

1 **December 11, 2018**

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 5:00.

5 **THE INVOCATION GIVEN BY DEPUTY CHIEF 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/C Mahr, B/Cs Krumwiede, McReynolds,
12 Schoenheit and Wilson, FM Koch and members of the public and Association.

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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. Mr. George Maverick
17 addressed the Board about being placed on a future agenda to discuss the possibility that
18 the District would support him in approaching the State of California regarding the
19 implementation of fire bunkers, either individual or community bunkers. A discussion ensued
20 regarding whether Mr. Maverick had been in discussion with the Chief regarding the matter.
21 Mr. Maverick indicated he had only spoken with the Fire Safe Council. Mr. Maverick
22 requested the Board decide regarding whether the Board would support his position with the
23 State that fire bunkers are necessary. The Board indicated further study would be required
24 before any support could be given and suggested Chief Abbott investigate whether this is a
25 topic for consideration by the Board. Chief Abbott will respond back to Mr. Maverick.
26 Chief Abbott brought forward a late agenda item that had some urgency to it regarding a
27 request for a leave of absence for an employee recently suffering a medical emergency.
28 Because he is heavily sedated, he cannot request the leave himself, so the District, along
29 with the Association, is proactively requesting it on his behalf. On a motion by Director

30 Harris, seconded by Vice President Luevano, the Board unanimously determined the matter
31 arose after the publishing of the Agenda. On a motion by Director Harris, seconded by Vice
32 President Luevano, the Board unanimously determined the matter is time sensitive and
33 should be added to the Agenda as Item number 10.1. There being no further comments,
34 the Public Comment Section was closed.

35 2. **RECOGNITION OF RETIRING EMPLOYEES — CHIEF ABBOTT:** Chief Abbott presented
36 Captain Delgado to the Board for recognition of his many years of service to the District,
37 noting his accomplishments while serving in his capacities, including his different roles and
38 ranks. Captain Delgado thanked everyone for his time here and spoke of his experiences
39 and giving recognition to his family for his successes. He was congratulated and wished
40 well in his future endeavors, as well as presented with a retirement bell.

42 ACTION AGENDA

43 **PRIORITY ACTION ITEMS:**

44 3. **OFFICIAL SEATING AND SWEARING-IN OF NEW BOARD MEMBERS – CHIEF ABBOTT AND**
45 **DISTRICT COUNSEL JAMES:** Chief Abbott noted the District had received confirmation that
46 Directors Munson and Van Doorn have been certified as elected. District Counsel James
47 swore the Directors into office. Both Directors were congratulated by Staff and seated
48 Directors in attendance.

49 4. **BOARD ELECTIONS OF OFFICERS FOR 2019 – CHIEF ABBOTT AND COUNSEL JAMES:** Chief
50 Abbott informed those present that this is the time of the year the Board is to select officers
51 for the coming year. The new officers are to assume office at the end of the meeting.
52 President Munson turned the meeting over to District Counsel for the election of the officers.
53 District Counsel James called for nominations for President, with Director Harris nominating
54 Director Luevano, which was seconded by Director Hoffman. Director Luevano accepted
55 the nomination. There being no further nominations, Director Luevano was elected to
56 President for the year 2019. District Counsel asked for nominations for the election for Vice
57 President. Director Luevano nominated Director Hoffman, which nomination was declined.
58 Thereafter, Director Hoffman nominated Director Harris, which was seconded by Director

59 Luevano. As there were no other nominations for Vice President, Director Harris was
60 elected to Vice President for the year 2019.

61 **CONSENT ITEMS:**

- 62 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING FOR OCTOBER 23, 2018**
63 5. **REVIEW AND ACCEPT SPECIAL BOARD MEETING FOR OCTOBER 24, 2018**
64 6. **REVIEW AND ACCEPT REGULAR BOARD MEETING FOR DECEMBER 4, 2018**
65 7. **REVIEW AND ACCEPT FINANCIAL REPORT FOR DECEMBER 2018**
66 8. **REVIEW AND ACCEPT POLICIES & PROCEDURES — NONE**

67 On a motion by Vice President Harris, seconded by Director Hoffman, the motion to approve
68 the Consent Agenda Items 4-8 passed by the following vote: **Ayes:** Directors Harris,
69 Hoffman, Luevano and Munson; **Abstain:** Van Doorn.

70 **ACTION ITEMS:**

- 71 9. **APPROVE REVISED MEETING SCHEDULE FOR NORTH COUNTY FIRE PROTECTION DISTRICT**
72 **BOARD MEETINGS FOR THE YEAR 2019 — CHIEF ABBOTT AND B/S STEPHEN-PORTER:** B/S

73 Stephen-Porter informed the Board that after approval of the meeting schedule for 2019,
74 several meeting dates were identified as being inadvertently mis-identified. In addition, the
75 Board had discussed as a trial, beginning the meetings at a new start time of 4:00 p.m.
76 Accordingly, the new schedule was presented for approval. On a motion by Vice President
77 Harris, seconded by Director Hoffman, the motion to approve the revised meeting schedule
78 for 2019 passed unanimously.

- 79 10. **REVIEW AND ACCEPT FINANCIAL AUDIT FOR FY 2017/2018 — DEPUTY CHIEF MAROVICH AND**

80 **CHIEF ABBOTT:** Chief Marovich informed the Board the Nigro & Nigro Accountants
81 conducted the Annual Audit for the District for Fiscal Year ending June 30, 2017. A
82 representative was present to review the audit with the Board and provide insight into the
83 financial status of the District. He noted the Finance Department has undergone some major
84 changes to improve procedures, which have resulted in an on-time, clean audit. Discussion
85 ensued regarding [1] the District's net position increased \$2,299,699 as a result of this year's

86 operations; [2] total revenues from all sources increased by 11.5%, or \$2,043,379 from
87 \$17,855,597 to \$19,898,976, from the prior year, primarily due to increases in charges for
88 services of \$484,379, mitigation fees of \$624,614, and property taxes of \$733,498; [3] total
89 expenses for the District's operations increased by 0.10% or \$173,914 from \$17,425,363 to
90 \$17,599,277, from the prior year, primarily due to increases in operations, mainly increases
91 in salaries and benefits; and [4] the District purchased new capital assets during the year in
92 the amount of \$1,971,163. Depreciation expense was \$827,385. Chief Abbott
93 acknowledged the hard work of the Finance Department to prepare for the audit and for
94 update in systems throughout the year. On a motion by Director Van Doorn, seconded by
95 Director Hoffman, the motion to accept the Annual Audit for the FY ending June 20, 2017,
96 passed unanimously.

97 10.1. **REQUEST FOR GRANTING OF LEAVE OF ABSENCE AND PERMISSION TO ALLOW DONATION**
98 **OF LEAVE – CHIEF ABBOTT:** Chief Abbott briefly explained the reasons for granting a leave
99 of absence and allowing donation of leave to a probationary employee who was suddenly
100 taken very ill. It is anticipated that he will be unable to return to work in the near future and
101 as he is probationary, has little leave time accumulated. Chief Abbott and the Association
102 have been in conversations regarding how to assist the employee, with this request being
103 posed as a solution. Due to the sudden and severe onset of his illness, Chief Abbott posited
104 that under the extenuating circumstance, the Board may use its discretion to allow the
105 request. On a motion by Director Harris, seconded by Director Hoffman, the motion to grant
106 a temporary eight week leave of absence through the end of January, with an extension up
107 to one year, to be granted at the discretion of the Fire Chief/CEO passed unanimously.

108 **DISCUSSION AGENDA**

110 11. **LONG-RANGE FINANCIAL PLAN – DEPUTY CHIEF MAROVICH AND CHIEF ABBOTT:** Several
111 months ago, the District engaged Raftelis in order to develop a long-range financial plan with

112 the goals of: ensuring sufficient cash flows for daily and yearly operations and capital
113 replacement, serving as a basis for establishing minimum fund levels, serving as a long-
114 range planning tool, maintaining or achieving suitable credit ratings and integrating
115 information into a future strategic plan. The tool developed by Raftelis incorporates current
116 District finances to illustrate three different potential financial scenarios. Chief Abbott
117 inquired whether a Board workshop was desirable in order to broaden the Board's overview
118 so that it may have time to contemplate the findings in preparation for more detailed future
119 discussions. It was the consensus of the Board to have the Board Secretary identify a time
120 in early January for the presentation and further discussions.

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122 **STANDING DISCUSSION ITEMS:**

123 ● **LEGAL COUNSEL REPORT:** Counsel James presented his report "Writings
124 Concerning Public Business Are Public Records – Even If They Are Sent, Received or Store
125 on An Employee's Personal Email, Phone or Computer." Brief discussion ensued regarding
126 the ramifications of using individual, rather than District resources for email, etc. This is
127 informational only, no action required.

128 ● **WRITTEN COMMUNICATIONS:** Brief discussion ensued regarding the items,
129 Informational only, no action required.

130 ● **NEWS ARTICLES:** Brief discussion ensued regarding articles. This is informational
131 only, no action required.

132 ● **COMMENTS:**

133 ● **STAFF REPORTS/UPDATES:**

134 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** Chief Abbott noted the results from the GEMT
135 audit, opining the District's accounting was accurate and that the District found the right
136 advisers and advocates. He congratulated Deputy Chief Marovich and FS/HR Specialist
137 Juul for traveling to Sacramento to see the hearing completed. Chief Abbott brought the
138 Board up-to-date on the Community Outreach efforts, including Facebook Live,
139 presentations, community feedback and concerns expressed in presentations that the

140 Healthcare District should be assisting with funding for District efforts. Chief Abbott informed
141 the Board that revision of the Board of Directors Operations Policy is underway and will be
142 presented for approval at an upcoming meeting. Chief Abbott informed the Board that North
143 Comm approved participating in a new joint dispatch facility study with the City and County
144 of San Diego. Discussion are underway at the County to bring all dispatch under one facility.
145 Chief Abbott discussed the positive and negative realities of one facility. Finally, Chief
146 Abbott thanked the Board for his recent bonus, but respectfully declined to accept it.
147 Informational only, no further action required.

148 ● **CHIEF OFFICERS AND OTHER STAFF: DEPUTY CHIEF MAROVICH:** Deputy Chief Marovich
149 congratulated his staff for their efforts, noting the fantastic work they had performed
150 throughout the year. **D/C MAHR:** D/C Mahr informed the Board Operations is working on a
151 new staffing program they will be evaluating. Labor, Operations have been working together
152 to fine-tune the necessary policies and expect to implement them in January. He also
153 provided an update on the new Type 3 engine status. **FM KOCH:** FM Koch updated the
154 Board on the Fire Safe Council and CERT activities.

155 ● **BOARD: DIRECTOR HOFFMAN:** Director Hoffman suggested using volunteers to assist
156 with weed mitigation efforts. Brief discussion ensued.

157 ● **BARGAINING GROUPS: A/P PRESIDENT MANN:** A/P President Mann welcome new
158 Board Director Van Doorn. He noted the Volunteer Program has sixteen new volunteers,
159 none of which have fire training. Captain Choi will be leading their first training this weekend.
160 A/P President Mann thanked the Board for being flexible for the ailing Association member
161 in permitting the LOA and donation of leave.

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

164 **CLOSED SESSION**

165 Chief Abbott reported there was no needed for a Closed Session this meeting, therefore
166 Closed Session was not held.

ADJOURNMENT

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170 A motion was made at 6:55 p.m. by Director Hoffman and seconded by Director Harris to
171 adjourn the meeting and reconvene on January 22, 2019, at 4:00 p.m. The motion carried
172 unanimously.

173 Respectfully submitted,

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176 Loren Stephen-Porter

177 Board Secretary

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179 Minutes approved at the Board of Director's Meeting on: January 22, 2019
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Official Seal