

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

March 20, 2018

- 1.0 CALL TO ORDER: President Leary 6:00 PM
- 2.0 PLEDGE OF ALLEGIANCE: Vice President Jeffs
- 3.0 ROLL CALL:
Present: Vice President Jeffs, Director Karen, President Leary, Director Savage, Director Tinsley
Absent: None.
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Presentation and Badge Pinning. Chief Gigliotti announced Brian Pachman as the new Fire Marshal by calling Mr. Pachman forward to the podium. The Fire Chief briefed the assembly on Fire Marshal Pachman's work history with the District which started when he was in his teens as a Fire Explorer. Chief Gigliotti went on to list educational and professional achievements by Fire Marshal Pachman which helped him attain his goal of Fire Marshal. Following his comments the Fire Chief introduced Brian's wife, Michelle Pachman, who performed the badge pinning.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 CONSENT AGENDA: President Leary asked if anyone had any questions regarding the consent agenda. Vice President Jeffs began a discussing regarding the Consent Agenda by asking what belongs on Consent Agenda noting that in a previous Board meeting President Leary had pointed out the Board isn't "really approving" the reports since everything on the Consent Agenda had already happened. Vice President Jeffs questioned if the Consent Agenda items should be Information Only items. President Leary directed a question to Staff asking about what the "legal requirement" might be to having the Board vote on the Consent Agenda.

Staff replied to this query by explaining that there be a formal acknowledgement of the Board of "accepting the reports" by voting on them and having it on record.

There was a request by the Board for Staff to provide the Board with additional information regarding the Consent Agenda. Additionally President Leary requested that when the Board asked a question regarding the data or information in the reports that Staff make sure to provide an answer so the Board would be able to rely on the data and information provided. Additional comment regarding the Consent Agenda were made by the Board followed by President Leary's request it be further looked into by Staff.

President Leary then asked if any of the other Board members had comment which prompted questions about the higher Verizon bill and TNN bill. Finance Officer Milson explained the Verizon expenses as the set up and purchase of the Fire Chief's new i-Pad and phones. She explained the TNN (Top Notch Network) expenses were increased due to \$28,200 for server and software updates, noting that approximately \$25,000 of that amount was in the budget for CIP and clarified for the Board that the difference in the two amounts came from another budgeted line item.

- .01 Personnel Report for January 2018
- .02 Operations Reports for January 2018
- .03 Community Risk Reduction Report for January 2018
- .04 Fleet Services Program Report for January 2018
- .05 Fiscal Report for January 2018

M/S Savage/Karen 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 of February 20, 2018. M/S Tinsley/Karen to approve minutes of the February 20, 2018 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: President Leary pointed out that Pub Education Specialist Jennifer Eisenbrey and Fire Marshal Brian Pachman had received a nice thank you from the American Association of University Women for their participation in the Women in Science event and suggested everyone take the time to read it.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items:
 - a) Special District Legislative Days. No discussion.
- .02 Discussion Items:
 - a) CSDA Nominations. President Leary polled the Board asking if anyone had any questions, comments or wanted to offer any names for nominations. By consensus the Board agreed not to nominate anyone from the District for the CSDA Board or any Committees.

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget and Finance Committee. None.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Personnel Policy P-15, Revision 2 Family and Medical Leave. President Leary asked for any questions or comments regarding Personnel Policy P-15 recalling that this item had been presented to the Board the previous month as a discussion item. M/S Jeffs/Savage to approve Personnel Policy P-15, Revision 2 as presented. Motion carried by unanimous roll call vote of Board members present.
- .02 Personnel Policy P-16, Revision 2 Pregnancy Disability Leave. Once again calling for questions or comments President Leary asked if the Board was ready to make a motion regarding Personnel Policy P-16. M/S Karen/Tinsley to approve Personnel Policy P-16, Revision 2 as presented. Motion carried by unanimous roll call vote of Board members present.
- .03 CAL-Card Local Agency Subscription Agreement. President Leary read the agenda item and called for questions or discussion on the matter reminding the Board that a previous CAL-Card agreement had been approved by the Board. Stating he had no questions, President Leary explained he had experience with the program and said it is the best way for controls for tracking

credit cards and credit card purchases in his opinion. M/S Jeffs/Savage to approve the CAL-Card Local Agency Subscription Agreement. Motion carried by unanimous roll call vote of Board members present.

- .04 Declaration of Surplus – Communication Items from Fire Station 333. Announcing the matter President Leary stated his only question was regarding any monies received from the sale of the surplus. Mr. Leary wanted assurance from Staff that with Victorville beginning the process to reform their own City fire department there would be no repercussions to the District regarding any revenue that might be generated from the surplus sale of the equipment from Fire Station 333. Victorville was a member of the Desert Comm JPA and some of the communications equipment for surplus came from the JPA. Staff explained the JPA equipment had been relinquished to the District and there should be no backlash as to its disposition. With no further questions or discussion, President Leary called for a motion. M/S Tinsley/Karen to declare as surplus communication items from Fire Station 333. Motion carried by unanimous roll call vote of the Board members present.
- .05 Resolution 18-001 – Declaring that Volunteers shall be deemed to be Employees for the Purpose of Providing Workers' Compensation Coverage. President Leary asked if there were any questions or comment regarding this matter. Vice President Jeffs asked if the resolution applied to volunteers for workers' comp only which was affirmed. Director Karen asked if he needed to be recused as a CERT member from the vote to which Staff replied he did not. M/S Jeffs/Savage to approve and adopt Resolution 18-001 declaring volunteers shall be deemed to be employees for the purpose of providing workers compensation insurance coverage. Motion carried by unanimous roll call vote of the Board members present.
- .06 Wage Schedule Updated. Explaining the Wage Schedule was being updated to reflect the changes approved by the previous matter Resolution 18-001 President Leary called for a motion. M/S Tinsley/Karen to approve the updated Wage Schedule effective March 20, 2018. Motion carried by unanimous roll call vote of the Board members present.
- .07 Roof Repair Proposal for Fire Station 336. Acknowledging Staff had presented three bids as requested, President Leary remarked the Board had asked for Director Tinsley's expertise and input regarding this roof repair. Mr. Leary went on to ask if everyone was ready to move forward with Staff's recommended bid. The Fire Chief asked for there to be some additional discussion before moving forward as information had come in to the District subsequent to the distribution of the Board packets.

Reporting that Staff had originally recommended going with roof replacement from Corona Coatings at a cost of \$36,300 Chief Gigliotti explained that a subsequent bid from Wiltshire Urethane Foam had been received which was significantly less for the same product. Continuing his remarks the Fire Chief explained the original bid from Wiltshire did not include some of the parapet work included by Corona Coatings. Wiltshire's revised bid including the parapets came in after the Board packet was distributed which changed Staff's recommendation from the Corona Coating bid proposal to Wiltshire Urethane's bid of \$29,200.

Following the Fire Chief's comments there was a comprehensive discussion among the Board and Staff about the roof product, the life expectancy of the roof and its maintenance. Director Tinsley shared his experience with the roof product noting both companies were using the same product and application and had the same 10-year warranty. He went on to say his research and references on Wiltshire were every bit as good as Corona Coating. In his opinion he did not see a reason not to go with the less costly bid.

There were questions to confirm that all companies who bid were using prevailing rate. Director Tinsley requested Staff find out a timeline for the work and get the required full and final labor releases.

Staff reported that the District was still working with SDRMA on the insurance claim and that an insurance adjuster had been out to the station for an assessment with a report to follow.

M/S Tinsley/Karen to approve the modified bid from Wiltshire Urethane Foam Company in the amount of \$29,200 for the replacement of the roof at Fire Station 336. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

.01 Fire Chief Gigliotti:

- a. Reported that T336 was out of service again citing fuel in the crank case. The apparatus had been sent back to the vendor who agreed to complete the repair.
- b. Informed ME332 had a blown head gasket requiring the crew be put into a reserve unit.
- c. Reported a waste hauler (Burrtec) had hit the gate at FS 336 bending one of the gate struts. The Fire Chief went on to explain the gate is operational but has some struts that need repair saying Burrtec had already agreed to accept responsibility for the damages and Staff had contacted SDRMA as well.
- d. Announced his attendance at the Fire Districts Association of California (FDAC) Conference April 10-13.
- e. Referenced the Housing Forecast meeting he would be attending to get a local forecast from Building Industry Association (BIA).
- f. Briefed on the new Victor Valley Waste Water Treatment Plant noting there had been an error in some of the equipment the District had conditioned them to have for the new Plant. The Fire Chief reported the District is working through the process with them and had granted them a Temporary Certificate of Occupancy while they worked through the equipment issues with the District.

16.0 DIRECTORS' COMMENTS:

.01 Director Karen:

- a. Congratulated Brian Pachman on a "well deserved" promotion.
- b. Stated his appreciation of the Fire Chief's weekly briefing.

.02 Director Tinsley:

- a. Congratulated new Fire Marshal Brian Pachman.
- b. Thanked the Fire Chief and Craig Malloy for their work on the roof at FS 336.
- c. Commented that the Fire Chief seemed to be doing well with getting his feet on the ground.

.03 Director Savage:

- a. Continued the congratulations to Fire Marshal Pachman saying "the right man for the job".
- b. Requested a disposition on declared surplus items for any revenue the District receives.
- c. Asked Staff about the utility agreement the Board approved last month and whether or not any information had been obtained about any utility cost savings. Staff addressed these remarks by letting Director Savage know that the report had not yet been received and Staff had forwarded only the SCE bills. Director Savage followed up by asking if a time frame for completion had been given to which Staff said the company had not given an estimate of time to complete the analysis.

- d. Thanked Finance Officer Milson for all of her work.
- e. Thanked the Fire Chief for his updates.

.04 Vice President Jeffs:

- a. Congratulations to Brian Pachman and his move up to Fire Marshal and appreciated the promotion from within.
- b. Thanked Director Tinsley for his input and education regarding the roof at FS 336 and stated his appreciation of having a better understanding of what is involved.
- c. Thanked Chief Gigliotti and Captain Craig Malloy for their efforts and input on the FS 336 roof.
- d. Thanked the Fire Chief for his detailed weekly updates.

.05 President Leary:

- a. Commented on the quality choice of Brian Pachman for Fire Marshal saying it is always gratifying when we can promote from within.

17.0 CLOSED SESSION: Immediately following his comments President Leary requested a motion to go to closed session announcing the matter as Fire Chief Evaluation.

- .01 Public Employee Performance Evaluation – Fire Chief (Gov't Code §54957 (b))
M/S/P Tinsley/Karen to adjourn to closed session at 6:39 PM.

The Board returned into Open Session at 7:07 PM.

18.0 REPORT ON CLOSED SESSION:

- .01 President Leary reported that the Board would not be conducting a 90-day evaluation of Fire Chief Gigliotti and that it had been agreed in the session that Director Brett Savage would be the steward of the six-month evaluation.

19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 7:08 PM M/S/P Karen/Tinsley

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



DANIEL J. LEARY
President