



# MINUTES

## ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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

**TUESDAY, AUGUST 18, 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.

### 1) 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 5:00pm by Director Easterling in accordance with the Governor's Executive Order N-25-20 issued on 3/12/2020. Roll call by Fire Chief Boggeln (filling in for Clerk of the Board). Directors in attendance telephonically: Easterling, Mann, Price, Taylor, and Willis. Also, present Fire Chief Brian Boggeln, Legal Counsel Steve Fitch and Fire Marshal Jason McBroom.

### 2) APPROVAL OF AGENDA

Motion to approve the agenda as submitted

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

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

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

### 3) APPROVAL OF MINUTES

1. Approval of the Minutes of Regular Meeting July 21, 2020 (pgs. 4-7)

Motion to approve the minutes as submitted

(M/Mann 2<sup>nd</sup>/Willis 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

# MINUTES

## 1. Appointment of Representatives and Committee Representatives (PASIS, FDAC-EBA)

### PASIS (Public Agency Self Insurance System)

Primary Rep.: Admin Director Caccavo

Alternate Rep.: Fire Chief Boggeln

Fire Chief Boggeln

Director Taylor

### FDAC-EBA (Fire Districts Association of California – Employee Benefits Association)

Primary Rep.: Admin Director Caccavo

Alternate Rep.: Fire Chief Boggeln

Fire Chief Boggeln

Director Willis

**Motion to appoint Fire Chief Boggeln as Primary Representative to PASIS (Public Agency Self Insurance System) and FDAC-EBA (Fire Districts Association of California-Employee Benefits Association).**

**(M/Willis 2<sup>nd</sup>/Easterling Approved 5-0)**

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

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

**Motion to appoint Director Taylor as Alternate Representative to PASIS (Public Agency Self Insurance System) and appoint Director Willis as Alternate Representative to FDAC-EBA (Fire Districts Association of California- Employee Benefits Association).**

**(M/Mann 2<sup>nd</sup>/Easterling Approved 5-0)**

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

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

## 2. Final Budget FY 2020/2021 – Second Hearing. Hearing Only/Discussion.

(Budget pgs. 7-17) (Changes pg. 16)

**Director Willis raised question where the surplus funds are and Fire Chief Boggeln pointed to page 16 to review current numbers. Legal Counsel Fitch advised the funds in question are not surplus funds but instead committed funds based on prior Board of Director resolutions.**

## 3. Budget Adjustments FY 2019/2020. Discussion/Action.

Make final adjustments to prior fiscal year budget to comply with audit requirements.

(Staff Report pg. 18)(Adjustments pgs. 19-22)

Fire Chief Boggeln explained an updated regarding the moved funds to corrected categories.

**Motion to approve the adjustments.**

**(M/Taylor 2<sup>nd</sup>/Easterling Approved 5-0)**

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

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

## 4. Review and Approve Policy #5001 – CAL CARD Purchasing Policy. Discussion/Action.

(pgs. 23-33)

Fire Chief Boggeln gave an update on current policy and what the key changes were to the revised policy. Captains now have access to a CAL CARD with limits. Fire Chief Boggeln would be able to adjust if necessary to increase spending limits over the phone with the bank in the case of a strike team or other abnormal situation. Fire Chief Boggeln assured the Board of Directors of the safe guards in place to hold those accountable for over or making unapproved purchases. Director Willis provided comment on acknowledging those safe guards. Director Taylor had 2 questions;

## MINUTES

the first question was regarding the approval amounts and if the current limit was enough. Fire Chief Boggeln responded that he will be going through and reviewing and updating all policies in 2021 and revisions will be made if needed then. Legal Counsel Fitch assured Director Taylor about the amounts for cards and the caution in competitive bidding. The second question from Director Taylor was in regards to the approval process of Fire Chief purchases and use of CAL CARD. Fire Chief Boggeln explained that the spending it is submitted each month in the board packet in the financial reports. Fire Chief Boggeln finished with comment that all users of the cards are required to sign the policy acknowledging the policy and its use.

Motion to approve the policy as submitted.

**(M/Willis 2<sup>nd</sup>/Taylor Approved 5-0)**

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

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

5. **Resolution 20/21-02: A Resolution of the Board of Directors of the Alpine Fire Protection District Authorizing Agents to Execute for and on Behalf of the District in Regards to Federal Financial Assistance from the Department of Homeland Security. Discussion/Action.** (pgs. 34)

Fire Chief Boggeln explained the annual resolution authorizing Fire Chief and Admin Director to submit grants for federal projects.

Motion to approve Resolution 20/21-02 as submitted.

**(M/Mann 2<sup>nd</sup>/Willis Approved 5-0)**

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

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

### 6) CONSENT CALENDAR

1. Financial Reports – July 2020 (pgs. 35-52)
2. Employee Reimbursement Report – July 2020 (pg. 53)
3. Cash Flow as of July 2020 (pg.54-55)
4. Investment Portfolio June 2020 (pg. 56)

Motion to approve Consent Calendar as submitted.

**(M/Price 2<sup>nd</sup>/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

1. Fire Chief (pgs. 57-58)

Fire Chief Boggeln gave update on Fire Fighter Laff and Ozbirn celebrated 5 years with the District. Captain Dotson was deployed on an overhead assignment to a fire in Northern California and will be gone for possibly two weeks. Within the last hour, Fire Chief Boggeln was called as a Strike Team Leader and Engine 17 will be heading out to a fire in North County. There was a question regarding an update on Covid-19 cases in Alpine and Fire Chief Boggeln reports the numbers remain at about 100 cases in Alpine, supplies are steady and the crew at the station is in good health. Director Taylor commented on the mutual aid program and commended Fire Chief Boggeln on his efforts as a Strike Team Leader for the Apple Fire and willingness to send our engine and crews to assist. Fire Chief Boggeln also reported on a semi-

## MINUTES

truck fire on Wednesday that extended to some brush but was quickly put out as well as a series of fires on Thursday along the freeway near Victoria Drive.

2. Fire Marshal – July 2020 (pg.59)

**Fire Marshal McBroom gave update on online burn permits and continued weed abatement notices. No questions.**

3. Local 2638

**No report.**

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

**No reports.**

5. Fire Statistics by Incident Type for prior month – July 2020 (pg. 60)

**No questions.**

6. Grant Update (pgs.61-63)

**Fire Chief Boggeln gave update on SHGP grant and approval for web gear and partial radios.**

### 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 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 comment.**

### 9) 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.**

- 5:30pm adjourned to Closed Session

### 10) CLOSED SESSION

a) California Government Code §54957.6

#### CONFERENCE WITH NEGOTIATORS

Title: Public Employee Performance Evaluation: Payroll and Accounting Specialist

b) California Government Code §54957.6

#### CONFERENCE WITH NEGOTIATORS

Title: Non-Safety Employees Compensation Range and Benefit Package

- **5:36pm** reconvened to Open Session  
**Directions given, no action taken.**

## MINUTES

- 11) Approve Changes to the Compensation Range and Benefit Package for Alpine Fire Protection District Non-Safety Employees. Discussion/Action. (pgs. 64-71)

Motion to approve changes as submitted with amended pronouns to make gender neutral and administrative changes as proposed by Fire Chief Boggeln.

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

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

- 12) ADJOURNMENT

Motion to adjourn at 5:40pm

(M/Mann 2<sup>nd</sup>/Taylor 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:

September 15, 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

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Date