

# Humboldt Bay Fire Joint Powers Authority

## Board of Directors Special Meeting Minutes

Jo Ann Gath, Chair - Melinda Ciarabellini, Vice Chair – Kim Bergel, Secretary- Ed DeWald, Director

533 C Street Eureka, CA 95501

January 20, 2016

1:15 PM Humboldt Bay Fire Conference Room

- I. Call to Order  
**The meeting was called to order at 1:16 pm.**
- II. Pledge of Allegiance
- III. Attendance  
**Present: Directors Ciarabellini, Bergel, DeWald and White. Chief Woods. Assistant Chief Gillespie. Deputy Chief Reynolds. Clerk Harris.**  
**Absent: Director Gath**
- IV. Approval of the Agenda  
**Motion was made, seconded (DeWald, Bergel) and passed unanimously to approve the Agenda with the correction to agenda bill XB. The current balance of Risk Finance Reserve was changed to \$118,306 (originally posted as \$67,857).**
- V. Consent Calendar
  - A. Approve Minutes: December 16, 2015 Board Meeting
  - B. Monthly Financial Reports-Receive and Approve for December 2015**Motion was made, seconded (White, Bergel) and passed unanimously to approve the Consent Calendar.**
- VI. Public Comment **NONE**
- VII. Ceremonial
  - A. Promotion of Engineer Freeman to Captain
  - B. Promotion of Assistant Chief Gillespie to Interim Chief
- VIII. Fire Chief Announcements and/or Reports
  - A. Retirement letter from Chief Woods
  - B. Thank you from South Lake County Fire Protection District
  - C. Thank you from Scotia Volunteer Fire Department
  - D. MOU Update
- IX. Committee Reports, Discussion and Action, If Any
  - A. Budget Committee: Directors Ciarabellini & DeWald **NONE**
  - B. Personnel Committee: Directors Gath & Bergel **NONE**
- X. New Business – Report, Discussion and/or Action
  - A. Station 4 Minimum Staffing Level and Future Use: The Board is requested to discuss the future minimum staffing level and use of Fire Station 4, in light of the 1/5/16 City of Eureka’s City Council meeting of using the facility as a homeless shelter.  
**Motion was made, seconded (Bergel, Ciarabellini) and passed unanimously to continue to allow the department to employ flexible staffing at Station 4 based on ongoing fiscal restrictions (staff will run engine, squad or brown out as needed) and eliminated the option for the City of Eureka to use Station 4 and the training classroom at 3030 as a homeless shelter.**

B. Allocation of Fiscal 2014-15 Operating Budget Unassigned Funds: The Board is requested to transfer \$240,491 in unassigned funds from the fiscal year 2014-2015.

**Motion was made, seconded (DeWald, Bergel) and passed unanimously with a roll call vote to transfer \$240,491 in unassigned funds from the fiscal year 2014-2015 as follows: Transfer \$145,470 to Humboldt No. 1 FPD for repayment of their 2% additional payment to the JPA and allocate \$95,021 to the JPA's "Risk Financing Reserve" fund.**

**Aye: DeWald, Bergel, Ciarabellini, White**

**Nay: None**

C. Resolution recognizing Fire Chief Ken Woods: The Board is requested to approve a resolution recognizing Fire Chief Ken Woods.

**Motion was made, seconded (Bergel, DeWald) and passed unanimously with a roll call vote to approve Resolution 2016-1 recognizing Fire Chief Ken Woods.**

**Aye: DeWald, Bergel, Ciarabellini, White**

**Nay: None**

D. Executive Secretary Step Increase: The Board is requested to approve a salary step increase for the Executive Secretary based upon her "Greatly Exceeds Expectations" appraisal rating from her annual review.

**Motion was made, seconded (DeWald, White) and passed unanimously to approve a salary step increase for the Executive Secretary.**

**XI. Closed Session**

A. Pursuant to Government Code §54957 (b) (1)

Personnel: Review Public Employees Performance Evaluation, Discipline or Dismissal.

No report following closed session is required pursuant to §54957.1(5) if no final action is taken. The Chair will report on any action taken in closed session.

**Vice Chair Ciarabellini closed the open meeting at 2:13 and went into closed session to review public employees performance evaluation, discipline or dismissal pursuant to §54957 (b) (1). The Board returned to open session at 2:37 as required by GC §54957 with a report of no action taken.**

**XII. Announcement of Next Regular Meeting: February 10, 2016.**

**XIII. Adjournment**

**Meeting was adjourned at 2:37.**

**Clerk's Statement:** I hereby certify that I am the recording clerk of the Humboldt Bay Fire Joint Powers Authority and that the foregoing is a full, true and correct copy of the minutes passed by the governing Board of the JPA at the regular meeting of the Board of Directors held on the 20th of January 2016 at 1:15 p.m.

*Jenna Harris, Clerk*