

**BRANCIFORTE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
REGULAR MEETING**

MINUTES

Thursday, July 16, 2015 7:00 P.M.

Branciforte Fire Station
2711 Branciforte Drive
Santa Cruz, CA 95065

This Agenda was posted for Public Review at:

Branciforte Fire Station
2711 Branciforte Dr.

Branciforte Fire Station #2
310 Rider Ridge Rd.

Happy Valley School
3125 Branciforte Dr.

Welcome to the Branciforte Fire Protection District Board meeting. The Chairman of the Board of Directors will invite your comments regarding any item listed on our open session agenda. The Chairman may request that comments be limited to three (3) minutes for any item NOT listed on the agenda. The Brown Act prohibits the Fire Board from taking any action not listed in the agenda.

1.0 CALL TO ORDER – Meeting called to order at 7:10.

2.0 ROLL CALL – Members present: Peter Vannerus, Ben Cahill, Dick Landon.

Members absent: Ryan Torchio, Kurt Myer.

Michelle McKinney, Superintendent/Principal at Happy Valley School read her letter that she sent to the Board about the school districts previous similar problems, the school's deep appreciation of the Fire District, and her willingness to help within the community to keep the Fire District in Branciforte.

3.0 COMMUNICATIONS FROM/TO FIRE DEPARTMENT AND PUBLIC

1.1. ORAL COMMUNICATIONS

1.2. WRITTEN COMMUNICATIONS---SENT

1.3. WRITTEN COMMUNICATIONS---RECEIVED

3.3a FAIRA: General manager retired, Assistant moved up.

3.3b CalPERS: Website update.

3.3c CalPERS: Modifications to text on proposed relations.

3.3d County of Santa Cruz: Santa Cruz Mountains Challenge Bike Ride. August 25th affecting traffic in the area.

3.3e CCCIT: \$200 bill to secure their services for the 2015/16 year.

4.0 ADDITIONS/DELETIONS TO THE REGULAR AGENDA

ADDITIONS TO THE AGENDA, if any, may be made in accordance with Section 54954.2 of the government Code Ralph M. Brown Act) which includes, but is not limited To, additions for which the need to be take action is declared to have arisen after the Agenda was posted, as determined by a two-thirds vote of the Board (or if less than two-thirds of the members are present, a unanimous vote of those members present).

- 5.0. APPROVAL OF MINUTES** Dick Landon made comments on the impact of Workman's Comp on the District from the meeting. Questions were asked about the public being able to see the minutes. Motion to approve the minutes of the last meeting was made by Landon and seconded by Cahill. Motion approved by all present.

Minutes for the Special Meeting, Wednesday, June 24th adopt a negative preliminary budget. Motion to approve corrected Special meeting minutes by Cahill and seconded by Landon. Motion approved by all present.

6.0 CONSENT AGENDA & ROUTINE REPORTS

The Fire District considers ALL MATTERS UNDER "CONSENT AGENDA" to be routine and will be enacted in one motion by the Board of Directors in the form listed below. There will be no separate discussion on these items unless a member of the Board or the public requests such a review.

ROUTINE MONTHLY REPORTS

6.1. STAFF REPORTS

- 6.1.a. MEETINGS - Verbal Report
- 6.1.b. FIRE PREVENTION REPORT - Cal Fire doing LE 100s.
- 6.1.c. INCIDENT REPORT - There were eight calls last month.
- 6.1.d. TRAINING REPORT - There were 21 training sessions last month.
- 6.1.e. APPARATUS MAINTENANCE REPORT
- 6.1.f. STATION FILL PARTICIPATION REPORT – It was 55%, Landon comments still not good participation. Letters to the volunteers will go out for quarterly evaluations.

6.2. FINANCIAL REPORT'S

- 6.2.a. EXPENDITURES, SANTA CRUZ COUNTY REPORT
- 6.2.b. CLAIMS BY SUB-OBJECT – Expenses were discussed, group insurance and professional services, the lawyers bill for the investigation was discussed.
- 6.2.c. CLAIMS PAID
- 6.2.d. DEPOSITS – no deposits.
- 6.2.e. PAYROLL
- 6.2.f. OVERTIME SUMMARY – There was a discussion about overtime being high due to Fort Hunter-Liggett training, and County-wide training to prepare for the wild land fire season.
- 6.2.g. PROPANE PURCHASE REPORT
- 6.2.h. ELECTRICITY USE REPORT
- 6.2.i. APPARATUS FUEL REPORT

7. APPROVAL OF BILLS AND CONSENT AGENDA

Monthly approval of bills and consent agenda – Motion to approve the consent agenda and to pay the bills as made by Landon and seconded by Cahill. Motion approved by all present.

8.0. ITEMS REMOVED FROM CONSENT AGENDA

9. UNFINISHED BUSINESS

9.1 Station Addition – Chief stated that Robert Bixby was going to do the electrical, and that they needed a materials list. There was a discussion about building costs, and finishing the construction.

10. NEW BUSINESS

10.1 Grand Jury Report – The Board needs to respond to the Grand Jury on four findings and a recommendation. After discussion all agree on F1, all agree on F2, all partially agree on F9, all agree on F10. The recommendation that Branciforte negotiate with Scotts Valley for the provision of managerial oversight and operations was that additional analysis was needed. A discussion committee was set up of Chair and Vice-chair to meet with Scotts Valley. A motion was made to set up this committee by Landon and seconded by Cahill. Motion approved by all present. Transcript available for all discussion.

10.2 Open Forum Meeting – Angie Lackey was thanked for providing a meeting summary of the Open Forum on July 6th. No minutes ready to be approved. Lengthy discussion ensued with the main points being: open communication to the entire community, and forming a small community group to work with the Board, and another community group for communications. Transcript available for all discussion.

10.3 Budget Balancing Options – Options to balance the budget were discussed at length. The amount needed was discussed, an estimated number was \$125,000. Options were simple fundraising by donation, and an increase in property tax by election. Neil Austin brought a pro forma budget analysis projected through the next five years that was passed out and discussed. A sustainable budget was determined to be important, with comments about the reserve that is needed. There were discussions on getting a loan if needed, the structure of the department in terms of coverage, and the geography and make-up of the district requiring that the fire department needs to remain here. Transcript available for all discussion.

11. STANDING REPORTS

BOARD INQUIRY: ANY BOARD MEMBER MAY REQUEST THAT STAFF REPORT ON THE STATUS OF OPERATIONAL OR ADMINISTRATIVE ACTIVITIES OR PROGRAMS.

**11.1. CHIEFS' REPORT BY FIRE CHIEF PAT O'CONNELL
REGARDING VARIOUS OPERATIONAL AND
ADMINISTRATIVE MATTERS**

– The Chief reported a lot of training and drills continuing. There was a donation of equipment through a grant from the Fire Safe Council to be used for vegetation clearing projects.

1.2. SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP

1.3. LAFCO REPORT

12.0. GOOD OF THE ORDER

Condolences will be sent out to the family of Dart Keech, and the family of Leah Downey, on behalf of the fire department. Both were strong supporters of the Fire District over the years and were very much appreciated.

13.0. CONVENE CLOSED SESSION

No closed session was called for.

CLOSED SESSION

Govt. Code Section 54956.9(b)(3)(C)—Potential Litigation, alleged Labor Code Violations, alleged Breach of Contract, alleged Misuse of Public Funds

CLOSED SESSION NOTE: At any time during the regular session, the Board may Adjourn to a closed session to consider Oland negotiations, litigation, personnel matters, to discuss legal matters with counsel, the attorney-client privilege, or to discuss other matters as authorized by Government Code Sections 54956.7, 54956.8, 54956.9, 54956.95, and 54957. , 54957.6 and 54957.8. Of the Ralph M. Brown Act, unless authorized by the

preceding Sections or elsewhere in the Ralph N. Brown Act, being Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of the Title 5 of the Government Code of the State of California, no other matters may be discussed in Closed Session.

14.0. ADJOURN MEETING - The next meeting will be August 20th at 7:00. The meeting was adjourned at 9:20 pm.



Branciforte Fire Protection District
2711 Branciforte Drive, Santa Cruz, CA 95065, 831-423-8856
<http://www.branciforte-fire.com>

September 18, 2015

Response to the Grand Jury Report:

Recommendations

Recommendation 6: Branciforte Fire Protection District should negotiate with Scotts Valley Fire Protection District for the provision of managerial oversight of administration and operations by Scotts Valley.

HAS BEEN IMPLEMENTED

HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE

- indicate timeframe below

REQUIRES FURTHER ANALYSIS - explain scope and timeframe below (not to exceed six months)

WILL NOT BE IMPLEMENTED - explain below

Response summary, timeframe or explanation:

The Branciforte Fire Protection District Board of Directors signed a Managerial Services Agreement with Scotts Vally at our next Board of Directors meeting on September 17th 2015. The administration and operations by Scotts Valley FPD for the Branciforte FPD will begin on October 1 2015.

Pat O'Connell
Fire Chief
831 423-8856