

Boulder Creek Fire Protection District
Minutes of Board of Directors Meeting
February 14, 2017

1.0 Convene Meeting/Roll Call

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, February 14, 2017 at 9:05 a.m. Present were Chairman Rogers, Director Currier, Director Presswood, Director Robustelli, Chief McClish, Secretary Vickers and Director Locatelli arrived at 9:20 a.m.

2.0 Additions and Deletions to Agenda: None

3.0 Oral Communications: None

4.0 Approval of Minutes of Regular Board Meeting of January 10, 2017

Motion made by Dir. Presswood and seconded by Dir. Robustelli to approve minutes of January 10, 2017 as presented. The vote was unanimous with Dir. Locatelli absent.

5.0 Approval/Payment of Bill

Motion made by Dir. Robustelli and seconded by Dir. Currier to approve the bill list in the amount of \$48,799.85. This included \$23,122.83 in payroll and \$35,677.02. The vote was unanimous.

6.0 Correspondence

- .01 Chief McClish inquired as to what to do with Century 21's Form 1099. It will be retained for our auditor.
- .02 Newsletter from Toys for Tots which has our logo on it.

7.0 Unfinished Business

.01 LAFCO Letter

A draft letter was presented by the Chief for board review. Also presented were letters that other districts had written. Motion to approve the letter made by Dir. Robustelli and seconded by Dir. Presswood. The vote was unanimous.

.02 SLV Water District Pump Station

The septic tank was inspected and found to have a great deal of solids and grease in it. The tank will be put on an annual pump schedule. A recommendation was made to install a grease tank. A proposal will be put together for the costs.

.04 Approval of Resolution 17-02, A Resolution of the Boulder Creek Fire Protection District Certifying the Results of the Election on Measure N "Boulder Creek Fire Protection District Parcel Tax" as Being Approved by the Voters on November 8, 2016.

Motion made by Dir. Currier and seconded by Dir. Presswood to approve Resolution 17-02. The vote was unanimous.

.03 Apparatus Replacement Schedule

Current and revised replacement schedules were presented to the Board. The

Board decided to have a Special Board meeting dedicated to review the proposed schedule and budgeting to support the schedule.

.05 Approval of Resolution 17-03, Resolution Adopting Fire Chief's Revised 2017-2019 Employment Contract

Motion made by Dir. Robustelli and seconded by Dir. Presswood to approve Resolution 17-03. The vote was unanimous.

8.0 New Business

.01 Surplus Equipment- (1) Industrial Scientific TMX412 4 gas Monitor and old Avaya Phone System

Motion made by Dir. Locatelli and seconded by Dir. Presswood to surplus the equipment in accordance with the District's policies. The vote was unanimous.

.02 Reserve Policies

The Board discussed goals for reserve policies. Workers Compensation has a goal of \$250,000 and Building and Improvements has a goal of \$500,000. Dir. Rogers will draft a policy for goals.

.03 Revision to Policy P-019 Job Descriptions

The Board reviewed the current policy, which is in need of revising. Chief McClish recommended removing one of the Administrative Secretary descriptions and the Lieutenants description. Dir. Rogers also recommended adding the Special Projects Administrator description.

.04 Staff Report for Resolution 16-04 Resolution Ordering an Election

Requesting County Elections to Conduct and Election, and requesting Consolidation of the Elections and Resolution 16-04 Resolution to Surplus APN 081-331-02

A Staff Report was presented to the Board showing a clerical error had been made resulting in these two resolutions having the same number and recommending a change of number to one of them. This would be accomplished by adopting Resolution 16-04A, Resolution to Surplus APN 081-331-02.

.05 Resolution 16-04, Resolution to Surplus APN 081-331-02

Motion made by Dir. Robustelli and seconded by Dir. Presswood. The vote was unanimous.

.06 District Board Secretary

The Board discussed the Board Secretary position and reviewed Fire Protection District Law regarding Board Secretary position. Staff was directed to create a Resolution for next Board meeting.

.07 Discussion of Administrative Secretary wage and benefits. Dir. Rodgers will work on protocol with Chief McClish to create a process for wage increases and benefit changes.

9.0 Chief's Report

a. Administration

.01 Received license plates for 2131.

.02 Designed and acquired plaque for Pats retirement.

.03 Created draft LAFCO letter.

.04 Submitted documents to be reimbursed for VFA grant.

.05 Posted OSHA 300 Form.

.06 Updated policy P-019.

.07 Form 700's is due April First.

.08 Completed modifications to Chiefs contract and accompanying Resolution.

- .09 Ethics Training (Attachment)
- .10 Completed 6-month performance review of Administrative Secretary.
- .11 Completed advertising of 2131 with Brindlee Mountain (Attached).
- .12 Completed transitioning Administrative Secretary job duties between Vickers and Johnson.
- .13 Started compiling database for hydrants to import into Firehouse.
- .14 Grant writers – No update
- .15 Helmet cam/social media policy – No update

b. Operations

- .01 Assembled committee for Type 3 Spec. Had first meeting to set guidelines. Committee is working on requirements.
- .02 2136 involved in a minor accident. Claim filed with insurance company.
- .03 2152 repairs completed and back in service.
- .04 Repairs needed to several apparatus – 2136 foam system, 2111 pump panel lights and deficiencies from pump testing.
- .05 Throw ropes for water rescues and 2 MPD's added to 2111 and 2110.
- .06 During the storms units responded to several emergency incidents including a water rescue, tree into house, mudslide into house, several power lines down, trees down, road closures and mud slides. Currently have the following damaged roads: Bear Creek 2 slip outs, Hwy 9 South slip out, Hopkins Gulch slip out and large mudslide, road damage on Two Bar Rd, damage to Huckleberry Island bridge and compromised bridge abutment on Harmon Gulch.
- .07 Continue to provide sand and sandbags to the public. LED light conversion of all hand lights completed.

c. Maintenance

- .01 Hose testing completed this month.
- .02 Repaired electrical damage to office caused by rats.
- .03 Apparatus bay heater installation nearing completion.
- .04 Received notification that station phone system is obsolete and will no longer be serviced. Completed lease contract for new system and system installed. No additional costs for system.
- .05 Station Electrical Review – No Update

d. Other

- .01 Attended the following meetings – Netcom Task Team, District Council, EMSIA, County Chiefs, BCFD Officers and Social Dept.
- .02 Made presentation to Board of Supervisors to preserve existing lane of Bear Creek Rd. (Letter Attached)
- .03 Sprinkler inspection and final inspection 204 Moon Dr. and prebuild inspection Cheney WY.
- .04 Purchased equipment to take pictures to update picture board and ID cards. Received training from professional photographer to take pictures.
- .05 Attended annual Chiefs feed and first night of internship program.
- .06 Storage Container – No Update
- .07 Facilities Planning Committee – No Update

10.0 Committee Reports: None

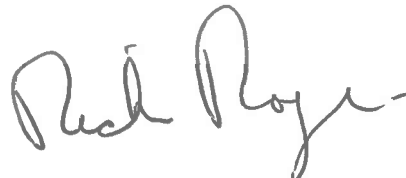
11.0 Closed Session
.01 Fire Chief Contract

12.0 Reconvene to Open
No reportable actions

13.0 Adjournment
Date was set for special board meeting to discuss the apparatus schedule for February 21, 2017. There being no further business, the meeting was adjourned at 11:20am



Pearl Vickers, Secretary



Rick Rogers, Chairman