

# APPLE VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

January 15, 2019

1.0 CALL TO ORDER: President Leary 6:00 PM

2.0 PLEDGE OF ALLEGIANCE: Director Karen

3.0 ROLL CALL:

Present: Director Conley, Director Karen, Director Kuhn, President Leary and Vice President Savage  
Absent: None

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Oath of Office – New Board Member Aaron Conley. Following the roll call the Fire Chief immediately requested Director Conley come to the front of the dais and administered his Oath of Office. The assembly recognized Director Conley by applause and the Board meeting proceeded.

.02 Promotion of Firefighter Paramedic Kyler Johnson to Engineer Paramedic. The Fire Chief announced that Engineer Johnson was delayed at a training class and he would be recognized at the February meeting.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA: President Leary asked if there were questions regarding the Consent Agenda. Noting the balance sheet was in balance, the Board President went on to remark that the Board appreciated the efforts of Staff on the accuracy of Operations Report and wanted to extend their appreciation on the Fleet Report saying it was so much clearer to review. Mr. Leary concluded his comments by expressing his appreciation for all Staff efforts on accuracy in the reports.

M/S Savage/Karen to accept the Consent Agenda as presented.  
Directors Conley, Karen, Kuhn, Leary and Savage voted aye by voice vote.  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

8.0 APPROVAL OF MINUTES:

.01 Minutes of Regular Meeting December 18, 2018.

M/S Kuhn/Savage to approve minutes of the December 18, 2018 regular board meeting  
Directors Karen, Kuhn, Leary and Savage voted aye by voice vote. Director Conley abstained  
Ayes: 4 Noes: 0 Abstain: 1 Absent: 0

9.0 CORRESPONDENCE: President Leary encouraged everyone to review the letters the District received from the Mendocino Complex fire. He said it was nice to see personalized letters commenting in particular a letter from an older couple who wrote their gratitude for "what you are willing to do to save their town".

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

a) Conference and Training Information. No discussion.

.02 Discussion Items:

a) Discussion and Authorization to Issue Requests for Proposal (RFPs) for Finance/Administrative Software. President Leary called on the Fire Chief for comment. Chief Gigliotti recalled to the Board the age of the current system, and went on to explain that the Finance Officer had been evaluating the type of system the District needs and had come up with specifications for the RFP. There followed discussion between Staff and the Board regarding the specs for the system, the potential

cost, the options of being cloud based, software updates, security features and subscription service. There was additional discussion on the capability of adding components for payroll and human resource functions as well. The Fire Chief confirmed the bids/proposals would be reviewed and approved by the Board prior to the District purchasing anything stating the Board would have final say on what the District purchased.

By consensus the Board agreed unanimously to have Staff proceed with an RFP for Finance/Administrative software.

11.0 BOARD COMMITTEE REPORTS:

- .01 President Leary reported that the District paid back LAIF \$1 million dollars this past month and the District was debt free.
- .02 Selection of Finance Committee Members. No discussion.

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Resolution 19-001 Designation of Applicant's Agent Resolution for Non-State Agencies (CalOES Form 130). The Fire Chief explained this form is standard for CalOES every three years or whenever there is an experience change on the Board.

M/S Savage/Kuhn to adopt Resolution 19-001 Designation of Applicant's Agent Resolution for Non-State Agencies (CalOES Form 130).

Directors Conley, Karen, Kuhn, Leary and Savage voted aye by roll call vote.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

- .02 Bid for Mitigation of Environmental Hazards and Restorative Remodel of Fire Station 333. The Fire Chief briefed this bid was a follow up to the on-going discussion regarding Fire Station 333 and the corrections and remodeling that had to be done at the Station. There was no further discussion.

M/S Conley/Kuhn to accept the bid for mitigating the environmental hazards and the restorative remodel of Fire Station 333.

Directors Conley, Karen, Kuhn, Leary and Savage voted aye by roll call vote.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

15.0 STAFF COMMENTS:

- .01 Fire Chief Gigliotti:
  - a. Briefed the Board on the transition of the fire department in Victorville and the mutual aid agreement that was in process with the Victorville Fire Department. He went on to highlight the current mutual aid agreement with County. Discussion followed between Staff and the Board regarding mutual aid calls, how it's determined who goes to calls.

President Leary brought up boundary drops stating he had spoken with firefighters in Victorville who were under the impression there was going to be full boundary drops. The Fire Chief reviewed how the mutual aid agreement would work and explained there would not be full boundary drops.

The Fire Chief concluded by saying the Mutual Aid Agreement would be brought before the Board for their approval at the February Board meeting and concluded if the agreement was not working well for us we have the option to revise it.

- b. The Fire Chief updated the Board on the conversation with the City of Victorville regarding Fleet Services for the fire department. Chief Gigliotti explained there was a draft agreement but the process was on going. The Chief went on to say once the agreement was put together that it would be going before the Victorville Council first and this was likely to take place in the near future.. The

Chief further updated it was his understanding, and it would be a part of the agreement, that the Victorville apparatus would all be operable prior to the start of the contract. Additionally there was to be a report, as a part of the contract that would give an analysis of the apparatus in Victorville.

- c. The Fire Chief also reported to the Board on the building owned by the Town of Apple Valley for their fleet maintenance. The Chief explained he had been approached by the Town about the possibility of a reciprocal agreement for services for use of the building. Chief Gigliotti went on to list for the Board the type of vehicles maintained by the Town pointing out there were only two pieces of heavy duty equipment. The Fire Chief said he would continue to brief the Board as discussion on this topic proceeded.

16.0 DIRECTORS' COMMENTS:

- .01 Director Kuhn:
  - a. Congratulated Director Conley saying she was sure he'd enjoy his time on the Board.
  - b. Thanked the Fire Chief for coming forward and clarifying information for them.
- .02 Director Karen:
  - a. Congratulated Director Conley and welcomed him to the Board.
  - b. Commented on it being great to see people at the meeting.
  - c. Commented 'good job' on the Staff Reports
  - d. Thanked Chief Gigliotti and ASM Garrison for their work.
- .03 Director Conley:
  - a. Thanked the PFA for their support on his campaign.
- .04 Vice President Savage:
  - a. Congratulated and welcomed Director Conley to the Board.
- .05 President Leary:
  - a. Thanked the Fire Chief for his explanations noting it is tough to go through.
  - b. Thanked everyone for coming saying it's good to have an audience.
  - c. Thanked Finance Officer Shaker for taking on the computer software task.

17.0 CLOSED SESSION: None.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:

- .01 Director Kuhn requested an update on the progression of the new Victorville Fire Department and how it might impact the District.
- .02 Director Kuhn and Vice President Savage requested mutual aid numbers on how many times the District provides and receives mutual aid.

20.0 ADJOURNMENT: The meeting was adjourned at 6:39 PM M/S/P Kuhn/Savage.

ATTEST:



ROSE MARIE GARRISON  
Recording Secretary



DANIEL J. LEARY, Board President