

1 April 28, 2020

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

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

5 **THE INVOCATION GIVEN BY DFC MAROVICH.**

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

7 **ROLL CALL:**

8 **Present:** Directors Harris, Hoffman, Luevano, Munson and Van Doorn.

9 **Absent:** None.

10 **Staff Present:** Fire Chief/CEO Abbott, Attorney James and Board Secretary Stephen-
11 Porter. In the audience were: DFC Marovich, D/Cs Mahr and McReynolds, B/Cs Mann and
12 Macmillan, F/M Fieri members of Association and public.

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14 **PUBLIC ACTIVITIES AGENDA**

15 1. **PUBLIC COMMENT:** President Luevano addressed the audience and inquired whether
16 there were any public comments regarding items not on the Agenda. There being no
17 comments, the Public Comment Section was closed.

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19 **ACTION AGENDA**

20 **CONSENT ITEMS:**

21 2. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR MARCH 2020**

22 3. **REVIEW AND ACCEPT FINANCIAL REPORT FOR MARCH 2020**

23 4. **REVIEW AND ACCEPT POLICIES & PROCEDURES – SEE ITEM 7**

24 5. **REVIEW AND ACCEPT EMERGENCY SERVICE OVERTIME TRACKING REPORT FOR THE THIRD**
25 **QUARTER**

26 6. **REVIEW AND ACCEPT CUSTOMER SATISFACTION SURVEY PROGRAM RESULTS – FIRST**
27 **QUARTER 2020**

28 President Luevano inquired whether there were any questions on Consent Items 2-6 . There
29 being no discussion, President Luevano asked for a motion to approve the Consent Agenda.

30 On a motion by Director Harris, seconded by Director Hoffman the motion to approve the
31 Consent Agenda as presented passed unanimously.

32 **ACTION ITEMS:**

33 7. **REVIEW AND APPROVE PAYROLL AND AP SPECIALIST JOB DESCRIPTION—DFC MAROVICH AND**

34 **CHIEF ABBOTT:** DFC Marovich presented the plan to cover for the Deputy Fire Chief duties
35 when he retires in October 2020. The District plans to reorganize, with the division splitting
36 between HR and Finance into two divisions. As has been noted by the auditors, with the
37 workload of finance, it is imperative to have three individuals operating all the processes in
38 place as a check and balance. The loss of the Deputy Chief will require one additional
39 individual when HR/Finance Specialist Juul assumes the oversight responsibilities. On a
40 motion by Director Hoffman, seconded by Vice President Van Doorn, the motion to approve
41 the job description for the Payroll and AP Specialist passed unanimously.

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43 **DISCUSSION AGENDA**

44 CS-8. **STRATEGIC DIRECTION DISCUSSION—CHIEF ABBOTT:** Chief Abbott opened the discussion with
45 the Board regarding the Strategic Direction (SD) giving an overview of the six items in the
46 plan: (1) Planning/Restoration Of Reserve Funds; (2) Restoration Of Administrative
47 Capacity/Station Staffing; (3) Facilities; (4) Integration With North Zone Agencies; (5)
48 Volunteer Firefighter Program; (6) Mobile Integrated Health (“MIH” Or Community
49 Paramedicine) and (7) Disaster Preparedness Plan. Chief Abbott noted Item #1 the District
50 had also reached approximately 70% of the targeted operational reserve fund goals. He
51 noted for Item 1, the District has paid off one if the long-term loans and is working with FDAC
52 regarding ERAF considerations for the future. The District should anticipate revenue
53 augmentation recommendations from CSUSM by May or June. For Item 2, he presented
54 the revised organization chart, which shows the lines of communication and responsibility
55 after the Deputy Fire Chief retires. This will be put in place in December. There were no
56 objections to this plan. Chief Abbott noted for Item 3, the District is looking at other options
57 for facilities replacement, including differing materials and methods. Discussion ensued
58 regarding restricted fund usage and what how the Program will be defined. Chief Abbott

59 noted that Item 4 is an ongoing event, although the COVID-19 event has accelerated the
60 process. He discussed call triage, tiered dispatch and BLS overlay. Chief Abbott noted that
61 with Oceanside and San Diego running SR Programs similar to ours and Oceanside, running
62 a BLS Program, the District has the benefit of observing how well their BLS Program works.
63 Concerns were expressed that the District had a BLS Program prior to now that was disband.
64 Discussion ensued regarding the differences between the programs. Chief Abbott informed
65 the Board that Item 5 has been extensively examined and Staff feels this Program is no
66 longer viable. Other programs in place will achieve the same goals of diversity, education
67 and entry into the organization. The Staff intends to discontinue the Volunteer Program at
68 the end of the grant period. Chief Abbott reviewed Item 6, the MIH Program and its
69 parameters. In-depth discussion ensued with it noted that Fallbrook Healthcare District is
70 instrumental in the non-medical transport component. Chief Mahr explained the District has
71 been offering non-medical transport for some time after the patient indicates they do not
72 wish to be transported. The Board requested additional information on AMAs and releases
73 to fully evaluate this Item. Item 7 has been worked on sporadically with it now being
74 assigned to B/C Mann for completion. President Luevano, who has experience in this area,
75 offered to assist with its development, offering certain areas of expertise and concern. B/C
76 Mann has been studying past work and that of the County and other District.

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78 **STANDING DISCUSSION ITEMS:**

79 ● **LEGAL COUNSEL REPORT:** Counsel James presented his report “California
80 Governor Issues New COVID-19 Executive Order Impacting Local Government.” Brief
81 discussion ensued regarding the impact the Governor’s emergency declaration may impact
82 the District. This is informational only, no action required.

83 ● **WRITTEN COMMUNICATIONS:** Informational only, no action required.

84 ● **BOARD RECOGNITION PROGRAM**

85 ● **NEWS ARTICLES:** This is informational only, no action required.

86 ● **COMMENTS:**

87 ● **STAFF REPORTS/UPDATES:**

88 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** Chief Abbott informed the Board the Staff had
89 suspended the internal command team. It is the intent of Staff to lift the leave suspension
90 and allow employees to exercise their leave with the exception noted that they travel at their
91 own risk meaning, if they become ill after travel, the recuperation will be borne by the
92 employee. Chief Abbott noted that the District is developing an Admin Building repopulation
93 plan, which includes adjusting work cycles, additional precautions and some building
94 modifications to make employee-to-employee and employee-to-public interactions safer.
95 The suggestion was made to place a sign outside informing the public there would be no
96 entry without a mask on. Chief Abbott and FM Fieri have determined to extend the weed
97 abatement deadline into June, as it is expected that the rain will leave much of the grass
98 green into June. Discussion ensued regarding the reality of asking people to mow during
99 the COVID-19 event with green grass and the scarcity of contractors to do the work. FM
100 Fieri updated the Board on the inspection progress. Chief Abbott will work with the SM
101 Specialist to ensure there is adequate media coverage of the new June 1st date and to
102 encourage continued abatement progress. Chief Abbott commended the employees for the
103 organizational and cultural shifts wherein employees are holding themselves accountable,
104 obtaining more professional advancement and taking greater ownership and responsibility
105 within the organization. Chief Abbott informed the Board the Staff is applying for a SAFER
106 grant for the 15th firefighter for Station 3. Informational only, no further action required.

107 ● **CHIEF OFFICERS AND OTHER STAFF:** **HR/FINANCE SPECIALIST JUUL:** HR/Finance
108 Specialist Juul informed the Board that working with legal support, they hope to have
109 resolution to the latest audit. She informed the Board that although the finance report
110 reflects only apportionment through March, the District has received its April apportionment
111 and the District is on track for Budget. HR/F Specialist Juul also informed the Board that the
112 District had received \$34,000 from the CARES and she continues receive invoices, which
113 she believes will cover most of the COVID-19 cost expenditures. **D/C MAHR:** D/C Mahr
114 informed the Board that there are no employees out for COVID-19 exposure/illness. March
115 call statistics initially showed a 10% decrease but rebounded. This month so far, there is an
116 8% decrease in call volume. **D/C McREYNOLDS:** D/C McReynolds informed the Board the

117 District had completed a single role paramedic recruitment and now has a healthy list to
118 select from. He noted there will be a fire school training on Camp Pendleton in June.
119 President Luevano requested the District work to inform the public of the smoke issues.

120 ● **BOARD:** All Board members thanked the District employees for the outstanding work
121 during the COVID-19 crisis and expressed gratitude that everyone is now healthy.

122 ● **BARGAINING GROUPS:** A/P Lewis informed the Board that there was a high level of
123 Association attendance at the Board meeting to show their paramount interest and gratitude
124 to the Board in support of setting up the 115 account in conjunction with the POB. He
125 discussed the hard work the Association and Staff had done in IBN collaboration to reach a
126 middle ground to avoid other hard choices; providing an atmosphere for the future which
127 will allow the District to obtain and retain quality employees.

128 ● **PUBLIC COMMENT:** No comments.

129 130 **CLOSED SESSION**

131 ● **OPENING CLOSED SESSION:**

132 At 5:45 p.m., President Luevano inquired whether there was a motion to adjourn to Closed
133 Session. On a motion by Director Hoffman, seconded by Director Harris, the motion to
134 adjourn to Closed Session passed unanimously. President Luevano read the items to be
135 discussed in Closed Session and the Open Session was closed. A short break ensued after
136 the reading of the Closed Session Items. At 5:55 p.m., and the Board entered Closed
137 Session to hear:

138 CS-1. **ANNOUNCEMENT — PRESIDENT LUEVANO:** An announcement regarding the items to be
139 discussed in Closed Session was made prior to the commencement of Closed Session as
140 follows:

141 CS-2. **CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT**
142 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

143 NCFPD MANAGEMENT GROUP

DISTRICT NEGOTIATORS:

CHIEF ABBOTT, DISTRICT COUNSEL JAMES

145 **CS-3. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY**

146 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

147 FFA NON-SAFETY GROUP NEGOTIATORS DISTRICT NEGOTIATORS: CHIEF ABBOTT, DISTRICT
148 COUNSEL JAMES

149 **CS-4. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY**

150 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

151 FFA SAFETY GROUP NEGOTIATORS DISTRICT NEGOTIATORS:
152 CHIEF ABBOTT, DISTRICT COUNSEL JAMES

153 **CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 —**

154 **UNREPRESENTED INDIVIDUALS — CHIEF ABBOTT:**

155 EXECUTIVE ASSISTANT/BOARD SECRETARY DISTRICT NEGOTIATORS:
156 CHIEF ABBOTT, DISTRICT COUNSEL JAMES

157 **CS-6. REPORT FROM CLOSED SESSION — PRESIDENT LUEVANO**

158 ● **REOPENING OPEN SESSION:**

159 On a motion by Director Hoffman, which was seconded by Director Munson and which
160 passed unanimously, the Board returned Open Session at 7:15 p.m., the following items
161 were reported out to the public:

162 A motion was made by Director Harris to notify each Bargaining Group that the District
163 intends to open contract negotiations in accordance with their Bargaining Group MOU. The
164 motion was seconded by Director Hoffman and passed unanimously.

165 **CS-2. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT**

166 **GROUP NEGOTIATIONS – CHIEF ABBOTT:** No further reportable action.

167 **CS-3. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY**

168 **GROUP NEGOTIATIONS – CHIEF ABBOTT:** On a motion by Director Harris, seconded by Director
169 Hoffman, the motion to approve the Non-Safety Side Letter as presented passed
170 unanimously. No further reportable action.

171 **CS-4. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY**

172 **GROUP NEGOTIATIONS – CHIEF ABBOTT:** On a motion by Director Hoffman, seconded by

173 Director Munson, the motion to approve the Safety Side Letter as presented passed
174 unanimously. No further reportable action.

175 CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 —
176 UNREPRESENTED INDIVIDUALS — CHIEF ABBOTT: No further reportable action.

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178 **ADJOURNMENT**

179 A motion was made at 7:20 p.m. by Director Munson and seconded by Director Hoffman to
180 adjourn the meeting and reconvene on May 26, 2020, at 4:00 p.m. The motion carried
181 unanimously.

182 Respectfully submitted,

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185 Loren Stephen-Porter

186 Board Secretary

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188 Minutes approved at the Board of Director's Meeting on: May 26, 2020

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