

BOULDER CREEK FIRE PROTECTION DISTRICT
MINUTES OF
BOARD OF DIRECTORS
MEETING
September 14, 2016

1.0 Call to Order

The regular meeting of the Board of Directors of the Boulder Creek Fire Protection District was called to order by Chairman Rogers at the Boulder Creek Fire District Office on Tuesday, September 14, 2016 at 9:00 a.m. Present were Chairman Rogers, Director Currier, Director Locatelli, Director Presswood, Director Robustelli. Chief McClish, Secretary Johnson and Special Projects Administrator Fitzgerald.

2.0 Consideration of Late Additions or Corrections to the Agenda: None

3.0 Oral Communications: None

4.0 Approval of Minutes of Regular Board Meeting of August 23, 2016

Motion made by Dir. Robustelli and seconded by Dir. Presswood to approve Minutes of August 23, 2016 with the correction of one typo. The vote was unanimous, with Dir. Chairman Rogers abstaining from voting due to his absence at the August 23rd meeting.

5.0 Approval/Payment of Bills

Motion made by Dir. Robustelli and seconded by Dir. Presswood to approve the Bill List in the amount of \$56,902.73. This included \$24,454.96 for payroll, \$5,770.90 in bills to be paid and \$26,676.87 in bills already paid. The vote was unanimous.

6.0 Correspondence

- .01 Chief McClish sent a letter to Century 21 regarding their need for extra space. The District cannot provide the extra space at this time.
- .02 A letter was received from LAFCO regarding the meeting of August 3rd with the fire chiefs of the different fire agencies within the County.
- .03 A letter was received from the Association of Monterey Bay Area Governments thanking those who participated in fighting the Soberanes Fire.

7.0 Unfinished Business

.01 Other Revenue for Capital Improvements

Tess Fitzgerald reported that she obtained the list of the 6900 voting people in the District. It contains addresses and phone numbers. She wants to send out mailers on October 10th. It will cost \$2000 for each mailer, and she wishes to send out two. There should be a coffee meeting here at the station. Ms. Fitzgerald suggested phone calls and volunteers holding signs. Sign boards are ready to be placed throughout the District.

.02 2016-2017 Draft Budget

The Chief and Board went over some of the budget items and no changes were made. A Public Hearing and adoption of the Final Budget will be held at the September 27th Board meeting.

- .03 Award of Bid for surplus property APN 081-331-02
The Board directed Chief McClish to obtain a written letter from Suzanne Timbers saying she is withdrawing her offer for the property. The property was awarded to Frank Keesaw for \$5.00.
- .04 and .05 Revision of Resolution 16-06 and Resolution 16-08
The revisions were necessary to change the date of the Public Hearing.
Motion made by Dir. Locatelli and seconded by Dir. Currier to approve the revisions of Resolution 16-06 and Resolution 16-08. The vote was unanimous.

8.0 New Business

- .01 Revision to Policy P-028 Paid Sick Leave
This policy was tabled until the November Board meeting.
- .02 Revision to Policy P-004 Stipends/Wages
This policy was also tabled until the November Board meeting.
- .03 Staff Report Engine 2131 and possible purchase of Woodside engine
Woodside has an engine they will sell for \$1.00, but it will need about \$10,000 worth of work. The Board will discuss this issue after the November election.

9.0 Chief's Report

a. Administration

- .01 Chief received VFA Grant response approval to spend funds. Purchases will be made upon approval of 2016-2017 Final Budget.
- .02 The first round of documents have been submitted to the Santa Cruz County Board of Supervisors for Fire Code adoption.
- .03 Chief received turn-down for assistance to Firefighter Grant for county-wide request to fund SCBA purchase.
- .04 Pearl completed research for receiving funds for Safer Grant awarded to District.
- .05 A request was made to South Bay Regional for training funds, in the amount of \$3,600, to pay for Target Solutions.
- .06 Chief met with Suzanne Timbers who was awarded bid for APN 081-331-02. After meeting bid was withdrawn. Bid to be awarded to second bidder, Frank Keesaw, at September 14th meeting.
- .07 Chief resubmitted No Trespass letter to SCCSO for Century 21 property.
- .08 Pearl completed self-inspection form and is currently working on business database.
- .09 Chief completed revision to Policy P-028, Paid Sick Leave, to more accurately follow AB1522. Pearl is completing spreadsheet, which will be given to employees with paychecks.
- .10 Pat is currently updating All Time Department Roster.
- .11 There are no updates on grant writers or helmet cam/social media policy.

b. Operations

- .01 Firefighters McCormack, Hill, Clark and Luera have completed probation. Firefighter Rodriguez has accepted a job offer with Aptos/La Selva F.P.D. He will be resigning his position as a Firefighter and as the Part Time Maintenance Worker on September 23rd. His position will need to be filled.
- .02 Several more hydrants and bridges have been added to Active 911.
- .03 District was approached by Woodside Fire to receive a reserve engine for \$1.00. It was determined to be an option and a staff report was prepared for the Board.

c. Maintenance

- .01 Seismic Upgrade – Flagpole was received. Santa Cruz County Planning approved handicapped parking space in front of station. Work is to be completed in September.
- .02 Repairs to 2111 spring brakes are completed. Additional repairs to 2136, 2110 and 2120 are also completed.
- .03 Annual hydrant maintenance has started.
- .04 There is no update on station electrical review.

d. Other

- .01 Chief attended the following meetings: Budget meeting with Presswood and Locatelli, Fire Prevention Officers, Netcom Task Team, Netcom Users, and two BCFD Board meetings.
- .02 He attended the deposition and mediation for Matthews suit.
- .03 Alan Goldwater, with Magic Sound, started analysis for acoustics in Hall.
- .04 Chief met with Jim Diaz and architects with Brookdale Inn and Spa to review Fire District's requirements. Permits to be issued soon.
- .05 He prepared and made presentation to line personnel for Measure N.
- .06 The DMV Pull Program, lost with the office flooding, is back up and running. Thanks to BC Wise and Pearl Vickers for finishing project.
- .07 Chief completed defensible space inspection at 125 Bar King Road, final inspection at 19515 Big Basin Way, building inspection at 280 Tinkers Trail, and rough sprinkler inspection at 224 Moon Drive.
- .08 Overhead projector was installed by CERT program and is now in service. Total cost to District is \$160.
- .09 Pearl completed research for disposal of expired medications, which we were able to dispose of at the Santa Cruz County transfer station hazardous materials section.
- .10 There are no updates on the storage container or the Facilities Planning Committee.

10. Adjournment to Closed Session


- .01 Fire Chief's Performance Review 2014-2015
- .02 Fire Chief's Performance Review 2015-2016
- .03 Fire Chief Contract
- .04 Personnel Matter

11. Reconvene to Open Session to report any actions taken.

- .01 The Board approved both of the Chief's Performance Reviews.

12. There being no further business, the meeting was adjourned at 12:00 noon.


Patsy Rae Johnson, Secretary


Rick Rogers, Chairman