

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

March 21, 2017

1.0 CALL TO ORDER: President Leary 6:00 PM

2.0 PLEDGE OF ALLEGIANCE: Director Savage

3.0 ROLL CALL:

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

Absent: None.

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Employee of the Quarter – First Quarter: Chief Hultquist reminded the Board that the prior month Paid Call Firefighter Dave Stephens was away in Oroville working and unable to attend the Board meeting. Citing Mr. Stephens' more than 20 years of service and his assistance getting apparatus into service in recent months, the Fire Chief called PCF Stephens forward to receive his Employee of the Quarter award.

.02 Immediately following the presentation the Fire Chief introduced the District's new Reserve Inspector for Hazardous Materials, Greg Coon. Outlining Mr. Coon's long years of experience and service with both San Bernardino County Fire and Victorville Fire the Chief welcomed Mr. Coon to the District.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for February 2017
- .02 Operations Report for February 2017
- .03 Community Risk Reduction Report for February 2017
- .04 Fleet Services Program Report February 2017
- .05 Fiscal Report for February 2017: None

President Leary polled the Board to see if anyone wanted to pull any of the Consent Agenda items or ask any questions. With none of the other Board members requesting discussion, President Leary pulled items 7.01 and 7.02 for further discussion and requested a motion to approve items 7.03 through 7.05. M/S Karen/Savage for items 7.03 to 7.05 for approval as presented. Motion carried by unanimous voice vote of Board members present.

President Leary's comments regarding Consent Agenda item 7.01 were directed to Staff about the probationary process the District has in place. Congratulating Captain Craig Malloy on completing his probationary year, Mr. Leary requested additional information on how employees are evaluated during their probationary year. The Fire Chief and other staff members explained there are currently probationary policies in place for this purpose but that one of the assignments of Engineer Paramedic Qualls was to update the probationary and evaluation process. A brief discussion followed between the Board and Staff where it was agreed that Staff would make a presentation to the Board on the probationary period updates when the update was completed.

Regarding Consent Agenda Item 7.02, President Leary requested that Interim Battalion Chief Peratt add some comparative data for the incidents reported on the Operations Report. The Fire Chief and Mr. Leary discussed possibly giving quarterly updates and comparisons. Following this exchange President Leary called for any additional questions. There was no further discussion. M/S Tinsley/Karen for items .01 to .02 to approve the Consent Agenda as presented. Motion carried by unanimous voice vote of Board members present.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting of February 21, 2017. M/S Jeffs/Savage to approve minutes of the February 21, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: President Leary reported there was no correspondence this month.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items:
 - a) CSDA Legislative Days. No discussion.
 - b) Update on Measure Hiring. President Leary commented his appreciation of this information and update.
- .02 Discussion Items:
 - a) CSDA Board of Directors Nominations for Seat C.
 - b) SDRMA Board of Directors Nominations

President Leary called for discussion regarding both of these discussion items from the Board members. Director Karen reminded the Board that participation in either of these agency Boards creates a cost to the District. By consensus the Board agreed to bring these items back for further discussion next month.

11.0 BOARD COMMITTEE REPORTS: None.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Declaration of Surplus Equipment. President Leary addressed the Fire Chief requesting additional information regarding the equipment up for surplus as there were two pieces of apparatus under consideration. Board members Leary and Jeffs expressed concern about thinning the fleet as the District is re-opening two stations. Discussion followed between Staff and the Board regarding the process for proposing equipment for surplus. Chief Peratt explained that the Apparatus Committee had met and reviewed the entire fleet inventory and these two apparatus, in the opinion of the Committee, did not meet basic criteria such as road worthiness, safety, age, and liability considerations. The conversation continued with the Board asking additional questions about the apparatus available for the re-opened stations. Further comments were made by Vice President Jeffs regarding putting a piece of equipment into surplus prematurely. Staff explained the safety concerns with the brush engine and explaining it was not a part of the front line deployment plan with its 500 gallon water tank versus the brush engine that has 1500 gallon water tank.

President Leary questioned whether or not either of these apparatus would have to be replaced and was answered that they do not. These two pieces of equipment are basically out of service.

President Leary made the suggestion that the Capital Improvement Plan (CIP) and Apparatus Committees get together to put in place a long term plan for fleet. The Fire Chief explained that the Apparatus Committee is a long standing committee that had recently become reactivated with the passing of Measure A and should be preparing a list of suggestions for the CIP at some point. President Leary concluded that the recommendations from the Apparatus Committee would be valuable to the CIP in putting together a realistic 20-year plan that ties everything together. Brief discussion between Director Savage and Staff regarding the dollar value of the surplus was followed with Director Savage suggesting the dollar values be added to future surplus equipment requests.

President Leary asked if the Board wanted additional information such as the dollar values of the items for surplus before taking action on it. Director Tinsley suggested the Board move forward to maximize any profit from the sale or gift of the equipment. There was no further discussion. M/S Tinsley/Karen to

approve Declaration of Surplus Equipment as presented. Motion carried by unanimous roll call vote of Board members present.

- .02 FY 2015/2016 Audited Financial Reports. Announcing that the District was in receipt of the audited financials for fiscal year 2015/2016 President Leary called Interim Finance Officer Milson forward for a briefing. Ms. Milson gave a Power Point presentation outlining the highlights of the audited financials beginning with a review of the revenue and expenses. She went on to review GASB 68 and the unfunded pension liability with the Board ending the District in a net position of \$428,539 ahead. A brief exchange about fund balance and CIP fund balance followed between President Leary and Finance Officer Milson.

At the conclusion of the presentation Ms. Milson called for questions. There was additional review of the workers comp funds, development impact funds (DIF) and CIP funds with President Leary requesting that through the transition of Finance Officers Ms. Milson keep the Board up-to-date on the fund balances. President Leary then called for additional questions. There was no further discussion. M/S Savage/Tinsley to accept the FY 2015/2016 audited financials. Motion carried by unanimous roll call vote of Board members present.

- .03 Changes to Amended Personnel Policy P-5 for Battalion Chief. Asking about the two-year Captain requirement for Battalion Chief President Leary addressed Engineer Paramedic Qualls regarding the changes to the minimum requirements. Mr. Qualls briefed that these changes came out of the ad hoc committee discussions. There was no further discussion. M/S Karen/Tinsley to accept the changes to amend the minimum requirements for Battalion Chief in Personnel Policy P-5. Motion carried by unanimous roll call vote of Board members present.
- .04 Letter in Support of AB 288. President Leary announced that our local representative was requesting the Board's support of AB 288 which was similar to the assembly bill the Board supported last year. M/S Jeffs/Savage to proceed with the letter in support of AB 288 to extend the filing deadline for the SRA fire fee. Motion carried by unanimous roll call vote of Board members present.

15.0 STAFF COMMENTS:

- .01 Fire Chief Hultquist:
- a. Reminded the Battalion Chief Position Announcement expires on Friday, March 24, 2017.
 - b. Announced that the minimum requirements for Fire Chief were under review so the recruitment process could begin.
 - c. Briefed on several recent incidents noting one in particular in FS 337's area that was a CPR save that was due to that station being staffed.
 - d. Congratulated PCF Dave Stephens on his Employee of the Quarter award.

16.0 DIRECTORS' COMMENTS:

- .01 Director Karen:
- a. Offered congratulations to PCF Stephens and asked about his work in Oroville.
 - b. Welcomed Greg Coon to the District.
 - c. Voiced his gratitude seeing the Measure A hiring was progressing.
 - d. Thanked Interim Finance Officer Milson for her work and presentation.
- .02 Director Tinsley:
- a. Added his congratulations and welcome to Director Karen's comments.
 - b. Referenced his comments last month with regard to the ambulance problem and delays at the area hospitals reminding the assembly of his intention to continue to bring this subject up to keep up awareness.

The Fire Chief spoke to Mr. Tinsley and let him know this is a county-wide problem that is being addressed on many levels and that it was his intention to bring a presentation to the Board on the subject next month.


- .03 Director Savage:
 - a. Thanked the Fire Chief for his report and update on the incidents.
 - b. Thanked Interim Finance Officer Milson for her report and presentation.
 - c. Thanked PCF Stephens for his service.
 - d. Thanked Interim Battalion Chief Peratt for his information.
 - e. Thanked everyone for all their hard work and always saying 'yes'.

 - .04 Vice President Jeffs:
 - a. Thanked PCF Dave Stephens for his 21 years of service and expressed his appreciation for that.
 - b. Thanked Interim Finance Officer Milson for her work and presentation.

 - .05 President Leary:
 - a. Thanked PCF Dave Stephens for his service.
 - b. Thanked Interim Finance Officer Milson for the meeting and hard work.
 - c. Expressed his intention that Finance Committee stay on top of the CIP fund.
 - d. Remarked on his concerns about the start date of the stations re-opening opining that it would be important for everyone to know where we are financially before we make a hard date commitment.
 - e. Addressed Chief Hultquist regarding keeping abreast of information like the CPR save at FS 337.
 - f. Confirmed Yucca Loma Road open date as May 1, 2017.
 - g. Requested Staff have signs ready to announce when the two stations would be reopening.
 - h. Spoke of his appreciation to retired Division Chief Mike Parsons for submitting the article to the CSDA magazine about the District and the successful passage of Measure A in a statewide publication.
- 17.0 CLOSED SESSION: None.
- 18.0 REPORT ON CLOSED SESSION: None.
- 19.0 FUTURE AGENDA ITEMS:
 - .01 Presentation on Ambulance Response & Standby.
 - .02 Update on Measure A response times for the public.
- 20.0 ADJOURNMENT: The meeting was adjourned at 7:02 PM M/S/P Jeffs/Savage

ATTEST:


ROSE MARIE GARRISON
Recording Secretary



DAN LEARY
President