

# Humboldt Bay Fire Joint Powers Authority

## Board of Directors Special Minutes

Jo Ann Gath, Chair - Ed DeWald, Vice Chair – Kim Bergel, Secretary- Austin Allison, Director

**3030 L Street Eureka, CA 95501**

**July 10, 2017**

**2:00 pm Humboldt Bay Fire Training Classroom**

1. Call to Order **The meeting was called to order at 2:00p.m.** *Draft*
2. Pledge of Allegiance
3. Attendance  
**Present: Directors Gath, Hendricks, Bergel & Allison. Fire Chief Gillespie. Deputy Chief Reynolds. Clerk Harris.**
4. Approval of the Agenda  
**Motion was made/seconded (Hendricks/Bergel) and passed unanimously to approve the Agenda with the addendum of moving item 10.B to after closed session.**
5. Consent Calendar
  - A. Budget & Financials: Receive and approve for June 2017
  - B. Minutes: June 14, 2017**Motion was made/seconded (Allison/Bergel) and passed unanimously to approve the consent calendar.**
6. Public Comment  
*Members of the audience may address the Board. Please give your name and address, and observe a time limit of five minutes. Any matter newly introduced may become an agenda item for action at the next Board meeting.*  
**No comments from the public.**
7. Public Hearing
  - A. **2017-2018 Preliminary Budget.** The Board will accept input from any interested party relating to the proposed budget for fiscal year 2017-18 in the amount of \$8,675,197.  
**Public comment was opened at 2:07. There were no comments from the public.**
8. Communications
  - A. RFP: Going out Wednesday for a third party to collect funds for traffic collisions.
  - B. Alarm Ordinance
  - C. Kirk White: Flags flown at Half staff
  - D. The Board directed staff to begin work on RFP's for IT Services (local and 24/7), Finance, & Attorney. Reflect on a retainer/fixed amount. The Board also directed staff to explore a 2 year buy-out based on years of service. It is preferred that the buy-out would be short term.
9. Committee Reports, Discussion and Action, If Any
  - A. Budget Committee: Directors DeWald & Allison **None**
  - B. Personnel Committee: Directors Gath & Bergel **None**
10. Old Business
  - A. **2017-2018 Budget.** The Board, having heard input from the public, will be asked to consider for adoption the FY 2017-2018 budget in the amount of \$8,675,197.

**Motion was made, seconded (Hendricks, Allison) and approved unanimously with a roll call vote to approve the 2017-2018 budget in the amount of \$8,675,197.**

**Ayes: Hendricks, Allison, Bergel & Gath**

**No's: None**

**Absent: None**

- B. **Fire Chief Step Increase.** The Board is to consider authorizing a pay increase within the salary range for Fire Chief Gillespie based upon his annual evaluation.

**No action taken the item has been tabled**

**11. New Business**

- A. **2017-2018 Fee Schedule.** The Board is requested to review and approve the Preliminary Fee Schedule for fiscal year 2017-2018 and set a time and date for a public hearing.

**Motion was made, seconded (Allison/Bergel) and passed unanimously to approve the preliminary Fee Schedule for FY 2017-2018 and set a public hearing for August 9 at 1:30pm.**

- B. **Community Outreach/Implicit Bias Training.** Per direction from the Board, the Board will discuss with staff the implicit bias training and other community outreach ideas.

**Discussion only, not action taken.**

- C. **Executive Secretary Evaluation.** The Board is requested to approve a salary step increase for the Executive Secretary based upon staff recommendation and appraisal rating from her annual review.

**Motion was made, seconded (Hendricks/Allison) and passed unanimously to approve the salary step increase for Executive Secretary Harris.**

**12. Closed Session**

- A. **Labor Negotiations** Pursuant To Government Code §54957.6 (a)

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.

- B. **Personnel Review** Pursuant to Government Code §54957 (b) (1)

Fire Chief: 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.

**The Board moved to closed session at 2:47pm and returned to open session at 4:39 with a report of no action taken.**

- 13. Announcement of Next Regular Meeting:** The next regular meeting of the Board is scheduled for August 9, 2017.

- 14. Adjournment** **The meeting was adjourned at 4:43.**

**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 special meeting of the Board of Directors held on the 10th of July 2017 at 2:00 p.m.

Jenna Harris, Clerk