



ALPINE FIRE PROTECTION DISTRICT

MINUTES

DIRECTOR EASTERLING
DIRECTOR MANN
DIRECTOR PRICE
DIRECTOR TAYLOR
DIRECTOR WILLIS

TUESDAY
NOVEMBER 17, 2020
5:00 P.M.

FIRE CHIEF BRIAN BOGGEIN
CLERK OF BOARD ERIN SCHICK

FIRE STATION 17 MEETING ROOM
1364 TAVERN ROAD
ALPINE, CA 91901

All exhibits described here are available for public inspection at the time and date listed above or prior to such meeting when reports are ready in the administrative office. 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 ensure accessibility to the meeting.

1) CALL TO ORDER AND DETERMINATION OF A QUORUM

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 5:00pm by Director Easterling in accordance with the Governor's Executive Order N-25-20 issued on 3/12/2020. Roll call by Fire Chief Brian Boggeln. Directors in attendance telephonically: Easterling, Mann, Price, Taylor, and Willis. Also present, Local 2638 Representative Shane Ozbirn, Legal Counsel Steve Fitch, Clerk of the Board Erin Schick, and Payroll and Accounting Specialist Debbie Pinhero.

2) APPROVAL OF AGENDA

Motion to approve the agenda as submitted.

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

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

3) APPROVAL OF MINUTES

3.1 – Approval of Minutes of Regular Meeting – October 20, 2020 (pgs. 4-6)

Motion to approve the minutes as submitted.

(M/Price 2nd/Easterling Approved 5-0)

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

4) 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 comment.**

5) DISCUSSION – POSSIBLE ACTION ITEMS

5.1 – Policy #2009 – Personnel Job Description – Administrative Assistant
(Discussion/Action) - Review and approve Policy #2009. (pgs.7-10)

Motion to approve and adopt Policy #2009 with the changes that the candidate must either possess a High School Diploma, or a GED with 80 hours of Administrative Assistant classes. Also to add that it is highly desirable for the candidate to be bilingual in English and Spanish.

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

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

5.2 – Emergency Repairs to Fire Sprinkler Suppression System

(Discussion Only) – Repairs for a water leak in the fire sprinkler system. The leak is located in the driveway along the west side of the fire station under the concrete.

Fire Chief Boggeln explained that the fire sprinkler system is currently shut off and that they are working on getting three quotes for the repair.

6) CONSENT CALENDAR

6.1 – Financial Reports (pgs.11-31)

6.2 – Employee Reimbursement Report (pgs.32)

6.3 – Cash Flow Report (pgs.33-34)

6.4 – Investment Portfolio Report (pg.35)

Motion to approve Consent Calendar as submitted.

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

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

7) REPORTS – INFORMATION ONLY

7.1 – Fire Chief (pg.36)

Fire Chief Boggeln gave an update on Covid-19, with an increase in cases throughout the county. One employee tested positive and they are under quarantine at home, it was non work related. Fiscal year 2019/2020 audit is underway. Jean Moore has been working on it with the auditor. FDAC-EBA elected Fire Chief Boggeln as Secretary Treasurer. The concrete project, advertised as RFP, closes December 3rd. Hoping by December Board Meeting there will be options for contractors. A couple weeks ago A-Shift took out a half-acre grass fire in-between Arnold Way and Alpine Boulevard on one of the side streets. For the first time in 5 months, every employee is back from assignments.

7.2 – Fire Marshal

No update.

7.3 – Local 2638

No update.



7.4 – Board or Staff Committee Reports (HCFA, HFTA, FAIRA, PASIS, et. al)

No update.

7.5 – Grant Update (pg.37)

No update.

8) 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 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 comment and have not received any emails of public comment.**

9) SPECIAL PRESENTATION

The Fire Chief and Board of Directors will recognize Director Jim Mann for his years of service to the Alpine Fire Protection District. **Fire Chief Boggeln acknowledged and thanked Director Mann on his 8 years in service for the District and the community, as well as representing the district as a Heartland Training Commissioner.**

10) 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: No report.

11) ADJOURNMENT

Motion to adjourn at 5:17 pm

(M/Price 2nd/Easterling Approved 5-0)

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

Nay (0); Abstaining (0); Absent (0)

NOTIFICATION OF NEXT MEETING

Next regular meeting will be held:

December 15, 2020 at 5:00 p.m.

Alpine Fire Station 17 (meeting room)

1364 Tavern Road, Alpine CA 91901



Minutes Approved:

P. H. P. R.

Board Secretary

11-17-20

Date