budget and crunch numbers as the District transitions into opening Fire Stations and assisting the District in keeping on track with the 20 year plan and the Capital Improvement Plan. He requested Chief Hultquist meet with Linda and have her start looking at the books as soon as possible. He also added his thanks to Linda and that he is looking forward to working with her in the near future. Mrs. Milson responded that she is looking forward to having a successful time working with the Board and Fire District staff.
- 12.0 APPROVAL OF REPORTS: None.
- 13.0 PUBLIC HEARINGS:
- .01 Ordinance 55 Adopting the 2016 California Fire Code. President Leary called for comments or questions regarding this item. There was a short discussion between the Board and Fire Marshal Nailon regarding Fire Code specific to the Fire District. FM Nailon made note that we adopt a new updated Fire Code every three years. With there being no further discussion the Board President proceeded to opening Ordinance 55 to Public Hearing and public input.
- 1) M/S Tinsley/Karen to close the Public Hearing. Motion carried by unanimous voice vote of Board members present.
  - 2) M/S Karen/Savage to read Ordinance 55 by title only. Motion carried by unanimous voice vote of Board members present. Board Clerk Lopez read the Ordinance by title.
  - 3) M/S Tinsley/Karen to adopt Ordinance 55. Motion carried by unanimous roll call vote of the Board members present.
- 14.0 ACTION ITEMS:
- .01 New Wage Schedule. Staff is presenting an updated Wage Schedule effective January 1, 2017 that reflects the increase in the State Minimum Wage. M/S Savage/Tinsley to approve the updated Wage Schedule as presented. Motion carried by unanimous roll call vote of the Board members present.
- .02 FY 2016/2017 Budget Adjustment. Chief Hultquist briefed that this is a one-time budget adjustment to hire a full time firefighter in support of opening Fire Station 337. There was a short discussion regarding hiring positions again in June to open both Fire Stations on a full time basis. M/S Tinsley/Savage to approve one-time budget adjustment to add one full-time firefighter to open Fire Station 337. Motion carried by unanimous roll call vote of the Board members present.
- 15.0 STAFF COMMENTS:
- .01 Fire Chief Hultquist:
- a. Announced that Firefighter, Engineer and Captain positions had all been flown in anticipation of hiring for Station openings in the summer and Battalion Chief position would be flown soon.

16.0 DIRECTORS' COMMENTS:

.01 Director Karen:

- a. Congratulated Division Chief Parsons on a 36 year career adding what an outstanding accomplishment that is and that his service is greatly appreciated.
- b. Congratulated Buddy noting he couldn't think of anyone more deserving of the position.
- c. Commented that he is looking forward to seeing the Jess Ranch Fire Station open and restarting the services there for the community such as senior blood pressure checks.
- d. Wished Linda Milson good luck and thanked her for volunteering to step up and help the Fire District.

.02 Director Savage:

- a. Thanked Mike Parsons for his service adding that he has touched so many lives with his career and also with his involvement with the PAL program. Wished him an enjoyable retirement.
- b. Commended Buddy for his great work and that he enjoyed his Operations presentation.
- c. Thanked Dawn for her comments and that he is looking forward to hearing her CERT/ECS presentation.
- d. Wished Linda Milson good luck and noted his thanks for her help.
- e. Stated the opening of Fire Station 337 is fantastic news and that opening earlier than next week is even better. Observed that information is the key and getting the word out that the Station is open and that the District is in the process of getting ready for full time opening in July is great.

.03 Director Tinsley:

- a. Thanked Division Chief Parsons for his service.
- b. Congratulated Buddy adding that he knows it has been a busy time.

.04 President Leary:

- a. Thanked Mike for his service and for stepping in when needed to fill in when the Fire Chief was out.
- b. Thanked Buddy noting that the transition from working shift to regular hours is not easy and also means more work and that his stepping up is appreciated.
- c. Thanked Rob Qualls for keeping the hiring process moving along. Added that they will do anything they can to make Rob's job easier or faster.
- d. Stated that he is looking forward to meeting with Linda and the Finance Committee.

17.0 CLOSED SESSION:

.01 Performance Evaluation. (Government Code Section 54957(b))

Meeting was adjourned to closed session at 6:47 PM.

The meeting reconvened to open session at 7:23 PM.


18.0 REPORT ON CLOSED SESSION:


- .01 President Leary came out of closed session and reported there was no action taken however, the Board would like to be involved in the revisions of policies in regards to the upcoming hiring. They would also like involvement in all position hiring and with any consultants coming in to help with hiring. Vice President Jeffs and President Leary will be assigned to the Personnel Action Committee and can speak for the Board. He also noted to the Fire Chief that they will meet again in February for Closed Session.

19.0 FUTURE AGENDA ITEMS: None

20.0 ADJOURNMENT: The meeting was adjourned at 7:25 PM M/S/P Tinsley/Karen.

ATTEST:

  
KIMBERLY LOPEZ  
Recording Secretary

  
DAN LEARY  
President