

**FAIRVIEW FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, JULY 31, 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 approximately 7:05 p.m. Director Michael Justice led the pledge of allegiance.

2. ROLL CALL

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

In addition, the following staff members were present: Deputy Chief Scott Anderson, Tara Reyes, Todd Strojny, 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 welcomed everyone and provided highlights of activities since the last meeting.

6. FIRE CHIEF'S REPORT

Deputy Chief Scott Anderson presented the report on behalf of Fire Chief Contreras and took questions from the Board and General Manager.

7. 2016/2017 BUDGET YEAR END REPORT

Todd Strojny provided a report to the Board on actual expenditures and revenues for year-end as compared to the adopted amounts and took questions from the Board.

8. ADOPTION OF 2017/2018 PROPOSED FINAL BUDGET

President West opened a public hearing on the Proposed Final Budget and called for comments. The public hearing was closed and the Board held discussions.

President West made a motion to adopt the Proposed Final Budget for 2017/2018; Director Justice seconded; carried unanimously by the directors.

AYES 5 (West, Justice, Dimic, McDaniel, Choi), ABSENT 0, NOES 0, ABSTAIN 0

9. **RESOLUTION 2017-03 TO APPROVE ANNUAL CPI INCREASE OF PARAMEDIC SPECIAL TAX**

President West made a motion to adopt Resolution 2017-03 Annual CPI Increase of Paramedic Special Tax; Director Mark McDaniel seconded; carried unanimously by the directors.

AYES 5 (West, Justice, Dimic, McDaniel, Choi), ABSENT 0, NOES 0, ABSTAIN 0

10. **RESOLUTION 2017-22 CONTRACT FOR SERVICE WITH CITY OF HAYWARD**

General Manager Preston presented changes to the Contract Services negotiated by the Ad Hoc Board Committee. After discussions, the Board provided direction on final changes to language in the Contract. The Board directed General Counsel, Mary Hernandez, to make final edits and to work with General Manager to negotiate final updates to Insurance provisions of the contract and bring the final contract to the Board in September.

11. **FAIRVIEW FIRE PROTECTION OPEN HOUSE PLANNING**

The Board discussed the date and time of September 21, 2017 from 3:00 - 7:00 p.m. The Board discussed other details and logistics with Hayward Fire District and General Manager Preston. The Board gave direction for General Manager Preston to pursue food and beverages options for the event with a budget of \$1,500. Director Dimic and Justice volunteered to form an Ad Hoc committee to assist General Manager Preston in finalization of the plan.

12. **APPROVAL OF GENERAL MANGER'S EMPLOYMENT AGREEMENT**

The Board held discussions regarding the employment agreement prepared by the Board Ad Hoc Committee.

Director Choi made a motion to approve the General Manager Employment Agreement; President West seconded; carried unanimously by the directors.

AYES 5 (West, Justice, Dimic, McDaniel, Choi), ABSENT 0, NOES 0, ABSTAIN 0

13. **STRATEGIC PLAN UPDATE**

President West led a discussion of items accomplished in the Strategic Plan. The Board provided direction to General Manager Preston to prepare a summary of the strategic plan accomplishments to be shared with constituents in a Fairview Fire Protection District newsletter or other communication.

14. **GENERAL MANAGER'S REPORT**

General Manager Preston provided a report to the Board and answered questions. General Manager Preston provided information on business cards follow up. An Ad Hoc Committee of

Director Dimic and President West will work with General Manager Preston on business card concepts.

15. **FAIRVIEW FIRE PROTECTION DISTRICT FINANCIAL UPDATE**

The Board reviewed cash balances.

16. **FAIRVIEW FIRE PROTECTION DISTRICT BOARD TRAINING SESSIONS AND DEVELOPMENT OPPORTUNITIES**

The Board discussed development opportunities for the Board and General Manager Preston.

President West made a motion to approve registration fees and reasonable travel expenses for Director McDaniel to attend the upcoming Board Secretary-Clerk conference by California Special District Association. Director Justice seconded the motion and it carried unanimously by the directors.

AYES 5 (West, Justice, Dimic, McDaniel, Choi), ABSENT 0, NOES 0, ABSTAIN 0

17. **AGENDA FORMAT AND CHANGES**

Following Board discussion, the Board directed General Counsel, Mary Hernandez to recommend a new format for agendas as discussed by the Board and work with General Manager Preston to bring recommendations to the Board at the next regular meeting.

18. **BOARD MOTIONS AND APPROVAL**

President West made a motion to approve meeting minutes for May 22, 2017. Director McDaniel seconded the motion and Director Choi abstained. The motion carried with 4 Directors voting in favor.

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

19. **MEETING ACTIONS ITEMS SUMMARY**

- General Counsel, Mary Hernandez, will work with General Manager Preston to negotiate final version of Insurance provisions in Contract for Services with City of Hayward. General Counsel, Mary Hernandez, will make final edits to the Contract for Services with Hayward and bring Final contract to Board meeting in September.
- General Manager Preston will send final copy of his Employment Contract to Director Dimic so that she can ensure that payments from County are made appropriate.
- Directors Justice and Dimic will assist General Manager Preston in planning for Open House in September.
- General Manager Preston will put together a skeleton of a semi-annual newsletter which will include accomplishments related to Strategic Plan accomplishments.
- General Manager Preston will follow-up on Dolphin design business cards with Ad Hoc Committee members Melissa Dimic and Leslie West, including redesign of logo.

- General Counsel Mary Hernandez will recommend a new format for agendas as discussed by the Board and work with General Manager to bring recommendations to the Board at the next regular meeting.

20. **COMMENTS BY BOARD MEMBERS**

Director Justice updated the Board on his attendance at the stakeholder meeting.

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

- Contract for Services with City of Hayward
- Business Cards
- Agenda Format

22. **ADJOURNMENT**

President West made a motion to adjourn, the motion was seconded by Director Choi, and it was unanimously carried by the directors at 10:19 p.m.

AYES 5 (West, Justice, Dimic, McDaniel, Choi), ABSENT 0, NOES 0, ABSTAIN 0



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