



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

February 08, 2021

Location: ZOOM meeting

<https://zoom.us/j/92044442546?pwd=dExUeEU5eTRLOGIzMzZGTUVaUkdaZz09>

+1 669 900 6833 US (San Jose) Passcode: 830077

1.0 Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Dan Walters at 7:04 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors D. Ladd, C. Foreman, R. Gelini, J. Anderson, D. Walters

Staff: Chief Gray, L. Dennis

Absent: None

Guests: None

1.4 Approve meeting minutes of the Regular Meeting held on January 04, 2021. Regular meeting minutes approved as written on motion by Director Ladd and second by Director Foreman and passed.

1.5 Considerations of Additions to the Agenda: None

2.0 Public Comment: None

3.0 Public Hearing: None

4.0 Directors Reports: Director Anderson stated last Tuesday the consolidation of Aptos and Central Fire Districts was recorded. Chief Walters will now head the Central Santa Cruz County Fire District. No one ran against him for his LAFCO seat, so he was reelected.

5.0 Staff Report: Chief Gray reported we made it through the first potential debris flow event with no incidents in our District.

We actually had more incidents during the windstorm, but we were well staffed and they handled it well.

There was a small wildland fire at the end of Kirby Street. It's suspected arson, working with CalFire and Law Enforcement to investigate. Last night was a similar fire behind Safeway, with same suspect potentially.

Radio equipment has been ordered/ purchased, which will be partially offset by the VFA (Volunteer Fire Assistance) Grant funds that we were approved.

Rescue 2360 was picked up by the new owner last week and was on its way to Oklahoma.

An Officers meeting is scheduled tomorrow night, prior to drill. This will be their kick-off meeting for the new officers. Director Foreman asked about plans for SWOT training and Chief replied it was felt at this point in time they would not be doing that exercise.

Staff who were due for their second vaccines have had them. Reactions were varied.

6.0 Unfinished Business:

6.1 PERS Healthcare contract amendment

Laurie stated she verified online that the new payment amounts for the District effective March 1st are in place. Director Walters asked Director Ladd to reach out to our attorney to draft a letter to former Chief Rickabaugh to formally notify him of the amendment to our Healthcare Resolution to the \$700 payment, to match the MOU. Director Ladd stated he would do so.

6.2 EMR responder job description: discussion and adoption

Chief Gray referred to the draft document job description he provided. It is similar to some language in the AMR description. He did craft it to include wording describing responses to not involve fires. Director Gelini asked if ours would be the same as a regular EMT – to which Chief Gray replied yes, with some additional functions such as traffic control or air support. There are no others currently utilizing the EMR function other than County Fire. Director Foreman also agreed that the scope of practice was like a normal EMT. Chief Gray stated they will wear a blue helmet to differentiate. He does think one of the biggest challenges will likely be holding them to the job description, and making sure no other tasks are involved. He feels this is a pretty solid basis and ready to be implemented to try it. Director Anderson suggested some language be added to general department policies regarding future career path to firefighter, Director Walters agreed. Discussion followed regarding stipend amount, comparison to other volunteer position stipends. It was decided starting at \$12 per response would be a good starting point.

Director Foreman expressed her concern regarding the pitfalls of a program like this with no comparison, or enough vetting. Suggestion was made for a 6-month review of the program to measure effectiveness and progress. Director Anderson stated he feels it is a modification of how we deal with our current volunteers. Chief Gray will update the progress of the program monthly at the board meetings.

7.0 New Business:

7.1 District Secretary job description: discussion and adoption.

Chief Gray gathered job descriptions and pay scales from various local departments. Much of his draft version follows the new Central description and is a combination of receptionist, administrative assistant and executive secretary job descriptions. He proposed having an MOU for the position that includes a section covering pay and increases. Director Anderson questioned some of the information in the description regarding personnel function matters and liaison with board. Director Walters stated he felt it is actually two positions with a board side and a department side, and should perhaps be two separate descriptions.

Director Foreman cautioned the MOU concept with concerns about “me too clause”, which could cause issues with perceived rights to increases. Director Anderson felt the position didn’t warrant an MOU due to not being benefited.

Chief Gray asked if the board would adopt the description. Director Gelini made a motion to adopt the description as written. Director Ladd suggested further discussion should be tabled until the closed session and then deal with the financial part at the same time.

Director Walters did request the Chief prepare two separate job descriptions for the Board and the Department positions. Director Anderson agreed. Chief Gray will bring them back to the next regular meeting.

7.2 Firefighter cadet hiring policy: discussion, adoption.

Chief Gray reviewed the hiring policy he provided. This has been worked on over the past year to clean up our original process and make an accurate policy. Renee, our hiring coordinator, was very instrumental in its completion. The final piece is a check-off sheet which is nearly completed.

7.3 Ethics training and Form 700.

Chief Gray reminded board members that the Form 700 / Statement of Economic Interests are due by April 1, 2021. Also due this year by the same deadline is the bi-annual Ethics training. Laurie will forward the email she received from NetFile on behalf of County Elections. She will also follow up with County Elections, as board members all stated they had not received the reminder to file directly.

7.4 S.A.F.E.R. Grant application.

Chief Gray described the terms and benefits of the SAFER grant. He stated he now feels his old position needs to be filled, and SAFER could fund this. Discussion followed on the application process. On a daily basis there is someone on duty who can drive for calls. As a result our response times have improved. Chief is looking

for consistency in this position as opposed to several different personnel each week, and things potentially slipping through the cracks.

Director Walters suggested that since we already have his old job description for the position he wants to fill, he should hire for it. Then pursue SAFER to help fund and develop staff, and potentially also for financing the further training of Assistant Chief. Much discussion followed. Director Anderson expressed concern about PERS and the impacts this may have. Director Walters stated he thought you can hire people up to eleven months up to a certain number of hours and not have to enroll them in PERS. Chief Gray will explore these ideas more.

7.5 Sale of surplus vehicle – Rescue 2360.

Chief Gray said that Rescue 2360 left our station last week. We received \$30,000 for it and will receive a bill for the 10% broker fee.

8.0 Approve paid vendor claims for the month of January 2021: Board members reviewed the vendor claims in the amount of \$64,754.30. Director Anderson questioned the \$400 payment to rent the Community Hall. Chief Gray explained the lack of training space at the station made the rental necessary. The training ended up being cancelled and we received a partial reimbursement. Some discussion regarding purchase of replacement of doors for the squad room and server room, Chief explained. Claims were approved as presented on motion by Director Anderson, seconded by Director Ladd and passed.

Director Walters closed the regular meeting at 7:45 p.m. and the board went into closed session.

9.0 Closed Session: District Secretary compensation review

The closed session opened at 7:45 The closed session ended at 8:01 p.m.

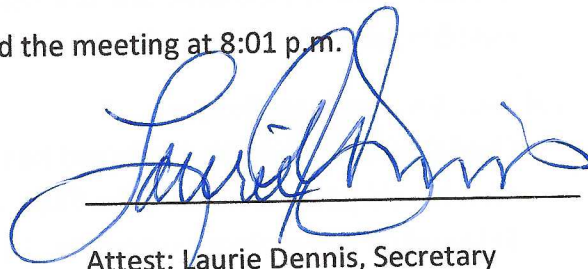
10.0 Reconvene Meeting:

The regular meeting was re-opened at 8:01 p.m. Director Walters reported the board members voted unanimously to approve a 5% increase to the hourly wage for the District Secretary. The Chief will pursue development of an employee review program. Chief to notify County of the adjustment.

10.1 Set date for the next meeting: The next Regular Meeting will be held on Monday, March 01, 2021 at 6:00 P.M. The meeting will be conducted remotely via Zoom.

11.0 Adjourn: Chairman Walters adjourned the meeting at 8:01 p.m.

Dan Walters, Chairman



Attest: Laurie Dennis, Secretary