

## MINUTES

### FIVE CITIES FIRE AUTHORITY BOARD MEETING FRIDAY, JANUARY 21, 2022

**Given the public health conditions and consistent with Assembly Bill No. 361, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, Board meetings will be held by teleconference only until further notice.**

#### **CALL TO ORDER:**

Chair Storton called the Five Cities Fire Authority (FCFA) Board meeting to order at 09:00 a.m.

#### **FLAG SALUTE:**

Chair Storton led the Flag Salute.

#### **ROLL CALL:**

FCFA Board: Chair Keith Storton, Vice Chair Jeff Lee and Board Member Karen White.

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

#### **ROTATION OF OFFICERS**

The yearly rotation of officers took place. Jeff Lee is the Board Chair, Board Member White moved to Vice Chair and Keith Storton is in the position of Board Member.

#### **AGENDA REVIEW:**

General Counsel Hale recommended to continue the Closed Session item to next month.

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

**AYES:** White, Storton, Lee

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

#### **COMMUNITY COMMENTS AND SUGGESTIONS:**

None.

#### **CONSENT AGENDA:**

Treasurer Valentine reported two variances that occurred in the cash disbursements report. In October, a \$51,000 payment for workers' compensation was included in the accounts payable report and December payroll increased due to the rare occurrence of three payrolls in one month.

**Action:** Board Member Storton moved, and Vice Chair White seconded the motion to approve the Consent Agenda. No public comment was received. The motion passed on the following roll call vote:

**AYES:** Storton, White, Lee

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

1. **Consideration of Approval of Minutes.**

**Action:** Approved the minutes of the Board Meeting on October 15, 2021

2. **Consideration of Cash Disbursement Activity.**

**Action:** Received and filed the listing of cash disbursements for the period of October 1, 2021 through December 31, 2021.

3. **Consideration of Adoption of Findings Related to AB 361.**

**Action:** Adopted newly promulgated required findings with respect to the Five Cities Fire Authority continued utilization of teleconferencing.

**PUBLIC HEARINGS:**

None.

**CONTINUED BUSINESS:**

None.

**NEW BUSINESS:**

- a. **Consideration of Adopting a Resolution Authorizing the Reclassification of the Administrative Assistant/Clerk to the Board Position.** Chief Lieberman presented the staff report detailing the Administrative Assistant/Clerk to the Board position is currently working out of classification due to the assigned job duties. This position was titled Administrative Manager in 2011, but reclassified in 2014 to its current title. It is recommended that this position go back to a title of Administrative Manager, while increasing job duties and educational requirements. No public comment was received.

**Action:** Board Member Storton moved, and Vice Chair White seconded the motion to adopt a resolution authorizing the reclassification of the Administrative Assistant/Clerk to the Board position to the title of Administrative Operations Manager/Clerk to the Board and approve the budget appropriation.

**AYES:** Storton, White, Lee  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

- b. **Consideration of Approval of a Resolution Affirming Eligibility to Receive COVID-19 Expenditure Reimbursement from the California Office of Emergency Services (Cal OES).** Chief Lieberman presented a staff report requesting an approval of a resolution to confirm eligibility to receive reimbursement funds from Cal OES for the additional supplies purchased by the Authority during the COVID-19 pandemic. Necessary items included, personal protective equipment and disinfecting agents. No public comment was received.

**Action:** Vice Chair White moved, and Board Member Storton seconded the motion to adopt a resolution to direct the Fire Chief to submit needed documents for COVID-19 reimbursement.

**AYES:** White, Storton, Lee  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

- c. **Consideration of Acceptance of a Donation for an Emergency Medical Services Training Manikin.** A grant application was submitted and approved to fund a training manikin. No public comment was received.

**Action:** Vice Chair White moved, and Board Member Storton seconded the motion to adopt a resolution accepting a grant award in the amount of \$5,541.98 to offset the purchase of an Emergency Medical Services training manikin.

**AYES:** White, Storton, Lee  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**BOARD MEMBER ITEMS:**

None.

**GENERAL COUNSEL ITEMS:**

None.

**FIRE CHIEF ITEMS:**

- a. The City Manager of Arroyo Grande reached out to Chief Lieberman requesting he contribute to a presentation on the city's fireworks program.
- b. Chief Lieberman shared with the Board that a 13-year-old female lost her life due to a suspected opioid overdose. Crews were checked on by the Chiefs due to this tragic loss.
- c. Response data for 2021 is being finalized. There were over 4,000 calls for service.
- d. Engineer Joe Silva received the Fire Chiefs Dedication Award for 2021.

**BOARD COMMUNICATIONS:**

Board Member Storton reported that the City of Arroyo Grande will be discussing fireworks at a February Council meeting.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

Chair Lee adjourned the meeting at 9:40 a.m.

/s/ Jeff Lee, Chair

ATTEST:

/s/ Tricia Meyers, Clerk to the Board

(Approved at Board Meeting on 02/18/2022)