

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

June 19, 2018

- 1.0 CALL TO ORDER: President Leary 6:00 PM
- 2.0 PLEDGE OF ALLEGIANCE: President Leary
- 3.0 ROLL CALL:
Present: Vice President Jeffs, Director Karen, President Leary, Director Tinsley, Director Savage
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
.01 Announcements. Chief Gigliotti announced to the Board that Battalion Chief Buddy Peratt had completed his probation in May and congratulated Chief Peratt on this accomplishment.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 CONSENT AGENDA: President Leary asked if there were any questions or any items the Board wanted to pull from the Consent Agenda. Director Savage asked a question about the Fiscal Report regarding the Fees and Memberships budget code over fiscal year 2017-2018. Chief Gigliotti explained that the budget code had been reduced significantly from previous years by Chief Pambianco. The Fire Chief went on to explain when he arrived in January 2018, he initiated and renewed several of the District's memberships.

Director Savage also asked a follow up question about the company the District had hired to do a survey of the District's utilities to see if there could be any savings. In discussion with District Staff it was explained that no savings had been found with the electric bills and it was unlikely there would be any savings with other utility companies. Finance Officer Milson briefed that no other utility bills other than the electric bills had been submitted to the company for review. There was no further discussion.

M/S Tinsley/Savage to accept the Consent Agenda as presented.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0
- 8.0 APPROVAL OF MINUTES:
.01 Minutes of Budget Workshop May 15, 2018.
M/S Karen/Savage to approve minutes of the May 18, 2018 budget workshop.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by voice vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

.02 Minutes of Regular Meeting May 15, 2018
M/S Tinsley/Savage to approve minutes of the May 15, 2018 regular board meeting
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by voice vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0
- 9.0 CORRESPONDENCE: President Leary reported the District had received three letters. One from the Santa Rosa area expressing their appreciation of the District's help with the fires; and two thank you notes from the Town of Apple Valley to Chief Gigliotti and Jennifer Eisenbrey expressing thanks and appreciation for the District's participation in the Town's Family Preparedness Fair.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

- a) Disposition of Surplus. President Leary announced there was a single 'Information Only' item and asked if there was any questions or comments on it. Director Karen asked Staff how the pricing was set for the surplus items. The Fire Chief explained that Captain Dowland went through a process of cost comparisons of the items on several sites on line before placing them up for auction on the site the District uses for declared surplus items.

.02 Discussion Items:

- a) Mitigation of Audit Findings FY 2016-2017. President Leary again polled the Board for questions or comment on the Staff report regarding the mitigation of audit findings. There was no further discussion.

11.0 BOARD COMMITTEE REPORTS: President Leary reported that the Budget/Finance Committee had met since the last Board meeting and most of the meeting was dedicated to reviewing and discussing the FY 2018-2019 Budget as well as the Capital Improvements Plan (CIP). The Board President went on to remark that the 15-year plan laid out (planned) purchases for the District over the next 15 years. He stated his belief that the CIP was now on track and heading in the right direction. He concluded his remarks by saying he thought it was a great meeting and extended his appreciation to the Fire Chief for his work and input.

Following Mr. Leary's comments there was a brief exchange with District staff wherein the Fire Chief thanked Battalion Chief Jim Hulbert for his work on the CIP plan noting they had worked collaboratively on it.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Personnel Policy P-35, Revision 2 Employee Harassment Policy. President Leary reminded the Board this item had been presented to the Board the preceding month for review and discussion. He asked if there was any further questions or comments on the policy. There was no further discussion.

M/S Savage/Karen to approve Personnel Policy P-35, Revision 2 Employee Harassment Policy.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by roll call vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

- .02 FY 2018-2019 Preliminary Budget. President Leary called on the Fire Chief and Finance Officer Milson for the presentation of the preliminary budget. Finance Officer Milson presented an overview of the FY 2018-19 Preliminary Budget in a brief Power Point presentation. A copy of the presentation is attached and made a part of these Minutes.

Following the presentation on Goals for FY 2018-19; fund balances; General Fund review; Revenue review; General Fund expenses and Staffing there was an exchange between Staff and the Board regarding the cost difference between the expenses and revenue. Finance Officer Milson explained the difference in the two amounts was the \$500,000 the District would be adding to the CIP.

M/S Jeffs/Savage to adopt the FY 2018-2019 Preliminary Budget.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by roll call vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

- .03 Award of Weed/Hazard Abatement Contract. Chief Gigliotti briefed the Board that the District had solicited bids for a new Weed/Hazard Abatement Contract. The Fire Chief then called on Fire Marshal Pachman to take the Board through the process. Chief Pachman explained the RFP (Request for Proposal) process highlighting the information presented in the Staff Report. Fire Marshal Pachman stated there were only two bids received at a significantly higher bid amount than previous years. Based on cost District Staff recommended the Board accept the bid form C & M Weed Abatement.

Following Fire Marshal Pachman's briefing there was discussion about cost recovery. The Fire Marshal explained the District's process of billing the abatement fees to the property owners with the intent the District would recover the fees dollar for dollar. President Leary then addressed Staff regarding presentation of RFPs and contracts to the Board. He directed Staff to include all contract bids received on an RFP with the Staff Report to allow the Board the opportunity to see and review all proposals. With there being no further questions or discussion President Leary called for a motion to accept Staff's recommendation to adopt the C & M Weed Abatement contract.

M/S Jeffs/Tinsley to approve C & M Weed Abatement Contract.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by roll call vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

- .04 Resolution 18-005. President Leary announced the resolution and called on Chief Gigliotti. The Fire Chief explained that each year the District is required to set the appropriations limits for the new fiscal year and present and adopt the new limits by resolution. There was no further discussion.

M/S Karen Savage to adopt Resolution 18-005 establishing the Fiscal Year 2018-19 appropriations limit for the District.
Directors Jeffs, Karen, Leary, Savage and Tinsley voted aye by roll call vote.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

15.0 STAFF COMMENTS: None.

16.0 DIRECTORS' COMMENTS:

- .01 Director Karen:
a. Congratulated Battalion Chief Peratt on completing his probationary year.
b. Thanked everyone for their hard work.
- .02 Director Tinsley:
a. Reminded everyone of the Apple Valley Chamber luncheon the following day.
b. Announced there was also a Rotary meeting on Thursday.
c. Invited the Fire Chief to the Apple Valley Chamber Government Relations meetings on the first Fridays of the month.
d. Reported Alan Garrett the CEO of St. Mary's would like to meet and have breakfast with the Fire Chief.
- .03 Director Savage:
a. Thanked the Fire Chief and Finance Officer for their work on the budget.
- .04 Vice President Jeffs:
a. Congratulated Battalion Chief Peratt on the completion of his probationary year.
b. Thanked the Fire Chief and Finance Officer for their work on the budget.
c. Thanked the Fire Chief for the work on the recruitment of the new Finance Officer.
- .05 President Leary:
a. Reiterated thanks for the hard work on the Finance Officer recruitment and the budget.

- b. Thanked Fire Marshal Pachman for his presentation remarking "you've been initiated".
- c. Congratulated Battalion Chief Hulbert.

17.0 CLOSED SESSION: President Leary announced the two closed session agenda items and requested a motion to go to closed session.

- .01 Public Employee Performance Evaluation: Fire Chief (Gov't Code §54957 (b))
- .02 Conference regarding Labor Negotiations (Government Code Section §54957.6 (a))
Agency Designated Representative: Fire Chief Lorenzo Gigliotti
Employee Groups: Professional Firefighters Association, Admin & Fleet Services, Community Risk Reduction Division, Battalion Chiefs, and Executive Staff.

M/S/P Tinsley/Karen to adjourn to closed session at 6:52 PM.

The Board returned into Open Session at 8:45 PM.

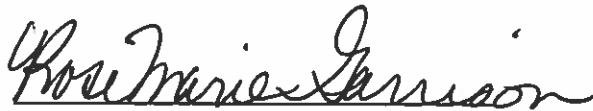
18.0 REPORT ON CLOSED SESSION:

- .01 President Leary announced that the Board had given direction to Chief Gigliotti regarding the negotiations saying the Board was hopeful everything could be resolved and the District could keep the culture at the level it is now.
- .02 President Leary reported the Board had completed discussion on the six-month evaluation for the Fire Chief and would be able to present the final evaluation by the next Board meeting.

19.0 FUTURE AGENDA ITEMS: None.

20.0 ADJOURNMENT: The meeting was adjourned at 8:47 PM M/S/P Tinsley/Savage.

ATTEST:


ROSE MARIE GARRISON
Recording Secretary


DANIEL J. LEARY
President



Apple Valley Fire Protection District 2018-19 Preliminary Budget

**AVFD Board of Directors Meeting
September 19, 2018**

Apple Valley Fire Protection District 2018-19 Preliminary Budget – District Goals (1 of 2)

Develop a multi-year strategic plan for the Fire District.

To select a qualified personnel necessary to fill District vacancies as they occur.

To assure that all probationary employees meet District expectations throughout and prior to the conclusion of their probationary process.

To forecast and maintain 15 year rolling fleet and facility needs schedule to assure the Capital Improvement Fund is adequately funded to replace fire apparatus and staff vehicles and to meet facility requirements.

To continually analyze response times and take appropriate actions necessary to improve the District's response time to an emergency scene.

Apple Valley Fire Protection District 2018-19 Preliminary Budget – District Goals (2 of 2)

Engage the “Standard of Response Coverage” process to ensure the District is meeting required resource distribution and concentration requirements to meet District needs.

To meet the fire prevention needs of our community by performing timely inspections, permitting and plan review.

Continue to improve the budget preparation process by developing standardized documents for use by all chief officers and program managers.

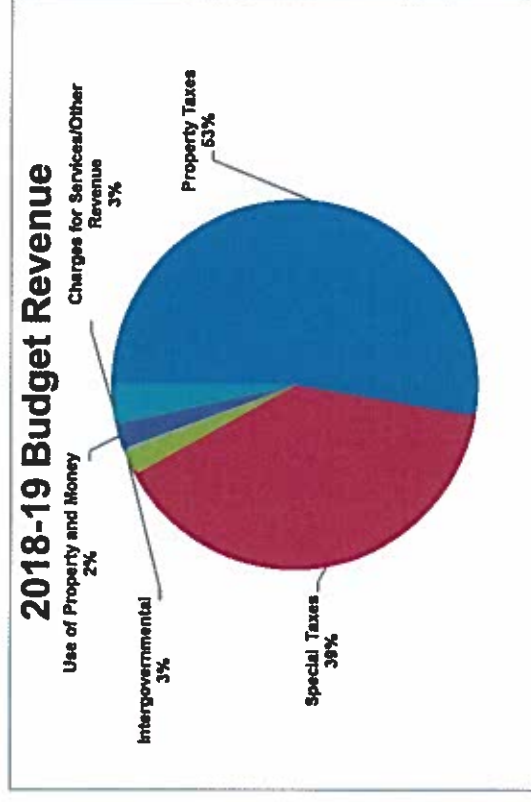
Select and implement a new accounting system capable of meeting the District’s needs.

Apple Valley Fire Protection District 2018-19 Preliminary Budget - Overview

	Revenue	Expenditures	Transfers In (Out)	Net
General Fund	12,126,791	11,626,791	(500,000)	-
Capital Imprpvements Fund	22,556	455,500	500,000	67,056
Development Impact Fund	300	-	-	300
Total	12,149,647	12,082,291	-	67,356

Apple Valley Fire Protection District 2018-19 Preliminary Budget - General Fund Revenue

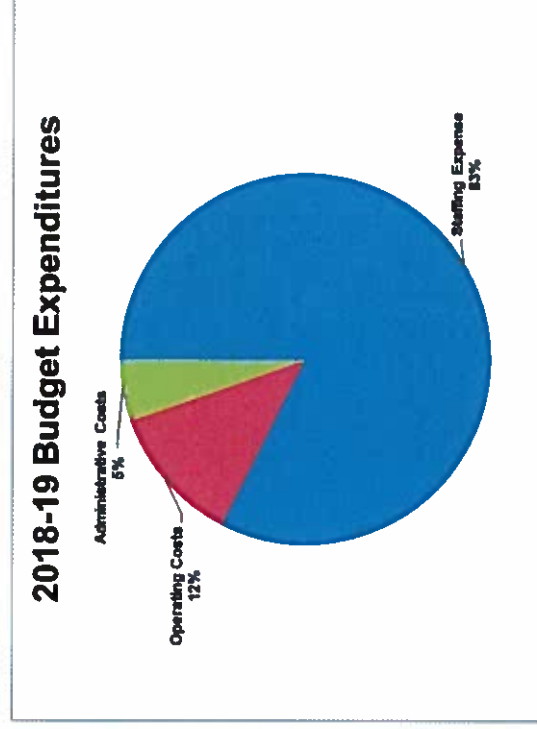
REVENUES	2017-18 BUDGET	2018-19 BUDGET	CHANGE FROM 2017-18 Budget
Property Taxes	5,901,993	6,379,896	477,903
Special Taxes	4,692,139	4,760,086	67,947
Intergovernmental	300,000	300,000	-
Use of Property and Money	241,797	268,494	26,697
Charges for Services/Other Revenue	263,602	418,315	154,713
Reserves/Other Financing	-	-	-
Total Revenues	11,399,531	12,126,791	727,260



- Property tax revenues increased 2.5% over 2017-18 estimate
- Special tax revenues increased 2% over 2017-18 as approved by the Board in April, 2018
- Intergovernmental is strike team reimbursements
- Use of property and money includes scheduled increases in rental agreements
- Charges for Services/Other Revenue is estimated from 2017-18 actual

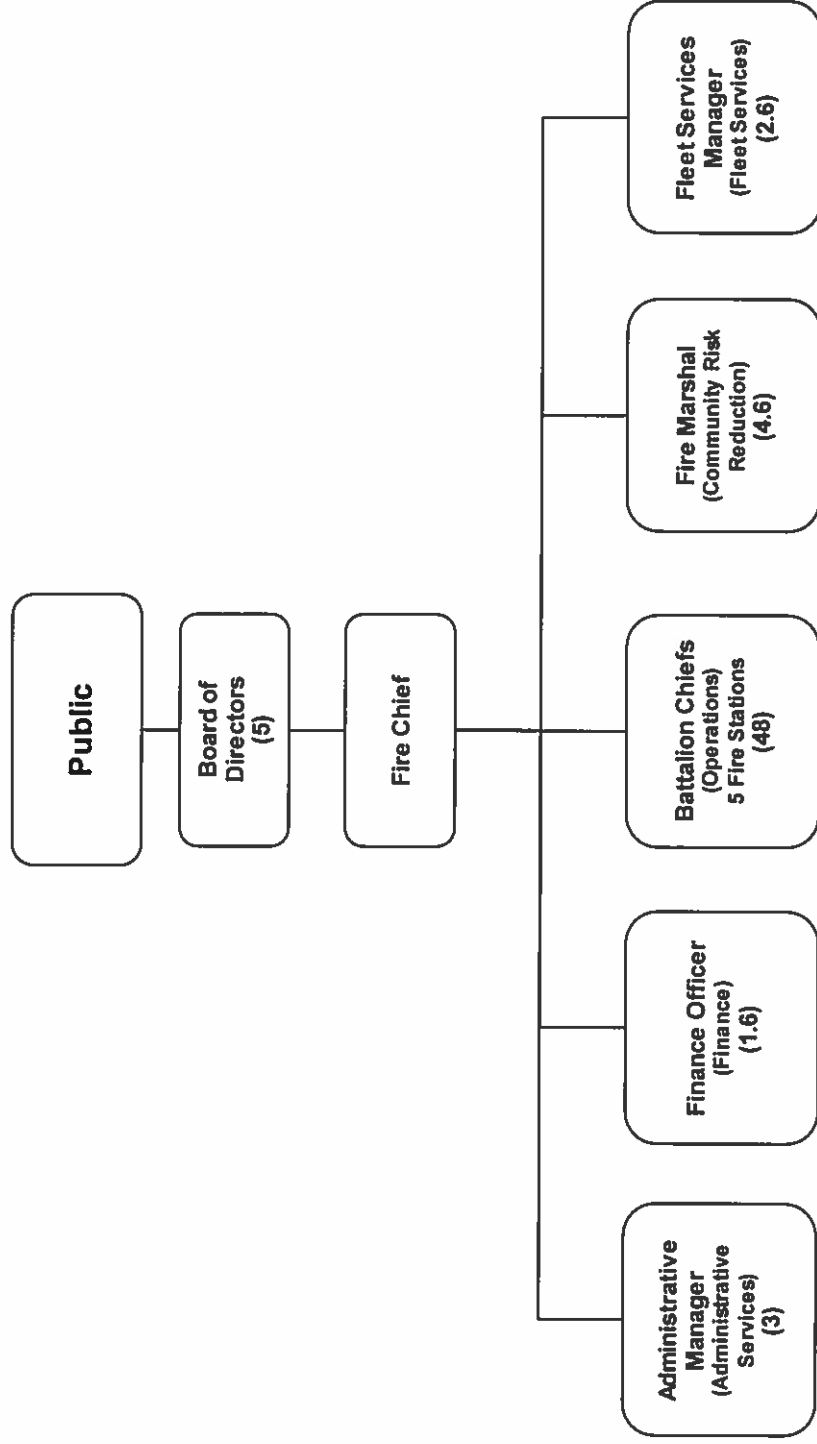
Apple Valley Fire Protection District 2018-19 Preliminary Budget - General Fund Expenditures

	2017-18 BUDGET	2018-19 BUDGET	CHANGE FROM 2017-18 Budget
EXPENDITURES			
Staffing Expense	8,806,591	9,574,980	768,389
Operating Costs	1,349,714	1,409,295	59,581
Administrative Costs	554,510	621,154	66,644
Debt Service	14,005	11,362	(2,643)
Contingencies	10,000	10,000	-
Total Expenditures	10,734,820	11,626,791	891,971



- Staffing expense includes anticipated strike team costs as well as \$153 thousand increase in CalPERS unfunded liability
- Operating costs increase is primarily due to materials and supplies, equipment and facilities maintenance and fuel
- Administrative costs increase is primarily due to higher professional service fees, training costs, insurance and utilities
- Debt service is estimated interest on the temporary transfer of funds from the County of San Bernardino

Apple Valley Fire Protection District 2018-19 Preliminary Budget – Organization Chart



Apple Valley Fire Protection District 2018-19 Preliminary Budget – Head Count

	Fire Chief	Administrative Services	Finance	Operations	Community Risk Reduction	Fleet Services	Total
2014-15							
Full-Time	1	3	1	32	4	3	44
Part-Time	0	1	0	15	6	1	23
Total	1	4	1	47	10	4	67
2015-16							
Full-Time	1	3	1	32	3	2	42
Part-Time	0	1	0	15	5	3	24
Total	1	4	1	47	8	5	66
2016-17							
Full-Time	1	3	1	32	3	2	42
Part-Time	0	1	0	15	4	1	21
Total	1	4	1	47	7	3	63
2017-18							
Full-Time	1	3	1	45	4	2	56
Part-Time FTE	0	0.6	0	2.8	0.8	0	4.2
Total	1	3.6	1	47.8	4.8	2	60.2
2018-19							
Full-Time	1	3	1	48	4	2	59
Part-Time FTE	0	0	0.6	0	0.8	0.6	2
Total	1	3	1.6	48	4.8	2.6	61

- No change in full time positions
- Add a part-time clerk for Prevention
- Add a part-time accounting position



Apple Valley Fire Protection District 2018-19 Preliminary Budget

**AVFD Board of Directors Meeting
September 19, 2018**