

## MINUTES

### FIVE CITIES FIRE AUTHORITY BOARD MEETING FRIDAY, MARCH 19, 2021

Due to the County of San Luis Obispo's Executive Order to shelter at home and Pursuant to the Governor's Executive Order N-25-20, members of the Board and staff participated in this meeting via teleconference. Members of the public were invited to participate in the meeting by listening in and could comment electronically by submitting public comments to the Clerk to the Board at [tmeyers@fivecitiesfire.org](mailto:tmeyers@fivecitiesfire.org).

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

Chair Storton called the Five Cities Fire Authority (FCFA) Board meeting to order at 10:00 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.

#### **AGENDA REVIEW:**

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

**AYES:** White, Lee, Storton

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

#### **APPROVAL OF MINUTES:**

##### **Consideration of Approval of Minutes**

**Action:** Approved the minutes of the Board Meeting on February 19, 2021 with a roll call vote.

**AYES:** White, Lee, Storton

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

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

None.

**CONSENT AGENDA:**

Chair Storton asked the Board Members if they had questions on the consent agenda. Hearing none, he then invited members of the public to comment. No public comment was received.

**Action:** Board Member White moved, and Vice Chair Lee seconded the motion to approve the Consent Agenda Items. The motion passed on the following roll call vote:

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

**1. Consideration of Cash Disbursement Activity.**

**Action:** Received and filed the listing of cash disbursements for the period of February 1, 2021 through February 28, 2021.

**2. Consideration of Approval of Amendment to the Fire Chief's Employment Agreement.**

**Action:** Approved amendment No. 4 to the Fire Chief/Executive Officer's employment agreement.

**3. Consideration of Approval of the Amendment to the General Counsel's Employment Agreement.**

**Action:** Approved amended employment agreement for the General Counsel.

**PUBLIC HEARINGS:**

None.

**CONTINUED BUSINESS:**

None.

**NEW BUSINESS:**

- a. Consideration of Financial Statements for Fiscal Year 2019-20 and Mid-Year Budget Review for Fiscal Year 2020-21.** Chief Lieberman presented a mid-year budget report and FY 2019-20 Audit report. Chief Lieberman reported that an independent accounting firm has completed their review of Five Cities Fire Authority's(FCFA) financial records for Fiscal Year ending 2019-20. The auditors confirmed the financial position of the financial statement records. Next, Chief Lieberman presented the mid-year budget review. The report included purchase of radio equipment previously approved by the Board, which was offset by the sale of surplus radio equipment. The mid-year budget reflected unanticipated strike team revenue in the amount of \$487,000. The report included a request to formally assign \$130,000 of fund balance for future vehicle replacement. Increased overtime costs are reflected due to an open Captain position and a Firefighter out on worker's compensation, however there will be a salary savings for the unfilled Office Assistant position. The fund balance reflects a reserve of 14.3% at this time. Staff recommended bringing back a fund balance reserve policy after the Authority gets the through the third provision amendment to the Memorandum of Agreement. Chief Lieberman informed the Board that vehicle maintenance continues to be a vulnerability for FCFA. Chair Storton asked if the Authority has anticipated salary negotiations for employees. Chief Lieberman explained that there will be salary increase assumptions included in the budget document for FY 2021-22. No public comment was received.

**Action:** Vice Chair Lee moved, and Board Member White seconded the motion to receive, approve and file the financial statements for Fiscal Year 2019-20 and approved amended mid-year budget for Fiscal year 2020-21. No public comment received. The motion passed on the following roll call vote:

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

**BOARD MEMBER ITEMS:**

- a. **Consideration of Changing Board Meeting Time.** The Board had a discussion on changing the time and day of the Five Cities Fire Authority Board meeting. No public comment was received.  
**Action:** Vice Chair Lee moved to change the Board meeting start time to 9:00 A.M. and the day will remain the same on the third Friday of each month. Board Member White seconded the motion. The motion passed on a roll call vote:

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

**GENERAL COUNSEL ITEMS:**

None.

**FIRE CHIEF ITEMS:**

- a. Chief Lieberman reported that FCFA staff is currently participating in several training opportunities for career development. FCFA is hosting many of these courses. Outside agencies have also signed up to attend the classes.
- b. The Ford Explorer will be transported to Washington soon.
- c. The Purchasing Policy will be on the April agenda after further formatting.
- d. Friends of Five Cities Fire has purchased a forcible entry training prop for FCFA. It has a value of over \$7,000.00.
- e. Friends of Five Cities Fire will attend a photo op with the UTV next Friday.
- f. Chief Lieberman informed the Board of staffing challenges at Station 3 in Oceano. FCFA currently has two Reserve Firefighters that work out of Station 3. One is currently looking for a full time career with other departments. Chief Lieberman has adjusted the staffing policy to allow a full time Firefighter to work at Station 3 if Oceano is left uncovered by a Reserve Firefighter for no more than 24 hours. This will have an impact on the budget. Staff will bring more information to the Board at a later date on possible solutions to the staffing challenges.

**BOARD COMMUNICATIONS:**

Vice Chair Lee reported that the Coastal Commission has approved a change to the accessibility to the Oceano Dunes. The transition will take place in three years. The change in location of camping sites could increase call volume for FCFA.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

Chair Storton adjourned the meeting at 10:39 a.m. The next Board meeting is scheduled for April 16, 2021, at 9:00 a.m. via teleconference.

/s/ Keith Storton, Chair

ATTEST:

/s/ Tricia Meyers, Clerk to the Board

(Approved at Board Meeting on 04/16/2021)