

# APPLE VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

November 17, 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 Alaniz, Director Tinsley, Director Earp, Vice President Jeffs,  
President Leary

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Employee of the Quarter – Fourth Quarter. Chief Hultquist called CPR and First Aid Training Specialist Wes Mulder to the podium for his award. The Chief went on to remark how Wes, along with his partner Steve Myers, impact the community with the CPR and First Aid classes they teach. Noting Mr. Mulder's full-time position with AMR as an Operations Supervisor and his paramedic certification, Chief Hultquist explained the importance of the good will and ambassadorship both Wes and Steve provide for the District through their classes and community outreach. He went on to review the reasons for Wes' nomination noting in particular a recent class he taught for the Social Security office in Victorville where Wes went above and beyond to accommodate the class request and training.

.02 Disaster Service Worker Update. The Chief called CERT Commander Dawn Harrison forward. Ms. Harrison gave a power point presentation to the Board recalling the events, training and participation of all the Disaster Service Workers in Apple Valley for the year. This included the FADD workers and the ECS workers as well. Dawn's presentation was a month by month representation of all the organizations' activities. Throughout the presentation Ms. Harrison acknowledged and thanked both the Board and District staff for their help and support. She expressly thanked Captain Unferdorfer and the Fire Chief for all their help and assistance.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for October 2015
- .02 Operations Report for October 2015
- .03 Community Risk Reduction Report for October 2015
- .04 Fleet Services Program Report October 2015
- .05 Finance Update for October 2015

Director Earp requested to pull Consent Agenda item .05 and President Leary requested to pull items .03 and .04 for discussion. President Leary then called for a motion to approve Consent Agenda items .01 and .02. M/S Earp/Tinsley to approve Consent Agenda items .01 and .02. Motion carried by unanimous voice vote of the Board members present.

President Leary commented that Consent Agenda item .03, the Community Risk Reduction Report was getting more and more detailed and giving a clearer picture of what's happening each month. He concluded by stating he didn't have any further questions.

Regarding Consent Agenda item .04, the Fleet Services Program report, President Leary stated that the number of billable hours had changed considerably over the past couple of years pointing out that this was probably due to a number of factors. He went on to state that this was something he felt deserved further discussion because this (billable hours) had been a source of revenue for the District in the past. Concluding his remarks by noting that a reduction in work force was probably a contributing factor to the reduction in revenue, President Leary directed his comments to Fleet Services Manager John Ryan.

FSM Ryan noted that the billable hours were never, in his estimation, a revenue source for the District and felt they were used more for relationship building with outside agencies. Mr. Ryan went on to explain that some of the agencies that had previously used the District for repairs, such as BLM, did not have the funding to get the work done like they used to. FSM Ryan further pointed out that the VVC had also dropped their business with the District from \$15,000 to \$5,000. In a brief exchange with the Board President, Mr. Ryan acknowledged there has been a significant downsizing of Fleet Services noting Fleet Services was probably a third of the size it used to be.

President Leary concluded he would like to have further discussion regarding the changes in Fleet Services and the down turn in billable hours. The Fire Chief interjected that the District sometimes received other compensation for services such as equipment, like hose, from BLM. The Fire Chief offered to bring back additional information to the Board about the Shop at some future date. Director Earp noted he would like to see detail on the revenue reduction over the last 6 to 7 months.

President Leary then called on Director Earp for his questions regarding Consent Agenda item number .05, Finance Update. Director Earp asked Finance Officer Brown about the special tax revenue noting the monthly and year to date figures on the general fund statement were not compatible. Mr. Earp's second question was in regard to the communications bill for the District. The billing and payment scheduled was discussed with Ms. Brown explaining that the bill was sometimes held, due to its large amount, until the District had funds available to pay it.

Discussion followed regarding another communication bill for radios that had been held for payment for Chief Parsons to do a thorough review of the District's radio inventory resulting in saving the District several thousand dollars. The Fire Chief briefly explained the difference between the two types of communication bills the District receives.

Director Earp then asked about the Capital Improvement budget and its expenditures. Ms. Brown said there is a budgeted amount for the refurbishment of an engine, but it hasn't shown up yet. There was further discussion between Staff and the Board on the Finance Committee meeting and working on the Capital Improvement Plan and its budget.

In conclusion Director Earp requested that the detail of the check register be included in the monthly Finance report as it had been in the past. By consensus the Board agreed that it would like to have the check register detail included in the monthly Finance report.

President Leary requested a review of the information regarding the benefits being over by 62%. Finance Officer Brown reviewed the payments to PERS and the costs for the Strike Teams for which the District is still waiting for reimbursement from the State. Additionally Ms. Brown noted that she should be able to give the Board a better picture of the property tax revenue by the next Board meeting as well. There was also a brief exchange between Staff and the Board reviewing how the State reimbursement process works.

Ms. Brown briefed the Board on the District's audit. Those remarks were followed by the Board asking about the new finance software. Ms. Brown reported obtaining the new Finance software would be a lengthy process in order to preserve the District financial history.

M/S Earp/Tinsley to approve Consent Agenda items 3, 4, and 5. Motion carried by unanimous voice vote of the Board members present.

**8.0 APPROVAL OF MINUTES:**

.01 Minutes of Regular Board Meeting, October 20, 2015. M/S Tinsley/Earp to approve minutes of the October 20, 2015 regular meeting. Motion carried by unanimous voice vote of the Board members present.

**9.0 CORRESPONDENCE:** President Leary reported there were three letters of thanks and expressed his hope that everyone had read them.

**10.0 INFORMATION & DISCUSSION ITEMS:**

.01 Information Only Items: President Leary reviewed the listed Information and Discussion items from the agenda and called for questions or comments. Director Alaniz requested larger font be used than was used in 10.01(a). Director Earp thanked Staff for their policies report. There was no further discussion on these items.

- a) Policies Follow Up.
- b) Sick Leave Changes.
- c) Limited Term Firefighters.
- d) CSDA Bulletin on Harassment Training.

.02 Discussion Items: None.

**11.0 BOARD COMMITTEE REPORTS:**

.01 Budget & Finance Committee. President Leary noted that the Committee did not have the opportunity to meet in November and hoped they would be able to meet in December and begin working on the Capital Improvement Plan and fund.

.02 Special Tax Measure Committee. Acknowledging the Committee had been busy recently President Leary called on Director Tinsley. Mr. Tinsley reported there had been a conference call with the consultant that the Committee had attended at

Headquarters and announced the consultant would be at the December Board meeting to do a presentation.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS: None.

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a) Reported the District had participated in an active shooter drill at the Lewis Center with the Sheriff's department pointing out that this sort of training is on-going.
- b) Wished everyone a Happy Thanksgiving.

16.0 DIRECTORS' COMMENTS:

.01 Director Tinsley:

- a) Agreed with the Chief that we all have to stay more aware (active shooter)
- b) Thanked the Chief for his comments regarding the active shooter training expressing his concerns about this sort of activity in light of recent events in Paris.
- c) Congratulated Wes Mulder on his Employee of the Quarter award noting he had taken the CPR and First Aid class and Wes had made it fun.
- d) Encouraged everyone to take the CPR and First Aid class.

.02 Vice President Jeffs:

- a) Expressed his agreement with Director Tinsley's comments regarding active shooter awareness and training.
- b) Was glad to hear the District was participating in the active shooter training.
- c) Briefed on his experience of seeing the District in action at a recent river bottom fire.
- d) Felt he had a better understanding of how things work on incidents by being able to witness District staff and other agencies in action.
- e) Stated his intention to ride out for a whole day someday soon.
- f) Detailed his experience of seeing the District respond to a traffic collision on his street with the technical rescue equipment.
- g) Voiced his appreciation and gratitude for what the crews do and the Fire Chief taking the time to explain what was going on.
- h) Thanked Wes for doing an outstanding job.

.03 Director Alaniz:

- a) Referenced that before the incident in Paris there was someone who had fired on San Bernardino County firefighters.
- b) Remarked that she thought of the Apple Valley firefighter right away when she heard about Paris.
- c) Expressed her opinion that the best way to stop an active shooter is to own a gun be trained to use it responsibly.
- d) Thanked both the Fire Chief and Dawn for their briefings noting Dawn gave an excellent presentation.

.04 Director Earp:

- a) Commented on firing a gun until the noise stops.
- b) Thanked Dawn for her presentation for the time and effort she put in it and for the work she does with the disaster services workers and the expertise she brings.
- c) Thanked ASM Garrison for the policies report.
- d) Thanked all the Staff for all they do encouraging everyone to "get this measure passed".

.05 President Leary:

- a) Thanked ASM Garrison for her report and the time she put into it.
- b) Thanked Dawn Harrison for her presentation as well as everything she is doing for the District, the Town, and the community.
- c) Congratulated Wes for his award.
- d) Expressed his gratitude and appreciation to the Fire Chief for his updates regarding the consultants for the special tax measure.

17.0 CLOSED SESSION: None.

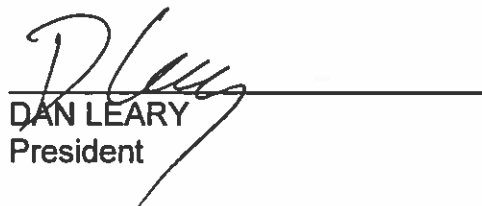
18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 6:50 PM M/S/P Earp/Jeffs.

ATTEST:

  
ROSE MARIE GARRISON  
Recording Secretary

  
DAN LEARY  
President