

**FAIRVIEW FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, MAY 22, 2017  
FIRE STATION, 25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE.**

The meeting was called to order by Board President Leslie West at 7:04 p.m. Director Michael Justice led the pledge of allegiance.

**2. ROLL CALL**

Board members present: Leslie West, Michael Justice, Melissa Dimic, Mark McDaniel.

Board members absent: Sarah Choi

In addition, the following staff members were present: Fire Chief Garret Contreras, Deputy Chief Scott Anderson, Tara Reyes, Todd Strojny, Interim General Manager Michael Preston, General Counsel Mary Hernández of Garcia Hernandez Sawhney, LLP.

**3. WELCOME**

President Leslie West stated if anyone wished to speak on an item that appears on the agenda, they should complete a speaker card and submit it to the President. The President would call the speaker when the agenda item being considered. The speaker should state his/her name and address for the record. Each speaker is allowed (3) minutes.

**4. PUBLIC COMMENT PERIOD**

No public comments were made.

**5. MESSAGE FROM THE PRESIDENT**

President Leslie West thanked and recognized directors for the very active role all Board members have been playing. Also, recognized the work of Interim General Manager Mike Preston and Fire Chief and his staff.

**6. FIRE CHIEF'S REPORT**

Fire Chief Contreras provided his report and took questions from the Board and General Manager.

**7. KO FFPD WEBSITE PRESENTATION**

Ken O'Donnell of K.O. walked the Board through the new webpage which is work in progress and received input and direction from the Board and Interim General Manager. The Board consensus was to work toward a July 1, 2017 launch date. Directors Melissa Dimic and Mark McDaniel offered to work as an ad hoc committee with Mike Preston on this project.

**8. DRAFT WEB SITE DESIGN CONSIDERATION OF SITE HOSTING**

**President West moved to motion to have K.O. do site hosting at \$450 annually (with the first year free). Director Justice seconded the motion. The motion carried unanimously by the directors present.**

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**

9. **ADOPT PRELIMINARY FY 17/18 BUDGET**

Todd Strojny and Mike Preston walked the Board through the preliminary budget and Board provided input and direction on various line items.

**President West moved to motion to adopt Preliminary Budget with changes as directed by the Board; Director Mark McDaniel seconded; carried unanimously by the directors present.**

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**

Staff will publish the Preliminary Budget as required. Director Dimic will look over before it is published.

10. **RESOLUTION ELECTING TO SELF-INSURE**

**President West moved to approve the Resolution Electing to Self-Insure. Director Melissa Dimic seconded the motion. The motion carried unanimously by the directors present.**

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**

11. **UPDATE ON NEGOTIATIONS WITH CITY**

Board received an updated from Interim General Manager Mike Preston and Ad Hoc Committee member Mark McDaniel. Still waiting for review by City Attorney's office. Goal to bring final agreement back on July 31, 2017.

12. **GENERAL MANGER'S REPORT**

Mike Preston presented his report and took questions from the Board.

13. **ANNUAL STRATEGIC PLAN UPDATE**

Interim General Manager Mike Preston presented an update on goals accomplished to date from the Strategic Plan and areas still in progress. Interim General Manager Mike Preston provided a Strategic Plan Priorities Worksheet so that the Board can adopt new goals and priorities for FY 17/18 at its regular meeting in July.

14. **FFPD FINANCIAL UPDATE**

Mike Preston provided an update to the Board on the state of FFPD's finances.

15. **BOARD MOTIONS AND APPROVAL**

**Director McDaniel moved to approve meeting minutes for March 27, 2017 and April 10, 2017 with his minor corrections. President West seconded the motion and it carried unanimously by the directors present.**

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**

16. **MEETING ACTIONS ITEMS SUMMARY**

- Mike Preston will work with subcommittee for Website in order to achieve July 1<sup>st</sup> launch
- Mike Preston will advise K.O. on the web hosting
- Mike Preston will review potential Firewise projects
- Mike Preston will prepare a Preliminary Budget per Board's direction and consult with Board Treasurer before posting; Tara Reyes to post in compliance with law
- Mike Preston will connect with City Manager to ensure the contract language gets finalized
- Mike Preston and Board President West to get workers comp resolution signed and notarized
- Board members will work on Strategic Plan Priorities Worksheet
- Board President West to review Mike Preston's business report for April

17. **COMMENTS BY BOARD MEMBERS**

No comments were made.

18. **AGENDA ITEMS FOR NEXT BOARD MEETING**

- Adopt Strategic Plan Goals and Priorities for the 17/18 fiscal year
- Hearing/Final Adoption of FY 17/18 Budget
- Approval of Contract with City of Hayward in Connection with Fire Services Contract
- Business Cards
- Open House Planning
- Firewise Projects
- General Manager Contract

19. **ADJOURN TO CLOSED SESSION**

After taking public comment on the closed session agenda items, the Board adjourned into closed session.

20. **RECONVENE TO OPEN SESSION**

Board President West reported on action taken in closed session. The Board voted to appoint Mike Preston as General Manager for Fiscal Year 17/18 contingent on approval of a new contract.

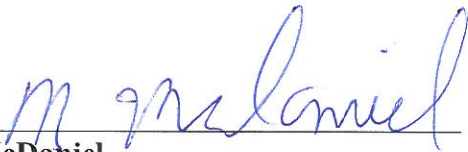
**Director Justice made the motion to approve Mike Preston as General Manager for the fiscal year 17/18 contingent on negotiation and approval of a new contract. The motion was seconded by Director McDaniel and it was unanimously carried by the directors present.**

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**

21. **ADJOURMENT**

Director McDaniel made a motion to adjourn, the motion was seconded by Director Michael Justice, and it was unanimously carried by the directors present at 10:41 p.m.

**AYES 4 (West, Justice, Dimic, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0**



**Mark McDaniel,  
Secretary of the Board of Directors,  
Fairview Fire Protection District**