

1 **April 27, 2010**

2 **REGULAR MEETING OF THE BOARD OF DIRECTORS OF**
3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

4 President Thuner called the meeting to order at 17:01.

5 **THE INVOCATION GIVEN BY B/C ABBOTT.**

6 **ALL RECITED THE PLEDGE OF ALLEGIANCE.**

7 **ROLL CALL: Present:** Directors Harris, Hooper, Munson, Schaden and Thuner.

8 **Absent:** None.

9 **Staff Present:** Deputy Fire Chief Torchia, Attorney James and Board
10 Secretary Stephen-Porter. In the audience were: Battalion Chief Abbott and
11 members of the public.

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13 **PUBLIC ACTIVITIES AGENDA**

14 1. **PUBLIC COMMENT:** President Thuner addressed the audience and inquired whether
15 there were any public comments regarding items not on the Agenda. There being no public
16 comment, the public comment time was closed.

17 5. **REVIEW OF BOARD RECOGNITION PROGRAM — B/S STEPHEN-PORTER AND DEPUTY CHIEF**

18 **TORCHIA:** Deputy Chief Torchia presented the last quarter winners to the Board, including the
19 following individuals for recognition: [1] November 15, 2009 crew for their rescue efforts (crew
20 award); [2] November 4, 2009 P/S Rasmussen for her involvement in the Hardship Donation;
21 [3] August 24, 2009 Crew for the Apartment Fire (Crew Award). B/S Stephen-Porter presented
22 the report for the last quarter of 2009, reminding the Board of the Program parameters and the
23 limits left for funding. On a motion by Director Harris, seconded by Director Schaden, which
24 passed unanimously, the Board approved FF/PM Mathieu Lindsey and RFF Joseph Harlin as
25 the last quarter 2009 awardees, splitting the last of the budgeted funds (75.00) between the
26 winners.

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28 **ACTION AGENDA**

29 **CONSENT ITEMS:**

30 3. **APPROVE REGULAR BOARD MEETING MINUTES, MARCH 2010**

31 4. **APPROVE FINANCIAL REPORT MARCH 2010**

32 5. **APPROVE POLICIES AND PROCEDURES**

33 6. **REVIEW EMERGENCY SERVICE OVERTIME TRACKING REPORT FOR THE THIRD QUARTER**
34 **2009/2010**

35 7. **REVIEW AND APPROVE CUSTOMER SATISFACTION SURVEY PROGRAM RESULTS – FIRST**
36 **QUARTER 2010**

37 Brief discussion ensued regarding the new Customer Satisfaction Survey with Director Hooper
38 noting the improved style and less distracting format. Director Thuner commented on her
39 satisfaction with the Staff's efforts to be fiscally responsible in all quarters, especially in
40 overtime. President Thuner inquired whether there were any questions on Items 3-7. There
41 being none, she asked for a motion to approve the Consent Agenda. On a motion by Director
42 Schaden to approve Items 3-7, which was seconded by Director Munson, the motion passed
43 unanimously.

44 **ACTION ITEMS:**

45 8. There were no further Action Items for the April 27, 2010 agenda.

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47 **DISCUSSION AGENDA**

48 9. **REVIEW AND DISCUSS FINANCING OPTIONS FOR CONSTRUCTION OF NEW STATION 5 – DEPUTY**

49 **CHIEF TORCHIA:** Deputy Chief Torchia presented his report on possible options for going
50 forward with financing options for construction on Station 5. He informed the Board that the
51 District was not successful in obtaining stimulus grant funding. He informed the Board that the
52 land on Olive Hill has been selected as the best site for the station to fit the District needs and
53 the geotechnical work has been completed. An RFP for the architect has been completed and
54 the firm has been selected. A number of options were presented to the Board, including: [1]
55 using Reserves to fund the entire amount of the construction; [2] securing a loan to fund the
56 entire amount of the construction; or [3] using a combination of those options, each option with
57 its own advantage and disadvantage. Each option was discussed in detail. Option 1 provides
58 a fully funded station using facility reserve funds and avoids costs associated with a loan,
59 including ongoing payments. The disadvantage is depletion of nearly half of District reserves,
60 without fallback funding. It limits the District's ability to fund other purchases until funds are

61 replaced. Option 2 will afford the District the ability to fund the project and keep current
62 reserves level intact. The annual payment could either come from the reserves or by using
63 ongoing revenues. The disadvantage is tying-up funds for a period of time, loan costs and the
64 amount must be funded every year even though there may be a decrease of revenue at any
65 given time. Option 3 provides the advantages of both of the options. By using some of the
66 District's reserves to fund the project and by securing a loan for the rest, reserves level will
67 remain at a more practical level and the loan payment will be reduced to a more reasonable
68 amount, better positioning the District during these uncertain financial times. The
69 disadvantages still exist, leaving the District with less fluid funding. Director Hooper
70 expressed a desire to move forward with the project in one stage, now when construction costs
71 are lower. District Counsel James inquired whether the Board would be interested in Bond
72 Funding and offered the name of an expert in this area. Director Munson asked for the matter
73 to be brought back to the Board with hard numbers, a viable funding package and a plan
74 based on the 50/50 and 30/70 approach. Discussion ensued regarding the timing of the
75 project. Director Thuner expressed concerns regarding the timing of the project, concerns
76 about the economy, the project itself and public perception. It was the consensus of the Board
77 to have Deputy Chief Torchia bring back an report that presents an outlined of real timing,
78 costs, impact to the District funding on a 50/50 and 30/70 funding basis, an architect contract
79 that can be moved forward, options for and effect of early payment, extended payment and
80 how municipal bonds could be used to fund this project. The Board suggested using this
81 project as a "poster child" for other construction projects in the District.

82 **10. REVIEW AND DISCUSS FIRE CHIEF'S PERFORMANCE APPRAISAL PROCESS – PRESIDENT**

83 **THUNER AND DEPUTY CHIEF TORCHIA:** Director Thuner presented a revised Evaluation Form for
84 the Fire Chief/CEO, noting the changes that had been made, including combining some of the
85 categories and adding new formatting. Discussion ensued regarding what should be included
86 or excluded from an executive level evaluation, including Management Effectiveness. It was
87 the consensus of the Board to move forward with the revised form as presented, amending the
88 header to remove "annual." The Board Secretary was directed to inform the Fire Chief/CEO of
89 the form revision and ask him to begin the evaluative process at the next Board meeting with
90 his Annual Report.

91 **STANDING DISCUSSION ITEMS:**

92 ● **LEGAL COUNSEL REPORT:** Counsel James presented his letter “Medical Exams.”
93 Brief discussion ensued regarding the definition of a Medical Exam, comparing the same to
94 physical agility. He noted there is a good legal summary of the responsibilities and limits. This
95 is informational only, no action required.

96 ● **WRITTEN COMMUNICATIONS:** The letter from the Fire Safe Council was reviewed.
97 This is informational only, no action required.

98 ● **BOARD RECOGNITION PROGRAM:** The information submitted was reviewed with brief
99 discussion. Informational only, no further action required.

100 ● **NEWS ARTICLES:** Chief Torchia directed the Board’s attention to various situations,
101 including the increasing number of articles regarding retirements. Chief Torchia discussed
102 some of the retirement issues, and noted the multipliers being used to recalculate retirements.
103 Informational only, no further action required.

104 ● **COMMENTS:**

105 ● **STAFF REPORTS/UPDATES:**

106 ● **UPDATE ON STATION CONSTRUCTION:** See Item No. 9.

107 ● **DEPUTY CHIEF TORCHIA:** No further information from Chief Torchia. Informational only,
108 no further action required.

109 ● **CHIEF OFFICERS:** No comments.

110 ● **BOARD:** Director Munson provided the Board with three maps of possible State Route
111 76 access and expressed concerns regarding how the proposal may affect the District’s
112 response time, noting concerns about possible delays up to two minutes. B/C Abbott noted
113 that D/C Morel has been working with Cal Trans on this issue and expressed the District’s
114 concerns over response time impacts. The Board expressed an interest in having an analysis
115 on the possible impact of response times each of the routes might have, so they would have all
116 the facts regarding the least deleterious response and access concerns. Deputy Chief Torchia
117 will work with D/C Morel and Cal Trans. Director Hooper inquired whether the fees for non-
118 transport ambulance response had been removed from ambulance fee schedule, noting he
119 would like to see those as non-chargeable. Informational only, no further action required.

120 ● **BARGAINING GROUPS:** No comments.

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- **PUBLIC COMMENT:** No comments.

CLOSED SESSION

There was no Closed Session for the April 27, 2010 meeting.

ADJOURNMENT

A motion was made at 6:35 p.m. by Director Harris and seconded by Director Schaden, to adjourn the meeting and reconvene on, May 25, 2010, at 17:00. The motion carried unanimously.

Respectfully submitted,



Loren Stephen-Porter

Board Secretary

Minutes approved at the Board of Director's Meeting on: May 25, 2010