

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

June 20, 2017

1.0 CALL TO ORDER: President Leary 6:02 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 Special Announcements: President Leary called on the Fire Chief who gave brief comments on the significance of the occasion noting this was the most promotions in the District since 1991. The Fire Chief went on to thank the families for attending and supporting their loved ones.

Recognizing the honorees for the hard work that brought them promotions, Chief Hultquist expressed what an honor it was for him to be a part of the ceremony. He went on to share that the six promoted employees represented more than 95 years of service to the Fire District. Following his remarks the Fire Chief called the promoted employees up one by one explaining that several of them had chosen to have a family member pin their badges.

- a) Promotion of Captain James Peratt to Battalion Chief. Chief Peratt was unable to attend and was not present.
- b) Promotion of Captain James Hulbert to Battalion Chief. Chief Hulbert was pinned by his father retired BLM Deputy Chief Rich Hulbert.
- c) Promotion of Engineer Paramedic Jake Salgado to Captain Paramedic. Captain Salgado was pinned by his mother Connie Salgado.
- d) Promotion of Engineer Paramedic Shaun Grover to Captain Paramedic. Captain Grover was pinned by his daughter Mikaila Grover.
- e) Promotion of Firefighter Brian Malloy to Engineer. Engineer Malloy was pinned by his brother Captain Craig Malloy.
- f) Promotion of Firefighter Paramedic James Lyons to Engineer Paramedic. Engineer Paramedic Lyons was pinned by Fire Chief Sid Hultquist.

Following the promotion badge pinning President Leary called for a brief recess to allow the families to take a break and congratulate the employees.

The meeting was brought back into Session at 6:18 PM.

.02 Presentation on Probationary Process for Measure A Hires. Engineer Paramedic Rob Qualls came forward to give his presentation on the probationary process for both the newly hired and newly promoted employees. He began his remarks by acknowledging that Staff had been directed by the Board to prepare the presentation.

Mr. Qualls explained his presentation was going to be directed specifically to the ranks of Captain, Engineer and Firefighter. He went on to say that all District employees had a probationary period of one year.

The nearly 20-minute presentation included:

- a. An overview of the probationary period;
- b. An explanation of the evaluation process noting that evaluations are done at 3-months, 6-months and 12-months during probation;
- c. Review of the testing that will be conducted and the scoring minimum of 70%. Engineer Qualls also explained that if the candidate fails the first time they are given a second chance to pass but must pass at 75%.
- d. Discussed and explained the task books that will be presented for each rank for the probationary year.
- e. Showed a brief training video to demonstrate to the Board the types of resources that would be available to the probationary employees to enhance their odds for success.
- f. Briefed on the additional training skills days where probationary employees could come for one-on-one skills training with career District staff.
- g. Invited the Board to the training burn on July 21 & July 22 at 22075 Nisqually Road that would be the culmination of the District's Operations Academy for the new hires.
- h. Reviewed the daily evaluations that would review probationary employees' performance on real life incidents.

Following the formal presentation Engineer Qualls engaged in a question and answer period with the Board. Reviewed during this discussion were the particulars of the skill days, questions about the training burns and a brief dialogue regarding paid call firefighters and the reason the District had not hired more people from the paid call program. President Leary remarked that this was a good structure for the probationary period and would require careful oversight. There was a brief exchange regarding the standards by where an employee would be released with Engineer Qualls pointing out some of the benchmarks that are built into the process.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA: President Leary asked if anyone had anything they wanted pulled from the Consent Agenda. No reports were pulled. Mr. Leary went on to request that the Personnel Report 7.01 include information noting when positions were new hires or if the position appointment was to fill an existing vacancy. He went on to explain that the Board is looking for is some position control.

Pointing out there is something lacking in Personnel Policy P-3 because it does not explain about how the District goes about adding a position as it relates to its finances. President Leary suggested that we add language to P-3 to establish how a position is added.

Discussion followed between the Board and Staff regarding position control and how the Board would like new positions presented to the Board both through the Budget process and also the monthly Personnel Report.

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

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 May 16, 2017. M/S Tinsley/Savage to approve minutes of the May 16, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.
- .02 Minutes of Special Meeting of May 31, 2017. Minutes of Special Board Meeting/Workshop of May 31, 2017. M/S Jeffs/Savage to approve minutes of the special board meeting/workshop of May 31, 2017. Motion carried by voice vote of the Board with Director Karen abstaining as he was absent from the May 31, 2017 meeting.

9.0 CORRESPONDENCE: President Leary pointed out the District had received a nice note from the Town of Apple Valley.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: Announcing the Information Only items the Board President thanked ASM Garrison for the hiring updates and said that those reports didn't need to be done any longer.
 - a) Measure A Hiring Update. No discussion.
 - b) Victor Valley College Enrollment Statistics. Brief discussion regarding the enrollment and success rate of the Fire Technology School.
 - c) CSDA & SDRMA Candidate Letters. No discussion.
- .02 Discussion Items:
 - a) Personnel Policy P-5 Extension. President Leary called for discussion on the extension explaining this amendment was due to expire June 30, 2017. While Staff had called for the extension to be through December 31, 2017, the Board by consensus approved the extension through October 31, 2017 citing that a longer extension might be cause for procrastination.
 - b) CSDA Board Ballot. By consensus the Board agreed to bring this matter to the July meeting for action.
 - c) SDRMA Board Ballot. By consensus the Board agreed to bring this matter to the July meeting for action.
 - d) Finance Officer Recruitment. President Leary called on Chief Hultquist for an update. Chief Hultquist began his comments by recalling to the Board that Jessica Brown had resigned and left the District in January and the District had hired Ms. Milson as an Interim Finance Officer. Simultaneously the Chief explained that the District had posted a Position Announcement for Finance Officer and had received seven applicants with Ms. Milson being among the six qualified applicants out of the seven who applied.

A determination was made in March with the approval of the Finance Committee to continue with Ms. Milson as Interim Finance Officer rather than proceeding with a hiring process due to several important factors regarding the District's finances like the hiring of the Measure A candidates and the new fiscal year budget. The Fire Chief explained that all of the Finance Officer candidates were notified at that time that the hiring was going to be put on hold and that the District would retain their applications for future consideration.

Remarking on Ms. Milson's accomplishments such as completing the audit, closing FY 2015/2016, completing the FY 2017/2018 budget all while working through the issues with the antiquated finance software Chief Hultquist recommended that Ms. Milson be hired permanently as Finance Officer.

President Leary commented that Ms. Milson had the support of the Finance Committee and concurred it would be great to be able to continue with her as Finance Officer to keep the continuity especially in light of other management position changes. He concluded his comments by thanking her for offering to stay.

- e) Fire Chief Recruitment. No discussion.

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget and Finance Committee. No report.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS:

- .01 Ordinance 56 Adopting an Administrative Citation Program. Announcing the Public Hearing and confirming with Staff that this agenda item had appeared the previous month but was one of those public hearing items that required a second reading President. Leary went on 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 input 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 adopt Ordinance 56 and Resolution 17-003. M/S Karen/Tinsley to adopt Ordinance 56 and Resolution 17-003. Motion carried by unanimous roll call vote of the Board members present.

14.0 ACTION ITEMS:

- .01 Resolution 17-005. President Leary announced by title the resolution and confirmed with Staff this is the same resolution the Board approves each year to add the fire hazard abatement fees on the tax roll for certain properties. M/S Jeffs/Karen to approve and adopt Resolution 17-005 instructing the County Auditor/Controller to levy fire hazard abatement fees on certain properties. Motion carried by unanimous roll call vote of the Board members present.
- .02 Resolution 17-006. Announcing the resolution President Leary explained this resolution is commonly known as the Gann initiative and called for questions. There was no further discussion. M/S Jeffs/Tinsley to approve and adopt Resolution 17-006 establishing the year's

appropriation of tax dollars spent by the District. Motion carried by unanimous roll call vote of the Board members present.

- .03 FY 2017-2018 Original Budget. Announcing the action item President Leary noted it was going to require some discussion. Explaining as late as the afternoon before the meeting there were questions regarding some of the numbers he went on to call the Board's attention to page 23, Budget Detail for all Funds and the property tax appropriation. Mr. Leary went on to explain that the Finance Committee had not been sure of the numbers with some of the increases with some extraordinary expenses coming up as well. The Finance Committee reviewed and revised several numbers but had not revised everything they might have. With concerns regarding the property tax increase, the Finance Committee agreed to make additional revisions. The revised pages to the Budget were passed out to the Board members.

Finance Officer Milson pointed out that that only a few items had changed. She continued by remarking property tax revenue overall had been revised. Ms. Milson explained that she had originally adjusted the general property tax revenue up based on the experience of increase in the past tax years. The District had planned for 1% increase and the past years had shown the increase to be more than 2%. Based on that information the general property tax was adjusted accordingly. This was the sole item changed on the income side of the budget.

On the expense side Ms. Milson said she did not make any changes to staffing in the new fiscal year except for those approved with the passage of Measure A. In a review of other operating expenses for the current fiscal year she noted there were several categories that were under budget. Using that as a basis she decreased those budget categories in the 2017/2018 budget.

Ms. Milson answered questions from the Board regarding specific budget categories such as administrative services and professional services. Concluding her remarks by reminding the Board that this is the Original Budget that must be approved prior to July 1 and there would be additional revisions done to the budget before the Board approves a final budget in September.

President Leary called for further questions and discussion. The Board took a few minutes to review the pages and revisions Ms. Milson presented. Ms. Milson commented she felt confident that with this Budget as a basic structure there would be a very good final budget presented in September. She went on to point out that there were no capital expenditures in the budget.

Vice President Jeffs felt this budget was a lot closer to where the Board wants to be. He felt the Board could move forward with the document presented knowing there can be further adjustments to the budget. Both President Leary and Vice President Jeffs cautioned that no money be spent on anything until the budget can be finalized.

M/S Jeffs/Savage to approve FY 2017/2018 Budget as amended during the meeting. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a. Congratulated to all promoted employees.
- b. Referenced earlier comments regarding PCFs and testing for Firefighter Paramedic and updated that there had been a PCF Paramedic who had tested and came out number one.
- c. Noted there were four other PCFs in the current paramedic program who will be eligible to test in the future.
- d. Reported this is the beginning of the fire season and the District is experiencing 2-3 vegetation fires every day.
- e. Complimented the District's proactive weed abatement program which helps curtail fire hazard and vegetation fires explaining the significant difference this program makes to the community. The Fire Chief further noted Apple Valley is the only community in the High Desert doing that.
- f. Briefed the Board that the District was working on a plan for fireworks enforcement on the 4th of July and the Ordinance the Board had passed will enable District personnel to issue citations for fireworks violations.

16.0 DIRECTORS' COMMENTS:

.01 Director Karen:

- a. Expressed his excitement to see the changes and promotions in the District.
- b. Congratulated Chief Hulbert and all the promoted employees.
- c. Thanked Engineer Qualls for his presentation.
- d. Thanked Finance Officer Milson for her work on the budget.
- e. Apologized for missing the special meeting/workshop regarding Fire Chief recruitment stating it was due to a conflict with the training for his new job.

.02 Director Tinsley:

- a. Said he wanted to 'double up' on Director Karen's comments in extending thanks and congratulations.
- b. Announced a lunch had been planned at the Chamber of Commerce on July 19 for all of the Measure A new hires and to give the Fire Chief a send-off.

.03 Director Savage:

- a. Congratulated all the promoted employees.
- b. Thanked Engineer Qualls for his presentation regarding the probationary and evaluation process for the new hires.
- c. Thanked ASM Garrison for the statistics from the College.
- c. Requested information regarding the grand re-opening of the fire stations and was briefed by Staff that an event was tentatively scheduled for July 23rd at FS 336. Staff explained there would be a separate event in conjunction with the Health Fair for Fire Station 337 in October.

.04 Vice President Jeffs:

- a. Commented on "the awesome times" the District is experiencing with the promotions and reopening of fire stations.
- b. Thanked Finance Officer Milson for her work on the budget remarking that it was getting closer to where the Board wants the District to be.
- c. Thanked Engineer Qualls for his presentation.

.05 President Leary:

- a. Complimented Engineer Qualls on his presentation.
- b. Thanked Finance Officer Milson for her work on the budget.
- c. Acknowledged it was one of those great nights to see all the families out for the well-deserved promotions and agreed that it was indeed "awesome times".
- d. Remarked that serious discussions on finances would continue clarifying that the Board has a responsibility to make sure that money is managed well and carried over each year. He went on to say the voters had entrusted the District in perpetuity with the funding and it was important that the District make sure we have balanced spending so there will never have to be lay-offs again.

17.0 CLOSED SESSION:

- .01 Public Employee Fire Chief Recruitment (Gov't Code §54957) After the announcement of the closed session there was M/S/P Tinsley/Savage to adjourn to closed session at 7:35 PM.

The Board returned into Open Session at 8:06 PM.

18.0 REPORT ON CLOSED SESSION: None.

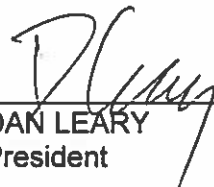
19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 8:07 PM M/S/P Tinsley/Karen

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



DAN LEARY
President