

**FAIRVIEW FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, NOVEMBER 27, 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 President Leslie West at 7:07 p.m. Director Michael Justice led the pledge of allegiance.

2. ROLL CALL

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

In addition, the following staff members were present: Fire Chief Garrett Contreras, Hayward Fire Department Administrative Analyst Mary Thomas, General Manager Mike Preston and 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, he or she 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

Jim Evert and Tim Becker asked to comment regarding the egress and ingress issues at Lori Way and Thurston Court when the item comes up on the agenda during the meeting.

5. MESSAGE FROM THE PRESIDENT

President Leslie West welcomed everyone and provided comments on recent activities since the last meeting.

6. FIRE CHIEF'S REPORT

Fire Chief Contreras announced that the City of Hayward approved the new five-year agreement with Fairview Fire Protection District. Fire Chief Contreras also introduced Mary Thomas, the new Administrative Analyst, and then provided his report and answered questions.

After discussion of recommended Fire Wise projects, the Board directed the General Manager to work with the Fire Chief to set an appropriate date in February for a Community-At-Large meeting on general fire prevention and preparedness

7. FFPD FINANCIAL UPDATE

Board Treasurer Melissa Dimic reported on her review of the expenditures and cash report.

8. IPAD REPLACEMENT

The General Manager provided a report on options and the Board Members reviewed and discussed them.

President West made a motion to authorize purchase of iPads with Bluetooth keyboards for each Board Member along with Microsoft Office installed on all 5 iPads with a total amount not to exceed \$3,000.00; Director Dimic seconded the motion. The motion carried unanimously by the directors.

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

9. EGRESS AND INGRESS ISSUES AT LORI WAY AND THURSTON COURT

Community members Jim Evert and Tim Becker provided public comment on this item. General Manager Preston provided background information to the Board in connection with his research of the issue. Board President West mentioned that there are a number of gates in the FFPD community and asked Fire Chief to provide information on how gates are handled in an emergency. Fire Chief Contreras offered to look into an emergency route for this area and will provide a report at the next meeting. President West also recommended that this come up at the Fairview MAC.

10. REPORT ON OLD FIRE STATION INSPECTION

General Manager Preston reported on the inspection done with the Fire Chief and recommendations to the Board.

After Board discussion on the item, Director McDaniel moved to direct General Manager Preston to get bids for painting the old fire station, having the fire department sign removed, and removing debris; Director Dimic seconded the motion. The motion carried unanimously by the directors.

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

11. CPR UPDATE

The General Manager reported the options.

After Board discussion, President West moved to organize CPR classes using Hayward Fire Department staff through promotion at the February 2018 Community Meeting and in FFPD's newsletter. Director McDaniel seconded the motion. The motion carried unanimously by the directors.

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

12. CREDIT CARD ACQUISITION FOR MISCELLANEOUS PURCHASES

General Manager provided a report on options for participating in Cal-Card program.

Following discussion by the Board, Director Choi moved to participate in the Cal-Card program and direct Board President and General Manager to submit application documents and work with General Counsel to create policies. President West seconded the motion. The motion carried unanimously by the directors.

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

13. FINAL DRAFT OF BUSINESS CARDS AND LETTERHEAD

The General Manager presented business card and letterhead options for the Board. The Board discussed the samples and provided direction on edits needed.

Director Justice made a motion to approve the business card samples and letterhead presented with the changes agreed upon by the Board. Director McDaniel seconded the motion. The motion carried unanimously by the directors.

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

14. FAIRVIEW FIRE PROTECTION DISTRICT NEWSLETTER

The General Manager presented a draft newsletter to the Board. The Board was very pleased with the draft and offered comments. Directors West and McDaniel will work as an Ad Hoc with the General Manager to produce the final newsletter draft by December 8, 2017.

President West made a motion to approve production and mailing of the final newsletter in January 2018 with expenditures not to exceed \$3,500. Director McDaniel seconded the motion. The motion carried unanimously by the directors.

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

15. GENERAL MANAGER'S REPORT

The General Manager provided his report and answered questions. Discussions were held regarding recent changes in insurance coverages.

Director Choi made a motion to purchase Criminal Coverage of \$1,000,000 with \$1,200 two-year premium with \$2,500 deductible and to purchase "non-owned vehicle coverage" of \$1,000,000 for \$1,024 premium with a \$1000 deductible. Director McDaniel seconded the motion. The motion carried unanimously by the directors.

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

The Board discussed final LAFCO conditions relating to their adoption of a Coterminous Sphere of Influence and directed General Manager to produce a policy that reflects the Board's plan for evaluation of its fire services provider, with assistance from legal counsel as needed.

16. BOARD MOTIONS AND APPROVAL

President West made a motion to approve meeting minutes for September 25, 2017, regular meeting. Director McDaniel seconded the motion. The motion carried unanimously by the directors.

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

17. MEETING ACTIONS ITEMS SUMMARY

- General Manager and Board President to work with Fire Chief to pick date for Community-At-Large Meeting in February and CPR trainings in the Spring
- General Manager to purchase iPads for the Board
- General Manager to get bids for painting, sign, and debris removal for Old Fire Station
- General Manager to complete business cards and letterhead production
- General Manager and Ad Hoc Committee to finalize newsletter
- General Manager to get newsletter mailed out
- General Manager and General Counsel to work on credit card usage, fire services provider evaluation and reserve policies

18. COMMENTS BY BOARD MEMBERS

Director McDaniel reported on his participation in the ACSDA Board Secretary's Conference.

19. AGENDA ITEMS FOR NEXT BOARD MEETING

- Election of Officers
- Plans for Community-At-Large Meeting
- Egress and Ingress issue at Lori Way and Thurston Court
- Bids for painting, sign and debris removal for Old Fire Station
- Policy discussion, including: Credit Card Usage Policy, Fire Services Provider Evaluation Policy and Reserve Policy

20. ADJOURNMENT

President West moved to adjourn at 10:26 p.m. Director Dimic seconded the motion. The motion was carried unanimously by the directors.

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**