

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

September 15, 2015

- 1.0 CALL TO ORDER: President Leary at 6:00 PM.
- 2.0 PLEDGE OF ALLEGIANCE: Vice President Jeffs
- 3.0 ROLL CALL:
Present: Director Tinsley, Director Earp, Vice President Jeffs, President Leary
Absent: Director Alaniz
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Employee of the Quarter – Third Quarter. Chief Hultquist announced Matt Dowland as the Employee of the Quarter for the Third Quarter and requested he come forward. The Fire Chief briefed the Board that Matt had also received the Optimist Club Firefighter of the Year award earlier in the month. Following a brief outline of Matt's work experience with the District, beginning with his involvement with the Fire Explorer program back in 1998, the Chief went on to praise Matt's work with both the SCBA program and the recent District-wide hose testing. Also noted were Firefighter/Paramedic Dowland's work in Fleet Services and his participation and assistance with the recent sale of a surplus engine to Mexico.
 - .02 Though not on the agenda, the Fire Chief followed the presentation of the Employee of the Quarter award by formally introducing the new Finance Officer, Jessica Brown, to the Board.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 CONSENT AGENDA:
 - .01 Personnel Report for August 2015
 - .02 Operations Report for August 2015
 - .03 Community Risk Reduction Report for August 2015
 - .04 Fleet Services Program Report August 2015
 - .05 Finance Update for August 2015

M/S Earp/Tinsley to approve consent agenda. Motion carried by unanimous voice vote of the Board members present.
- 8.0 APPROVAL OF MINUTES:
 - .01 Minutes of Regular Board Meeting, August 18, 2015. M/S Earp/Jeffs to approve minutes of the August 18, 2015 regular meeting. Motion carried by unanimous voice vote of the Board members present.
- 9.0 CORRESPONDENCE: President Leary noted there were two pieces of correspondence. One was regarding a VVC ride along and the other a very nice thank you and a \$100 donation to the District.
- 10.0 INFORMATION & DISCUSSION ITEMS:
 - .01 Information Only Items: None.

.02 Discussion Items:

- a) District Policies. Referencing the Staff Report, President Leary noted its thoroughness and called for questions or comments regarding the report. Director Earp advised he had spoken with ASM Garrison earlier in the day and a meeting to review District policies had been scheduled in the next couple of weeks. President Leary offered to attend the meeting as well.
- b) Fiscal Year 2015-2016 Final Budget. President Leary restated from the Staff Report that the Final Budget was not ready for Board approval. Chief Hultquist requested the Board's approval to proceed with a Special Board Meeting on September 30, 2015, 9:00 AM at FS 336 to get the Final Budget approved.

After a brief discussion and an informal poll of the Board the Fire Chief agreed to send a query out to the Board to check on Board availability for a Special Meeting to be held on September 30.

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget & Finance Committee. The Budget and Finance Committee did not meet this month and there was no report.
- .02 Special Tax Measure Committee. President Leary asked Director Tinsley for an update on the progress of the committee noting he was aware that a survey had gone out. Director Tinsley announced the committee had met and had a conference call with the Lew Edwards Group. He then requested the Fire Chief brief on what has happened since then. Chief Hultquist reported the following:
 - The phone survey has begun.
 - The email survey was to go out that week.
 - The Fire Chief is awaiting additional updates and will forward any additional information he receives to the Board.
 - Chief Hultquist's expectation was to hear from the consultants by the end of the week.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Personnel Policy P-18, Revision 6, Regular Compensation. The Board President noted this policy was reviewed and updated to reflect department name changes and position name changes. M/S Earp/Jeffs to approve Personnel Policy P-18, Revision 6 Regular Compensation as presented. Motion carried by unanimous roll call vote of the Board members present.
- .02 Resolution 15-006 Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130). President Leary announced this Resolution was to designate Staff who would be approved to conduct business on the District's behalf with the Office of Emergency Services. He then called for questions and comment. There was no further discussion. M/S Jeffs/Earp to adopt Resolution 15-006 as presented. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a) Announced he had been working with Fire Marshal Nailon to get the District's web site updated and encouraged the Board to review the new web page.
- b) Remarked on the accessibility and interactive component of the web page on mobile devices.
- c) Explained the web page would be very conducive to getting important information out to the District's constituents.
- b) Briefed that the District's social media was ramping up and advised that the District now had an Instagram account and encouraged the Board to follow the District on Instagram.
- c) Stated that the District had begun sending out updates on Twitter noting that Twitter updates are how the news media keeps up with the District's activities.
- d) Reported the District was in the process of starting a PIO (Public Information Office) team made up of on-duty firefighters that would receive special training and be able to brief the public and other agencies like the Town of events as they are happening.
- e) Referenced the web page and pointing the access to the District newsletter 'The Tone Out'. The Fire Chief had Fire Marshal Nailon hand out copies of the newsletter to all the Board members present.
- f) Informed the Board the newsletter would be updated quarterly and the next one would be out in November with information about the special tax measure.
- g) Announced that he, Finance Officer Brown and Directors Leary and Alaniz would be attending the CSDA conference next week in Monterey reminding the Board while he would be out of town he would be available by cell phone.
- h) Cited some important dates and events coming up before the next Board meeting:
 - September 17 – Apple Valley High School Bonfire
 - September 19 – The Fire Chief will be attending the St. Mary's Foundation Gala
 - September 25 – The Fire Chief will be giving a presentation on special tax measure to Kiwanis.
 - September 28 – CSDA Training on the Brown Act at Mojave Water Board Room
 - October 1 – Granite Hills High School Bonfire
 - October 10 – Apple Valley Air Show (District engines present on standby.)
 - October 15 – Great California Shake Out
 - October 17 – Town Parade – Health Fair – Classic Car Show. A busy day in the District and encouraged the Board to attend at Fire Station 337 from 10 AM to 3 PM. Briefed the District would be participating in the parade.

16.0 DIRECTORS' COMMENTS:

.01 Director Earp:

- a) Congratulated Matt Dowland on his Employee of the Quarter award commenting it solidifies the Explorer program and the people who come up through the District's program.
- b) Welcomed Finance Officer Brown.
- c) Made an observation about a weed abatement sign on Apple Valley Road noting the contractor should practice what he preaches.
- d) Thanked ASM Garrison for her input.

.02 Director Tinsley:

- a) Reiterated welcome to Finance Officer Brown.
- b) Expressed 'great job' to Matt Dowland for his award noting he's gotten to see Matt in action.

- c) Commented on the website and thanked the Fire Chief for getting it updated.
- d) Requested the reason for District fire station closures be put on the web site.
- e) Suggested information about the special tax measure be added to the web page as well.
- d) Asked about the Board Agendas and Minutes on the website. The Fire Chief confirmed they are posted.
- e) Announced that on October 17th and 15th he would be gone.

.03 Vice President Jeffs:

- a) Commended the people who worked on the newsletter and expressed the importance of it and the website.
- b) Expressed his congratulations and gratitude to Matt Dowland asking if he had received the award previously (Mr. Dowland replied in the affirmative).
- c) Welcomed Finance Officer Brown remarking on his opportunity to meet with her previously and interview her explaining his belief she is absolutely the right person for the District.

.04 President Leary:

- a) Echoed Vice President's Jeffs sentiments and welcomed Finance Officer Brown stating he looks forward to meeting with her on the District's finances.
- b) Acknowledged how well timed the public relation updates are and how glad he is the District is in a very good position with getting information out to the public.
- c) Added his congratulations on a great job to Matt Dowland.

17.0 CLOSED SESSION: None.


18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 6:30 PM M/S/P Tinsley/Earp.

ATTEST:


ROSE MARIE GARRISON
Recording Secretary


DAN LEARY
President