

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
(760) 247-7618 ☐ FAX (760) 247-3895

MINUTES OF SPECIAL MEETING BOARD OF DIRECTORS

January 15, 2013

- 1.0 CALL TO ORDER: Vice President Hanson at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Earp
- 3.0 ROLL CALL:
Present: Vice President Hanson, Director Earp, Director Leary
Absent: President Barnes
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Retirement of Engineer/Paramedic Greg Prochnow: Fire Chief Hultquist called forward Greg Prochnow and invited Captain Peratt to join them. The Fire Chief gave a brief summary of Greg's 20 years of service to the Apple Valley Fire Protection District and presented Greg with his 20 year service pin, wallet badge and helmet noting that "the dirtier the helmet the better". He thanked Greg for his years of service and wished him well in his future. Captain Peratt noted Greg's help to him as a senior engineer and on behalf of the PFA presented him with a retiree helmet. He also wished Greg good luck in his retirement.
 - .02 Fire and Life Safety Presentation: Deputy Fire Marshal Nailon showed a Power Point presentation and spoke about the Fire and Life Safety Section and their roles within the Fire District. He emphasized:
 - Annual Permit Inspections
 - New Construction, Plan Reviews & Inspections
 - Revenues Generation by FLS
 - Public Education Programs
 - Weed Abatement Program
 - Fire Investigation
 - Support Functions
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 7.0 CONSENT AGENDA:
 01. Personnel Report for December 2012
 02. Operations Report: None
 03. Fire and Life Safety Report for December 2012
 04. Community CPR & First Aid Training Report for December 2012
 05. Emergency Management Program Report for December 2012
 06. Fleet Services Program Report for December 2012
 07. Hazard Abatement Report for December 2012
 08. Fiscal Report for December 2012
 09. EMS Report for November 2011M/S Leary/Earp to approve the Consent Agenda as presented. Motion carried by unanimous voice vote of the Board members present.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting December 2012
M/S Earp/Leary to approve minutes of the December 2012 meeting as presented. Motion carried by unanimous voice vote of the Board members present.
- .02 Minutes of Special Meeting December 20, 2012
M/S Hanson/Earp to approve minutes of the December 2012 special meeting as presented. Motions carried by unanimous voice vote of the Board members present.

9.0 CORRESPONDENCE:

Vice President Hanson asked for comments on correspondence noting it was available for review in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items:
 - a) Proposed and Current Development within the District (Nailon)
 - b) Photos of Board Members: ASM Garrison explained the need for updated photos of Board Members and staff for District website. A short discussion followed and it was decided the pictures would be taken prior to the next Board meeting February 19, 2013 at 5:30 pm.
- .02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS: None

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS: None

15.0 STAFF COMMENTS:

- .01 Chief Hultquist:
 - a. Announced that the Fire District has hired Reserve Division Chief John Linstrom noting that he will assist with special projects including dispatch and communications.
 - b. Noted that three Apple Valley Fire PCF's are now working full time and eventually will be Limited Term Firefighters.
 - c. Pointed out the three PCFs will help reduce overtime expenditures and that this was a cooperative effort between Executive Staff and the PFA. Director Hanson asked what the term for the positions will be and if any of the three PCFs are medics to which the Fire Chief explained two year terms and that within the next six months or so all three employees will be medics.
- .02 Captain Peratt (PFA):
 - a. Remarked what a great presentation DFM Nailon had given and specifically recognized Fire and Life Safety's involvement with community outreach programs to young people.
 - b. Added that the PFA also continues community outreach programs such as the AVFPD banner supporting the Apple Valley High Sun Devils and donation to the Lewis Center Athletic fund.
 - c. Thanked Engineer/Paramedic Prochnow for his years of service to the Fire District.

- d. Commended Engineer Qualls on his effort and involvement in the PCF/LT testing asserting that he hopes the training provided to these individuals will help them to reach the next level in their careers.

16.0 DIRECTORS' COMMENTS:

.01 Director Leary:

- a. Observed that his first month as a Director has been interesting and that he has enjoyed getting to know and getting re-acquainted with employees of the Fire District.
- b. Asserted that Apple Valley Fire is the most respected organization in the Town of Apple Valley and that he hopes to be a good representative of the District.
- c. Noted that his son had recently been in a car collision to which the Fire Chief was the first on scene and how much he appreciated the care and assistance given his son.
- d. Thanked Jason for a great presentation on FLS.

.02 Director Earp:

- a. Stated that he is looking forward to working with everyone at the Fire District.
- b. Noted that he appreciates the support he has received from District personnel in the past month.
- c. Commended Jason on an excellent presentation and noted that he has "set the bar high".

.03 Vice President Hanson:

- a. Echoed Directors Earp and Leary's comments that Jason had a great presentation noting specifically Fire and Life Safety's internal and external support to the community of Apple Valley and what a great job they do in the field of Fire Prevention.
- b. Thanked PFA members for attending the Board meeting and for their donation to the Lewis Center.

17.0 CLOSED SESSION:

- .01 Public Employee Appointment - Board of Directors (Government Code Section 54957).

Meeting was adjourned to closed session at 6:30 p.m.

The meeting reconvened to open session at 6:37 p.m.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS: None

20.0 Adjournment: The meeting was adjourned at 6:38 p.m. M/S/P Earp/Leary.

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



LARS HANSON
Vice President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF SPECIAL MEETING BOARD OF DIRECTORS

January 29, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Leary
- 3.0 ROLL CALL:
Present: Director Earp, Director Leary, Vice President Hanson, President Barnes
Absent: None
- 4.0 PUBLIC COMMENT: None
- 5.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 6.0 CLOSED SESSION:
 - .01 Public Employee Appointment – Board of Directors. (Government Code Section 54957)
Prior to reading the session item aloud, President Barnes thanked all the candidates for their interest in the Fire District Board and noted the appreciation of the Board for the time and effort they each put in to be a candidate.

Session item was read aloud noting Government Code and the meeting adjourned to closed session at 6:03 p.m.

The meeting reconvened to open session at 6:32 p.m.
- 7.0 REPORT ON CLOSED SESSION: President Barnes once again extended the Board's thanks to each candidate noting that the Board did not want to alienate two of the three because of who the Board chose. He remarked that there had been three highly qualified candidates and asserted his hope and expectation that whoever was not chosen would continue to stay involved with the Fire District.
- 8.0 ACTION ITEMS:
 - .01 Appointment to Board Vacancy: Director Earp echoed President Barnes' comments also thanking the candidates for their time and interest. Director Earp went on to announce the Board had selected and recommended Mr. Bob Tinsley be appointed to the vacant Board seat.
M/S Earp/Leary to appoint Bob Tinsley to the Apple Valley Fire Protection District Board of Directors.
Motion carried by unanimous roll call vote of the Board.
- 9.0 Adjournment: The meeting was adjourned at 6:36 p.m. M/S/P Hanson/Earp

ATTEST:


ROSE MARIE GARRISON
Recording Secretary


VIRGIL BARNES
President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

February 19, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Vice President Hanson
- 3.0 ROLL CALL:
Present: Director Earp, Director Leary, Vice President Hanson, President Barnes
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Oath of Office: Chief Hultquist called Mr. Bob Tinsley forward and administered the Oath of Office. Mr. Tinsley was then welcomed to the Board by Chief Hultquist. Director Tinsley joined the rest of the Board on the dais.
 - .02 Reserve Division Chief John Linstrom was not present for introduction to the Board of Directors.
 - .03 Presentations of Medals of Honor: Chief Hultquist briefed the Board on the residential structure fire that occurred on September 26, 2012, which resulted in the death of one resident and the rescue of another. The individuals involved with the rescue were called forward individually and presented with the Fire District's Medal of Honor. The recipients were Captain Rich Unferdorfer, Engineer/Paramedic Shaughn Rice, Firefighter Mark Milson, and Victor Valley College Cooperative Education Students, Shane Sanders and Cody Simpkins.
 - .04 Employee of the Quarter – First Quarter: Chief Hultquist announced Engineer/Paramedic Rob Qualls as the Employee of the Quarter for the first quarter of 2013. The Fire Chief then gave a brief synopsis of Mr. Quall's years of service with the Fire District noting Rob started with the District as a Fire Explorer when he was 14 years old. Chief Hultquist concluded his comments by listing some of Engineer/Paramedic Qualls' accomplishments over the past couple of months.
 - .05 Operations Presentation: Division Chief Mike Parsons came forward to narrate his power point presentation on Operations for the Fire District. Chief Parsons noted the increase of calls over the past several years pointing out with the exception of one year back in the late 80's the Fire District's calls had increased on average of 5% per year. Other items reviewed in the presentation included identification of all the types of suppression apparatus, staffing of fire stations and other duties and responsibilities of Operations staff in addition to responding to calls.
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 7.0 CONSENT AGENDA:
 01. Personnel Report for January 2013
 02. Operations Report for December 2012 and January 2013

03. Fire and Life Safety Report for January 2013
04. Community CPR & First Aid Training Report for January 2013
05. Emergency Management Program Report for January 2013
06. Fleet Services Program Report for January 2013
07. Hazard Abatement Report for January 2013
08. Fiscal Report for January 2013
09. EMS Report for January 2013

President Barnes asked if any of the Board wanted any of the Consent items pulled. President Barnes requested item 7.08 the Fiscal Report be pulled.

M/S Earp/Hanson to approve the Consent Agenda without item 7.08. Motion carried by voice vote of the Board with Director Tinsley abstaining.

President Barnes then requested Finance Director Reynolds give a fiscal forecast of the Fire District. Mr. Reynolds proceeded to brief the Board noting there are two areas of concern one is overtime and the other is communications. Mr. Reynolds advised the Board of adjustments made to the Budget to compensate for increases in overtime and the loss of savings due to the Communications assumption. He pointed out that staffing changes had been made that greatly mitigated the overtime issue and other expenses slated for the FY 2012/2013 budget had been deferred. He further stated that Fleet Services had been able to purchase equipment at an \$11,000 savings which helped the Budget as well. The outcome was the FY 2012/2013 Budget was still balanced by a slim margin.

Discussion followed with President Barnes stating his concerns about deferring items noting that there needed to be discussion on making adjustments that did not include continuing to defer important equipment and operational expenditures. M/S Barnes/Leary to approve Consent Agenda item 7.08. Motion carried by voice vote of the Board with Director Tinsley abstaining.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting January 15, 2013

M/S Earp/Hanson to approve minutes of the January 15, 2013 meeting as presented. Motion carried by voice vote of the Board with Director Tinsley abstaining.

- .02 Minutes of Special Meeting January 29, 2013

M/S Earp/Leary to approve minutes of the January 29, 2013 special meeting as presented. Motion carried by voice vote of the Board with Director Tinsley abstaining.

9.0 CORRESPONDENCE:

President Barnes noted the correspondence was in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: No discussion.

- a) Proposed and Current Development within the District.
- b) SDRMA Nomination Information.
- c) The Financial Statement Audit.

- .02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS: None

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS:

- .01 Resolution 13-001, FY 2013-2014 TRAns: Finance Director Reynolds presented Resolution 13-001 which authorizes and approves the borrowing of funds for Fiscal Year 13/14 by issuing Tax Revenue Anticipation Notes (TRAN). Mr. Reynolds explained that last year the District's bank, Desert Community Bank (DCB) a division of EastWest Bank, was unable to do a TRAN with the Fire District. Mr. Reynolds believes this was due in part to the new bank staff not understanding how a TRAN works. The TRAN is a short term loan the District uses while waiting for other revenue to come in. This year Mr. Reynolds contacted the bank and successfully requested a meeting with senior staff that better understood how the Fire District receives its revenue and how the TRAN works. M/S Tinsley/Earp to adopt Resolution 13-001. Motion approved by unanimous roll call vote of the Board.

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a. Thanked Finance Director Mark Reynolds for his perseverance and hard work in obtaining the line of credit for the District.
- b. Extended the Fire District's condolences to San Bernardino County Sheriff Jeremiah McKay's friends, family and co-workers.
- c. Briefed that he had been notified that the Cities of Hesperia and Victorville would be announcing their intention to hire a consultant at the individual Council meetings this evening noting these Cities were exploring their options for alternatives for both their police and fire contracts.
- d. Announced that the Fire District was now active on Facebook and Twitter stating the links to the District's sites would be emailed to the Board in the next few days.
- e. Informed the Board the District website was undergoing a face lift and the Board would be updated as it is completed.
- f. Requested Chief Parsons give the Board an update on the State Responsibility Area (SRA) fee issue

.02 Division Chief Parsons:

- a. Reminded the Board that the Governor's request for the SRA fees had been passed in an Assembly Bill and the SRA fee had been billed.
- b. Informed the Board that as expected the Howard Jarvis tax group had filed a lawsuit in October 2012 in protest of the SRA fee.
- c. Reported that Cal Fire was found to have a secret stash of money not in the general fund to create a Cost Recovery unit that was causing concern for legislators on the validity of the SRA fee;
- d. Stated Assembly Member Donnelly was active in the ensuing investigation of the SRA fee process.

.03 Captain Peratt (PFA):

- a. Thanked Director Tinsley for his dedication to the community and on his appointment.
- b. Invited Director Tinsley to ride out with the crews.
- c. Thanked Chief Parsons on his Operations presentation.
- d. Congratulated the Medal of Honor recipients noting that it was the most rewarding part of the job to be able to save someone's life;
- e. Congratulated Rob Qualls on his Employee of the Quarter award.

- f. Expressed his thanks to President Barnes for acknowledging the concerns about staffing levels from Chief Parsons' presentation;
- g. Pointed out the excellent safety and survival training that Capt Cohen & Engineer/Paramedic Rob Qualls did for the District and thanked the Chief Officers for making that happen and letting everyone go.
- h. Professed his thanks to the Admin Staff and Fire Chief for all their help and support with his recent medical issues.
- i. Thanked the Board noting he was looking forward to working with them and getting to know them better.

16.0 DIRECTORS' COMMENTS:

.01 Director Leary:

- a. Thanked Chief Parsons for the presentation noting his amazement on all that the Operations staff does.
- b. Congratulated Rob Qualls on his award.
- c. Spoke to Capt Unferdorfer and all the Medal of Honor recipients expressing how exhilarating it must be to know you saved a life.
- d. Thanked the Fire Chief and Finance Director for all the information they provided to him and Director Earp in their briefing on District finances.

.02 Vice President Hanson:

- a. Echoed Director Leary's comments. Noting that a rescue is one of the more stressful things a firefighter can do.
- b. Complimented Chief Parsons on his presentation.
- c. Welcomed Director Tinsley to the Board and thanked him for his service.

.03 Director Tinsley:

- a. Also expressed he wanted to reiterate the other Board members comments about the Medal of Honor recipients and Employee of the Quarter award.
- b. Thanked the Board for their vote of confidence noting he is looking forward to learning more about the District.
- c. Thanked ASM Garrison, the Fire Chief for their help and warm welcome.
- d. Directed comments to Staff and employees noting he is available on his cell phone to be called any time they want to talk.
- e. Commented to the citizens that he "is not a politician" pointing out he has no further political aspirations or agenda.
- f. Expressed his commitment "to do the best thing and the right thing".
- f. Concluded by saying he is looking forward to trying to fill former Director Larry Cusack's boots for the next two years.

.04 Director Earp:

- a. Echoed the comments of all the prior Board members.
- b. Voiced the District must "grow or die" suggesting that the District has faced and is facing many of the same challenges a lot of people face.
- c. Said he wanted to put forward the suggestion that the Board discuss being a participant in the discussion on the bidding process for fire services in Victorville and Hesperia.
- d. Noted the many fine attributes of the Fire District that could be offered in this situation.
- e. Cited there were many considerations and the topic was worthy of further discussion as an opportunity for the District to grow.
- f. Requested input from Staff on the suggestion.

.05 President Barnes:

- a. Welcomed Director Tinsley to the Fire Board.
- b. Thanked the Fire Chief and Capt Unferdorfer's crew for all their fine work requesting his thanks be extended to them.
- c. Congratulated Rob Qualls on his award noting the list of items he'd been a part of was impressive and deserving of the award.
- d. Thanked Chief Parsons for the informative presentation.
- e. Suggested the discussions on the Budget continue and be in the forefront.
- f. Reminded the Board that any response about the changes to the City of Victorville or the City of Hesperia's police and fire contracts or the hiring of a consultant to investigate this possible change should be made from the Fire District with one voice. He further requested any comments or information directed to the Board members be referred to the Fire Chief noting the Fire District should be proceeding as the "rational, responsible and professional organization we are."

17.0 CLOSED SESSION:

- .01 Public Employee Discipline/Dismissal/Release. (Government Code Section 54957)
- .02 Conference with Labor Negotiator. (Government Code Section 54957.6)
Agency Designated Representative: Fire Chief Sid Hultquist

President Barnes read the closed session items for the record and the meeting was adjourned to closed session at 7:11 p.m.

The meeting reconvened to open session at 7:40 p.m.

18.0 REPORT ON CLOSED SESSION:

President Barnes reported that the Board had agreed by unanimous vote to proceed with item 17.01 in closed session requesting the Fire Chief consult with legal counsel prior to initiating any action.

19.0 FUTURE AGENDA ITEMS:


- .01 Director Leary requested Staff work on a presentation for the three new Board members on Dispatch that would outline standards of practice, safety concerns and what are some of the possibilities for places the District can go for these services.
- .02 Director Tinsley asserted that it is never too soon to begin working on Measure V and getting the word out to the community. Discussion followed between Staff and the Board and by consensus it was decided to put add this as a discussion item on the April agenda.

20.0 Adjournment: The meeting was adjourned at 7:47 p.m. M/S/P Hanson/Earp.

ATTEST:

Rose Marie Garrison

ROSE MARIE GARRISON
Recording Secretary


VIRGIL D. BARNES
President

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

March 19, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Tinsley
- 3.0 ROLL CALL:
Present: Director Tinsley, Director Earp, Director Leary, Vice President Hanson, President Barnes
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Presentations to Employees and Introduction of New Employee.
 - a) Chief Hultquist called Deputy Fire Marshal Nailon forward so he could introduce the new Reserve Fire Inspector Jerwynn Gomez. DFM Nailon introduced Inspector Gomez by noting his history with the Fire District as an Explorer and his current employment at Granite Hills High School as an ROP Instructor. DFM Nailon went on to explain that Jerwynn will be assisting Fire and Life safety with occupancy inspections.
 - b) Presentation of Badges to PCFs Corrao, Ho, Torres and Woody. Noting to the Board that four PCFs had completed their probationary year with the Fire District the Fire Chief called Anthony Corrao, Vinh Ho and Seth Woody to the front to receive their badges. PCF Paramedic Scott Torres was unable to attend due to a work conflict. Chief Hultquist then proceeded to present (pin) each of them with their badges.
 - .02 CERT Presentation. DSW Coordinator Dawn Harrison came forward to thank the Board for the opportunity to attend the statewide CERT conference in Cerritos, California earlier in the month. Ms. Harrison shared several photos from the conference noting that 20 counties and 60 cities participated in the event. Reviewing the classes that both she and Co-CERT Coordinator Erin Fox attended at the conference, Dawn spoke of the value of the training they received and were able to bring back to the community. Ms. Fox spoke briefly of her training as well sharing her thoughts on future plans and ideas for the CERT program.
 - .03 Fleet Services Presentation. Fleet Services Manager John Ryan gave a power point presentation that gave the Board an overview of the type of services and work done by Fleet Maintenance for the Fire District. The presentation highlighted that Fleet Maintenance also does work for outside agencies that generate income for the Fire District. John noted in his comments the Fire District has two State rated Fire Mechanic IIIs working for it out of a pool of 60 Fire Mechanic IIIs in the entire State.
 - .04 Presentation of Certificates of Excellence. Chief Hultquist explained to the Board that the two young men, Bryce and Blake Ackerman had a school conflict and could not attend the meeting noting the presentation had been rescheduled for the April Board meeting.
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 7.0 CONSENT AGENDA:

01. Personnel Report for February 2013
02. Operations Report for February 2013
03. Fire and Life Safety Report for February 2013
04. Community CPR & First Aid Training Report for February 2013
05. Emergency Management Program Report for February 2013
06. Fleet Services Program Report for February 2013
07. Hazard Abatement Report for February 2013
08. Fiscal Report for February 2013
09. EMS Report for February 2013

M/S Earp/Hanson to approve the Consent Agenda. Motion carried by unanimous voice vote of the Board.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting February 19, 2013

M/S Earp/Hanson to approve minutes of the regular meeting of February 19, 2013 as presented. Motion carried by unanimous voice vote of the Board.

9.0 CORRESPONDENCE:

President Barnes noted the correspondence was in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: No discussion.

- a) Proposed and Current Development within the District.
- b) CSDA Board Nominations.
- c) Revised January 2013 Emergency Management Report.

- .02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS:

- .01 Budget Committee Report. Director Earp spoke first noting there had been a Budget Committee earlier in the month that was very informative. He expressed his thanks and appreciation to the Fire Chief and Finance Director Reynolds for doing their homework and their willingness to answer questions. Director continued his comments by stating his gratitude for the openness and transparency at the Fire District.

President Barnes concurred with Mr. Earp's comments further explaining the Budget Committee's on-going efforts to keep the current fiscal year budget balanced. He noted his appreciation of everyone's team effort in light of the significant change to the budget with the communications plan assumption not coming to fruition. He concluded by briefing that the Committee had also had discussions and begun work on the FY 2013/2014 assumptions.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS: None

15.0 STAFF COMMENTS:

.01 Fire Chief Hultquist:

- a. Briefed on the in-house Engineer testing earlier in the month advising that the newly selected Engineer would be introduced at the April meeting.
- b. Stated he had attended the Elks Youth Appreciation Dinner as the keynote speaker reviewing the great work the Elks do for area youth and their annual donation to the District's Fire Explorer program.
- c. Informed that Senator George Runner had joined the opposition to the SRA fee and would be a part of the amicus brief that was being filed in opposition of the fee.
- d. Mentioned the Board can obtain the latest information on the SRA fee at the firetaxprotest.org website.
- e. Announced he had tickets for \$10 per person for the April 30th AV PAL dinner at Mama Carpino's to support local youth.

16.0 DIRECTORS' COMMENTS:

.01 Director Earp:

- a. Requested there be another Budget Committee meeting before the next Board meeting.
- b. Congratulated the PCFs on their badges and expressed his appreciation for all they do.

.02 Director Tinsley:

- a. Reiterated Director Earp's comments to the PCFs.
- b. Congratulated Dawn (Harrison) and Erin (Fox) expressing his interest in CERT and disaster preparedness and willingness to help out in any way he can.
- c. Thanked Staff for their good work on paperwork and Minutes.
- d. Noted his interest in the District's Facebook page.

.03 Vice President Hanson:

- a. Welcomed Jerwynn (Gomez) to the Fire District.
- b. Welcomed the new PCFs noting that 90% of firefighters come from the PCF program as he himself did. He continued by remarking that careers take "funny turns" as he now finds himself on the Board.
- c. Thanked FSM Ryan for his presentation stating he knows the hard work they do in Fleet Maintenance.
- d. Thanked Erin and Dawn for their work noting he was glad the District was able to send them to the conference and voicing his appreciation for their time and dedication to disaster preparedness in the community.

.04 Director Leary:

- a. Also echoed the other Directors' comments regarding the PCFs.
- b. Welcomed Jerwynn (Gomez) as well.
- c. Expressed his gratitude to Dawn and Erin for all they do mentioning his experience with schools and the difficulty talking about disaster planning and encouraged them to keep up the good work.
- d. Thanked FSM Ryan for his presentation.

.05 President Barnes:

- a. Echoed previous Board comments adding he appreciates the PCFs hard work.
- b. Welcomed Jerwynn to the Fire District.
- c. Spoke to Dawn and Erin thanking them for their work and for garnering support of the community for disaster preparedness when we don't know when or how it's going to be needed.

- d. Complimented John Ryan on his presentation noting the whole system doesn't work if "one piece doesn't work so well".

17.0 CLOSED SESSION: None.

18.0 REPORT ON CLOSED SESSION: None.

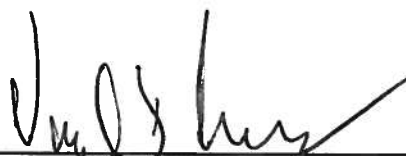
19.0 FUTURE AGENDA ITEMS:

- .01 Director Tinsley requested Staff and the Board address Measure V noting the importance of getting the word out to the community as soon as possible and begin work on this important special tax.
- .02 President Barnes requested Staff add a discussion item regarding the Board meeting schedule and Staff reports to the April agenda as well.

20.0 Adjournment: The meeting was adjourned at 6:47 p.m. M/S/P Tinsley/Earp.

ATTEST:


ROSE MARIE GARRISON
Recording Secretary



VIRGIL D. BARNES
President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

April 16, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Leary
- 3.0 ROLL CALL:
Present: Director Earp, Director Leary, Vice President Hanson, President Barnes
Absent: Director Tinsley
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Presentation of newly promoted Engineer/Paramedic Shaun Grover. Chief Hultquist called Engineer/Paramedic Shaun Grover forward and introduced him to the Board. The Fire Chief gave a brief history of Shaun's career with the Fire District noting Shaun was a local Apple Valley boy who had worked hard to excel and promote. At the conclusion of his remarks Chief Hultquist did the formal pinning of Mr. Grover's Engineer badge.
 - .02 Certificate of Excellence Presentation. Chief Hultquist called Fleet Services Manager John Ryan forward to make the presentations of the Certificates of Excellence. FSM Ryan introduced Bryce and Blake Ackerman to the Board. Mr. Ryan went on to explain that the Ackerman brothers had both achieved the status of Eagle Scout with the Boy Scouts of America. As a part of this process they had volunteered to take on the special project of testing all the fire hydrants in the Golden State Water District. Under the guidance of the Districts Fire Mechanic, Kendel Phillips this project was completed. FSM Ryan concluded his remarks by thanking Bryce and Blake for their hard work and service to the community.
 - .03 CERT Presentation. Disaster Service Worker (DSW) Coordinator and Commander Dawn Harrison was called forward to give the Board a presentation on what CERT (Community Emergency Response Team) does for the Town of Apple Valley. Beginning with the CERT motto of "The greatest good for the greatest number" Ms. Harrison made a Power Point presentation that explained the training volunteers, or DSWs (Disaster Service Workers), receive. She went on to list some of the functions the DSWs provide in an emergency and/or disaster. Among them were the sandbag team, help with shelters, serving food and refreshments to safety personnel and animal rescue. Commander Harrison concluded her remarks by noting the partnership CERT had with the Town, the Fire District and the School District for community emergency and disaster preparedness and training.
 - .04 Award Presentation to Fire District. The Fire Chief called CERT Co-Commander Erin Fox forward. Ms. Fox introduced Mr. John Tucker of the LDS Church. Mr. Tucker thanked the Board and the Fire District for their support of the *Shake, Rattle and Roll* event that had been chaired by Paula Chambers and Erin Fox. He went on to explain that this event helps the community be educated and prepared in the event of a disaster. Mr. Tucker concluded his remarks by presenting an award of appreciation to the Fire Chief.
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None

7.0 CONSENT AGENDA:

01. Personnel Report for March 2013
02. Operations Report for March 2013
03. Fire and Life Safety Report for March 2013
04. Community CPR & First Aid Training Report for March 2013
05. Emergency Management Program Report for March 2013: None
06. Fleet Services Program Report for March 2013
07. Hazard Abatement Report for March 2013
08. Fiscal Report for March 2013
09. EMS Report for March 2013

M/S Earp/Leary to approve the Consent Agenda. Motion carried by unanimous voice vote of the Board members present.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting March 19, 2013

M/S Earp/Hanson to approve minutes of the regular meeting of March 19, 2013 as presented. Motion carried by unanimous voice vote of the Board members present.

9.0 CORRESPONDENCE:

President Barnes noted the correspondence was in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items: No discussion.

- a) Proposed and Current Development within the District.
- b) Changes to Consent Agenda.

- .02 Discussion Items:

- a) Meeting Schedule & Staff Reports. ASM Garrison gave the bullet points from the Staff Report explaining the option to have quarterly Staff Reports and curtailing some of the monthly Board meetings. The Board of Directors went on to discuss the merits of whether it was necessary to meet twelve times a year with Director Earp noting some concerns about disrupting continuity and the District's business by doing so. By consensus the Board agreed to postpone further discussion until the May Board meeting and requested Staff to present a revised policy as an Action Item.
- b) Changes to CalPERS Retirement Calculations. Finance Director Reynolds explained he had submitted the Staff Report to update the Board on the process CalPERS was using to "smooth" the rate increases for employers over the next several years. Mr. Reynolds outlined the process CalPERS used, hiring an outside actuarial, that would provide information and make recommendations that would assist PERS with the decision regarding these changes. He went on to report that approval of this smoothing process and rate schedule was due to be approved by the CalPERS Board imminently.
- c) Regional Fire Protection Authority (RFPA). Chief Hultquist gave a brief history of the RFPA that was created in 1981 by several agencies to share costs for dispatch and fleet maintenance. The Fire Chief went on to explain that the remainder agencies, primarily Apple Valley and Victorville, decided to put the RFPA in abeyance when it was no longer

financially feasible for it to continue. He further informed the Board that the San Bernardino County Auditor/Controller had contacted the District requesting the RFPA be dissolved. His recommendation to the Board was to not dissolve the RFPA and for the District to continue to keep the RFPA in a dormant state. Chief Hultquist advised that he had directed Finance Director Mark Reynolds to prepare and file the necessary documents on behalf of the RFPA with the County Auditor's office to bring them up-to-date.

President Barnes made a brief statement of his recollection of the former Board's intention to keep the RFPA in hibernation and not disband it. By consensus the Board agreed that Staff should proceed with filing the necessary documentation with the County Auditor to keep the RFPA dormant but viable should the need arise.

- d) **Measure V Overview.** With the absence of Director Tinsley, President Barnes requested this presentation be tabled until the May Board meeting. President Barnes received an affirmative consensus from the other Board members to table this item.

11.0 BOARD COMMITTEE REPORTS:

- .01 **Budget Committee Report.** Director Earp began by noting the Budget Committee had met the previous Monday, April 8, 2013, and had a very good discussion. He added that the Budget Committee was working very hard to have a balanced budget while not delaying maintenance and other services. He remarked on his confidence that the group of Chief Hultquist, Finance Director Reynolds, President Barnes and the rest of the District Staff were all working to see that happen.

President Barnes went on to add that he "feels good" about where the District is currently heading with the FY 2013/2014 budget. He did remind Staff that the Budget Committee had requested Staff prepare a two to three year projection in the Fall to see what lies ahead.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS:

- .01 **Resolution 13-002.** Finance Director Reynolds explained to the Board that this was the yearly Resolution establishing the annual consumer price index (CPI) adjustments to the Fire District's special tax noting the special tax is often referred to as the "Measure V" tax. Mr. Reynolds continued by explaining that there is a two percent cap for this increase and that the cap minimum had been met. Discussion followed between Staff and the Board regarding the history of the Measure V tax and CPI increases since its inception. M/S Earp/Leary to adopt Resolution 13-002. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

- .01 **Fire Chief Hultquist:**
a. Briefed on the Dominic Cumo mattress donation event noting it was well attended and that the 140 beds had been distributed.

- b. Pointed out the ripple effect of the mattress donation with District beds being donated to domestic violence shelters.
 - c. Updated the Board on legislative items:
 - (1) AB 468 – repeals the SRA fee and creates the Disaster Management Preparedness and Assistance Fund.
 - (2) SCA 11 – lowers the voter approval threshold from 2/3 to 55% for local tax measures.
 - (3) ACA 8 – makes electoral reforms allowing communities to pass local infrastructure bond measures for special districts and other local agencies with the same 55% majority that applies to school bonds.
 - (4) AB 23 – introduced by Assembly Member Tim Donnelly repeals the SRA fee.
 - (5) AB 124 – Repeals the SRA fee.
 - d. Informed the Board that the biggest issue facing the County Chiefs currently is the Patient Protection and Affordable Care Act, otherwise known as Obamacare. He went on to brief the Board on the urgency for the Fire District and other fire service agencies to protect their right to be a first responder. He listed the three main issues as:
 - (1) Community Para-Medicine – noting the necessity to expand skills and services into the domain of preventative, and primary care.
 - (2) Importance of an integrated data system announcing the Fire District was currently in the process of updating its system to better integrate with other agencies and hospitals.
 - (3) Preservation of 201 rights (agency ambulance transportation rights) and Exclusive Operating Area (EOA) contracts up for bid – pointing out the importance of these significant contracts coming up for bid in the very near future.
 - e. Updated the Board on the Fire District's dispatch announcing the bid from ConFire came in flat with basically no increase.
 - f. Reported he met with Chief Ross from Barstow Fire and was told that Barstow Fire was at least a year or more out before they could consider bringing the Fire District into their system.
 - g. Advised the Board that due to present circumstances he had approved the Fire District to contract with ConFire for dispatch services for FY 2013/2014.
 - h. Thanked all the District's employee groups for unanimously agreeing to extend their current Memorandum of Understanding (MOU) and/or Summary Agreements for the period of one year.
 - i. Told the Board that former Board President and staunch supporter of the Fire District, Dick Allen, had been hospitalized at St. Mary's. The Fire Chief extended the good wishes and prayers of the Fire District and its employees to the Allen family.
- .02 EMS Manager Guarrera:
- a. Directed the Board to page two of the EMS Report (7.09) noting the patient resident status information that will be assisting the Fire District on some of the issues the Fire Chief mentioned with regard to Obamacare and EMS (emergency medical services).

- b. Informed the Board that the Fire District had been invited to participate in a Mayors' Forum with the Cities of Victorville, Hesperia, Adelanto and Apple Valley regarding the issues and problems with synthetic drugs pointing out the significance of the District's involvement with those communities.

.03 Captain Peratt:

- a. Expressed his appreciation to the Fire Chief and the Board for allowing the PFA to be able to work side by side in some of the operations and decisions that govern the Fire District.
- b. Congratulated Shaun Grover on his promotion.
- c. Noted District firefighters had been busy over the last couple of months itemizing the following events:
 - (1) Fly fishing with the veterans with the Sheriff's department.
 - (2) Participation in the annual *Shake, Rattle & Roll* event.
 - (3) The Dominic Cumo mattress donation event – thanking the Board members who attended.
 - (4) Employee potluck earlier in the day which Dominic Cumo attended.
- d. Announced there will be more community type events the PFA will be participating in and looking for Board support.
- e. Offered the support of the PFA to the Board for Measure V finishing by stating "you can count on us to help".

.04 Fleet Services Manager Ryan:

- a. Expressed his appreciation to the Board for their recognition of the Ackerman brothers.

16.0 DIRECTORS' COMMENTS:

.01 Director Earp:

- a. Echoed earlier comments of Director Leary regarding his appreciation of the effort and time Staff put into the monthly reports and added his appreciation of Staff's help.
- b. Thanked President Barnes and Vice President Hanson for their leadership and patience with answering questions and providing important information to new Board members.
- c. Expressed his enjoyment being a part of the Board and the positive impact it has on the community.

.02 Director Leary:

- a. Professed his appreciation of the Acronym & Rank sheet from ASM Garrison & the Fire Chief.
- b. Congratulated Engineer Shaun Grover on his promotion and was happy Shaun's Mom could be present.
- c. Voiced his admiration of the Ackerman brothers on their Eagle Scout achievement and their contributions to the Fire District hydrant program.
- d. Directed comments to Capt Peratt noting what the firefighters do well each day will sell Measure V (to the District constituency).

.03 Vice President Hanson:

- a. Congratulated Shaun Grover on his promotion.
- b. Acknowledged the Ackerman brothers expressing what a daunting job it is to work on the hydrants in the Golden State Water District.
- c. Thanked Dawn Harrison for her CERT presentation.
- d. Thanked Erin Fox for her good work on the *Shake, Rattle & Roll* event.

e. Thanked Capt Peratt and Chief Hultquist for their collaborative efforts.

.04 President Barnes:

- a. Extended his congratulations as well to Shaun Grover.
- b. Also echoed earlier comments thanking the Ackerman brothers.
- c. Stated his appreciation for Dawn Harrison and Erin Fox and how engaged the volunteers are in the community.

17.0 CLOSED SESSION: None.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS: None.

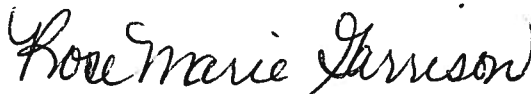
20.0 Adjournment: The meeting was adjourned at 7:09 p.m. M/S/P Earp/Hanson.

ATTEST:



A handwritten signature in black ink, appearing to read 'Virgil D. Barnes', written over a horizontal line.

VIRGIL D. BARNES
President



A handwritten signature in black ink, appearing to read 'Rose Marie Garrison', written over a horizontal line.

ROSE MARIE GARRISON
Recording Secretary

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
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MINUTES OF SPECIAL MEETING BOARD OF DIRECTORS

June 18, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Leary
- 3.0 ROLL CALL:
Present: President Barnes, Director Earp, Director Leary, Director Tinsley
Absent: Vice President Hanson
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Employee of the Quarter - Second Quarter: Fire Chief Hultquist called Jennifer Eisenbrey forward to receive the EOQ Second Quarter. He gave a brief overview of Jennifer's career in the Fire Service which began as a Fire Explorer in Victorville. He highlighted the Fire District's community connection is in great part due to Jennifer's interaction through the blood pressure check program, Stewie the Duck Water Safety, On Fire for Literacy and many others. The Fire Chief also commended Jennifer for her assistance and professionalism during a recent situation with a customer in need in the Headquarters lobby. He concluded his comments by noting he wanted to send her for training so she may have a larger role as a Public Information Officer.
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 7.0 CONSENT AGENDA:
 01. Personnel Report for April and May 2013
 02. Operations Report for April and May 2013
 03. Fire and Life Safety Report for April and May 2013
 04. Community CPR & First Aid Training Report for April and May 2013
 05. Fleet Services Program Report for April and May 2013
 06. Hazard Abatement Report for April and May 2013
 07. Fiscal Report for April and May 2013
 08. EMS Report for April and May 2013

Director Earp asked for information about the Synthetic Drug Briefing that EMS Manager Joe Guarerra attended at Maverick Stadium. Joe gave a short briefing on the meeting highlights noting Mayors from all the High Desert communities are involved and are committed to working with their respective City Councils to move the program forward.

M/S Earp/Leary to approve the Consent Agenda as presented. Motion carried by unanimous voice vote of the Board members present.
- 8.0 APPROVAL OF MINUTES:
 - .01 Minutes of Regular Meeting April 16, 2013
M/S Earp/Leary to approve minutes of the April 16, 2013 meeting as presented. Motion carried by unanimous voice vote of the Board members present.
- 9.0 CORRESPONDENCE: President Barnes asked for comments on correspondence noting it was available for review in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

- a) Proposed and Current Development within the District (Nailon)

.02 Discussion Items: None

- a) California Special Districts Association (CSDA) District 5 Ballot: ASM Garrison explained that this is an optional vote for the Board pointing out that the Board does not vote unless the candidate is known to the Board. After a short discussion among Board members it was decided by consensus to abstain from voting as the members did not know the listed CSDA candidate.
- b) Measure V Overview: Fire Chief Hultquist gave a presentation on Measure V for the purpose of preparing the Fire District to go back to its constituency to renew Measure V. The presentation covered the past, present and future of the Measure including how it affects budget and revenue. The Fire Chief concluded by reviewing what the District needs to work toward to get the Measure passed which included administrative considerations, gaining community support and community outreach projects.

Discussion between Staff and the Board followed the briefing. It was requested by President Barnes that Staff contact Best, Best and Krieger (BB&K) the Fire District's attorneys, to be briefed on legal considerations regarding the Measure and how the Board may participate.

11.0 BOARD COMMITTEE REPORTS: None

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS:

- 14.01 Request for approval of new Job Description for Fire Marshal: Chief Hultquist explained that this will be a reclassification for Jason Nailon's position from Deputy Fire Marshal to Fire Marshal. The Fire Chief pointed out there is no fiscal impact citing this as an administrative change to the job title that reflects the work DFM Nailon is currently performing. M/S Earp/Leary to approve new Job Description for Fire Marshal. Motion carried by unanimous roll call vote of the Board members present.
- 14.02 Proposed Wage Schedule Change: Chief Hultquist noted that this modification will change the Job Classification of "Deputy Fire Marshal" to "Fire Marshal" on the Wage Schedule based on approval of Action Item 14.01. He noted once again these changes in job classification and title have no fiscal impact to the Fire District. M/S Earp/Tinsley to approve wage schedule. Motion carried by unanimous roll call vote of the Board members present.
- 14.03 Staff Report Schedule: At the Board's request Staff presented changes to the Staff Report schedule to evaluate ways to streamline the process for greater efficiency. ASM

Garrison reviewed the time savings of quarterly Board reporting. Discussion followed between Staff and the Board regarding time savings and the possibility of Board packets being delivered electronically. M/S Earp/Tinsley to approve revision to Board Meeting and Staff Report schedules. Motion carried by unanimous roll call vote of the Board members present.

- 14.04 Resolution 13-003: A Resolution instructing the county Auditor/Controller to levy fire hazard abatement fees on certain properties. Chief Hultquist explained that this is an annual resolution that allows the District to turn over unpaid weed abatement fees to the County Tax Assessor's office. M/S Tinsley/Earp adopt Resolution 13-003. Motion carried by unanimous roll call vote of the Board members present.
- 14.05 Employee Computer Purchase Program: Staff is requesting Board approval of an employee computer purchase program. Finance Director Reynolds gave a description of the program outlined in the Staff Report noting the Fire District has the cash flow to accommodate the program. M/S Tinsley/Leary to approve recommencement of employee computer purchase program. Motion carried by unanimous roll call vote of the Board members present.
- 14.06 Adoption of Original Budget for Fiscal Year 2013/14: Finance Director Reynolds gave a brief overview of the Original 2013/14 budget. He began by announcing that Staff was presenting a balanced budget for FY 2013/14. Discussion between Staff and the Board followed primarily commenting on the good work done by the Board Budget Committee and Staff to maintain standards to keep the balance in check. M/S Earp/Tinsley to approve adopt FY 2013/14 Budget as presented. Motion carried by unanimous roll call vote of the Board members present.

15.0 STAFF COMMENTS:

- .01 Chief Hultquist:
- a. Introduced John Linstrom, Reserve Division Chief. The Fire Chief remarked that he has known John since 1986 where they met at Barstow Fire. He also noted that John will be helping the Fire District on many projects such as communications and Measure V. John followed the Fire Chief's introduction by thanking the Board and spoke to his work with FEMA and extensive work in Disaster Preparedness.
 - b. Invited the Board Members to join Apple Valley Fire on June 27, 2013 for the Live Fire Training Burn.
 - c. Thanked the Board for supporting the fund raising event for Allan Schwartz.
 - d. Noted that he had been honored to be the commencement speaker on June 18th for Paramedic Class 18.
 - e. Summarized his ride-along visit with Tom Lynch the Director of ICEMA and their productive discussion regarding community para-medicine.
 - f. Announced that he, along with Dawn Harrison and Captain Unferdorfer had sworn in five new community volunteers adding that John Ryan would now head up the FADD component of the volunteer program.
- .02 Captain Peratt (PFA):
- a. Thanked Director Tinsley and the Board for their upcoming involvement and support for Measure V.
 - b. Asserted that the PFA programs such as Community Outreach Program will be helpful with the Measure V start up noting that the PFA will give 100% support to all Measure V activities.

- c. Thanked the Board for supporting the Alan Schwartz fund raising event at Mama Carpinos. Gave a brief overview of Alan's condition and that the money will go to special treatment for pain relief for Alan.
- d. Congratulated Jennifer on Employee of the Quarter Award asserting that she is an outstanding employee.

16.0 DIRECTORS' COMMENTS:

.01 Director Earp:

- a. Congratulated Jennifer on Employee of the Quarter Award.
- b. Commended the Fire Chief on an outstanding presentation on Measure V.
- c. Applauded Mark Reynolds on a good budget.

.02 Director Tinsley:

- a. Agreed with Director Earp's comments regarding Measure V and the budget.
- b. Reminded all present that we are "in this together" for Measure V and that he is available to anyone that has questions, concerns or wants to brain storm.
- c. Mentioned to the Fire Chief and Captain Peratt that Rotary and the Chamber would be a great place to sell some Allan Schwartz fundraiser tickets.

.03 Director Leary:

- a. Congratulated Jennifer on Employee of the Quarter Award.
- b. Remarked that this is an exciting time with Measure V.
- c. Asserted that a successful outcome for Measure V is not a question – pointing out that "how we get there" will be exciting to see.
- d. Praised both the Budget Committee and Finance Director Reynolds for a fair and conservative budget that shows the priorities of the District such as training and support of firefighters.
- e. Concluded that he is hopeful that revenue will increase in the next year.

.04 President Barnes:

- a. Congratulated Jennifer on Employee of the Quarter Award observing that she is a great spokesperson for the Fire District and that he supported her taking on more PIO duties.
- b. Welcomed John Linstrom and thanked him for his volunteer service.
- c. Thanked Director Tinsley for taking a lead role with Measure V noting his integrity in the community and the he will be a good match for this venture.
- d. Commended Director Reynolds on the budget observing that the work is always tough but he is looking forward to the next year.
- e. Applauded the Fire Chief on his Measure V presentation.
- f. Suggested the iPad mini for its size and weight be considered for purchase for the Board and the next step of electronic distribution.

17.0 CLOSED SESSION:

- .01 Fire Chief Performance Evaluation. (Government Code Section 54957).
- .02 Public Employee Discipline/Dismissal/Release (Government Code Section 54957).

Meeting was adjourned to closed session at 7:48 p.m.

The meeting reconvened to open session at 8:12 p.m.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS: None

20.0 Adjournment: The meeting was adjourned at 8:13 p.m. M/S/P Earp/Tinsley.

ATTEST:


KIMBERLY LOPEZ
Recording Secretary


DANIEL J. LEARY
President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

July 16, 2013

1.0 CALL TO ORDER: Vice President Hanson at 6:00 p.m.

2.0 PLEDGE OF ALLEGIANCE: Led by Director Earp

3.0 ROLL CALL:

Present: Vice President Hanson, Director Earp, Director Leary, Director Tinsley

Absent: President Barnes

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Recognition of Fire Explorer Post 257: Fire Chief Hultquist gave a brief background of the Fire Explorer program stating that there are tough standards and the Explorer members have earned the right to wear District uniforms and wear them with pride. He remarked that these young people can be seen throughout Apple Valley at community events serving the citizens. He then called Brian Pachman, Explorer Program Manager, forward to explain the Explorer Muster competition and the trophy the Explorer Post brought home with them.

Brian explained that the Explorer Muster is a competition similar to the "Firefighter Games". He described the three competitions of Make'n'Break, Water Ball and Bucket Brigade. The Apple Valley Explorers took first place in Make'n'Break, second place in Water Ball and third place in Bucket Brigade. He finished by showing the Board the trophy won by the Explorers and thanking them for their support of the program.

The Fire Chief concluded the presentation by echoing Brian's thanks to the Board members and also thanked the parents of the Explorers for their support. The Fire Chief pointed out that these local young people are the "future of the Fire District" and once again congratulated them on their accomplishment.

.02 Badge Pinning of Fire Marshal Nailon: Fire Chief Hultquist gave an overview of Jason's career in the Fire Service including his involvement with Fire Code review and adoption. The Fire Chief continued by stating that Jason is well respected in the fields of Fire Prevention and Sprinkler Engineering. He added that Mr. Nailon has become the resident conflict resolution expert for weed abatement and is involved in the coalition to encourage business development in the North end of Apple Valley. Chief Hultquist then called Jason forward noting that he deserved the appointment for the great work he does for the Fire District.

.03 Introduction of Scotten Young as new Limited Term Firefighter: Fire Chief Hultquist called Scotten forward and introduced him to the Board adding that Scotten, a local youth of Apple Valley, put himself through paramedical school and recently received his Paramedic certification. He explained that Scotten had been a Paid Call Firefighter, completed the Fire District testing process and was awarded the position of Limited Term Firefighter.

5.0 PUBLIC COMMENT: None

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None

7.0 CONSENT AGENDA: None

8.0 APPROVAL OF MINUTES:

.01 Minutes of Regular Meeting June 18, 2013

M/S Earp/Leary to approve minutes of the June 18, 2013 meeting as presented. Motion carried by voice vote of the Board with Vice President Hanson abstaining.

9.0 CORRESPONDENCE: Vice President Hanson asked for comments on correspondence noting it was available for review in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

- a) Proposed and Current Development within the District (Nailon)
- b) Extension of Weed Abatement Contract (Nailon)

.02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS:

- .01 Measure V Committee Update: Director Tinsley informed the Board that he and Director Earp had met in regards to Measure V. They also spoke with retired Fire Chief Doug Qualls who graciously offered his expertise. Director Tinsley invited Mr. Qualls to come forward and give the Board an update on Measure V.

Chief Qualls began by congratulating the Explorers and Scotten for their accomplishments adding that he was very proud of Jason Nailon and his promotion was "a long time coming". He then gave an overview of the progress with Measure V which involved starting a "grass roots" campaign of people in the town of Apple Valley. He commented that no one he asked had said "no" to helping with the campaign. He concluded by saying "you can't put a price on what avid supporters of the Fire District will accomplish".

Director Tinsley added that that he will keep the Board apprised as things move forward and feels the District is headed in the right direction.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS: None

15.0 STAFF COMMENTS:

.01 Chief Hultquist:

- a. Informed the Board that three Fire District employees, Mark Milson, Brian Malloy and Rob Qualls had traveled to Prescott Arizona on July 9th to attend the memorial service for the 19 firefighters who tragically lost their lives. He remarked that these were highly trained professional firefighters and this loss brings to light how dangerous firefighting can be.
- b. Requested that the Board dedicate this meeting to those 19 firefighters.
- c. Announced that the District has a Strike Team assisting with the fire in Idyllwild.
- d. Reported that Marc DiLeo took his horses to the MDA Summer Camp noting what a great job both Marc and the horses had done with the kids.

- .02 John Ryan:
 - a. Briefed that several vehicles were now back in service.
-

16.0 DIRECTORS' COMMENTS:

- .01 Director Tinsley:
 - a. Remarked that he would like to see a constant presence in regards to Measure V, wherever Staff has a chance to bring it up for example Rotary, community events and Chamber meetings.
 - b. Noted that we need to pat ourselves on the back for what a great job we do for the community and make sure they know that our service is where their tax dollars are going.
 - c. Reminded the Board of the email received from Rosie Garrison, Administrative Services Manager, regarding the Brown Act and that we need to be mindful of the rules while pursuing Measure V as not to violate any laws.
 - d. Congratulated Jason, Explorers and Scotten on their accomplishments and noted that it would be nice to have a photo of the Explorers on display in the lobby.
- .02 Director Leary:
 - a. Echoed Director Tinsley's remarks regarding Measure V adding that we need to be conscious of opportunities to campaign for the Measure.
 - b. Thanked Doug Qualls for his update and involvement with Measure V.
 - c. Asserted that Brian Pachman was doing an excellent job with the Explorer program, that it was great to see how enthusiastic the Explorers are and that they do a great job representing the Fire District.
 - d. Congratulated Jason on his new title of Fire Marshal and Scotten on his promotion to Limited Term Firefighter.
- .03 Director Earp:
 - a. Commended Brian Pachman for his leadership and exceptional work with the Explorers.
 - b. Reminded everyone that being a representative of the Fire District is a feather in our caps; we need to be proud of what we do and pass that on to the community.
 - c. Congratulated Jason Nailon and Scotten Young.
 - d. Noted what a great thing it was for Marc DiLeo to attend the MDA Summer Camp.
 - e. Observed that keeping Measure V on the front burner will make a difference and that we already have many good people involved with the campaign.
- .04 Vice President Hanson:
 - a. Echoed fellow Board member comments in congratulating Jason Nailon.
 - b. Remarked that we need to keep our Strike Team in our prayers.
 - c. Commended Marc DiLeo for the effort it took to travel to the MDA Summer camp with his horses.
 - d. Asserted that it was a great representation of the Fire District for our three Firefighters to attend the funeral service in Arizona. It shows that even though we are a small department we "take big steps".
 - e. Congratulated Scotten on his Limited Term Firefighter position.
 - f. Thanked Doug Qualls for his determination and interest in passing Measure V.

f. Thanked Doug Qualls for his determination and interest in passing Measure V.

17.0 CLOSED SESSION:

- .01 Public Employee Workers Compensation Matter. (Government Code Section 54957)
- .02 Fire Chief Performance Evaluation. (Government Code Section 54957).

Meeting was adjourned to closed session at 6:35 p.m.

The meeting reconvened to open session at 7:16 p.m.

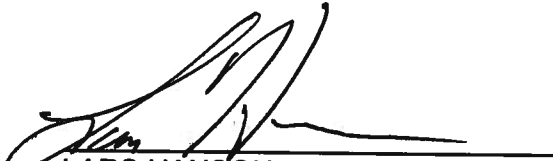
18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:


- .01 Director Tinsley requested that we continue to update Measure V at each board meeting. He also noted that any ideas or comments regarding Measure V can be emailed to him.

20.0 Adjournment: Vice President Hanson called for a moment of silence to conclude the meeting in honor of the nineteen fallen firefighters from Arizona. The meeting was adjourned at 7:18 p.m. M/S/P Earp/Leary.

ATTEST:



LARS HANSON
Vice President



KIMBERLY LOPEZ
Recording Secretary

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

September 17, 2013

- 1.0 CALL TO ORDER: President Barnes at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Leary
- 3.0 ROLL CALL:
Present: President Barnes, Vice President Hanson, Director Leary, Director Tinsley
Absent: Director Earp
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
.01 Introduction of New Employees: Fire Chief Hultquist welcomed and introduced Aaron Brinkman, Derek Guapo, Kyler Johnson and Manuel Lafarga as new Paid Call Firefighters. He also announced the promotion of LT Firefighter Vinh Ho to full-time career Firefighter.
- 5.0 PUBLIC COMMENT: None
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None
- 7.0 CONSENT AGENDA:
.01 Fiscal Report for August 2013
M/S Hanson/Tinsley to approve consent agenda as presented. Motion carried by voice vote of the Board members present.
- 8.0 APPROVAL OF MINUTES:
.01 Minutes of Regular Meeting August 20, 2013
M/S Leary/Tinsley to approve minutes of the August 20, 2013 meeting as presented. Motion carried by voice vote of the Board members present.
- 9.0 CORRESPONDENCE: Vice President Hanson asked for comments on correspondence noting it was available for review in the notebook. No additional comments were made.
- 10.0 INFORMATION & DISCUSSION ITEMS:
.01 Information Only Items:
.01 Proposed and Current Development within the District
.02 Discussion Items: None
- 11.0 BOARD COMMITTEE REPORTS:
.01 Measure V Committee Update: Director Tinsley briefed that the District and all parties involved with Measure V remain ready for the kick off the campaign. Discussion followed between Board Members and Staff regarding Measure V and some of the groups and resources available to assist in passing the Measure.
- 12.0 APPROVAL OF REPORTS: None
- 13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS:

- .01 Final Budget for Fiscal Year 2013-2014: Finance Director Reynolds gave an overview of the final budget presented. There was a brief discussion between the Board and Staff prompted by questions by the Board President, Virgil Barnes regarding property tax revenues, the status of the District's Communications Plan and costs for professional services.
M/S Tinsley/Hanson to approve Final Budget for Fiscal Year 2013-2014 as presented. Motion carried by roll call vote of the Board members present.

- .02 Resignation of Board President: Board President Virgil Barnes presented a letter of resignation to the Board stating that for personal reasons he would be resigning from his Board seat effective immediately. President Barnes' resignation took place during the 'Directors' Comments' portion of the agenda. The meeting was stopped at that point and the Board made a motion to accept Mr. Barnes' resignation.
M/S Leary/Hanson to accept President Barnes resignation. Motion carried by roll call vote of the Board members present.

- .03 Fill Board Vacancy by Appointment: Immediately following the acceptance of Mr. Barnes' resignation there was discussion between Staff and the Board regarding the vacant seat. The Board immediately made a motion to fill the vacant seat by appointment rather than by holding an election.
M/S Leary/Tinsley to fill the Board vacancy by appointment in lieu of election. Motion carried by roll call vote of the Board members present.

- .04 Formation of Selection Committee: Once the Board agreed to fill the vacant seat by appointment there was discussion about forming a Selection Committee for the appointment process. While Director Earp was not present, the remaining Board members, Vice President Hanson, Director Tinsley and Director Leary agreed that the Selection Committee that was formed earlier in the year for Director Tinsley's appointment would probably be best suited to do the current appointment as well. The Board agreed by consensus to proceed with Director Leary and Director Earp as the Selection Committee.

15.0 STAFF COMMENTS:

- .01 Chief Hultquist:
 - a. Briefed that the Fire District is still waiting on SAFER Grant results noting that the District sent in a great package of information. He followed by commenting that if the SAFER Grant is awarded it would allow for six firefighter/paramedic positions and the reopening of Station 337.
 - b. Added that the Fire District is working on applications for two other Grants that would supply equipment for Engines and breathing apparatus.
 - c. Commented that Division Chief Parsons was attending the SDRMA (Special Districts Risk Management Authority) conference and would brief the Board on his work to obtain a California Special Districts Certificate of Transparency upon his return.
 - d. Noted that the Fire District attorneys' BB&K are working on an outline to assist with Measure V.
 - e. Briefed he and other Fire District personnel had attended September 11th ceremonies in the past week.
 - f. Announced that the District will start a bicycle paramedic program for special events in Apple Valley pointing out that the program will be a great opportunity to interact with the public and show the face of the Fire District at local events.

- g. Informed the Board that Citygate Associates, the consultants to the public safety JPA in the High Desert, took a tour of the Fleet Maintenance Facility in the past week.
- h. Thanked President Barnes for making the first year of his transition as Fire Chief seamless acknowledging that President Barnes was an instrumental part of his success in his first year.

.02 Jason Nailon, Fire Marshal

- a. Welcomed the new Paid Call Firefighters to the Fire District.

.03 Captain Peratt (PFA):

- a. Announced that on October 1, 2013 the Apple Valley Firefighters voted to separate from the San Bernardino Local Chapter 935 of the International Association of Firefighters (IAFF) and will start their own local chapter.
- b. Advised that this change will keep the Apple Valley firefighters' funds local and concluded his comments by expressing his pride in this change.
- c. Extended PFA support to Director Tinsley for Measure V.
- d. Noted that he enjoyed the Sunset Hills Children's Foundation event and thanked both Director Leary and President Barnes for their participation.
- e. Thanked President Barnes for his personal and professional support over the years.

16.0 DIRECTORS' COMMENTS:

.01 Director Tinsley:

- a. Welcomed new employees adding that he looks forward to getting to know each of them.
- b. Wished President Barnes good luck with his future changes.

.02 Director Leary:

- a. Congratulated new employees on their huge accomplishment.

.03 Vice President Hanson:

- a. Welcomed four new PCF employees.
- b. Congratulated Vinh Ho on his promotion to full time firefighter.
- c. Noted that it is with both sadness and joy that he accepts President Barnes resignation adding that he is very grateful for his guidance and leadership.

.04 President Barnes:

- a. Welcomed new employees expressing to them that they were joining a great organization and that they should be proud of that.
- b. Reflected on the past five years of financial changes that the District has come through noting that through it all the Fire District has maintained excellent service throughout the community.
- c. Announced that he is submitting his resignation but wishes the District great things in the future (see action items for official resignation submission and resulting action taken by the Board).

17.0 CLOSED SESSION: None.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:


- .01 Vice President Hanson requested Staff provide a bullet point list of 'Dos and Don'ts' for Measure V campaign to present to the Board.

20.0 Adjournment: The meeting was adjourned at 6:38 p.m. M/S/P Tinsley/Leary.

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



LARS HANSON
Vice President

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

December 17, 2013

- 1.0 CALL TO ORDER: President Leary at 6:00 PM.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Earp
- 3.0 ROLL CALL:
Present: Director Jeffs, Director Tinsley, Director Earp, Vice President Hanson, President Leary
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Recognition of Virgil Barnes: Fire Chief Hultquist called former Fire District Board President Virgil Barnes forward and read the highlights of the Board's proclamation for Mr. Barnes aloud. Following the formal presentation of the Proclamation Chief Hultquist also presented President Barnes with a commemorative gavel plaque for his years of service to the Fire District. Chief Hultquist followed the presentation by expressing his appreciation for the support, mentorship and leadership Mr. Barnes had provided him as a new Fire Chief.

Mr. Barnes followed the presentation with brief comments thanking the Board and noting to them what a great organization the Fire District is from the bottom up. Following Mr. Barnes' remarks each of the Board members expressed their individual thanks and appreciation to him.
- 5.0 PUBLIC COMMENT:
 - .01 Doug Qualls presented a public comment card and requested his comments be deferred to agenda item 10.01(c). By consensus the Board agreed to Mr. Qualls' request.
 - .02 Frank Robinson, Town Manager for the Town of Apple Valley complimented the Board of Directors on the outstanding Staff at the Fire District noting the cooperation between the Town and the Fire District was "unsurpassed". In particular Mr. Robinson pointed out the efforts and work of Fire Marshal Jason Nailon in working in cooperation with the Town's Development and Building and Safety departments. Mr. Robinson went on to address the "above and beyond" efforts of District firefighters by sharing an incident that occurred on December 12, 2013 noting that the efforts of the engine crew assisted the Apple Valley Police in the apprehension of a suspect in a murder investigation. He concluded his remarks by thanking Chief Hultquist for all he has to build a good relationship with the Town.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT:
 - .01 Director Earp thanked Mr. Robinson for his professionalism and for taking the time to come to the Board meeting.
- 7.0 CONSENT AGENDA:
 - .01 Personnel Report for October and November 2013
 - .02 Operations Report for October and November 2013
 - .03 Fire and Life Safety Report for October and November 2013
 - .04 Community CPR & First Aid Training Report for October and November 2013
 - .05 Fleet Services Manager Report for October and November 2013

- .06 Hazard Abatement Report for October and November 2013
- .07 Fiscal Report for November 2013
- .08 EMS Report for October and November 2013

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 Regular Meeting November 12, 2013. M/S Hanson/Earp to approve minutes of the November 12, 2013 meeting as presented. Motion carried by unanimous voice vote of the Board.
- .02 Minutes of Special Meeting Workshop on November 19, 2013. Director Tinsley said he would like the Minutes from the workshop amended to note the attendance and comments of community member Rob Turner. M/S to approve Minutes of Special Meeting Workshop of November 10, 2013, as amended. Motion carried by unanimous voice vote of the Board.

9.0 CORRESPONDENCE: President Leary noted there was one piece of correspondence this month in the binders.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items:

- a) Special Districts Certificate of Transparency. Division Chief Mike Parsons came forward and thanked Director Jeffs for his quick completion of his Ethics Training and for the assistance of the Administrative staff in getting all the criteria for the CSDA Certificate of Excellence completed. He also thanked Town Manager Frank Robinson and Apple Valley School District Superintendent Tom Hoegerman for being a part of the process. The original certificate is displayed in the Fire District Lobby as well as the District's web page. Chief Parsons also informed the Board that the *Daily Press* had covered this significant distinction.
- b) Board Appointment/Election Update: ASM Garrison noted the San Bernardino County Registrar of Voters had returned the request for election costs for a special tax measure in June 2014 as \$41,300.
- c) Measure V Ballot Options: Fire Chief Hultquist began the discussion by briefing that ballot language had been presented to the Fire District's attorneys, Best Best and Krieger. The ballot language options had been forwarded to the special tax committee of Director Earp and Director Tinsley who had met with various community members including former Fire Chief Doug Qualls.

Mr. Qualls came forward to the podium and briefed the Board on discussions regarding the options for revising the special tax known as Measure V tax. He presented ballot language for the Board to review and discuss.

After lengthy discussion between Mr. Qualls, Fire District Staff and the Board, the Board agreed by consensus to proceed with the Committee's recommended ballot language.

President Leary directed Staff to draft the appropriate Resolutions and Ordinance for the Board's review at the January 2014 Board meeting.

.02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS:

.01 Measure V Committee Update: Director Tinsley stated that this item had been thoroughly discussed in agenda item 10.01(c) affirming his support of the proposed ballot language.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS:

.01 Ordinance 52 Adopting the 2013 California Fire Code with amendments is presented for the Board's consideration for introduction. Fire Marshal Nailon handed out to the Board a "strike out" copy of the ordinance for them to take a look at. M/S Earp/Tinsley to open Public Hearing at 7:06 PM. Motion carried by unanimous voice vote of the Board.

Director Jeffs requested a few moments to review the strike out document as compared to the rest of the ordinance.

M/S Earp/Tinsley moved to close the Public Hearing at 7:10 PM. Motion carried by unanimous voice vote of the Board.

M/S Earp/Hanson to read Ordinance 52 aloud by title. Motion carried by unanimous voice vote of the Board.

M/S Tinsley/Earp to adopt Ordinance 52. Motion carried by unanimous roll call vote of the Board.

14.0 ACTION ITEMS:

.01 Resolution 13-004 Establishing the 2013/2014 Fiscal Year Appropriations Limit for the Fire District. Finance Director Reynolds explained that each year the District is required to set an appropriations limited. This is commonly referred to as the Gann Spending Limit as voted into law in 1979. M/S Jeffs/Earp to adopt Resolution 13-004. Motion carried by unanimous roll call vote of the Board.

.02 Annual Audit. Finance Director Reynolds presented the annual audit for fiscal year ending June 30, 2013 noting to the Board that the Fire District received a "clean" audit with no additional corrections, changes or recommendations. Director Earp commented on what an achievement this is and thanked Director Reynolds for his hard work. M/S Tinsley/Hanson to adopt the annual audit for fiscal year ending June 30, 2013. Motion carried by unanimous roll call vote of the Board.

15.0 STAFF COMMENTS:

.01 Chief Hultquist:

a. Introduced Kyle Glunt, Apple Valley Fire Explorer of the Year, who was awarded the honor at the annual Explorer Banquet on December 2, 2013.

b. Announced the career Employee of the Year was awarded at the Fire District's banquet on December 13, 2013, to Engineer/Paramedic Rob Qualls.

- c. Reported the Fire District had awarded a contract for its RFP (Request for Proposal) for IT services. This new contract should save the Fire District approximately \$24,000 per year.
- d. Gave kudos to CERT Commander Dawn Harrison for coordinating an all High Desert cities collaboration effort to work with DSWs (disaster service workers).
- e. Briefed the Board on the County Fire Chief's Executive Board meeting with San Bernardino County Chief Executive Officer Devereaux regarding enterprise zones for ambulance services. The Fire Chief noted that County Chiefs do not support having one EOA (exclusive operating area) as County has proposed.
- f. Wished a happy birthday to Rosie and Kim.

.02 Division Chief Parsons:

- a. Congratulated EMS Manager Joe Guarrera on getting the EOP (emergency operations plan) through the first time.
- b. Requested to add one comment to the special tax measure discussion stating that while attending CSDA conferences it was noted that measures with sunset clauses typically pass with a higher degree of success than those that don't have one.

.03 EMS Manager Guarrera:

- a. Wished the Board happy holidays and thanked them for their time, efforts and professionalism.
- b. Thanked Dr. Barnes for being "a true gentleman's gentleman"

.04 Fire Marshal Jason:

- a. Wished everyone happy holidays.

.05 Captain Peratt:

- a. Thanked Engineer/Paramedic Salgado for his efforts with the Spark of Love campaign announcing that more than 550 school kids would receive toys through the Fire District's contributions.
- b. Briefed the Board and thanked the staff from Fire and Life Safety for delivering candy canes with engine crews to all the local schools during December.
- c. Remarked on the good time District Staff had the Annual Awards Banquet noting it was "a blast" and got the employees pumped for 2014.
- d. Thanked Administration for all their efforts and hard work through the year.
- e. Concluded by requesting votes for FS 331 holiday lights display.

16.0 DIRECTORS' COMMENTS:

.01 Director Earp:

- a. Thanked Chief Parsons for his work on the Transparency Certificate.
- b. Congratulated Finance Director Reynolds and Staff on the clean audit.
- c. Thanked the firefighters (PFA) for the t-shirt and mug.
- d. Echoed EMS Manager Guarrera's comments about each of us modeling their conduct after Virgil Barnes.

.02 Director Tinsley:

- a. Agreed and concurred with comments about Virgil Barnes noting "enough can't be said about his leadership".
- b. Congratulated Finance Director Reynolds on the audit.
- c. Wished a happy birthday to Rosie and Kim.
- d. Wished everyone a Merry Christmas.

.03 Vice President Hanson:

- a. Expressed how the organization is "much richer" for having Virgil Barnes on its Board.
- b. Stated his congratulations and "kudos" to everyone on their achievements of the past year and continuing to keep attitudes upbeat and positive.
- c. Wished everyone a Merry Christmas.

.05 President Leary:

- a. Extended happy birthday wishes to Kim and Rosie.
- b. Thanked "the guys" for a great job noting it was great to hear those good things from Town Manager Robinson.
- c. Wished everyone a Merry Christmas.

17.0 CLOSED SESSION: None

18.0 REPORT ON CLOSED SESSION: None

19.0 FUTURE AGENDA ITEMS:

- .01 Continued information and discussion regarding Measure V options.

20.0 Adjournment: The meeting was adjourned at 7:38 p.m. M/S/P Hanson/Earp.

ATTEST:


ROSE MARIE GARRISON
Recording Secretary


DANIEL J. LEARY
President

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

October 15, 2013

- 1.0 CALL TO ORDER: Vice President Hanson at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Earp
- 3.0 ROLL CALL:
Present: Vice President Hanson, Director Earp, Director Leary, Director Tinsley
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
.01 Introductions of Newly Appointed Employees: Fire Chief Hultquist called Aaron Brinkman and Vinh Ho forward individually. Chief Hultquist gave the employment history of each of them noting they were both paramedics and welcome additions to the Fire District. The Fire Chief announced Vinh Ho had been promoted to full time Firefighter/Paramedic and Aaron Brinkman had been appointed to the vacant Limited Term Firefighter position created by Vinh's promotion.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 CONSENT AGENDA:
.01 Fiscal Report for September 2013.
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 Regular Meeting September 17, 2013. M/S Tinsley/Hanson to approve minutes of the August 20, 2013 meeting as presented. Motion carried by unanimous voice vote of the Board members with Director Earp abstaining as he was not in attendance at the September 17th meeting.
- 9.0 CORRESPONDENCE: Vice President Hanson asked for comments on correspondence noting it was available for review in the notebook.
- 10.0 INFORMATION & DISCUSSION ITEMS:
.01 Information Only Items: None.
.02 Discussion Items:
 - a) Measure V Update: Chief Hultquist gave a presentation on Measure V to the Board to accompany the handout included in the Board packet. During the presentation the Fire Chief also included a brief history of Measure V. Chief Hultquist emphasized the importance of the Measure V funding in order to sustain current operations. He went on to review four options for the Board's consideration for the renewal of this special tax measure. The four options presented were:

- 1) Renew the current special tax "as is" for the same term of 20 years.
- 2) Renew the current special tax but eliminate the sunset clause.
- 3) Increase the current special tax measure fees by 30% resulting in an increase of \$20 more per year (actual \$18.95) per household. This increase would fund six new firefighters to staff a Medic Squad (two people per shift) full time.
- 4) Increase the current special tax measure fees by 56% an increase of approximately \$35 per year (actual \$35.37) which would staff and open an additional fire station full time with an engine staffed with three people.

The Fire Chief continued his comments joined by Finance Director Mark Reynolds. They outlined to the Board the Staff's concerns regarding a change to the Measure V tax with the local economy still struggling to recover.

Discussion followed between the Board and Staff reviewing possible options and scenarios for the special tax. Director Leary suggested the Board not be hasty in dismissing the possibility of asking for an increase noting how the information is presented to the voters is key. The Board by consensus suggested the Fire Chief look into hiring a consultant. The Board made an additional request by consensus that the matter be tabled until there was further information and discussion on the options for the special tax.

11.0 BOARD COMMITTEE REPORTS:

- .01 Measure V Committee Update: Director Tinsley stated that there wasn't anything further to add to the previous discussion. He further emphasized the consideration of a consultant.
- .02 Selection Committee – Board Appointment Update: Director Leary stated that he and Director Earp had interviewed three outstanding candidates for the vacant seat on the Fire District Board of Directors the previous week. He updated that the Committee was bringing two of those candidates forward for the entire Board to interview in Closed Session.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS: None

14.0 ACTION ITEMS:

- .01 Board Policy BP-004 Code of Ethics and Values: Division Chief Mike Parsons briefed the Board on the Fire District's goal to gain the California Special Districts Association's (CSDA) Transparency Certificate of Excellence. Chief Parsons noted this is a new program with CSDA and a useful tool for the public to see their local agencies are following governmental guidelines and providing proof of compliance to the public. He also briefed that the Transparency Certificate of Excellence would demonstrate to the Fire District's constituency that the District conducts its business in an honest and "transparent" way. After answering a few brief questions by the Board, Board Policy BP-004 was put to motion and vote. M/S Hanson/Leary to adopt Board Policy BP-004 Code of Ethics and Values establishing parameters for ethical standards of practice for the Board of Directors. Motion carried by unanimous roll call vote of the Board.

15.0 STAFF COMMENTS:

.01 Chief Hultquist:

- a. Read an excerpt from an article written about the Government shutdown remarking that the Fire District cannot just "shut down".
- b. Noted the District's commitment to "rolling up our sleeves" to get the work done and commit to a budget in order to continue to serve our community.
- c. Briefed the Board on AB 327 a renewable energy bill which was signed into effect by the Governor.
- d. Highlighted the Fire District Community Volunteers specifically commending them on the large number of hours each group, CERT, FADD and ECS, have put into training this year.
- e. Remarked that Apple Valley has a full contingent of events scheduled for the upcoming weekend including the Tour de Apple Valley, a charity golf tournament, and the Fire District's Open House and Health & Safety Fair at Station 337.
- f. Reminded the Board to meet with Rosie at Headquarters to be sure their Fire District email accounts are activated.

.02 FSM Ryan:

- a. Briefed that the surplus engine (the Hush) had been sold for scrap.
- b. Congratulated Vinh Ho and Aaron Brinkman on their promotions adding that he has had both of them visit the shop and they are both good team members and a good fit for the Fire District.

.03 Captain Peratt:

- a. Thanked the candidates who came forward for the vacant Board seat for stepping up and offering their time to serve the community and Apple Valley Fire.
- b. Remarked that he understands the challenges of asking for increased taxes for Measure V adding that the PFA will support whatever decision is made by the Fire Chief and the Board.
- c. Requested the Board be open minded and creative with ideas and suggestions that may be brought forward after Measure V to increase funding for the Fire District.

16.0 DIRECTORS' COMMENTS:

.01 Director Tinsley:

- a. Congratulated the two new Firefighters on their promotions.
- b. Reminded Board and Staff to keep thoughts trained toward passing Measure V.

.02 Director Leary:

- a. Echoed congratulations to the two promoted employees.
- b. Thanked the PFA for attending community events.
- c. Addressed Captain Peratt noting the Board hears his comments and knows that the District needs to look for additional avenues of revenue along with passing Measure V.

.03 Director Earp:

- a. Added his congratulations to Vinh Ho and Aaron Brinkman.
- b. Remarked to Captain Peratt that the Board realizes the sacrifices made by PFA members and all District employees to help the Fire District financially.

.04 Vice President Hanson:

- a. Also voiced his congratulations to the two promoted employees.

- b. Asserted that difficult times make people resilient pointing out that Apple Valley Fire is a resilient and a widely respected fire department.
- c. Offered the Board's support and commitment to the District's efforts to pass Measure V.

17.0 CLOSED SESSION:

- .01 Public Employee Appointment – Board of Directors. (Government Code Section 54957)

Session item was read aloud noting Government Codes and the meeting adjourned to closed session at 7:00 p.m.

The meeting reconvened to open session at 7:37 p.m.

- 18.0 REPORT ON CLOSED SESSION:** Vice President Hanson thanked all three of the candidates for their willingness to give back to the community by serving on the Board of Directors. In particular he thanked Mr. Jeffs and Mr. Lovano for coming to the Board meeting and participating in the interview process with the Board of Directors.

Vice President Hanson followed his remarks by announcing the Board had selected Mr. Jay Jeffs to fill the Board vacancy. Director Tinsley added it had been a very difficult decision between two very good candidates. Mr. Tinsley went on to invite Mr. Lovano to participate in the Measure V campaign and congratulate Mr. Jeffs on his appointment.

19.0 FUTURE AGENDA ITEMS:

- .01 Further information and discussion regarding Measure V options.

20.0 Adjournment: The meeting was adjourned at 7:40 p.m. M/S/P Tinsley/Earp.

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



LARS HANSON
Vice President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

November 12, 2013

- 1.0 CALL TO ORDER: Vice President Hanson at 6:00 p.m.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Director Tinsley
- 3.0 ROLL CALL:
Present: Vice President Hanson, Director Earp, Director Leary, Director Tinsley
Absent: None
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:
 - .01 Oath of Office - New Board Director Jay Jeffs: Fire Chief Hultquist called Jay Jeffs forward and gave him the oath of office. Once the oath was finished, Director Jeffs joined the Board on the dais.
 - .02 New Board Offices:
 - a) Board President: Motion by Vice President Hanson for Director Leary to take the position of Board President.
M/S Hanson/Earp to appoint Director Leary as Board President. Motion carried by unanimous voice vote of the Board.
 - b) Board Vice President: Motion by Director Earp for Vice President Hanson to continue as Board Vice President.
M/S Earp/Leary for Vice President Hanson to continue as Board Vice President. Motion carried by unanimous voice vote of the Board.
 - c) Budget and Audit Committee: Motion by Vice President Hanson to have Director Earp continue on the Budget and Audit Committee and add President Leary.
M/S Hanson/Tinsley Director Earp to remain on the Budget and Audit Committee and President Leary to be added to the Budget Committee. Motion carried by unanimous voice vote of the Board.
 - d) Communications Committee: After some discussion between Board and Staff it was decided to wait to re-form the Communications Committee until it is needed. The current communications contract expires June 30, 2014.
 - e) Selection Committee: After discussion between Board members it was decided by Board consensus to leave the Selection Committee dormant until needed.
 - .03 Employee of the Quarter - 4th Quarter: Chief Hultquist asked Jason Nailon to come forward noting that it was his honor to present Fire Marshal Nailon with the 2013 Employee of the Quarter for the 4th Quarter. Fire Marshal Nailon was awarded the Employee of the Quarter Award for his enthusiasm, leadership of his staff in Fire and Life Safety and commitment to his profession in Fire Prevention and Fire Code. Fire Marshal Nailon was also commended for his leadership as the President of the "Apple Valley Fire Employees Association" through which he promotes the Fire District's involvement in programs such as "Adopt a Troop".

- .04 Local Ordinance Adoption Process: Fire Marshal Nailon gave a power point presentation on the background and process of the Fire District adopting the new fire code every three years. At the end of the power point presentation Fire Marshal Nailon answered Board questions about the adoption process.

At this point of the meeting, Director Earp requested to move the discussion about Agenda Item 13.01 Ordinance 52 Adopting the 2013 California Fire Code up to immediately follow Fire Marshal Nailon's presentation. The Board agreed by consensus to move this agenda item up in the agenda. Please refer to item 13.01 of these Minutes for information regarding the Public Hearing.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for July, August and September 2013
- .02 Operations Report for July, August and September 2013
- .03 Fire and Life Safety Report for July, August and September 2013
- .04 Community CPR & First Aid Training Report for July, August and September 2013
- .05 Fleet Services Manager Report for July, August and September 2013
- .06 Hazard Abatement Report for July, August and September 2013
- .07 Fiscal Report for October 2013
- .08 EMS Report for July, August and September 2013

M/S Leary/Hanson to approve consent agenda as presented. Motion carried by unanimous voice vote of the Board.

8.0 APPROVAL OF MINUTES:

- .01 Minutes of Regular Meeting October 15, 2013. M/S Earp/Hanson to approve minutes of the October 15, 2013 meeting as presented. Motion carried by unanimous voice vote of the Board with Director Jeffs abstaining.

9.0 CORRESPONDENCE: President Leary asked for comments on correspondence noting it was available for review in the notebook.

10.0 INFORMATION & DISCUSSION ITEMS:

- .01 Information Only Items:
 - a) Request for Proposal (RFP) for Managed IT Services: Fire Chief Hultquist explained that the Fire District is reviewing all current services and looking for ways to improve if possible. The current IT source has been in place for five years so the District is looking to see what is most efficient as well as cost effective.

.02 Discussion Items: None

11.0 BOARD COMMITTEE REPORTS:

- .01 Measure V Committee Update: Director Tinsley stated that the District and Board are waiting on a name for the Measure from the Registrar of Voters and that the target date for this information is the first of the year. Chief Hultquist mentioned that there is a Special Board

meeting scheduled for November 19, 2013 at 9:00 AM at Fire Station 336 at which he would be presenting a comprehensive overview of Measure options in correlation to Fire District funding needs.

12.0 APPROVAL OF REPORTS: None

13.0 PUBLIC HEARINGS:

.01 Ordinance 52 Adopting the 2013 California Fire Code with amendments is presented for the Board's consideration for introduction. M/S Leary/Tinsley to open Public Hearing at 6:23 PM. Motion carried by unanimous voice vote of the Board.

Discussion and a brief question and answer period followed between the Board and Staff about the new Fire Code in particular regarding amended Sections 307.4.2.2 Pit Barbecues and 307.4.2.2.1 Special Event Fires.

M/S Earp/Hanson move to close the Public Hearing at 6:32 PM. Motion carried by unanimous voice vote of the Board.

M/S Earp/Jefferies to read Ordinance 52 aloud by title. Motion carried by unanimous voice vote of the Board.

M/S Earp/Tinsley to introduce Ordinance 52. Motion carried by unanimous voice vote of the Board.

14.0 ACTION ITEMS:

.01 Consent Agenda Reporting: ASM Garrison explained that Staff is requesting a change from quarterly reporting of Consent Agenda items back to reporting on a monthly basis. She noted that the original premise for changing to quarterly reporting was to streamline the process and save time for Staff. However, a polling of Staff found that the workload would be less for gathering data on a monthly basis and the time savings to Admin Staff for quarterly reporting was minimal. M/S Hanson/Earp to approve changing Consent Agenda Reporting to monthly reporting. Motion carried by unanimous roll call vote of the Board.

15.0 STAFF COMMENTS:

.01 Chief Hultquist:

- a. Invited the Board members to the annual Employee Banquet on December 13th at Sunset Hills.
- b. Announced that the kickoff of the annual Spark of Love toy drive is November 15, 2013.
- c. Reminded the Board of the Special Board Meeting Workshop to be held on November 19, 2013 at 9:00 AM at Fire Station 336.
- d. Announced that Captain Peratt, Firefighter/Paramedic Lyons and Firefighter/Paramedic Corrao were recognized at the North End QA meeting for the role they played in assisting a patient during the national dextrose shortage.
- e. Briefed that the District had responded to quite a few fires in the past month.
- f. Commended the level of service and team work on incidents.
- g. Noted that November 13th and 14th is the Town of Apple Valley's 25th anniversary celebration. The Fire District will participate in the ceremony with an Engine and display of historic Fire District items.
- h. Gave a legislative update on California Special Districts statistics on how other special districts fared with local measures throughout the State noting that many Measures did not pass by very narrow margins.

- .02 FSM Ryan:
 - a. Congratulated Jason on Employee of the Quarter Award and Buddy and his crew for North End QA Award.
 - b. Noted that the Shop had finished pump testing of all Engines and the testing went very well.
- .03 EMS Manager Guarrera:
 - a. Reminded Staff and Board that throughout the holiday season taking care of ourselves is important so that we can continue to provide excellent service to the community.
- .04 Fire Marshal Jason:
 - a. Invited the Board to participate in the Secret Santa program on December 15th at Wal-Mart at 6:30 AM.
 - b. Announced that after six months of fund raising, Fire and Life Safety has raised \$8,000 towards a new tow vehicle for the Fire Prevention trailer.
 - c. Reported that Fire and Life Safety had applied to San Manuel for a grant that would fund an additional \$25,000 for the tow vehicle.
 - d. Thanked the PFA for their \$500 donation towards the tow vehicle.

16.0 DIRECTORS' COMMENTS:

- .01 Director Earp:
 - a. Congratulated Jason on his Employee of the Quarter award.
 - b. Welcomed Jay Jeffs to the Board of Directors adding that he looks forward to his input and participation.
 - c. Congratulated Dan Leary on his move to the Board President position.
 - d. Thanked Vice President Hanson for his leadership of the Board after Virgil Barnes stepped down.
- .02 Director Tinsley:
 - a. Congratulated Fire Marshal Nailon and Captain Peratt for their accomplishments thanking both of them for their dedication.
 - b. Congratulated and welcomed Jay Jeffs to the Board.
 - c. Mentioned that he was looking forward to participating in a tour of the Fire Stations and facilities.
- .03 Vice President Hanson:
 - a. Noted the great work the crews had done on the recent fires.
 - b. Commended Jason on his award.
 - c. Welcomed Jay Jeffs to the Board.
 - d. Suggested that the Board try to attend the Special District Days event next year to increase their knowledge of Special Districts.
- .04 Director Jeffs:
 - a. Congratulated Fire Marshal Nailon noting that his award is well deserved.
 - b. Thanked the Fire Chief for the brief tour of the District.
 - c. Congratulated crews involved in fighting the recent fires on a job well done.
 - d. Thanked the Board for the confidence they had in him to bring him on as a new member.

- .05 President Leary:
- a. Welcomed Director Jeffs to the Board.
 - b. Congratulated Jason on his award adding that he and the Board appreciate the reports and data provided by Jason.
 - c. Thanked the firefighters for their great work in putting out recent fires.
 - d. Noted that the upcoming Measure is very important to Board and Staff and that he is looking forward to the Fire Chief's briefing at the Special Board Meeting Workshop.

17.0 CLOSED SESSION: None

18.0 REPORT ON CLOSED SESSION: None

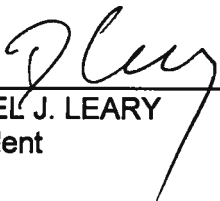
19.0 FUTURE AGENDA ITEMS:

- .01 Continued information and discussion regarding Measure V options.
- .02 Board attendance of Special District Days.
- .03 Board members requested a "red lined" copy of Ordinance 52 for their review.

20.0 Adjournment: The meeting was adjourned at 7:02 p.m. M/S/P Hanson/Earp.

ATTEST:


ROSE MARIE GARRISON
Recording Secretary


DANIEL J. LEARY
President

APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive ☐ Apple Valley California 92307
(760) 247-7618 ☐ FAX (760) 247-3895

MINUTES OF SPECIAL MEETING / BOARD WORKSHOP BOARD OF DIRECTORS

November 19, 2013

- 1.0 CALL TO ORDER: President Leary, 9:00 AM.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Vice President Hanson
- 3.0 ROLL CALL:
Present: Director Jeffs, Director Tinsley, Director Earp, Vice President, President Leary
Absent: None.
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 6.0 WORKSHOP DISCUSSION ITEMS:
 - .01 Information Only Items: None
 - .02 Discussion Items:
 - a) Measure V Options Review & Power Point Presentation. Prior to beginning his presentation Fire Chief Hultquist welcomed everyone present and thanked them for their interest in the Fire District. He noted his presentation was going to focus on the State of the Fire District, emergency response and services and service goals. The Fire Chief concluded his remarks by stating his plan to take a condensed version of the power point out to the community to give them the facts about the importance of continuing Measure V.

Following the power point presentation President Leary began the open discussion among Board members and Staff. The focus of the discussion was on the options Staff presented to the Board for consideration for the continuance of the special tax referred to as Measure V. The discussion included members of the public who also attended the meeting. Among those present who commented were community banker Sue Thomas Channel, Town Council member Scott Nassif, former Fire Chief Doug Qualls, PFA President Buddy Peratt, and PFA Vice President Rob Qualls.
- 8.0 ACTION ITEMS:
 - .01 Date Selection for Measure V Replacement: As a part of the open discussion the Board agreed by consensus that it would like to proceed with having the special tax measure that will continue Measure V set for the June 3, 2014 election. President Leary directed Staff to begin preparations for the measure to be on the ballot for that date.
 - .02 Selection of Option for Measure V Replacement: The Board also agreed by consensus to request Staff to begin drafting ballot language for the successor measure. President Leary asked that Staff have options for the Board to review by the December 17, 2013 meeting.
- 9.0 STAFF COMMENTS: None.

10.0 DIRECTORS' COMMENTS: President Leary asked the Board members if they had any further comment following the earlier discussion. There was no further comment.

11.0 FUTURE AGENDA ITEMS: None.

12.0 Adjournment: The meeting was adjourned at 12:40 P.M. M/S/P Hanson/Tinsley.

ATTEST:

ROSE MARIE GARRISON
Recording Secretary

DANIEL J. LEARY
President

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF SPECIAL MEETING / BOARD WORKSHOP BOARD OF DIRECTORS

AMENDED FOR CORRECTIONS

November 19, 2013

- 1.0 CALL TO ORDER: President Leary, 9:00 AM.
- 2.0 PLEDGE OF ALLEGIANCE: Led by Vice President Hanson
- 3.0 ROLL CALL:
Present: Director Jeffs, Director Tinsley, Director Earp, Vice President, President Leary
Absent: None.
- 4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS: None.
- 5.0 PUBLIC COMMENT: None.
- 6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.
- 7.0 WORKSHOP DISCUSSION ITEMS:
 - .01 Information Only Items: None
 - .02 Discussion Items:
 - a) Measure V Options Review & Power Point Presentation. Prior to beginning his presentation Fire Chief Hultquist welcomed everyone present and thanked them for their interest in the Fire District. He noted his presentation was going to focus on the State of the Fire District, emergency response and services and service goals. The Fire Chief concluded his remarks by stating his plan to take a condensed version of the power point out to the community to give them the facts about the importance of continuing Measure V.

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9.0 STAFF COMMENTS: None.

10.0 DIRECTORS' COMMENTS: President Leary asked the Board members if they had any further comment following the earlier discussion. There was no further comment.

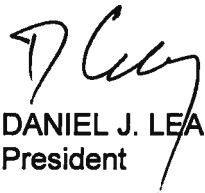
11.0 FUTURE AGENDA ITEMS: None.

12.0 Adjournment: The meeting was adjourned at 12:40 P.M. M/S/P Hanson/Tinsley.

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



DANIEL J. LEARY
President