MINUTES

FIVE CITIES FIRE AUTHORITY
BOARD MEETING
FRIDAY, FEBRUARY 16, 2018
CITY OF GROVER BEACH COUNCIL CHAMBERS
154 SOUTH EIGHTH STREET
GROVER BEACH, CALIFORNIA

CALL TO ORDER:
Chair Harmon called the Five Cities Fire Authority (FCFA) Board meeting to order at 10:01 a.m.

FLAG SALUTE:
Chair Harmon led the Flag Salute.

ROLL CALL:

FCFA Board: Chair Barbara Harmon, Vice Chair John Shoals and Board Member Karen White.

FCFA Staff Present: Fire Chief Stephen Lieberman, General Counsel David P. Hale and Clerk to the Board Tricia Meyers.

AGENDA REVIEW:
Action: Vice Chair Shoals moved, Board Member White seconded, and the motion passed unanimously to approve the Five Cities Fire Authority's Agenda by a voice vote.

AYES: Shoals, White, Harmon
NOES: None
ABSENT: None
ABSTAIN: None

APPROVAL OF MINUTES:
Consideration of Approval of Minutes. Board Member White requested Board Member Coalwell's first name be added to the January 19, 2018 minutes.
Action: Approved the amended minutes of the Board Meeting on January 19, 2018.

AYES: Shoals, Harmon, White
NOES: None
ABSENT: None
ABSTAIN: None

COMMUNITY COMMENTS AND SUGGESTIONS:
Chair Harmon opened the floor to any member of the public that would like to comment on any item not on the agenda. P.J. Ferguson, President of Local 4403, provided the Board with the recent accomplishments of Captain Brian Salce's arson investigative work. Captain Salce's investigator work was not acknowledged in two recent press releases involving arson and murder cases in Arroyo Grande and Grover Beach. He wanted to thank Captain Salce for his work on these cases and inform the Board of Captain Salce's success due to his expertise and training. The Board members agreed that a collaborative effort between the police departments and Five Cities Fire Authority(FCFA) highlights their partnerships. The Board will notify their agencies of the oversight and will suggest closer coordination in the future.

CONSENT AGENDA:

None.

PUBLIC HEARINGS:

None.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

a. **Consideration of Mid-Year Budget Update.** Treasurer Malicoat presented a mid-year budget report, which included items approved by the Board in the current fiscal year. These items included acceptance of grant funding for investigation equipment, overtime costs and purchase of Self Contained Breathing Apparatus(SCBA) units. The mid-year budget report also reflected revenues received for the recovery of costs for strike team assignments. The already approved current FY17/18 budget identified the need to replace SCBA's if FCFA was not successful in receiving a grant. Since FCFA was unsuccessful in gaining approval for the grant funding, the mid-year budget identifies the final costs for the equipment. Chair Harmon asked for public comment. PJ Ferguson, President of Local 4403, asked the Board to fund the staffing overtime costs if needed. He expressed his concerns of reduced staffing in the department.

Action: Chair Shoals made a motion and Chair Harmon seconded the motion to approve the amended mid-year budget for Fiscal Year 2017-18. The motion did not pass with the following voice vote:

AYES: Shoals, Harmon
NOES: White
ABSENT: None
ABSTAIN: None

Board Member White read a statement that explained she was ordered to vote no on this item per the Board members of Oceano Community Services District(OCSD). Further discussion ensued regarding this item. Treasurer Malicoat explained that the action of receiving the grant for investigation equipment was previously approved and the purchase of SCBA's was approved in the current FY 17/18 budget. The mid-year report document simply reflects those actions. However, the contribution for SCBA's by each jurisdiction was unknown at the beginning of the fiscal year due to the pending grant application. Board Member White agreed that purchasing the SCBA's was indeed approved at a prior Five Cities Fire Authority Board meeting.

Action: Chair Harmon made a motion to reconsider **Item a.** and Vice Chair Shoals seconded the motion. The motion passed on the following voice vote:

AYES: White, Shoals, Harmon
NOES: None
ABSENT: None
ABSTAIN: None

Action: Chair White made a motion to approve the mid-year budget update regarding SCBA's and Vice Chair Shoals seconded the motion. The motion passed on the following voice vote:

AYES: White, Shoals, Harmon
NOES: None
ABSENT: None
ABSTAIN: None

b. **Consideration of Authorization to Replace Self Contained Breathing Apparatus (SCBA) Inventory.** Chief Lieberman presented the staff report to approve a purchase order with Mining Safety Appliances (MSA) for the purchase of Self Contained Breathing Apparatus. The product was selected after a comprehensive evaluation from the Five Cities Fire Authority SCBA Committee. MSA will also provide a fifteen year service plan for the product. Chair Harmon opened the item up to public comment. P.J. Ferguson, Local 4403 President, thanked the Board for approving the replacement of the respiratory equipment. He thanked Chief Whitney, Engineer Bennet, Engineer Hinden, Engineer Silva and Firefighter Densmore for participating in the committee to select the preferred product. MSA representative, Caitlin Kaller, thanked Five Cities Fire Authority for choosing MSA as their manufacturing brand for their SCBA equipment.

Action: Vice Chair Shoals moved and Board Member White seconded the motion to authorize the Fire Chief to approve a purchase order with MSA for the purchase of Self Contained Breathing Apparatus in the amount not to exceed $343,074. The motion passed on the following roll call vote:

AYES: Shoals, White, Harmon
NOES: None
ABSENT: None
ABSTAIN: None

c. **Consideration of Changes to Unrepresented Employee Compensation.** Treasurer Malicoat presented the staff report regarding changes in compensation for unrepresented employees. It was recommended that effective February 23, 2018 the Administrative Assistant/Clerk to the Board receive a 5% increase in salary and a 6% increase effective July 13, 2018. It was also recommended the Administrative Assistant receive a 2.5% increase effective February 23, 2018. These changes can be accomplished within the existing budget and no additional appropriations are required. Additionally, increase base pay for Fire Battalion Chief and Fire Chief's salary range by 6% effective July 13, 2018, with an offsetting 2% toward CalPERS contributions. However, change in the current base pay for Chief Lieberman is pending the outcome of an annual evaluation process. P.J. Ferguson, President of Local 4403, spoke during public comment and expressed that the union is in support of the salary changes.

Action: Vice Chair Shoals moved and Board Member White seconded a motion to adopt resolutions to increase compensation for the unrepresented Management employees and part-time Office Assistant II. The motion passed on the following roll call vote:

AYES: Shoals, White, Harmon
NOES: None
ABSENT: None
ABSTAIN: None

d. **Consideration of Prioritizing Five-Year Strategic Plan.** Chief Lieberman presented a detailed report related to prioritizing components of the adopted strategic plan. The key areas of discussion are equipment, staffing and strategic initiatives of the organization. P.J. Ferguson, President of Local 4403, wanted to remind the Board that the reduction in staffing is currently happening. He feels after eight years, Five Cities Fire Authority needs to move forward with fulfilling the operational needs of the department. Board discussion ensued, which resulted in creating the following priorities for the components of the adopted Strategic Plan:

Strategic Initiative I
Create sub-committee to create a community outreach program. Chair Harmon was selected to participate on the committee.

Strategic Initiative II
Formulate necessary steps to form a District and include LAFCO process.

Proposed Organizational Chart~Schedule B
1. Hire 3 full-time Firefighters as of July 1, 2018.
2. Hire 3 full-time Firefighters as of July 1, 2019 (total 6).
3. Hire 3 full-time Firefighters as of July 1, 2021 (total 9).
4. Phase out Reserve Firefighter Program (pro-rata commensurate with Firefighter hires) by July 1, 2021.
5. Implement Acting Battalion Chief Program (succession planning) as of July 1, 2018.
6. Additional Battalion Chief as of July 1, 2020.
7. Administrative Manager/Clerk to the Board in FY 21/22.
8. IT and Human Resources in FY 21/22.
9. Prevention Specialist in FY 20/21.

Per Capita Fire Investement~Schedule C
Revise Data and include Los Osos CSD information in Schedule C.

Vehicle Replacement Funding~Schedule D
Start vehicle replacement funding for Truck 5 in FY 19/20.

BOARD MEMBER ITEMS:
On behalf of the Oceano Community Services District Board, Board Member White is requesting Five Cities Fire Authority produce a report that would show what a status quo budget would look like for OCSD. This would not include any additional funding needs of the Authority. Vice Chair Shoals and Chair Harmon feel that the information has already been disseminated at the Board meetings over the past few months and they don't support the Fire Chief summarizing the information in a report for Oceano Community Services District. At this time, Chief Lieberman was not directed to create a report for OCSD.

FIRE CHIEF ITEMS:

a. Two Reserve Firefighters have been hired and will be participating in an academy.
b. New Engine 3 will be arriving soon.

GENERAL COUNSEL ITEMS:

None.

BOARD COMMUNICATIONS:

None.

CLOSED SESSION:
The Board adjourned to a Closed Session at 12:38 p.m. concerning the following the following items:

a. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956 (d)(2): One (1) potential case

The Board moved the following closed session items to the March 16, 2018 Five Cities Fire Authority Board meeting:

b. Public Employee Performance Evaluation, Gov. Code Section 54957
Position: Fire Chief/Executive Officer

c. Public Employee Performance Evaluation, Gov. Code Section 54957
Position: General Counsel

RECONVENE TO OPEN SESSION:
General Counsel Hale called the meeting back to order at 12:53 p.m. with no reportable action from the closed session.

ADJOURNMENT:
Chair Harmon adjourned the meeting at 12:53 p.m. after hearing no public comment. The next regular Board meeting is scheduled for March 16, 2018, at 10:00 a.m. at the City of Grover Beach Council Chambers, 154 South Eighth Street, Grover Beach, California.

/s/ Barbara Harmon, Chair

ATTEST:

/s/ Tricia Meyers, Clerk to the Board

(Approved at Board Meeting on 03/16/18)