

# APPLE VALLEY FIRE PROTECTION DISTRICT

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## AMENDED MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

July 21, 2015

- 1.0 CALL TO ORDER: President Leary at 6:00 PM.
- 2.0 PLEDGE OF ALLEGIANCE: Director Alaniz
- 3.0 ROLL CALL:  
Present: Director Alaniz, Director Tinsley, Director Earp, Vice President Jeffs, President Leary  
Absent: None.
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
  - .01 Presentation of Promoted Employees:
    - a) Fire Chief Hultquist began by noting that employee promotions are a great time to celebrate the success, hard work and dedication of Fire District employees. He expressed his pleasure in announcing the promotion of Kim Lopez from Secretary I to Secretary II. The Fire Chief went on to add that the promotion is well-deserved explaining her work in payroll, payroll reporting, tax billing and most recently assisting in accounts payable during the transition of the Finance Officer position.
    - b) Chief Hultquist invited Fire Marshal Jason Nailon forward to assist him in the announcement of Susan Mulvaney's promotion from Inspector to Fire Inspector I. The Fire Chief noted that he has witnessed Susan's dedication and hard work in her job. Fire Marshal Nailon gave a brief overview of Susan's career with the Fire District noting that she is a valuable asset to the Community Risk Reduction Division and the Fire District. He concluded his remarks by expressing his extreme pride in her accomplishments.
  - .02 Special Tax Measure Consultants Power Point Presentation: The Board of Directors agreed by consensus to defer both the presentation and the discussion of this item on Special Tax Measure Consultants until Action Item 14.01. Please see additional comments under Action Item 14.01.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 CONSENT AGENDA:
  - .01 Personnel Report for June 2015
  - .02 Operations Report for June 2015
  - .03 Community Risk Reduction Report for June 2015
  - .04 Fleet Services Program Report June 2015
  - .05 Fiscal Reports for June 2015

M/S Earp/Tinsley to approve consent agenda as presented. Motion carried by unanimous voice vote of the Board.
- 8.0 APPROVAL OF MINUTES:
  - .01 Minutes of Special Board Meeting, June 09, 2015. M/S Tinsley/Jeffs to approve minutes of the June 09, 2015 special meeting as presented. Motion carried by unanimous voice vote of the Board.

- .02 Minutes of Regular Board Meeting, June 16, 2015. Director Earp requested a correction to reflect his absence at the June 16, 2015 meeting M/S Tinsley/Jeffer to approve minutes of the June 16, 2015 board meeting with correction as noted. Motion carried by unanimous voice vote of the Board. Director Earp abstained as he was not in attendance.

9.0 CORRESPONDENCE: President Leary noted that the correspondence was evidence of the firefighters doing a great job.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

- a) Overtime Report. President Leary noted that the Overtime Report received at the Board's request gave the Board a good background in order to have discussions as needed about overtime. Director Earp added that the report is broken down in a way that is easy to digest. The Board thanked ASM Garrison for her hard work and great job on the report.

.02 Discussion Items:

- a) Update on 48/96 Schedule: Fire Chief Hultquist noted that the Board has received a full report in the Board packet regarding the 48/96 schedule and he would answer any questions they have in regard to the schedule. Director Alaniz commented that the report shows comparable overtime without significant increase.
- b) Capital Improvement Plan (CIP) Review: President Leary began the discussion by reviewing several items in the Capital Improvement Plan and policy emphasizing the importance of maintaining the integrity of the plan for the future of the Fire District. He noted a few purchased items that the Board would like to review and receive clarification on how they fit into the budget and the CIP. After discussion between Board and Staff, President Leary requested a detailed report on the Capital Improvement Plan including a review of the 6-year and 20-year plans.

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget & Finance Committee. President Leary noted that the Finance Committee had not met this month.
- .02 Special Tax Measure Committee. The Board of Directors agreed by consensus to defer all discussion on the Special Tax Measure to Action Item 14.01. See comments under Action Item 14.01.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Special Tax Consultant: Fire Chief Hultquist gave a Power Point presentation outlining the bids received from the Fire District's Request for Proposal for a Special Tax Consultant. The presentation included services and costs contained in the bids received, the importance of hiring a consultant and District Staff recommendations. Discussion between Board Members and Staff followed the presentation highlighting items such as phone surveys and June versus November election timelines. A consensus was reached through discussion that the Lew Edwards Group best fits the specific needs of the Fire District for passing the Special Tax Measure. M/S Alaniz/Tinsley to approve the Lew Edwards Group as the Special Tax Consultant for the Fire District. Motion carried by unanimous roll call vote of the Board.

- .02 Declaration of Surplus Property – Survivair Self-Contained Breathing Apparatus (SCBAs) and Survivair SCBA Containers: M/S Earp/Alaniz to approve as surplus the Survivair Self-Contained Breathing Apparatus (SCBAs) and Survivair SCBA Containers. Motion carried by unanimous roll call vote of the Board.

15.0 STAFF COMMENTS:

- .01 Fire Chief Hultquist:
  - a) Gave a briefing on the Fire District's participation in the mutual aid effort at the North Fire in the Cajon Pass noting that the need was there and our guys stepped up to not only fight the fire but our Paid Call Firefighters came in to cover the District and ran a CPR save while covering.
  - b) Expressed his appreciation for the Board's support during the North Fire.
  - c) Briefed that he, President Leary and Director Alaniz would be attending the California Special Districts Association (CSDA) conference in September.

16.0 DIRECTORS' COMMENTS:

- .01 Director Alaniz:
  - a) Remarked how amazing it was to watch the North Fire on TV and how exciting it was to know Apple Valley Fire District was a big part of the effort to put out the fire.
  - b) Thanked the Fire Chief for his updates during the North Fire.
- .02 Director Earp:
  - a) Congratulated Kim and Susan on their promotions.
  - b) Thanked the firefighters for all they do and the protection they provided for people and houses during the North Fire.
- .03 Director Tinsley:
  - a) Commended the Fire District's response to the North Fire.
  - b) Congratulated Kim and Susan on their promotions.
  - c) Observed that recording the Board Meetings might be beneficial during the Special Tax Measure Campaign.
  - d) Noted the importance of keeping the District website and social media up to date.
- .04 Vice President Jeffs:
  - a) Thanked Kim and Susan for their hard work and congratulated them on their promotions.
  - b) Commended ASM Garrison on the best overtime report he had ever seen.
  - c) Thanked Fire Chief Hultquist for his Special Tax Measure Consultant presentation noting that he feels the District will be in good hands with the Lew Edwards Group.
  - d) Thanked his fellow Board members for all their work.
- .05 President Leary:
  - a) Congratulated Kim and Susan.
  - b) Acknowledged the amazing, well controlled work done at the North Fire.
  - c) Remarked that it is excellent to get going with the tax measure consultant.
  - d) Noted that Board and Staff have had the first "glitch" with the CIP adding that this is good because it gives an opportunity to work on improving policy and procedure to benefit the financial future of the Fire District.

17.0 CLOSED SESSION:

01. Fire Chief Performance Evaluation. (Government Code Section 54957)

Meeting was adjourned to closed session at 7:18 PM

The meeting reconvened to open session at 8:20 PM


18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:

01. Director Earp noted there have been several changes in District personnel in the past months and he would like a review of District Personnel Policies. The Board made a nomination to form a committee to review District Policies. This item will be brought forward as an Action Item at the September Board Meeting.
02. The Board requested a discussion on how to let the community know that Fire Stations 336 and 337 are not open including laws or rules in posting the information and how to clearly post the closures at the Stations.
03. The Board requested a meeting between the Lew Edwards Group and the Special Tax Committee as soon as time permits.

20.0 ADJOURNMENT: The meeting was adjourned at 8:27 PM M/S/P Earp/Alaniz.

ATTEST:

  
KIMBERLY D. LOPEZ  
Recording Secretary

  
DANIEL J. LEARY  
President