



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

June 05, 2023

Location: *Felton Fire Station Meeting Room, 131 Kirby St, Felton California*

ZoomOption:

<https://us06web.zoom.us/j/83388828160?pwd=L0xMMFQ4NVRycUx1ZXhRcWpvZIBMQT09>

Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairperson Jim Anderson at 6:02 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors C. Foreman (remote), R. Gelini, J. Anderson, N. Crandell, D. Ladd

Staff: Chief Gray, L. Dennis

Absent: none

Guests: None

1.4 Approve meeting minutes of the Regular Meeting held on May 01, 2023 and the Special Meeting on May 15, 2023. Regular and Special meeting minutes approved as written on motion by Director Gelini and second by Director Ladd and passed.

Ayes: Directors Foreman, Gelini, Crandell and Ladd

Noes: none

Abstain: none

Absent: none

1.5 Considerations of Additions to the Agenda: None.

2.0 Public Comment: None.

3.0 Public Hearing: None

4.0 Directors Reports: None.

5.0 Staff Report:

- busy month administratively working on the budget and fee schedule. Spent time on the IRS audit finalization and County contract received.

- Sent a letter to Mount Hermon Association to have distributed to their residents, encouraging efforts to seek FireWise certification.

- Mother's Day breakfast was successful. Served 384 adults and 75 children. Grossed \$5,912 with expenses still to be paid out.
- Memorial Day Parade last weekend, we provided staffing for road closures and assistance.
- We provided 4 staff for Grad Night, covering a shift from 8:30 to midnight.
- Last weekend we hosted a "hands only" CPR event for the community. There were 7 participants that attended.
- One of the doors was replaced on the front bay today, which we've been waiting for several months for. Necessary due to age and wear.
- We have a work release 2 days a week, and hope to have them involved in painting the new door.
- We have our recruitment webpage up and running.
- We ran the chipper program in El Solyo Heights and recently received a \$1,000 donation to the district from them.
- There has been a controlled burn by State Parks in Henry Cowell. There's been a lack of and some confusing communication.
- We'll be doing another joint training tomorrow with Ben Lomond on wildland. EMTs will be participating also.
- There will be a multi-agency active shooter training at SLV in July.
- Attending Safety Officer classes this week, and then will be out of town next week.
- We had 60 calls this month- 39 EMS, 6 Service, 1 good intent, 2 special events, 2 fire and 10 other types.

Director Ladd asked if the Roaring Camp trains were running to Santa Cruz, to which the Chief responded they weren't yet but should be starting back up soon. Director Ladd continued questions regarding arrangements for Felton Fire providing EMS services. Chief Gray explained last year we did provide services and were compensated by use of Brett Harte Hall for our dinner. Chief also stated that "EMS Stand-by services" is in the proposed fee schedule. Director Ladd wanted to be sure any services provided are billed in detail, and anything we receive is billed clearly also.

Director Anderson asked if Zayante did the medical stand-by for the Redwood Mountain Fair. Chief replied yes, but it didn't start out exactly that way as it was originally Dave Underwood covering. He added that there was an incident plan in place for the entire event.

6.0 Unfinished Business:

6.1 IRS Audit process and Congressional enquiry

Chief Gray reported the funds have been paid and Vesta verified that the IRS received the funds. We are waiting for the final closing letter from them to finish the case.

7.0 New Business:

7.1 Preliminary budget 23/24 FY – Discussion and adoption.

Chief stated he adjusted some items slightly, it's ready for their review and asked for the board members questions.

Director Crandell questioned the color of the amounts in the budget, to which Chief replied they are meant to indicate the revenues (green) and expenses (red) to more clearly identify. Director Foreman asked the Chief where he arrived at the 4% COLA number for the station supervisor. He replied he used the bay area suggested amount. Director Foreman asked if the PPE 61110 amount should be increased, since we are over budget in this category for this year. Chief stated this was mainly due to bills paid toward the VFA grant we applied for. Laurie explained we may receive those reimbursement funds this fiscal year, but may not until next as it's just been submitted for payment. Some additional discussion.

Director Anderson asked in the salaries section what the Duty Coverage amount represents. Chief Gray stated it is a \$100 stipend for 24 hours coverage, enabling him to have weekend time off. The only ones it applies to would be Jones or Sipes. Director Anderson expressed concern regarding the amount of time he's observed that Jones spends here, and any potential issues with perception or workers compensation. He stated he was also asking in light of the high amount we recently paid to unemployment. Additional discussion followed regarding volunteers hanging out around the station, which is good for responses and what we encourage.

Director Anderson brought up the example of Zayante's claim for workers comp involving a fall from an apparatus, and what that is costing them.

Director Foreman pointed out there are many "what ifs", this is the risk we take in the business we are in, and that is why we have protections in place. Director Anderson state we can't go the opposite way and be too lax, we need policies in place to control what we can. Chief Gray stated he does risk assessments on everything and does have SOPs and policies in place.

Director Anderson again added that we need to make sure those policies are followed.

Director Foreman asked if we have Lexipol. Chief replied no, but he uses Target Solutions to do the necessary training. There are completions and times that staff members complete, and then he has to approve the completions.

Director Ladd asked about line item Other Revenue 42384 on the financial report being overbudget. Laurie explained that it is a revenue account and being over, in the negative, is a good thing in this case.

Director Gelini made a motion to adopt the Preliminary 23/24 FY budget as presented and Director Foreman seconded.

Ayes: Directors Foreman, Crandell, Gelini, and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

7.2 2024 District fee schedule – Review draft fee ordinance / discussion.

Chief Gray presented the draft Ordinance for the district fee schedule. It's been mostly derived from others' schedules and work done by consultants. This will be a process to review, make amendments and finally adopt.

Director asked about the fee for the inspector rate and felt it should be more than the administrative rate. Some discussion followed. Director Anderson asked about the various types of reviews. Chief explained the differences in the design review and building plan review. Some discussion followed regarding assessing the fees and being consistent in doing so. Director Foreman suggested the Chief should be the deciding factor in determining assessing or not. Chief Gray will make the edits suggested.

7.3 Director Stipend review - Discussion

Chief Gray stated Director Ladd brought this up at the last meeting. Chief researched the local districts finding quite a variance. Boulder Creek pays a flat fee of \$800 once a year, Ben Lomond stipend is \$100 per meeting paid once a year, Zayante recently cut their stipend in half due to funding concerns, Scotts Valley \$100 per meeting and has an additional requirement that board members certify completion of ethics training. Some additional documentation was provided in the board package from CSDA regarding board stipend payments. It indicates that anything in excess of \$100 per meeting must meet very detailed justification.

Some discussion followed. Laurie suggested our board members consider going to being paid once a year, especially in light of the increase cost proposed for county processing fees. All board members were agreeable, Laurie will cease monthly payments effective this month. No stipend increase was considered.

7.4 Review contract for payroll / claims service through the County auditor controller – Discussion and direction.

Chief explained the course the contract review process. The fire chiefs have discussed this in their meetings. Zayante submitted the contract on all the valley districts behalf to the attorney for review. We were originally given a June 30 date to have board approval so the Auditor Controller could then take it to the Board of Supervisors for approval. None of the fire districts will meet that proposed deadline. Much discussion followed regarding potential alternatives and exploring a possible JPA for shared services with the other valley fire agencies. Boulder Creek has requested Edith Driscoll attend their next board meeting to discuss this. Chief will report back at the next meeting on changes or updates.

7.5 Update of PERS healthcare contract – Discussion and direction

Laurie reviewed the document copies included in the board packet- the current healthcare contract and sample billing. In 2021 it was determined that we should amend the healthcare contract again in 2023, to reflect removing the payment toward the former chief's premium once he was eligible for Medicare. The change will be effective October 1, 2023 as discussed. The district will change the contract to only pay the MEC (minimum employer contribution) which is currently \$151 and the necessary administrative fees charged by PERS. Once the amended contract is received from PERS the board will need to approve the resolution to adopt it. It should be ready for the August meeting.

7.6 Staffing challenges – Discuss the formation of an ad-hoc committee to investigate solutions for staffing and possible shared services with other districts.

Chief Gray stated we have lost about 10 people in May and June, as they've gone back to CalFire or started other new jobs. We have been doing a push in recruiting. We are trying a new campaign to go to the Farmers Market and Cabrillo College for exposure and recruiting. He suggested forming an ad-hoc committee including board members and staff/ squad to work on ideas and solutions. Directors Crandell and Anderson volunteered to be involved.

Director Gelini questioned if we are asking too much of our volunteers and making it too difficult. Chief responded that what we require is all training mandated.

Director Anderson suggested "walling off" PERS and hiring through a non-PERS agency to use personnel as shared services. Director Foreman suggested considering a JPA to do this. Additional discussion followed.

Director Anderson stated that Zayante is in financial peril, Branciforte had similar financial issues. He suggested the chiefs and board members need to start talking and have these difficult discussions. He added that the fire studies being done by LAFCO and County Fire are bringing light to these issues.

Director Foreman stated we need to come up with solutions collectively.

Director Anderson explained LAFCO only steps in when a district is failing, and gave two examples. Director Anderson said he would be willing to set up meetings.

8.0 Approve paid vendor claims for the month of May 2023: Board members reviewed the vendor claims in the amount of \$27,062.08 for the month of May. Claims were approved as presented on motion by Director Gelini and seconded by Director Ladd.

Ayes: Directors Foreman, Gelini, Crandell and Ladd

Noes: none

Abstain: none

Absent: none

Motion carried.

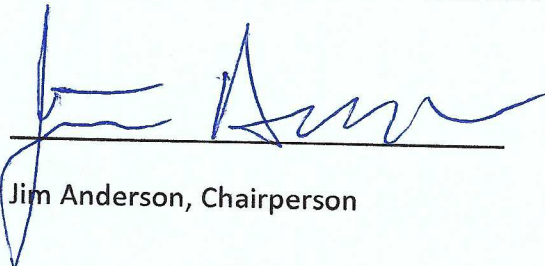
The regular meeting was adjourned by Director Anderson at 8:04 and the board went into closed session.

9.0 Closed Session: Fire Chief review and staff compensation

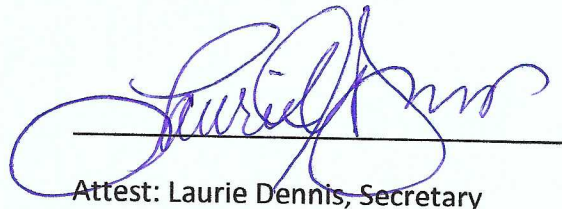
The closed session ended and Director Anderson reopened the regular meeting at 8:13 p.m. The board voted unanimously to approve a pay increase of 7% for the District Secretary and 4% for the Station Supervisor effective July 1, 2023. The Chiefs review will be addressed in a future meeting, no action at this time.

10.0 Set date for the next meeting: The next Regular Meeting will be held on **Monday, July 10, 2023 at 6:00 P.M.** The meeting will be in person at the Felton Fire Station.

11.0 Adjourn: Director Anderson moved to adjourn the meeting at 8:14 p.m.



Jim Anderson, Chairperson



Attest: Laurie Dennis, Secretary