

# APPLE VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

December 12, 2017

1.0 CALL TO ORDER: President Leary 6:02 PM

2.0 PLEDGE OF ALLEGIANCE: Director Savage

3.0 ROLL CALL:

Present: Vice President Jeffs, Director Karen, President Leary, Director Savage, Director Tinsley  
Absent: None

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Presentations.

- a. Promotion of Fire Mechanic I Kendel Phillips to Fire Mechanic II. Chief Pambianco announced Kendel's promotion to Fire Mechanic II stating Mr. Phillips had been with the District since 2006. Following his congratulations to Kendel, the Fire Chief requested he remain standing with him during the rest of the presentations.

Chief Pambianco then requested the Board of Directors to come out in front of the dais in order to allow for pictures will all the employees. The Board remained in front of the dais to take pictures and congratulate each award recipient.

- b. Promotion of Firefighter Paramedic Jordan Cope to Engineer Paramedic. Chief Pambianco called Engineer Paramedic Cope forward announcing Engineer Cope's promotion from Firefighter Paramedic to Engineer Paramedic back in November. The Fire Chief continued by reciting Jordan's work history starting with his employment with the District in 2015 through completion of his firefighter paramedic probation in August 2017. Chief Pambianco requested Casey Cope, Engineer Cope's spouse, come forward for the badge pinning followed.
- c. Retirement of Fleet Services Manager John Ryan. The Fire Chief called Fleet Services Manager John Ryan forward remarking on his long acquaintance with John and the many years he had known and worked with him. Chief Pambianco proceeded to read Mr. Ryan's proclamation highlighting his career with the District.
- d. Longevity Awards. In succession Chief Pambianco called the individuals listed below presenting them with their longevity pins and noting their years of service with the District.
  - (1) Engineer Paramedic Vinh Ho – 5 Years
  - (2) Paid Call Firefighter Seth Woody – 5 Years
  - (3) Administrative Services Manager Rose Marie Garrison – 10 Years
  - (4) Captain Rich Unferdorfer – 30 Years. Recalling Captain Unferdorfer's 30 years of service beginning with his hiring in October 1987, Chief Pambianco listed Captain Unferdorfer's contributions to the District highlighting his three years as an Administrative Captain, many years as Program Manager for Paid Call and his years of support and involvement in the CERT program. The Fire Chief then presented Captain Unferdorfer with his 30-year ring.
- e. Employee of the Quarter. Throughout all of the presentations Fire Mechanic II Phillips remained in the front of the assembly with Chief Pambianco. Following the longevity awards the Chief recognized Kendel as Employee of the Quarter for the 4th Quarter and

presented him with his award. Immediately following those remarks the Fire Chief announced Kendel was also chosen as the Employee of the Year.

- f. Employee of the Year. Explaining to the assembly that the employees vote for Employee of the Year, Chief Pambianco chronicled Kendel's employment with the District concluding his remarks by saying Kendel had been nominated for his work as Program Manager of the Communications Program and for returning to school to receive his degree while attaining his Fire Mechanic II & III certifications.

Chief Pambianco ended the presentations by thanking everyone for their participation and for those who came out to support their fellow employees.

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 to pull from the Consent Agenda. Director Karen stated he had questions on item 7.06. President Leary then called for a motion for the Board to approve items 7.01 to 7.05. M/S Tinsley/Karen to approve the Consent Agenda items 7.01 through 7.05. Motion carried by unanimous voice vote of Board members present.

- .01 Personnel Report for November 2017
- .02 Operations Reports for November 2017
- .03 Community Risk Reduction Report for November 2017
- .04 Fleet Services Program Report for November 2017
- .05 Fiscal Report for November 2017
- .06 Response Time Study

Director Karen then asked about Staff Report 7.06 Response Time Study inquiring about the 30-40 second differences in the response times from 2016 to 2017 and requested further clarification from Chief Pambianco. Chief Pambianco explained he had only done the comparison in response times for Fire Stations 336 and 337 as those were the two newly opened fire stations. He said he and Staff had done the study comparing the same time period in 2016 as 2017 and found that in those two areas the call load had increased by 190 calls. Chief Pambianco reported that even with the additional call load the study found that overall response times in Station 336's area decreased by 1:52 minutes and by 1:22 minutes in Station 337's area. Explaining that these times were very close to meeting NFPA 1710 standards. He went on to note that considering the area (in size) the District covers it's not unusual the times would be a little bit higher than the standard. M/S Tinsley/Karen to approve the Consent Agenda item 7.06. Motion carried by unanimous voice vote of Board members present.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting of November 21, 2017. M/S Karen/Savage to approve minutes of the November 21, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: Remarking that he hoped the Board members had taken the time to review the correspondence, President Leary highlighted the note from Best Opportunities to Public Education Specialist Jennifer Eisenbrey and several more thank you notes from Sonoma County for the District's participation in the fires in Northern California. President Leary queried Fire Chief Pambianco on the strike teams the District currently had out at the Thomas Fire and the estimated

return date. Chief Pambianco said there was no known date and expected the engines would be out for some time.

**10.0 INFORMATION & DISCUSSION ITEMS:**

.01 Information Only Items: None.

.02 Discussion Items: None.

**11.0 BOARD COMMITTEE REPORTS:**

.01 Budget and Finance Committee. President Leary briefed that the Finance Committee had met recently and discussed the Budget in depth and the details of the meeting and the discussion were explained in the Finance report presented in the Consent Agenda.

**12.0 APPROVAL OF REPORTS: None.**

**13.0 PUBLIC HEARINGS: None.**

**14.0 ACTION ITEMS:**

.01 Memorandum of Understanding (MOU) between the Town of Apple Valley and the Apple Valley Fire Protection District relating to the Disaster Service Worker (DSW) program. Announcing the agenda item President Leary asked for questions, comments or concerns noting there had been considerable changes to the document since it had been first presented and discussed several months prior. Taking a consensus of the Board there was no further comment or discussion. President Leary then called for a motion. M/S Jeffs/Tinsley to approve the Memorandum of Understanding (MOU) between the Town of Apple Valley and the Apple Valley Fire Protection District relating to the Disaster Service Worker (DSW) program. Motion carried by unanimous roll call vote of the Board members present.

.02 Declaration of Surplus of Hose and Other Related Equipment. Noting the pictures and explanation of the equipment President Leary asked if the Board had any questions. Director Karen asked about the generator and the lights commenting he understood about the hose aging out but wondered about the generators. Chief Pambianco explained that the generators were not in use that the stations and engines had generators and these were being stored. The Chief reported there was no purpose to have them as they were not being used and it would benefit the District to declare them salvage so they could be sold. President Leary asked if anyone had any additional questions or comments and called for a motion. M/S Tinsley/Jeffs to approve the Declaration of Surplus of Hose and Other Related Equipment. Motion carried by unanimous roll call vote of the Board members present.

.03 Declaration of IT Equipment for Surplus Sale, Destruction or Recycling. Again announcing the agenda item President Leary called for questions or comment or a motion. M/S Savage/Karen to approve the Declaration of IT Equipment for Surplus Sale, Destruction or Recycling. Motion carried by unanimous roll call vote of the Board members present.

.04 Proposed Wage Schedule. President Leary asked for questions or comments regarding the proposed wage schedule. There was no further discussion. M/S Jeffs/Tinsley to approve the Proposed Wage Schedule. Motion carried by unanimous roll call vote of the Board members present.

.05 Personnel Policy P-5, R 21, Minimum Requirements for Promotion or Appointment Eligibility. President Leary began his remarks by stating the work on this policy had been going on since

December of last year (2016). Remarking that he felt the policy was 'squared away' the Board President called for questions or comments from the other Board members. Vice President Jeffs acknowledged his agreement the policy was 'squared away'. President Leary continued his remarks by applauding everyone who had worked on the policy saying he felt the revised policy reflected the District's value of both education and training. He expressed his concern that the second highest position in the District, Battalion Chief, only requires an associate's degree and a series of training while other Chief's positions require a bachelor's degree and training. He went on to say that he wanted to emphasize the importance of education and for those in the room that wanted to move on in rank to keep chipping away at their education. He concluded his remarks by saying everyone in the room would like to see the next Fire Chief come from within the District ranks and those people who had their eyes set on that goal should pay attention to the benchmarks in the policy. M/S Jeffs/Tinsley to approve Personnel Policy P-5, R 21, Minimum Requirements for Promotion or Appointment Eligibility. Motion carried by unanimous roll call vote of the Board members present.

#### 15.0 STAFF COMMENTS:

##### .01 Fire Chief Pambianco:

- a. Reported two engines are out at the Thomas Fire in Victoria County and would continue to be committed to that event for some time.
- b. Briefed that MT 336 had a head gasket leak and was taken out of service in November. The Chief reported the unit had been sent to Valley Power Systems in Mira Loma for repair. Explaining the repair shop noted several items needing repair the Fire Chief told the Board that Fleet Staff felt they could take care of most of it with the remaining estimate for the head gasket being \$8,500.
- c. Announced that the new server update approved by the Board back in September was now installed with the District awaiting the installation of the new phone line by Frontier at FS 334.
- d. Stated all Operations personnel had been run through the mobile command unit for training and thanked Captain Unferdorfer for doing that training.
- e. Reviewed a major haz mat incident in north Apple Valley taking place for the last month noting the fires up north had hindered the process. He went on to explain that the District had been relying heavily on the cooperation and assistance of Federal EPA, State EPA, and the FBI remarking the dumping incident would involve lots of clean up. Chief Pambianco also wanted the Board aware of explosives being used in the clean-up in case they received calls or commentary about it.
- f. At Director Tinsley's request the Fire Chief briefed the Board about a bus versus car accident involving an Apple Valley school bus with 47 children on board. One person from the car had to be airlifted out as a precaution due to the type of injuries. No children were injured and all were turned over to family members on scene.

#### 16.0 DIRECTORS' COMMENTS:

##### .01 Director Karen:

- a. Congratulated everyone who received an award.
- b. Remarked it had been a great year and wished everyone a Merry Christmas and happy holiday saying everyone is doing a great job and he loves being a part of the Fire District.
- c. Thanked Finance Officer Milson for her work.
- d. Thanked Chief Pambianco for stepping in and helping out.
- e. Thanked ASM Garrison and all the staff for their work and efforts to make the District great.

- .02 Director Tinsley:
  - a. Said he would like to 'double up' on congratulating John Ryan pointing out the County Sheriff John McMahon had been in attendance.
  
- .03 Director Savage:
  - a. Congratulated everyone on their awards noting that it's what makes our District great.
  - b. Thanked ASM Garrison and Fire Chief Pambianco for their work during the transition.
  - b. Stated he is looking forward to the New Year and what other great things the District can do.
  
- .04 Vice President Jeffs:
  - a. Commented on Captain Unferdorfer's 30 years remarking on the commitment of that service.
  - b. Congratulated and thanked John Ryan for his service.
  - c. Addressed Kendel Phillips and congratulated him for both his Employee of the Quarter and the Employee of the Year award.
  - d. Remarked how fun it is to see these awards given now that he feels like he knows the employees better.
  - e. Addressed ASM Garrison and thanked her for work with the Board and 10 years of service to the District.
  - f. Thanked Finance Officer Milson for 'stepping up and stepping in'.
  - g. Told Chief Pambianco that he couldn't have come and a better time and thanked him for helping us through this transition period and process with the new Fire Chief.
  
- .05 President Leary:
  - a. Echoed all the previous sentiments expressed by the Board members.
  - b. Said 'bottom line we couldn't do it without all of you and all of us working together'.
  - c. Commented on the Fire Chief announcement at the last Board meeting noting the new Fire Chief selection was not the most popular announcement observing the Board's selection was a surprise to some.
  - d. Expressed his appreciation and that of the Board 'that we are working together to solve problems'.
  - e. Stated his hope that Chief Gigliotti would be able to attend the meeting, President Leary remarking he was sure everyone understood in light of what Chief Gigliotti's current job is why he wasn't present.
  - f. Explained it was Chief Gigliotti's intent to be back in town before Christmas and begin meeting with people.
  - g. Asked everyone to think back to the Fire Chief search and the first meeting where it was recognized the District would have to be re-formed and if Measure A passed we all wanted to be able to grow the District "bigger, better and forever".
  - h. Revealing the Board's commitment to the new structure in its planning of Measure A, President Leary explained the Board's plan to have three Battalion Chiefs in order to have a good administrative structure going into the future and to lead the District through critical times.
  - i. Asserted that Chief Gigliotti is a good leader, a good person who is both honest and knowledgeable and hoped everyone in the District would find that to be the same.
  - j. Requested confidence in the Board that they did a thoughtful thing that would be good for the District over the next five to ten years.
  - i. Appreciated everyone's patience with the Board through the process.

17.0 CLOSED SESSION: President Leary addressed the assembly that the Board would now be going to closed session announcing the matter as Fire Chief Recruitment.

.01 Public Employee Fire Chief Recruitment (Gov't Code §54957)

M/S/P Tinsley/Karen to adjourn to closed session at 6:43 PM.

The Board returned into Open Session at 7:19 PM.

18.0 REPORT ON CLOSED SESSION: President Leary announced out of closed session that Chief Pambianco would be transitioning with Chief Gigliotti on January 2, 2018.

19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 7:20 PM M/S/P Tinsley/Karen.

ATTEST:



ROSE MARIE GARRISON  
Recording Secretary



DANIEL J. LEARY  
President