

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
(760) 247-7618 ☐ FAX (760) 247-3895

MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

December 20, 2016

1.0 CALL TO ORDER: President Leary 6:01 PM

2.0 PLEDGE OF ALLEGIANCE: President Leary

3.0 ROLL CALL:

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

Absent: None.

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

- .01 Oath of Office – New Board Members. The Fire Chief called the re-elected Board members forward to take their oath of Office. In succession Chief Hultquist administered the Oath of Office to Michael Karen, Dan Leary, Brett Savage and Bob Tinsley. Following their oaths each of the Board members received a commemorative pin and certificate of election and then signed their certification of their oath of office.
- .02 Selection of Board Officers. Immediately following the Oath of Office ceremony sitting President Dan Leary called for discussion regarding the selection of new Board officers. M/S Jeffs/Savage to nominate Dan Leary to continue as Board President. Motion carried by unanimous roll call vote of Board members present. Director Tinsley then nominated Jay Jeffs to continue as Vice President. M/S Tinsley/Savage to nominate Jay Jeffs to continue as Board Vice President. Motion carried by unanimous roll call vote of Board members present.
- .03 Announcement of Special Assignment. Fire Chief Hultquist announced that Engineer Rob Qualls had accepted a special assignment to work a 40-hour work schedule to coordinate with District Admin staff the recruitment of career operations personnel to staff Fire Station 336 and 337. Noting the District would be adding approximately 15 personnel the Fire Chief explained this assignment would probably be for several months. Expressing his excitement about the opportunity to have Engineer Qualls working on this critical assignment the Chief explained that in addition to the recruitment process, Rob would be coordinating a mini-academy for all the new hire operations personnel. The District's goal is to have career operations staff hired by the beginning of the new fiscal year which starts July 1, 2017.
- .04 Presentation of New Employee PCF Parker McColm. PCF McColm was unable to attend the Board meeting due to a work schedule conflict. The Fire Chief went on to explain PCF McColm had come up through the District's Explorer program and had recently been accepted into the Victor Valley College paramedic program.
- .05 Longevity Service Awards. Chief Hultquist presented the following Longevity Service Awards thanking each employee for their hard work, dedication and years of service.
 - a) Kimberly Lopez – 5 year pin
 - b) Kendel Phillips – 10 year pin
 - c) Katie Troncale – 10 year pin
 - d) Scotten Young – 10 year pin
 - e) Jake Salgado – 20 year pin
 - f) Marc Dileo – 30 year commemorative ring
- .06 Employee of the Year. Chief Hultquist began his introduction of the Employee of the Year by sharing with the assembly some of her accomplishments over the past year and over her five years of service with the District. Concluding his remarks by remarking on her conscientiousness, her positive attitude toward her work and with the District employees and her assistance with Finance matters for more than a year, the Chief asked Kimberly Lopez to come forward and receive her award as the 2016 Employee of the year.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for November 2016
- .02 Operations Report for November 2016
- .03 Community Risk Reduction Report for November 2016
- .04 Fleet Services Program Report November 2016
- .05 Fiscal Report for November 2016

President Leary asked if there were any questions or any items of the Consent Agenda they wanted to pull. There was no further discussion. M/S Karen/Tinsley 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, November 15, 2016. M/S Savage/Karen to approve minutes of the November 15, 2016 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: President Leary pointed out there were three very nice letters in the correspondence this month and suggested everyone take a look at them.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: None.

.02 Discussion Items:

- a) Hiring of Firefighter Paramedic to Open FS 337. Chief Hultquist reported that Fire Station 337 is turnkey and ready to open. Explaining that the District could reassign a Captain to the Fire Station it would be necessary to hire a firefighter paramedic to work with the Captain to Staff the Station. If the Board were to approve this matter, Fire Station 337 could be opened as early as January 23. Further reporting this would be one-time budget money, the Chief was requesting discussion and direction from the Board on the possibility of re-opening FS 337 on a 40-hour work week which would demonstrate a good will and good faith gesture to the community while the District is working to recruit and hire career personnel.

Discussion followed between the Chief and Board covering topics regarding the staffing of the fire station, what the peak call hours are and the cost to open the Station on a 40-hour basis. There was further discussion on the type of apparatus that would be used with the Fire Chief explaining his plan to use the Brush Patrol. The Board directed the Fire Chief to bring this item back to them at the January Board meeting as an action item with data and a proposal outlining the options regarding the best hours and days to staff the Station. President Leary further requested there be information presented to show how the current fiscal year budget can support the Station reopening now.

11.0 BOARD COMMITTEE REPORTS: President Leary began his remarks by requesting the Special Tax Measure Committee be removed from the agenda as it is no longer necessary for them to do any reporting with Measure A having been passed. There was no report from the Special Tax Committee and any updates regarding the opening of the fire stations would be done through other reporting means on the agenda.

- .01 Budget & Finance Committee. President Leary reported that the Budget & Finance Committee had met twice in recent weeks. He said the Committee was content with where the District is currently set looking at Measure A funding and the 20-year projections. He remarked on his satisfaction with how the next 20 years look pointing out that the capital improvements are fully funded. He went on to thank Finance Officer Brown for her work expressing his appreciation for her very conservative analysis.

Vice President Jeffs added the Committee had looked at the CIP fund with equipment and made sure it was funded properly. President Leary tagged on that they were a little more optimistic about the PERS liability as well.

Explaining that they had their last meeting with Ms. Brown, President Leary explained that the Budget and Finance Committee would not be meeting in the near future.

Both President Leary and Vice President Jeffs concluded their individual remarks by thanking Finance Officer Brown for her work and all she has done for the District.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS:

.01 Ordinance 55 Adopting the 2016 California Fire Code. President Leary called for comments or questions regarding this item. With there being no further discussion the Board President proceeded to opening Ordinance 55 to Public Hearing and public input. There was no further discussion or comment by or from the assembly.

- 1) M/S Jeffs/Tinsley to close the Public Hearing. Motion carried by unanimous voice vote of Board members present.
- 2) M/S Karen/Tinsley to read Ordinance 55 by title only. Motion carried by unanimous voice vote of Board members present. Board Clerk Garrison read the Ordinance by title.
- 3) M/S Savage/Karen to introduce Ordinance 55 by title only. Motion carried by unanimous voice vote of Board members present.

14.0 ACTION ITEMS:

.01 Resolution 16-011 Reciting the Fact of the Presidential General Election held on November 8, 2016. Explaining the Resolution was to accept the results of the November 8, 2016, election in which the District's special tax measure, Measure A, passed the Board President called for any discussion from the Board. There was no further discussion. M/S Jeffs/Savage to adopt Resolution 16-011 Reciting the Fact of the Presidential General Election held on November 8, 2016. Motion carried by unanimous roll call vote of the Board members present.

.02 Personnel Policy P-5, Revision 20, Minimum Requirements for Promotion or Appointment Eligibility. President Leary began the discussion regarding this matter by noting while he was sympathetic to the timeline Staff was pursuing to begin the recruitment process of new career operations staff, he had some concerns about changing minimum qualifications particularly with regard to the additional education requirements. Explaining he would rather see the District make these changes in layers, he suggested he would be willing to look at something less broad adding it might be a good idea to have an ad hoc committee look at the policy with Staff.

Discussion continued with each Board member echoing similar comments regarding taking time to be sure we (the District) do things right and get the best people. Vice President Jeffs noted he would strongly support an ad hoc committee as well. Director Tinsley added that he very much appreciated the District Staff's efforts to try to have a show of good faith to the community by getting Station 337 open by January 23, explaining he had previously stated some urgency in getting the fire stations opened. He further commented it would be good to take the time to hire "the best we've got".

President Leary concluded the Board's comments by suggesting the action item be amended and that the Board approve P-5 as presented with the caveat it be an amended policy which would expire on June 30, 2017. Directing Staff to prepare a document showing P-5 as amended until June 30, 2017, President Leary made a motion to approve P-5, Revision 20 following those instructions. M/S Leary/Tinsley to approve Personnel Policy P-5, Revision 20, Minimum Requirements for Promotion or Appointment Eligibility as an amended policy expiring on June 30, 2017. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a. Formally announced Jessica Brown would be separating from the District in January and thanked her for her work.
- b. Recognized Division Chief Mike Parsons for his 37 years of public service and announced his retirement on December 31, 2016 noting Chief Parsons would be recognized at the January Board meeting.
- c. Noted Staff was working on a Measure A action plan.
- d. Discussing recent postings to the District's Instagram account reminded the Board that the District could be followed on several social media formats, Instagram, Facebook and Twitter.
- e. Reported that Staff was preparing and moving forward with Finance Officer recruitment.
- f. Announced that following Division Chief Parsons' retirement he would be moving forward to make an interim Battalion Chief appointment.
- g. Briefed that Jennifer Starbuck the CPA who has for several years conducted the District's independent audit was moving to Northern California and the District would have to begin looking for another CPA to perform this task.
- h. Congratulated and thanked all the service award winners.

16.0 DIRECTORS' COMMENTS:

.01 Director Karen:

- a. Congratulated Engineer Qualls on his special assignment remarking it was a good choice.
- b. Congratulated the service award recipients.
- c. Congratulated Kim Lopez on her Employee of the Year award.
- d. Thanked Finance Officer Brown for all her hard work and wished her good luck.
- e. Addressed Division Chief Mike Parsons and congratulated him on his retirement.
- f. Thanked ASM Garrison and the Fire Chief for their hard work and efforts.
- g. Wished everyone a Merry Christmas.

.02 Director Tinsley:

- a. Thanked everyone for their work.
- b. Thanked Patty and Chris Blais for opening their house to everyone for the Measure A-Christmas party noting there was really good food.

.03 Director Savage:

- a. Echoed the sentiments that everyone had already made.
- b. Expressed his excitement about Engineer Qualls leading the recruitment efforts.
- c. Thanked Engineer Marc Dileo for his 30 years of service.
- d. Remarking that Kim (Lopez) does fantastic work he congratulated her on her Employee of the Year award.
- e. Addressing Finance Officer Brown he said he was both sad to see her go and wished her the best and thanked her for her work.
- f. Shared a story about a recent situation with his Uncle and his Father and how first responders impacted the outcome. He concluded his comments by noting his Uncle was doing well and expressed his thanks for the men and women who serve in public safety.

.04 Vice President Jeffs:

- a. Remarking he had missed the last meeting (November) and the opportunity to comment following the success of Measure A, he took the opportunity to thank the Fire Chief, President Leary, staff and every single person on the floor on what an amazing achievement it was getting the Measure passed.
- b. Commented on the Resolution to make the results official.
- c. Extended congratulations to the service award recipients.
- d. Gave his regards to Division Chief Parsons on his 36 years of service and retirement.
- e. Told Finance Officer Brown she would be missed and hard to replace.
- f. Thanked the Board members for their work and contributions.

.05 President Leary:

- a. Congratulated the service award recipients.
- b. Told Finance Officer Brown her talent would be greatly missed.
- c. Thanked Mike Parsons for his years of service and wished him good luck thanking him for both his service and assistance.

17.0 CLOSED SESSION: None.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:

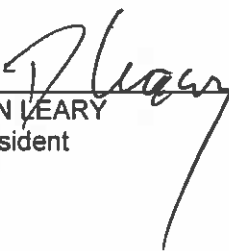
- .01 Ad hoc Committee discussion at January 17, 2017 meeting.

20.0 ADJOURNMENT: The meeting was adjourned at 7:05 PM M/S/P Tinsley/Jeffer.

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



DAN LEARY
President