

HERALD FIRE PROTECTION DISTRICT

Board Meeting Minutes
Regular Meeting of the Board
Friday, January 20, 2017 at 7:00 p.m.
12746 Ivie Road, Herald, CA 95638

ATTENDANCE:

Directors Present: Don Siegalkoff, Lindsey Liebig, Brian Hurlbut, Heidi Braziel, Dennis Johnson

Directors Absent:

Staff Present: Volunteer Fire Chief James Hendricks, Andrea Adams, Tressa Vagneur

A. CALL TO ORDER /ROLL CALL/ PLEDGE OF ALLEGIANCE:

1. Director Siegalkoff called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by Director Liebig

B. ANNOUNCEMENTS/PRESENTATIONS:

1. None

C. HEARING OF THE PUBLIC

1. Volunteer Firefighter Don MacDonald – On behalf of the Herald Volunteer Firefighters Association, he thanked the board members for changing the day of the board meetings to Thursdays so the firefighters are able to attend the meetings. He also conveyed their appreciation for Chief Hendricks.
2. Volunteer Firefighter Bill Smith – Returned to the District in December and is proud to back as a volunteer and appreciates what Chief Hendricks has done with the District.

D. CONSENT CALENDAR ITEMS:

- a. Claims, Warrants, Payroll
- b. December 13, 2016 Regular Board Meeting Minutes
- c. Call Logs
- d. Training Log
- e. Significant Purchases and Donations
- f. New Hire List

M/S – Hurlbut/Braziel - To approve the consent calendar as written.

Approved 5/0

HERALD FIRE PROTECTION DISTRICT

E. BUSINESS ITEMS:

1. Approve Payroll Processing Policy 2001

The approval of this policy will establish a procedure for processing payroll. It sets forth the District's rules and regulations regarding when Volunteers will be paid for shifts, call pay, drill pay, and stipends.

M/S Braziel/Liebig - To approve new Policy 2001

Approved 5/0

2. Approve revision of Policy 2270

The revision of this policy includes verbiage that instructs District personnel to not post photos bearing any District logos or insignia, or any other marker identifying their affiliation with the District. It also instructs District personnel to not post, transmit or otherwise disseminate any information to which they have access as a result of their position (i.e. information shared through Active911).

M/S Liebig/Hurlbut – To approve the revision of Policy 2270

Approved 5/0

3. Approve Resolution 2017-01 to Terminate the Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Herald Fire Protection District

It was motioned by Director Brian Hurlbut and seconded by Director Lindsey Liebig to approve Resolution 2017-01, which is document one of three that is to be signed by the Board of Directors in order to terminate the CalPERS contract.

Vote:	Director Siegalkoff	Aye
	Director Liebig	Aye
	Director Hurlbut	Aye
	Director Braziel	Aye
	Director Johnson	Aye

Approved 5/0

4. Approve Agreement, Exhibit A, to Terminate the Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Herald Fire Protection District

It was motioned by Director Dennis Johnson and seconded by Director Lindsey Liebig to approve the Agreement, Exhibit A, to terminate the Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Herald Fire Protection District

HERALD FIRE PROTECTION DISTRICT

Vote: Director Siegalkoff Aye
Director Liebig Aye
Director Hurlbut Aye
Director Braziel Aye
Director Johnson Aye

Approved 5/0

5. Approve the California Public Employees' Retirement System Certification of Final Action of Governing Body

It was motioned by Director Dennis Johnson and seconded by Director Heidi Braziel to approve the California Public Employees' Retirement System Certification of Final Action of Governing Body.

Vote: Director Siegalkoff Aye
Director Liebig Aye
Director Hurlbut Aye
Director Braziel Aye
Director Johnson Aye

Approved 5/0

6. Approve Resolution 2017-02 – Amendment to the Final Budget for Fiscal Year 2016/2017

It was motioned by Director Heidi Braziel and seconded by Director Brian Hurlbut to approve Resolution 2017-02, the amendment to the budget, which will carry the District through the end of FY 2016/2017.

Vote: Director Siegalkoff Aye
Director Liebig Aye
Director Hurlbut Aye
Director Braziel Aye
Director Johnson Aye

Approved 5/0

F. STAFF REPORTS:

1. **Fire Chief:** Volunteer Chief Hendricks provided a detailed written report which included the following items:
 - a. Calls – Average response times for November was 5:48
 - b. Training – Documented 338 hours of training in the month of December
 - c. Building Maintenance - Station 87 service disconnect postponed due to budget review/revision
 - d. Prevention – one final residential inspection completed
 - e. Other Assignments:
 - Crews participated in two holiday events; lighting of the Night and Santa escort to Herald Park

HERALD FIRE PROTECTION DISTRICT

- Multi-Agency drill at Rancho Seco Power Plant that helped SMUD meet their nuclear regulatory requirements for the year. Other agencies included Sacramento City FD, Woodbridge FD, and Cal Fire.
 - Attended the LAFCO meeting in Sacramento
 - Attended a grant funding meeting for portable EMS computers
 - Attended the CPAC meeting
 - Attended the Sacramento County Operations Chief meeting; opened dialogue to have additional multi-agency drills in the future
2. **Business Manager:** Andrea Adams provided a detailed written report which included the following items:
- a. Chief Hendricks/Tressa Vagneur/Andrea Adams met with FASIS regarding workers comp. Will also be meeting with their Risk Assessment team to go over current policies.
 - b. Received audit preparation packet for 2010-2011
 - c. Tressa Vagneur received training on Active911 and now has access to the account
 - d. Tressa Vagneur received login information for Facebook and Website
 - e. Board members should have received email from CSDA with login information to complete the Ethics Compliance Training AB1234

G. COMMITTEE REPORTS:

Apparatus: Looked at used vehicle for new command vehicle; however, between the cost of the vehicle and the cost to outfit, it was outside of the budget. Both E287 and Water Tender have been returned to Station 87 and are back in service.

Budget: Met and completed budget revision, which will take the District through the next 6 months

Facilities: Heater at Station 87 has been fixed

Personnel: None

Policies: Safety committee to continue reviewing 2000 policies

Safety: Within 24 hours, Chief Hendricks and Chief Miller pulled the Volunteers together for a briefing on what to expect and how to handle calls throughout the severe storm.

HERALD FIRE PROTECTION DISTRICT

H. BOARD REPORTS:

Director Hurlbut – Thank you to the Volunteers for attending the meeting. Moving forward, meetings will be held on the third Thursday of each month. Thank you to the Volunteers for their hard work during the most recent storm.

Director Liebig – None

Director Johnson – None

Director Braziel – None

Director Siegalkoff – None

I. IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS:

None

J. EXECUTIVE SESSION:

Closed Session Item – No action taken

1. Public Employee Performance Evaluation – Government Code Section 54957(b)

Title: Fire Chief


K. ADJOURNMENT:

Board adjourned at 8:45 pm

Respectfully submitted,


Tressa Vagneur
Secretary

Approved:


Brian Hurlbut
Board Clerk