Alpine Fire Protection District

Board of Directors

**REGULAR MEETING**

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

**TUESDAY, JULY 21, 2020 - 5:00 P.M.**

All exhibits described here are available for public inspection at the time and date as listed above or prior to such meeting when reports are ready in the fire station. Persons with a disability requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting may do so by contacting the Clerk of the Board at (619) 445-2635 during regular office hours. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

##### ATTENDANCE AT THE REGULAR MEETING

Board Members arriving after the meeting begins will be noted PRESENT at the point in which they arrive. Board Members leaving the meeting will be noted ABSENT at the point that they leave and PRESENT at the point they reenter the meeting.

**The meeting was called to order via teleconference at 5:11pm by Director Easterling in accordance with the Governor’s Executive Order N-25-20 issued on 03/12/2020. Roll call by Fire Chief Boggeln (filling in for Clerk of the Board). Directors in attendance telephonically: Easterling, Mann, Price, Willis. Director Taylor along with Fire Chief Brian Boggeln and Legal Counsel Steve Fitch attended in-person.**

##### APPROVAL OF AGENDA

**Motion to approve agenda as submitted.**

**(M/Mann; 2nd/Price; Approved 5-0)**

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

##### APPROVAL OF MINUTES

##### Approval of the Minutes of Regular Meeting June 16, 2020 (pgs. 3-6)

**Motion to approve minutes as submitted.**

**(M/Willis; 2nd/Mann; Approved 5-0)**

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

1. **PUBLIC HEARING ON AGENDA ITEMS**

The public may comment on any matter on the agenda at this time or may request of the Board that public comment be heard immediately prior to the Board taking action on a particular item. If there are no requests for further public comment on a particular matter then this portion of the agenda shall conclude public comment on all agenda items.

**Read. No public comments submitted.**

1. DISCUSSION – POSSIBLE ACTION ITEMS
2. Resolution 20/21-01 – Establishing Committed Fund Balances for FY20/21. Discussion/Action/Roll Call Vote. To approve and adopt annual Resolution 20/21-01 establishing committed fund balances for FY20/21. (Staff Report pg. 7) (Resolution pgs. 8-9)

Motion to approve and adopt Resolution 20/21-01 as submitted.

(M/Taylor; 2nd/Willis; Approved 5-0)

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

1. Final Budget FY 2020/2021 – First Hearing. Hearing Only / Discussion.

(Budget pgs. 10-22) (Changes pg. 21)

Hearing/Discussion only. Fire Chief Boggeln clarified questions posed by the Board.

1. CONSENT CALENDAR
2. Financial Reports – June 2020 (pgs. 23-44)
3. Employee Reimbursement Report – June 2020 (pg. 45)
4. Cash Flow as of June 2020 (pg. 46-47)
5. Investment Portfolio June 2020 (pg. 48)

**Motion to approve the consent calendar as presented.**

**(M/Willis; 2nd/Mann; Approved 5-0)**

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

1. REPORTS – Information Only
2. Fire Chief (pgs. 49-50)

**Fire Chief Boggeln updated the Board on the impact of Covid-19.**

1. Fire Marshal – June 2020 (pg. 51)

**Report acknowledged.**

1. Local 2638

**Firefighter Ozbirn provided an update to the Board. The Annual Open House has been postponed due to Covid-19. FF Ozbirn conveyed the Locals’ gratitude to the Fire Chief for a job well done. Director Willis inquired how PPE supplies were doing.**

1. Board or Staff Committee Reports (HCFA, HTFA, FAIRA, PASIS, et. al)

**Director Willis updated the Board on the HTFA Commission meeting he telephonically attended. An employment agreement was ratified by the Commission with the Training Manager.**

1. Fire Statistics by Incident Type for prior month – June 2020 (pg. 52)

**Report Acknowledged.**

1. Grant Update (pgs. 53-55)

**Fire Marshal McBroom provided an update for the Board on a new grant that was submitted on 07/15/2020.**

1. PUBLIC DISCUSSION

In accordance with state law, an item not on the agenda may be brought forth by the general public for discussion. No action or discussion shall be undertaken, except that members of the board may briefly respond to statements or questions posed by the general public. In addition, on their own initiative or in response to questions posed by the public, the board members may ask a question for clarification; provide a reference to staff or other resources for factual information or request staff to report back to the board at a subsequent meeting concerning any matter. Furthermore, a member of the Board may take action to direct staff to place a matter of business on a future agenda.

**Read. No public comments submitted.**

1. **DIRECTOR’S REPORTS**

Items or reports from Board Members not printed on the Agenda may not be discussed by the Board, but if appropriate, will be placed on a future Agenda.

**Easterling: No report.**

**Mann: No report.**

**Price: No report.**

**Taylor: No report.**

**Willis: Thanked the Fire Chief for his performance over the last 7-months. Commented on the low death rate due to Covid-19.**

* **5:34pm – Adjourned to Closed Session**

1. **CLOSED SESSION**

**a) California Government Code §54957.6**

**CONFERENCE WITH NEGOTIATORS**

Title: Public Employee Performance Evaluation: Administrative Director

* **5:40pm – Reconvened to Open Session; Direction given, no action taken.**

1. DISCUSSION – POSSIBLE ACTION ITEMS

1. Ratification of Job Description for the Payroll & Accounting Specialist.

Discussion/ Action. To review and ratify the job description for the full-time Payroll & Accounting Specialist. (pgs. 56-60)

Discussion by Director Taylor that the Job Description reinforces that a Bachelors’ Degree is preferred.

Motion to approve Policy 2010 Personnel Job Description-Payroll & Accounting Specialist with the addition of Fire Chief as Supervisor when Administrative Director absent.

(M/Taylor; 2nd/Mann; Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)

1. ADJOURNMENT

Motion to adjourn at 5:51pm.

(M/Willis; 2nd/Price; Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)

***NOTIFICATION OF NEXT MEETINGS***

**Next regular meeting will be held:**

August 18, 2020 at 5:00 p.m.

Alpine Fire Station 17, (Meeting Room)

1364 Tavern Road, Alpine, CA 91901

**Minutes Approved:**

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Board Secretary Date