



## **FELTON FIRE PROTECTION DISTRICT**

131 Kirby Street, Felton CA 95018 831 335-4422

### Regular Meeting Minutes

### Of The Board of Directors

August 05, 2019

#### **1.0 Convene Meeting:**

**1.1 Call to Order:** Meeting was called to order by Director Jim Anderson at 7:05 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call:** Directors S. Richmond, R. Gelini, J. Anderson

Staff: Chief Gray, L. Dennis

Absent: D. Walters, D. Ladd

Guests: Daniel Davis

**1.4 Approve meeting minutes of the Regular Meeting held on July 01, 2019.** Approved as written on motion by Director Gelini and second by Director Richmond and passed.

**1.5 Considerations of Additions to the Agenda:** None

**2.0 Public Comment:** None

**3.0 Public Hearing:** None

Director Ladd arrived at the meeting at 7:07 p.m.

**4.0 Directors Reports:** Director Anderson stated the person selected for the Alternate position was Ed Banks.

Director Anderson received an invitation to a free 4-hour seminar on team communication from Deborah Muchmore. He contacted her and signed Chief Gray up to attend. It's August 21<sup>st</sup> in San Francisco.

Director Anderson also noted that the lot we sold on El Solyo now has a large storage unit built on it.

**5.0 Staff Report:** Chief Gray reported that the DayBreak Fuel reduction project is progressing well. Heavy equipment (vegetation masticator) will arrive tomorrow to begin work. CalFire crews have also been using the area to train in line cutting.

He is looking into reimbursement opportunities from CSFA toward PPE and Physicals. The firefighter has to have attended an accredited Fire Academy. He will be submitting for the two newest firefighters we have.

Met with EMS Director Brenda Brenner and Health Services Medical Director David Ghilarducci recently. They discussed services provided and any issues in the program.

Completed EMS Expanded Scope training. They can now administer Narcan and take blood glucose readings. Once we receive them, they will also be able to administer with EPI pens.

Tomorrow night is the National Night Out. The event for this end of the valley will be held here at the station along with the Sheriff's Office. There will multiple groups present providing equipment and services demonstrations. It runs from 6:00 p.m. – 9:00 p.m.

## **6.0 Unfinished Business:**

### **6.1 Fire Chief MOU / finalization**

The final draft of the Fire Chief MOU was before the board for approval. Director Richmond noted that there was nothing in the Retirement Section regarding Social Security. Laurie will communicate with Director Walters to make the necessary addition. It will be finalized at the next regular meeting.

### **6.2 Review Draft Final Budget FY 19/20**

Chief Gray indicated the highlighted line items reflect the changes to include the carry-over amount determined from the last fiscal year. He added a large amount to Volunteer Pay to account for the pending discussion on a "sleeper program". There was a short discussion and Director Anderson suggested addition of a line item to reflect possible actual expenditures. He will discuss more with Chief Gray for next time.

## **7.0 New Business:**

### **7.1 Volunteer Shift program: Draft policy and procedure manual**

Chief Gray explained he's spent time researching sleeper / shift programs. The policy he's drafted largely follows Fortuna Fire's. He sent his draft to Eyers Law to review and has just today received her feedback, which he handed out to the board members. Lengthy discussion followed. Director Richmond expressed concern regarding potential issues and risks for the District and was against the concept. Director Gelini agreed with Director Richmond's views. Chief Gray and the board

members left the meeting room for a few minutes to view the proposed room for sleeping. Chief Gray was asked to do no further work on the potential sleeping room. Director Richmond asked if the program and policy was tied to the sleeping area, to which Chief Gray responded that it was not. The board members will review the policy more thoroughly and follow-up at the next regular meeting.

**7.2 Direct staff to post a Public Notice for the adoption of Final Budget FY 2019/20 for the September meeting.**

Chairperson Ladd directed Chief Gray to post the Public Notice for the September meeting for the Final Budget adoption.

**7.3 Schedule special meeting for Fire Code process in August**

Chief Gray stated that the documents for the new Fire Code were not ready for this meeting due to additional edits. We will therefore need to have a special meeting to approve resolutions required within the set approval process and timing of adopting the Fire Code. A short discussion followed and the date was set for Monday, August 19 at 7:00 p.m.

**8.0 Approve paid vendor claims for the month of July 2019:** Board members reviewed the vendor claims in the amount of \$92,515.66. There was some discussion regarding the fuel issues at CalFire, causing us to use alternate sources for our fleet. Claims were approved as presented on motion by Director Richmond, seconded by Director Gelini and passed.

**9.0 Closed Session:**

**9.1 Fire Chief Performance review**

Chairman Ladd opened the closed session at 8:22 p.m. and ended the session at 8:50 p.m.

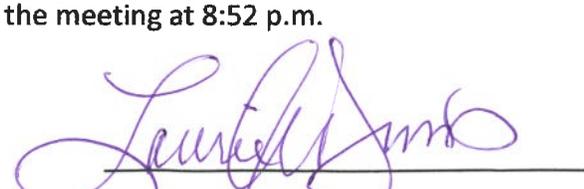
**10.0 Reconvene Meeting:**

The meeting was reconvened at 8:50. Chairman Ladd reported the board members discussed the Fire Chief's review that he had recently conducted with the Chief. Progress was overall favorable. There were no actions taken.

**11.0 Set date for the next meeting:** The next Regular Meeting will be held on Wednesday, September 04, 2019 at 7:00 P.M. It was moved from Monday due to Labor Day holiday.

**12.0 Adjourn:** Chairman Ladd adjourned the meeting at 8:52 p.m.

  
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Dave Ladd, Chairman

  
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Attest: Laurie Dennis, Secretary