

# APPLE VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

May 16, 2017

1.0 CALL TO ORDER: President Leary 6:01 PM

2.0 PLEDGE OF ALLEGIANCE: Director Karen

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 – Second Quarter. The Fire Chief reminded the Board how much he appreciates the opportunity to present the Employee of the Quarter awards. He then introduced the Second Quarter recipient, Firefighter Paramedic Vinh Ho. Among the contributions Firefighter Ho has made, the Fire Chief listed his recent EPCR (Electronic Patient Care Record) training for District personnel; his update and added features to the Zoll (heart) monitors; the simulations he helped create and facilitate for both the Captain and Battalion Chief assessments; and his assistance and participation in creating the training videos in preparation of the Measure A new hires. The Fire Chief concluded his remarks by congratulating Vinh on his award and thanking him for his contributions.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for April 2017
- .02 Operations Report for April 2017
- .03 Community Risk Reduction Report for April 2017
- .04 Fleet Services Program Report April 2017
- .05 Fiscal Report for April 2017

Announcing there was a revision given to the Board on the Financials, President Leary explained if anyone had a question about the CIP from the original report, it had been corrected. Mr. Leary went on to ask if there were any additional comments or questions or any items the Board members wanted pulled from the Consent Agenda. There was no further discussion. M/S Tinsley/Karen 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 April 18, 2017. Again asking for comments or questions regarding the Minutes, President Leary paused before proceeding and calling for a motion to approve the Minutes. M/S Savage/Tinsley to approve minutes of the April 18, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: None.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: Announcing the Information Only items the Board President asked if there were any questions and comments regarding the two Information Only Items. President Leary asked if Director Savage had gotten the information he wanted regarding the recruitment. Director Savage remarked that there was more information needed. There was no further discussion.
- a) Measure A Hiring Update
  - b) Measure A Recruitment
- .02 Discussion Items: None.

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget and Finance Committee. President Leary reported that the Finance Committee met during the past month. Noting that the Board could view everything regarding the financials on the Balance Sheet and updated financials Mr. Leary asked Interim Finance Officer Milson if she had anything further to add. Ms. Milson had no further comment. Mr. Leary asked if anyone else had any comments or questions. There was no further discussion.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS:

- .01 Ordinance 56 Adopting an Administrative Citation Program. Announcing the Public Hearing to the Assembly, President Leary called for a motion to open the public hearing.
- 1) Open the Public Hearing and take public input. M/S Tinsley/Savage to open public hearing. Motion carried by unanimous voice vote of the Board members present.  
  
The Board President called for questions or comment regarding Ordinance 56 adopting an Administrative Citation Program. There were no questions or comment.
  - 2) Move to close the Public Hearing. M/S Tinsley/Karen to close the Public Hearing. Motion carried by unanimous voice vote of the Board members present.
  - 3) Read Ordinance 56 by title only. President Leary called on Board Clerk Garrison to read Ordinance 56 by title only. Ms. Garrison read the Ordinance title to the assembly.
  - 4) Move to introduce Ordinance 56 and Resolution 17-003. M/S Tinsley/Karen to introduce Ordinance 56 and Resolution 17-003. Motion carried by unanimous voice vote of the Board members present.

14.0 ACTION ITEMS:

- .01 Capital Improvement Program Expenditure. Reporting Staff was requesting a \$72,000 expenditure from the Capital Improvement fund for costs associated with the reopening of two fire stations, President Leary explained that this expenditure had been brought before the Finance Committee, President Leary and Vice President Jeffs, and approved. The timing of the purchases was critical in order to have the Zoll (heart) monitors in time to reopen the two fire stations. Mr. Leary continued by saying this type of expenditure does, by Board policy, have to be approved by the Board as well.

There was brief discussion between Staff and the Board regarding what equipment there might already be at the Station. The Fire Chief explained that the 'spare' Zoll monitor was being used

at Station 337 already. The two monitors that were to be purchased are for FS 336 when it opens and to have a spare in case a monitor goes out of service. President Leary added the purchase and necessity were very well explained in the Staff report. M/S Tinsley/Savage to approve the Capital Improvement Program expenditure to buy the Zoll monitors. Motion carried by unanimous roll call vote of the Board members present.

- .02 Resolution 17-004, Industrial Disability Retirement of Darin Patterson. President Leary asked if there were any questions or comments on this matter. No discussion. M/S Tinsley/Karen to approve and adopt Resolution 17-004. Motion carried by unanimous roll call vote of the Board members present.
- .03 Personnel Policy P-22 Revision 14, Insurance Benefits. President Leary stated for the assembly what the policy was and explained the reason for the policy update was to bring it into compliance with the Board approved Memorandum of Understanding and Summary Agreements. M/S Tinsley/Karen to approve Personnel Policy P-22 Revision 14, Insurance Benefits. Motion carried by unanimous roll call vote of the Board members present.
- .04 Personnel Policy P-23, Revision 12 Retirement Benefits. Again announcing the policy and the reason for its update from the Staff Report President Leary called for any questions or comment after noting the update was due to changes in Staffing and to bring this policy into compliance with the current MOU and Summary agreements. Vice President Jeffs had a question regarding the vesting schedules in particular Vesting Schedule D and why the Executive Staff were given those incentives. Clarifying that the policy had been put in place in 2007, Staff explained that the vesting schedules were not revised except to update and correct the titles of Executive Staff positions for the policy. Further discussion followed between Staff and the Board regarding the policy and its history. President Leary mentioned it might be beneficial for the Board to have a copy of all the Personnel Policies. Noting the cumbersome size and number of Personnel Policies Staff suggested the policies be provided to the Board electronically. By consensus the Board agreed to electronic copies of the policies. President Leary asked for further questions or comment followed by a call for a motion. M/S Karen/Tinsley to approve Personnel Policy P-23 Revision 12, Retirement Benefits. Motion carried by unanimous roll call vote of the Board members present.
- .05 Prepayment of Installment Loan. President Leary briefed the Board that the Finance Committee had discussed pre-paying the loan on the two fire engines so the District could save \$58,000. Pointing out the significant savings on interest and the availability of the funds in the Capital Improvement Fund, President Leary called for questions or comments regarding the prepayment. There was a brief polling among the Board members indicating their agreement. M/S Jeffs/Tinsley to prepay the installment loan for the two fire engines now saving \$58,000 in interest. Motion carried by unanimous roll call vote of the Board members present.

#### 15.0 STAFF COMMENTS:

- .01 Fire Chief Hultquist:
  - a. Mentioned the passing of former District Board President Dick Allen.
  - b. Listed the Honor Guard members Devin Johnson, Peter Horne, Rich Unferdorfer and Shane Simpson and thanked them for their participation at Mr. Allen's funeral highlighting how well they represented the District.
  - c. Reminded the Board of the Yucca Loma Bridge grand opening celebration beginning Friday, May 19 at 1100 hours mentioning there would be events all weekend long.
  - d. Congratulated Firefighter Paramedic Ho on his Employee of the Quarter Award.

16.0 DIRECTORS' COMMENTS:

.01 Director Tinsley:

- a. Congratulated Firefighter Paramedic Vinh Ho and his family on his Employee of the Quarter award.
- b. Expressed his appreciation of the updates on the Measure A hiring.
- c. Commended the 'great job' done by the District Honor Guard at Mr. Allen's funeral.
- d. Briefed on his attendance at the April 26 APOD meeting at St. Mary's hospital remarking he was getting a better understanding of the situation but "not ready to swallow" it.
- e. Encouraged more Board members to attend the APOD meetings.
- f. Reported he had attended and participated in the two days of Battalion Chief testing stating it was a learning experience.
- g. Explained the Battalion Chief testing provided a better understanding of the hiring process, the great potential in the District and urged Staff to continue to strive for depth in the organization so we can promote from within. Director Tinsley concluded these remarks by commenting it was "quite a good process".
- h. Complimented Firefighter Paramedic Ho for his IT contributions for the Battalion Chief test.

.02 Director Karen:

- a. Congratulated Firefighter Paramedic Ho and thanked him.
- b. Requested Staff keep up with the Measure A hiring updates.

.03 Director Savage:

- a. Congratulated Firefighter Paramedic Vinh Ho on his Employee of the Quarter Award.
- b. Thanked the Finance Committee and Interim Finance Officer Milson for bringing the prepayment of the engine loans to the Board.
- c. Thanked Staff for the Staff Report on the hiring process.
- d. Inquired on the statistics from Victor Valley College about the Fire Tech department. Staff briefed that they had requested the statistics and would be following up with that information.

.04 Vice President Jeffs:

- a. Thanked Interim Finance Officer Milson for all the extra time she has had to put in to catch up Finance reporting for the District so the Board would have "good reports and good numbers" to review.
- b. Thanked Ms. Milson for bringing the prepayment information to the Finance Committee.
- c. Thanked everyone involved in the hiring of the new employees to reopen the two fire stations recognizing ASM Garrison, Battalion Chief Peratt, and Engineer Rob Qualls for their extra efforts.
- d. Remarked he is looking forward to reopening the two fire stations.

.05 President Leary:

- a. Congratulated Firefighter Paramedic Vinh Ho.
- b. Acknowledged the Fire Chief's comments about the Honor Guard remarking the Honor Guard is "amazing to see" and further stated that he knows it takes extra time and effort and it is very appreciated by everyone concerned.
- c. Made a statement about the Board's involvement in the hiring process and being a part of the team pointing out it may slow things down a little bit but this was in an effort to make sure the District is careful and making the right decisions about some very important hiring for the District.

- d. Expressed the Board's commitment to set up a strong leadership and evaluation program as the District brings on 14-16 new employees.
- e. Announced there was going to be a Workshop at Fire Station 336 and proceeded to poll the Board for possible dates. The Board agreed by consensus on a date and time. See Future Agenda Items.
- f. Stated the Board had approved the hiring of three Battalion Chiefs

**17.0 CLOSED SESSION:**

- .01 Performance Evaluation Public Employee. (Gov't Code § 54957(b)). After the announcement of the closed session there was M/S Tinsley/Savage to adjourn to closed session at 6:37 PM.

The Board returned into Open Session at 7:02 PM.

**18.0 REPORT ON CLOSED SESSION: None.**

President Leary made remarks at this point in the meeting that have been added to his Director comments as items e. and f.

**19.0 FUTURE AGENDA ITEMS:**

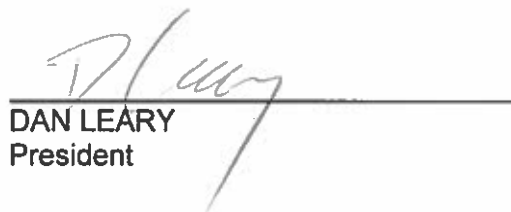
- .01 Workshop on Fire Chief Recruitment at Fire Station 336 on Wednesday, May 31, 2017 at 6 PM.
- .02 Director Tinsley directed questions to Staff regarding the upcoming Brown Act training in Coachella Valley. Brief discussion followed explaining the benefits and SDRMA discounts the District can receive when participating in these training programs.

**20.0 ADJOURNMENT: The meeting was adjourned at 7:12 PM M/S/P Tinsley/Karen**

ATTEST:



ROSE MARIE GARRISON  
Recording Secretary



DAN LEARY  
President