



French Camp McKinley Rural Fire Protection District

Board of Directors Meeting Minutes

Special Meeting: Teleconference Meeting on **April 6, 2020** at 6:00 P.M.

310 E. French Camp Road, French Camp, CA 95231

Roll Call/ Directors

Present: Mary Nicholson, Bobbie Pico, Larry Lee, and Gorman Houbein.

Absent: Joshua Butticci.

I. Meeting Called to Order

- April 16, 2020, Regular Board of Directors' Meeting was called to order at 6:00 P.M. by Board Chairperson Mary Nicholson.

A. Pledge of Allegiance.

1. A moment of silence with all that's currently happening with Covid-19 and how it's effecting our families and community.

B. Approval of Meeting Minutes

- Approval of the Meeting Minutes for the November 19, 2019 Regular Board Meeting as it was typed and presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:03 P.M.

Motioned by Director Pico to Approve Meeting Minutes as presented, Seconded by Director Lee to approve the minutes as it was typed and presented, Motion carried.

- Approval of the Meeting Minutes for the December 10, 2019 Regular Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:04 P.M. the following corrections were amended:
 - Information items (as applicable): Trying to revive the fire fighter reserve program at the French camp McKinley Rural Fire protection district and initiate a reserve program in Mountain House.
 - VIII. Consent / Action Items, d. Director Lee Houbein motioned to approve Fire Chief McArn to receive a retirement plan contribution of 12% from August 1, 2018 through December 1, 2019 to be placed in the Fire Chief's retirement account. Seconded by Director Pico, with none opposed, Motion carried.

Motioned by Director Lee to Approve Meeting Minutes with the above corrections presented, Seconded by Director Pico to approve the minutes with the above corrections presented, Motion carried.

C. Approval of Meeting Agenda

- **Approval of the Meeting** Agenda for the April 6, 2020 Special Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:06 P.M.

Motioned by Director Lee to Approve Meeting Agenda as presented, Seconded by Director Houbein to approve the agenda as it was typed and presented, Motion carried.

II. PUBLIC COMMENTS & CORRESPONDENCE:

A. None

III. FIRE CHIEFS REPORT:

A. Monthly Activity Summary

1. Administration, Operations, Fire Prevention, EMS, Trainings, and Information/Technology updates:

- At 6:00 P.M. Fire Chief McArn reported on the training hours, notable incidents, French Camp McKinley Fire District personnel activities, and calls for the month of March 2020, operation, and training.
- Fire Chief McArn reviewed the Monthly Fire and EMS Report for March 2020.
- Fire Chiefs Report, Chief McArn had shared with the members of Board of Directors all the **recent Public Relations activities that staff were involved in with the community of both districts, in** addition, to the upcoming ones as well.
 - Monthly activity low due to Covid-19. There was training with Stockton a few weeks back.
 - Monthly incidents located in packets given to Board Members. It's been slow, no significant changes. Visited San Joaquin General to do some inspections. Due to Covid-19 the normal activity is "Shut down".
 - Apparatus up and running fine; no issues.
 - SCBA tax in received half of rescue equipment from Mountain House
 - New Sinkerator at station 11 still waiting to be complete.
 - Board Meeting training on Fire Extinguisher (defer)
 - Businesses want training on Fire Extinguisher (defer)

IV. OLD BUSINESS:

A. Neumiller and Beardslee status update

1. Still working their way with issues regarding funds. Nothing significantly to report.

B. Ethics Training for Board of Directors

1. Under development due to the Covid-19 situation the country is slowing things down.
2. Director Lee will complete his online portion prior to next meeting.

C. Complaint Form / Policy

1. Chief McArn talked to Director Nicholson regarding creating a form pushing it out with policy #1020A. Creating a process for all complaints.
 - All complaints will go through the proper Chain of Command:
 - The chain of command starts at the lowest level
 - If unable to resolve the complaint it goes to the chief, if the chief is unable to resolve a complaint it then moves up to the board.
 - Form has been developed and the policy has already been in place. It was just never enforced.

D. Automatic Aid Agreements

1. Nothing to update, reached out to Stockton there was a light discussion. They are currently going through a reorganization there is a new City Manager and New Deputy. This will be pushed off until Covid-19 Settles down.
2. Status Quo with Montezuma one in place that is older than 7 years old. Chief Martel and Chief McArn has talked about it, will send a type 1 unit in accordance with the agreement.
3. Automatic Aid agreement in Lathrop has to be made, request go through dispatch.
4. Mountain House Automatic Aid with the Defense Depot.
5. Reached out to East Contra Costa Gallo looking at setting up meeting. They want equal staff and equal equipment.

E. Deferred Compensation update

1. Making sure legal is good.
2. Mass Mutual started, Policy via Third Party Administrator is on the way and we are moving forward.

F. Uniform Pay/ B.O.D. District Apparel

1. Agreed to payout to individuals and let them manage that payout:
 - First half is \$7200.00 will be paid in April 2020.
 - Second half \$4987.00 will be paid out in September 2020.
 - Moving forward the Annual stipend of \$425.00 (Approximately) will be split in (2) payments to be dispersed in April and September of every year.
2. B.O.D Apparel
 - Chief McArn sent information out in a packet for Board Members to review.

G. Policy Manual Revision

1. Currently on target will continuously update and revise policies as needed. The goal is never to fall back behind.

H. Reserve Fire Fighter Program: In progress

1. Captain Gallo is handling the process. We are initially looking for 5-6 Individuals.
 - This will help with sick calls, vacation coverage, and will reduce OT cost.
 - There will be a Reserve 1 (paid) and Reserve 2 (volunteer-non-paid).

I. BOD Workshop

- Due to Covid-19 haven't been able to put any workshops together. Things aren't moving very fast.

V. NEW BUSINESS:

A. MHCSD Communications:

1. A pressing issue, Board level issue to be discussed during closed session.

B. BOD Handbook

1. Handbook sent to Board of Directors to review, make amendments, and concerns.
 - To be forwarded to Chief McArn within next five days. The board has committed to completing this task. On April 21, 2020 Meeting the board will be voting to either accept the handbook with new modifications or not.
 - It is recommended by the Grand Jury to have an updates and revised handbook.
 - Chief McArn will review, make revisions, and consolidate all board members changes. The revised handbook will then be sent out for the board's approval.

C. Community Engagement Activity

1. Ideas and ways to become more active in our community fire/ life safety.
 - Fire Extinguisher training this information can be posted at the following locations:
 - Districts website, Post Office, J&L, and Pete's Markets
 - Will also demonstrate and have Directors go through the training

D. Program Managers Incentive

1. Would like to revisit. Initially we asked for a 1.5% increase I am advocating for them to receive an increase with the amount of work. Currently they receive approximately \$78.00.
2. Requesting a 3% increase instead of the initial 1.5%. Chief will come up with options.
3. Defer to April 21, 2020 Meeting as an "Action Item".

E. Support Help Hours:

1. Additional 10 hours to be put before the board. To be discussed during closed session.

F. Captain Miller Review:

1. Interested in staying in a possible permanent position
2. Chief McArn will have a proposal at the April 21, 2020 Meeting.

VI. BUDGET AND FINANCE:

A. Budget Committee Revenue / Expense Report:

1. At 7:01 P.M. The Budget and Finance Report was reported by the Budget and Finance committee.
 - Director Lee reported on the financial report for the month of February (late due to change of meeting date) which concluded his report on Budget and Finance.
 - a. Pending (3) and one being processed.
 - This concluded this section of the Informational Items for this Regular Board of Directors' Meeting at 7:05 P.M.
 - Note: Reports on file. French Camp McKinley Fire District Financial Statements – February 29, 2020

B. At 7:06 P.M., members of the Board of Directors along with the Administration reviewed the Financial Statements ending in February 29, 2020.

C. This concluded this section of the Information Items for this Regular Board of Directors' Meeting at 7:08 P.M.

VII. CONSENT / ACTION ITEMS:

A. Authorize expenditures for the Month of February 2020. (Members of the Board of Directors)

1. **At 7:09 P.M., member of the Board of Directors approved the authorization of the expenditures for the month of February 2020.**
 - Director Lee motioned to approve the expenditures of February 2020 as submitted through observation, Seconded by Director Houbein, with none opposed, Motion carried.

Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.
Noes: None
Abstained: None
2. **At 7:15 P.M., member of the Board of Directors approved to pay bills for the month of February 2020.**
 - Director Houbein, motioned to approve the payment of the bills for the month of

January 2020 as submitted through observation, Seconded by Director Pico, with none opposed, Motion carried.

Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.

Noes: None

Abstained: None

VIII. At 7:20P.M., adjourned to Closed Executive Session for the following item(s):

- a) Government Code Section 54957

IX. Adjourned Closed Executive Session April 7, 2020 at 6:00 P.M. and continued as Open Session at 7:15 P.M.:

• Report of the Closed Executive Session Item 8a.

- Next Regular Board Meeting April 21, 2020 (Teleconference)
- Board member Joshua Butticci resigned (awaiting formal resignation letter).
 - Expecting letter to move forward to position vacancy.

X. With no further business being brought before the board at this time of the meeting, the meeting was adjourned April 7, 2020 at 7:23P.M. By current Board Chairperson Mary Nicholson Regular Board of Directors' Meeting at 6:00 P.M. Teleconference.

Cordially Submitted by,

***Jonisha Woodward
Clerk of the Board
French Camp McKinley Fire District
April 16, 2020***