

1 **APRIL 30, 2008**

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

4 President Harris called the meeting to order at 5:00 p.m.

5 **THE INVOCATION GIVEN DEPUTY CHIEF GLASGOW.**

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

7 **ROLL CALL: Present:** Directors Graham, Harris, Munson and Olson.

8 **Absent:** Director Thuner.

9 **ALSO PRESENT:** Chief Metcalf, Deputy Chief Glasgow, Attorney James and Board Secretary
10 Loren Stephen-Porter. In the audience were: Division Chiefs Goldberg and Morel, Battalion
11 Chief Abbott, F/A Timmers and members of the public.

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13 **PUBLIC ACTIVITIES AGENDA**

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

17 2. **SECOND QUARTER FY 2007/2008 REVIEW OF BOARD RECOGNITION PROGRAM — CHIEF**
18 **METCALF:** Chief Metcalf informed the Board it had been a busy quarter with numerous reports
19 of recognition through-out the District. The parameters of the program were reviewed, with it
20 being noted that the program suggests selection of one individual from each of the Non-Safety,
21 Management and Safety Groups. After review and discussion, the following individuals were
22 recommended to receive the \$50.00 gift card: **Non-Safety:** Dan Nieto; **Management:** Steve
23 Abbott; **Safety:** Rob Decamp. In addition, the Board recommended sending a letter to all
24 involved parties for the rescue from the burning vehicle. On a motion by Director Olson, which
25 was seconded by Director Graham, the Board unanimously approved the recommendation as
26 stated. The Board Secretary was directed to handle the recognition details and to invite the
27 winners to a future Board meeting for recognition.

ACTION AGENDA

CONSENT ITEMS:

3. APPROVE REGULAR BOARD MEETING MINUTES, MARCH 2008
4. APPROVE FINANCIAL REPORT MARCH 2008
5. APPROVE POLICIES AND PROCEDURES
6. REVIEW AND APPROVE EMERGENCY SERVICE OVERTIME TRACKING REPORT FOR THE THIRD QUARTER 2007/2008
7. REVIEW EMERGENCY STATISTICS REPORT – THIRD QUARTER FY 2007/2008
8. REVIEW TRAINING REPORT – THIRD QUARTER FY 2007/2008
9. REVIEW FIRE PREVENTION REPORT – THIRD QUARTER FY 2007/2008
10. REVIEW CUSTOMER SATISFACTION SURVEY PROGRAM RESULTS – FIRST QUARTER 2008
11. REVIEW AND APPROVE MINUTES OF NORTH COUNTY FIRE PROTECTION DISTRICT'S HEALTH AND SAFETY COMMITTEE FOR FIRST QUARTER MEETINGS FOR 2008
12. REVIEW MAINTENANCE DIVISION REPORT – THIRD QUARTER FY 2007/2008

President Harris inquired whether there were any questions regarding Consent Agenda items 3-12. Chief Metcalf highlighted several items, including noting that the Staff continues to watch overtime and the reasons for the necessity of overtime. He reviewed information previously presented about the pros and cons of overtime versus hiring additional staff. Chief Metcalf also noted the majority of the overtime has been reimbursed as it stemmed from fighting the Rice Fire. There being no other discussion, President Harris asked for a motion to approve the consent agenda. On a motion by Director Olson to approve Items 3-12 as they were presented, which was seconded by Vice President Munson, the motion passed unanimously.

ACTION ITEMS:

13. REVIEW AND APPROVE BIENNIAL REVIEW AND AMENDMENT TO THE CONFLICT OF INTEREST CODE FOR NORTH COUNTY FIRE PROTECTION DISTRICT — CHIEF METCALF: Board Secretary Stephen-Porter presented the biennial review of the Conflict of Interest Code to the Board, noting that there were two suggested changes to the Code. The first resolves changes to the job description for the Administrative Assistant (to Executive Assistant) and the second to the Bookkeeper position (to Financial Specialist and Payroll Specialist). In addition, due to the

60 nature of the position of the Maintenance Supervisor, it was recommended that he be added to
61 the list of specified employees required to make an annual report. B/S Stephen-Porter
62 assured the Board the changes had been reviewed and approved by District Counsel James.
63 Director Graham made a motion to approve the biennial review findings and to adopt
64 Resolution 2008-02 as presented. The motion was seconded by Director Olson and passed
65 unanimously.

67 **DISCUSSION AGENDA**

68 There was no discussion agenda for the April 30, 2008, Board of Directors meeting.

69 **STANDING DISCUSSION ITEMS:**

70 **LEGAL COUNSEL REPORT:**

71 Chief Metcalf noted that Counsel James report was available for the Board. This report is
72 informational only, no action required.

73 **WRITTEN COMMUNICATION:**

- 74 1. **ANNUAL REPORT 2006/2007 FOR TRAUMA INTERVENTION PROGRAM**
- 75 2. **LETTER OF MARCH 5, 2008 RE: INDEPENDENT AUDIT OF SPECIAL DISTRICTS**
- 76 3. **LETTER OF MARCH 24, 2008 RE: ANNUAL PANCAKE BREAKFAST**

77 Chief Metcalf directed the Board's attention to the annual report from the TIP Program, noting
78 the good work done by the organization and stated they were very active in the District. He
79 also encouraged the Board members to take note of the letter regarding the independent audit
80 responsibilities as stated in the March 5, 2008 letter. Information only, no action required.

81 **NEWS ARTICLES:** Chief Metcalf directed the Board's attention to several articles. Brief
82 discussion ensued. This is informational only, no action required.

83 **COMMENTS:**

84 1. **STAFF REPORTS/UPDATES:**

85 1.1. **CHIEF METCALF:** Chief Metcalf informed the Board Staff is moving forward to solidify the
86 contract with the new ambulance billing contractor. He noted that after receiving the notice to
87 terminate the contract, ADPI contacted him to discuss the District's concerns. Chief Metcalf
88 informed the Board the District has been busy with human resource activities with tentative job
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90 offers being made to new Administrative Specialist for the Fire Prevention Bureau. Deputy
91 Chief selection is currently underway. In addition, the District is looking to bring in four
92 reserves, as well as flying the position for the Administrative Captain. The Administrative
93 Captain position will be flown for three weeks. Chief Metcalf noted the Avocado Festival went
94 well and was well attended. Finally, he discussed the outlook for this year's fire season, noting
95 the District had normal rain fall this year. He recommended that everyone be extra cautious
96 during this season. Chief Metcalf noted that PIO Buchanan had been formally appointed to
97 CALFire Team 9 to intern as a PIO, so he may receive his PIO Certification. He has not yet
98 had an opportunity to serve on an incident.

99 1.2. **CHIEF OFFICERS:** B/C Abbott: Chief Abbott noted the effective fundraiser of the
100 Fallbrook Firefighters Association during the Give Burns the Boot campaign, including the
101 support of Baskin Robins. He informed the Board the Safe Surrender signs have been posted,
102 both in English and Spanish. The program is slated to begin in May 2008. Deputy Chief
103 Glasgow: Deputy Chief Glasgow informed the Board that the Standard of Cover study is well
104 underway, with a presentation to be made on Wednesday to the Management Team. He
105 informed the Board that Station 3 landscaping is underway with cost savings being realized
106 due to the efforts of B/C Abbott and four Eagle Scout groups. D/C Morel: D/C Morel noted
107 that due to the slow down in building, FPS Holdridge will be solely focused on weed abatement
108 issues. He discussed the funds recently received by the Fire Safe Council and how it will be
109 used to identify high hazard areas for abatement. D/C Morel noted the Department intends to
110 be sensitive to the victims of the Rice Fire during the abatement process. A mailer will be
111 distributed throughout the District regarding weed abatement issues within the next two weeks.

112 2. **BOARD:** Director Olson: Director Olson informed the Board he had the pleasure of
113 attending the latest Palomar graduation, at which Explorer Chris Ramirez was graduated. He
114 was selected as an incoming reserve. President Harris inquired how many of the new
115 Reserves were formally North County Fire Protection District Explorers. Chief Metcalf noted
116 that three of the four Reserves were previously NCFPD Explorers.

117 3. **BARGAINING GROUPS:** No comments.

118 4. **PUBLIC COMMENT:** Chief Metcalf introduced and welcomed Vista Fire Chief Gary
119 Fisher and Board Member McReynolds from the Vista Fire Protection District, visiting this date.

CLOSED SESSION

ENTERING CLOSED SESSION:

At 5:30 p.m., President Harris inquired whether there was a motion to adjourn to closed session. Director Olson moved to go to closed session, which was seconded by Director Graham, which motion was passed unanimously. At 5:40 p.m., the Board entered Closed Session to hear:

1. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 — Management Group Negotiations — Chief Metcalf
Management Group Negotiators: NCFPD Management Group
District Negotiators: Chief Metcalf and District Counsel James
2. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 — Non-Safety Group Negotiations – Chief Metcalf
Non-Safety Group Negotiators: Fallbrook Firefighters Association
District Negotiators: Chief Metcalf and District Counsel James
3. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 Safety Group Negotiations – Chief Metcalf
Safety Group Negotiators: Fallbrook Firefighters Association
District Negotiators: Chief Metcalf and District Counsel James
4. PERFORMANCE REVIEW – Government Code § 54957 — Chief Metcalf

REOPENING OPEN SESSION:

On a motion by Vice President Munson, which was seconded by Director Graham, and which passed unanimously, the Board returned open session at 6:05 p.m. The following items were reported out to the public:

1. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 — Management Group Negotiations — Chief Metcalf
Management Group Negotiators: NCFPD Management Group
District Negotiators: Chief Metcalf and District Counsel James
No reportable action.

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2. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 — Non-Safety Group Negotiations – Chief Metcalf
Non-Safety Group Negotiators: Fallbrook Firefighters Association
District Negotiators: Chief Metcalf and District Counsel James
No reportable action.
3. CONFERENCE WITH LABOR NEGOTIATOR – Government Code § 54957.6 Safety Group Negotiations – Chief Metcalf
Safety Group Negotiators: Fallbrook Firefighters Association
District Negotiators: Chief Metcalf and District Counsel James
No reportable action.
4. PERFORMANCE REVIEW – Government Code § 54957 — Chief Metcalf
The Board provided direction to Staff regarding handling of Chief Metcalf’s evaluation.

ADJOURNMENT

A motion was made at 6:10 p.m. by Director Graham and seconded by Director Olson, to adjourn the meeting and reconvene on, May 27, 2008 at 5:00 p.m. The motion carried unanimously.

Respectfully submitted,



Loren Stephen-Porter

Board Secretary

Minutes approved at the Board of Director’s Meeting on: May 27, 2008