

MEETING MINUTES
Pioneer Fire Protection District
Board Meeting
Tuesday, December 12, 2017 – 6:00PM
7061 Mount Aukum Rd., Somerset, CA 95684

Welcome to the Pioneer 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 on the agenda.

1.0 CALL TO ORDER

Roll Call

Directors Present: Dave Pratt, Allan Polinsky, Phil Dayton, Allen Wood, Mary Nelson Tran

Salute to Flag

Adoption of Agenda

Chief Dwyer asked to have an amended agenda adopted due to an emergency in adopting

CIP/Mitigation Fee Agreement

Motion to adopt amended agenda and move 6.6 and 6.7 to 6.1 and 6.2

(M/S) Nelson Tran/Wood

Passed 5-0

Items 6.1 and 6.2 were discussed before 3.0, 4.0 and 5.0

2.0 PUBLIC COMMENT OTHER THAN AGENDA ITEMS

No comments

3.0 CONSENT CALENDAR

3.1 Minutes from Special Board Meeting – November 30, 2017

3.2 Minutes from Board Meeting – November 14, 2017

3.3 Board approval of payment of bills - Copy of greensheets attached

Motion to approve Greensheets

(M/S) Wood/Dayton

Passed 5-0

4.0 ITEMS REMOVED FROM CONSENT CALENDAR

5.0 UNFINISHED BUSINESS

5.1 Minutes from Board Meeting – November 3, 2017 Revised

5.2 Minutes from Board Meeting – October 10, 2017 (Confirmation)

3.1, 3.2, 5.1, 5.2 carried forward to the January meeting.

Discussion that there are accuracy issues with the minutes

Motion; Minutes for 10/10, 11/3, 11/14, 11/30 will be reviewed and revised based on audio recordings. Director Pratt will forward audio for 10/10 and 11/30 to Kathy Wood who will revise minutes.

(M/S) Nelson Tran/Dayton

Passed 5-0

All minutes will be reviewed under unfinished business in January.

6.0 NEW BUSINESS

6.1 Motion and Roll Call Vote for Adoption of 5 Year Capital Improvement Plan and Annual Development Fee Mitigation Report FY 17/18

Motion and Roll Call Vote to Approve Resolution 05-2017

Chief Dwyer

- Sue Hennike and Don Ashton from the CAO's office attended meeting to answer questions.
- Sue Hennike complimented the process used. Was determined that 56% of homes built since fees have been collected which has helped determine how fees will be spent.
- Don Ashton stated pending law suits have been heard and the judge has 90 days to make a determination.

Motion to accept the Mitigation Fee 5 Year Report

(M/S) Wood/Dayton

Ayes – Dayton, Polinsky, Nelson Tran, Wood, Pratt

Noes – 0

Abstain - 0

Motion to adopt Resolution 05-2017

(M/S) Dayton/Nelson Tran

Ayes – Dayton, Polinsky, Nelson Tran, Wood, Pratt

Noes –

Abstain 0

6.2 Motion and Roll Call Vote for Adoption of the Mitigation Fee Agreement

CAO and board would make determination if money can be spent.

Money is dispersed by the auditor/controller.

The intent is the money is collected for a reason and should be spent in an appropriate manner.

Motion and Roll Call Vote to approve Mitigation Agreement

(M/S) Nelson Tran/Polinsky

Ayes – Dayton, Polinsky, Nelson Tran, Wood, Pratt

Noes - 0

Abstain - 0

6.3 Review of Year to Date Financials and Budget - Chief Dwyer

Action – Receive and file

Chief Dwyer reviewed financials for November. Going forward financials will be reviewed quarterly.

6.4 Election of Board officers for 2018 and effective Jan 1, 2018 as per the P&P manual

Secretary, Vice Chairperson, Chairperson – individual

Secretary Nomination -

Polinsky

(M/S) Dayton/Pratt

Passed: 3-0 Dayton, Polinsky, Pratt

No – Nelson Tran, Wood

Vice Chair Nomination – Dayton

(M/S) Polinsky/Pratt

Passed: 3-0 Dayton, Polinsky, Pratt

No – Nelson Tran, Wood

Chair Nomination – Pratt

(M/S) Dayton/Polinsky

Passed; 3-0 Dayton, Polinsky, Pratt

No – Nelson Tran, Wood

6.5 Discussion and action – creation of a Clerk of the Board position – Chairman Pratt
Seeking input as the range of duties, collaboration with Board Secretary, review of process as per Policy and Procedures Manual.
Motion with direction from the Board to initiate creation of this position.

Director Pratt - Historically the support for the board has been provided by the chief as a courtesy. Administrative support in the department is for the chief. Getting a volunteer to support the board in an administrative capacity. The P&P states that the secretary of the board is responsible for minutes. Is it appropriate to actively participate in the meeting and do minutes?

Dayton - Past history the Admin. Support from the dept has done the minutes for the meetings.

Chief Dwyer – The person just needs to listen to the audio to do the minutes. Shouldn't have to take notes during the meeting. The board needs to decide how they want to handle it. Any personnel that works at the dept. reports to the Chief.

Wood - Secretary of the board is the keeper of the records. There is responsibility that comes with the role of secretary. Secretary should be involved in preparing the minutes.

Dayton – According to the P&P the Chief is the keeper of the records.

Nelson Tran – Page 15 P&P official records of the meetings are the approved typed minutes. The minutes are the official record and we have not been doing a good job of creating accurate minutes.

Kathy Wood – If the decision is for the department AA to do minutes have them do the minutes and send to the secretary approve before they go to the next board meeting. If he/she has concerns with content he/she can go back and listen to the audio.

Nelson Tran – Make it clear in the P&P that the recording is audio and how long it should be kept.

Pratt – Should not keep audio recording longer than required by state. Minutes have to be right.

There will be new people in the Chief and Admin role should wait until we have new people in place.

Motion to table 6.5 to be discussed at a future meeting

(M/S) Nelson Tran, Polinsky

Passed - 4-0

Abstain - Wood

6.6 Signature Form – Kathy Wood

New form for bills

Signature authority form was signed by all board members

6.7 Ethics Training – Kathy Wood

Director's Dayton and Pratt need to take the ethics training and turn in certificate to the office.

7.0 STANDING REPORTS

7.1 Fire Chief's Report

- Omo Ranch Water Tank - Pat Bereuther forms completed provided pictures. Will need approx 6 yards of cement.
- Strike team Thomas Fire – Captain Gardiner is out on a strike team with FF Legoullon and FF O'Connor. No word at this point when they will return.

7.2 Report from Firefighter's Local #4586

Award given to Kathy Wood in appreciation of her service.

7.3 Report from PVFA

- Xmas party 12/9 115 Children attended Dixie Buxton did a great job of coordinating the event. Pratt - Kudos to everyone who participated. They did a great job.
- Easter Egg Hunt March 31st
- Health Faire April 28th – PVFA will cook breakfast
- Music in the Park Saturday and Sunday May 19th and 20th
- Put the word out PVFA needs volunteers. Lost volunteers for 4 key roles for the Crab Banquets.

8.0 AGENDA ITEMS FOR NEXT MONTH

- Unfinished business minutes from 10/10, 11/3, 11/14, 11/30
- Update on Chief hiring process

9.0 FINAL COMMENTS BY DIRECTORS

Mary Nelson Tran – Resigned from the board

Allen Wood – Resigned from the board.

Letters of resignation were sent to the elections department

10.0 ADJOURN MEETING

(M/S) Polinsky/Pratt

Meeting adjourned at 7:49 pm

Board Signature

Note: All Board meetings are recorded. The agenda is available on the District's web site (www.pioneerfire.org) and the full agenda packet may be viewed at the District's main office, Station 38, 7061 Mount Aukum Road, Somerset between 9AM and 1PM. Station 38 has disabled access and facilities.